

# EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve an increase to a contract with **Andrea Mason** for **Project Management services**.

Board Meeting Date: June 4, 2013  
Project Name/Contract#: PSC 2324  
Primary Contact: Matt Sayre Ext. 7721  
Secondary Contact: Roger Gray Ext. 7130  
Purchasing Contact: Ramie Alkire Ext. 7413

### Action Requested:

Contract Award  
 Contract Renewal  
 Contract Increase  
 Other

### Contract Amount:

Original Contract Amount: \$19,500.00  
Additional \$ Previously Approved: \$ n/a  
Invoices over last approval: \$ n/a  
Percentage over last approval: n/a %  
Amount this Request: \$40,000.00  
**Resulting Cumulative Total:** \$59,500.00

### Funding Source:

Budget  
 Reserves  
 New Revenue  
 Bonding  
 Other

### Contracting Method:

Method of Solicitation: Exempt  
If applicable, basis for exemption: Rule 6-0270: Class Exemption of  
Personal Services under \$150,000  
Term of Agreement: April 29, 2013 – July 31, 2013  
Option to Renew? No  
Approval for purchases "as needed" for the life of the contract No

### Form of Contract:

Single Purchase  
 Services  
 Personal Services  
 Construction  
 IGA  
 Price Agreement  
 Other

### Narrative:

The Board is being asked to approve an increase to the contract with **Andrea Mason** for **Project Management services**.

In April 2013, EWEB staff contracted with Andrea Mason to provide Project Management services for the "Service Oriented Architecture" (SOA) project. Ms. Mason assists in the implementation of the SOA's project goals including the deployment of an Enterprise Service Bus and commensurate documentation. The original estimated cost of these services was under \$20,000 (the required Board approval threshold), but additional project management services are necessary for the SOA project which will cause the contract amount to cross the \$20,000 threshold. The SOA project phase formulation, adoption of SOA governance, and the recent loss of key employees requires additional project management services than what was originally envisioned

### ACTION REQUESTED:

Management requests Board approve an increase to the contract with **Andrea Mason** for **Project Management Services**. Funds for these services were budgeted for 2013.

**SIGNATURES:**

Project Coordinator: \_\_\_\_\_

Manager: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

General Manager: \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

Secretary/Assistant Secretary verification: \_\_\_\_\_