

**MARIN EMERGENCY RADIO AUTHORITY**

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**DATE:** September 23, 2020  
**TO:** MERA Governing Board  
**FROM:** Maureen Cassingham, Executive Officer  
**SUBJECT:** AGENDA ITEM **A-6**: RESCISSION OF MERA CHANGE ORDER POLICY FOR NEXT GEN SYSTEM PROJECT VENDOR CONTRACTS

Recommended Action: Approve Rescission of MERA Change Order Policy for Next Gen System Project Vendor Contracts.

Background: On May 10, 2017, the MERA Governing Board approved the attached Change Order Policy for Next Gen System Vendor Contracts. The Policy established cost criteria and a review process for timely action on Next Gen vendor change orders. The Policy was predicated on the Next Gen Implementation Agreement between MERA and the County which authorized the County to enter into contracts on MERA's behalf and was terminated on June 30, 2020 by the County of Marin.

With MERA's assumption of Project Implementation, MERA is now contracting directly with Next Gen vendors, construction contractors and professional service providers and approving related change orders pursuant to its Joint Powers Agreement and Bylaws expenditure authority. Per the Agreement and Bylaws, the Executive Officer has expenditure authority up to and including \$10,000 and must report such expenditures to the Executive Board at its next regular meeting. This authority applies to contracts, contract amendments, purchase orders and change orders to existing contracts. Thereafter, the Executive Board expenditure authority is up to \$100,000 with reporting of such expenditures at the next Governing Board meeting. Expenditures over \$100,000 are the purview of the MERA Governing Board.

Given MERA's direct oversight of the Next Gen System Project, staff recommends rescission of the Change Order Policy for Next Gen System Project Vendor Contracts as it is no longer applicable.

ATTACHMENT:

A-6a MERA Change Order Policy for Next Gen System Project Vendor Contracts (G.B. 5/10/17)