

ADOPTED: GB 5/10/17

**MARIN EMERGENCY RADIO AUTHORITY**  
**CHANGE ORDER POLICY FOR**  
**NEXT GEN SYSTEM PROJECT VENDOR CONTRACTS**

Purpose: To set forth procedures to facilitate timely review and action on Change Orders by the MERA Governing Board associated with Next Gen System Project vendor contracts.

Procedures:

- 1) All Change Order requests are to be reviewed by a Subcommittee consisting of up to three members (two minimum) of the Next Gen Project Oversight Committee (NGPOC), MERA's Executive Officer, Deputy Executive Officer and Operations Officer.
- 2) Any Change Order request with a cost increase greater than \$100,000 or that is deemed by the NGPOC Subcommittee to be significant with respect to MERA's Next Gen System Project functionality commitments or Project Schedule impact will be forwarded to the MERA Governing Board for a determination.
- 3) Change Orders that do not meet the above criteria will be approved by the County and will be reported to Executive and Governing Boards at their next regularly scheduled meetings as part of the Next Gen System Project report agenda item.
- 4) The MERA Finance Committee will develop recommended Contract Contingency amounts and forward its recommendations to the Governing Board at its next meeting.