

# ***San Geronio Pass Water Agency***

**DATE:** April 17, 2023  
**TO:** Board of Directors  
**FROM:** Lance Eckhart, General Manager  
**BY:** Tom Todd, CFO  
**SUBJECT: PROCUREMENT POLICY REQUIRED NOTIFICATION AND REQUEST FOR APPROVAL**

## **RECOMMENDATION**

Approve contract extension of \$5,000 with The Ferguson Group.

## **BACKGROUND**

The Procurement Policy requires the General Manager to notify the Board concerning various contracts, changes in contracts, and/or requests for changes in contracts.

To complete the fiscal year 2022-23, Staff would like to continue to work with the Ferguson Group in May and June of 2023. This would require approval of the Board to extend the contract by \$5,000 (\$2,500 per month for two months), which is more than the General Manager may approve as specified in the Procurement Policy.

## **ANALYSIS**

The Ferguson Group provides a variety of grant research and application services, including:

- dedicated grants expert
- weekly grant updates and alerts
- access to TFG's library of Funding Guides and Grant Profiles
- Access to TFG's Successful Grant Database
- Preparation of a custom Project Specific Grant Research and Funding Strategies

Recent work has consisted of working with local HOAs to develop an ongoing regional turf replacement program and positioning for developing the "Brookside West" recharge facility.

The contract with the Ferguson Group was approved on April 22, 2022, for twelve months. The retainer amount was \$2,500.00 monthly, for an annual total of \$30,000. The initial invoice was received for May of 2022, and the contract will be completed at the end of April 2023. Consideration of a new contract with The Ferguson Group will be included in the budget process for FY 2023-24.

## **FISCAL IMPACT**

Expenditures under this contract have been included in the Consulting and Engineering Services section of the budget, in the 'Grant Support Services' line item under the category 'General Engineering Services.' This item has a budgeted amount of \$75,000 for FY 2022-23. As of the March, 2023 Budget Report, about \$40,000 has been expended, leaving about \$35,000 for expenditures for the rest of the fiscal year.

## **ACTION**

Approve contract extension of \$5,000 with The Ferguson Group.