

# SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION

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April 24, 2009

**TO:** Commissioners and Alternates

**FROM:** Will Travis, Executive Director (415/352-3653 travis@bcdc.ca.gov)  
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**SUBJECT: Staff Report and Recommendation on Administrative Services Contract**  
(For Commission consideration on May 7, 2009)

## Staff Recommendation

The staff recommends that the Commission authorize the Executive Director to enter into a \$260,000 contract under which the California Coastal Commission would provide administrative services to BCDC over the two-year period from July 1, 2009 through June 30, 2011. The staff further recommends that the Commission authorize the Executive Director to: (1) amend the contract as necessary so long as the amendment does not exceed 10 percent of the original contract amount and does not involve substantial changes to the services provided; and (2) renew or extend the contract if the cost does not exceed \$143,000 per year.

## Staff Report

BCDC is one of the smallest departments in State government. Therefore, rather than hire its own staff to provide a full range of administrative support services, for the past 30 years, BCDC has relied on the California Coastal Commission to provide these needed services.

BCDC now has the staff resources needed to handle its budget, accounting, business services, and contracting responsibilities in-house. Therefore, the administrative services needed from the Coastal Commission have been limited to human resource functions. These services will cost approximately \$130,000 per year for the next two fiscal years.

Contracts between California state agencies (called interagency agreements) do not require competitive bidding. Therefore, unless and until BCDC has the staff resources needed to perform all of its own administrative services in-house, the staff recommends that BCDC continue to contract with the Coastal Commission for the needed services.

