

SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION

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September 19, 2014

TO: Commissioners and Alternates

FROM: Lawrence J. Goldzband, Executive Director (415/352-3653 lgoldzband@bcdc.ca.gov)
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SUBJECT: Staff Report and Recommendation on Administrative Services Contract
(For Commission Consideration on October 2, 2014)

Summary and Recommendations

The staff recommends that the Commission authorize the Executive Director to enter into a \$494,000 contract under which the California Coastal Commission will provide administrative services to BCDC over the three-year period from July 1, 2014 through June 30, 2017. 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 involve substantial changes to the services provided; and (2) renew or extend the contract.

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 35 years, BCDC has relied on the California Coastal Commission to provide some of 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 \$162,000 this fiscal year and \$166,000 per year for the following two fiscal years.

Contracts between California state agencies (called interagency agreements) do not require competitive bidding. The Coastal Commission has a strong understanding of BCDC's staff, mission and human resource needs and has done an excellent job of providing these needed services. 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.



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