

## AMENDMENT NO. 1

### TO AGREEMENT FOR CONTRACT SERVICES

**THIS AMENDMENT TO THE AGREEMENT FOR CONTRACT SERVICES** (“Amendment No. 1”) by and between the CITY OF CARSON, a California municipal corporation (“City”) and MACIAS GINI & O’CONNELL, LLP (“Consultant”) is effective as of the 7<sup>th</sup> day of September, 2023 (“Effective Date”).

#### RECITALS

A. City and Consultant entered into that certain Agreement for Contractual Services dated September 8, 2022 (“Agreement”) whereby Consultant agreed to provide City with services related to improving City’s current procurement and contracting process (“Original Scope of Services”), for a total Contract Sum of \$140,192.00 with the Agreement set to expire September 7, 2023.

B. On September 7, 2023, pursuant to Sections 1.8 and 3.2 of the Agreement, the City’s Contract Officer extended the performance schedule for the Original Cope of Services by 180 days.

C. Now, City and Consultant desire to amend the Agreement to: (i) add additional services that Consultant is to perform related to creation of a contract administrator/officer position, assistance with exercising local preferences in purchasing and provision of recommendations to the City and implementation thereof, and other related contingency tasks (“New Scope of Services”), thereby increasing the total Contract Sum by \$40,136.00, bringing the adjusted Contract Sum to \$180,328.00; and (ii) extend the Agreement Term for an additional six (6) months from September 8, 2023 through March 7, 2024, effective retroactive to September 7, 2023, to provide Consultant sufficient time to complete the New Scope of Services.

#### TERMS

1. **Contract Changes.** The Agreement is amended as provided herein (added text shown in *bold italics*, deleted text shown in ~~strikethrough~~):

A. Section 2.1, “Contract Sum,” is hereby amended to read in its entirety as follows:

“Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the “Schedule of Compensation” attached hereto as Exhibit “C” and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed ***One Hundred Eighty Thousand Three Hundred Twenty Eight Dollars (\$180,328.00)*** ~~One Hundred Forty Thousand One Hundred Ninety Two Dollars (\$140,192.00)~~ (the “Contract Sum”), unless additional compensation is approved pursuant to Section 1.8.”

B. Section 3.4, “Term,” is hereby amended to read in its entirety as follows:

#### EXHIBIT NO. 1

“Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not **later than March 7, 2024**~~exceeding one (1) years from the date hereof~~, except as otherwise provided in the Schedule of Performance (Exhibit “D”).”

C. Exhibit “A,” “Scope of Services,” of the Agreement is hereby amended to read in its entirety as follows:

See attached Exhibit “A.”

D. Section I of Exhibit “C,” “Schedule of Compensation,” of the Agreement is hereby amended to read in its entirety as follows:

**I. Consultant shall perform the Services in Exhibit “A” Scope of Services at the following rates:**

***Original Scope of Services***

City of Carson Procurement and Contracting Performance Assessment MGO's Estimated Component Costs by Project Phase										
Gather Information Phase										
Task	Partner / QC \$380 / hour		Senior Manager \$252/ hour		Supervisor \$220/ hour		Experienced Associate		Total	
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
Entrance conference	1	\$ 380	2	\$ 504	1	\$ 200	0	\$ -	4	\$ 1,084
Preliminary info request	0	\$ -	1	\$ 252	0	\$ -	0	\$ -	1	\$ 252
Review information	0	\$ -	6	\$ 1,512	0	\$ -	6	\$ 864	12	\$ 2,376
Initial interviews	0	\$ -	4	\$ 1,008	20	\$ 4,000	40	\$ 5,760	64	\$ 10,768
<b>TOTAL PLANNING</b>	<b>1</b>	<b>\$ 380</b>	<b>13</b>	<b>\$ 3,276</b>	<b>21</b>	<b>\$ 4,200</b>	<b>46</b>	<b>\$ 6,624</b>	<b>81</b>	<b>\$ 14,480</b>

City of Carson Procurement and Contracting Performance Assessment MGO's Estimated Component Costs by Project Phase												
Fieldwork Phase												
Task	Partner / QC \$380 / hour		Senior Manager \$252/ hour		Supervisor \$220/ hour		Experienced Associate		Admin. Asst. \$104 / hour		Total	
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
Interviews and walk-throughs with staff	0	\$ -	2	\$ 504	10	\$ 2,000	20	\$ 2,880	0	\$ -	32	\$ 5,384
Assess compliance	2	\$ 760	8	\$ 2,016	24	\$ 4,800	34	\$ 4,896	0	\$ -	68	\$ 12,472
Develop recommendations	2	\$ 760	30	\$ 7,560	0	\$ -	0	\$ -	0	\$ -	32	\$ 8,320
Research best practices and performance measures	0	\$ -	8	\$ 2,016	0	\$ -	0	\$ -	0	\$ -	8	\$ 2,016
Develop methodologies to assess compliance	4	\$ 1,520	8	\$ 2,016	36	\$ 7,200	0	\$ -	0	\$ -	48	\$ 10,736
Develop procurement procedures manual	20	\$ 7,600	80	\$ 20,160	40	\$ 8,000	0	\$ -	28	\$ 2,912	168	\$ 38,672
Develop and provide training	8	\$ 3,040	40	\$ 10,080	0	\$ -	0	\$ -	4	\$ 416	52	\$ 13,536
<b>TOTAL ASSESSMENT</b>	<b>36</b>	<b>\$ 13,680</b>	<b>176</b>	<b>\$ 44,352</b>	<b>110</b>	<b>\$ 22,000</b>	<b>54</b>	<b>\$ 7,776</b>	<b>32</b>	<b>\$ 3,328</b>	<b>408</b>	<b>\$ 91,136</b>

City of Carson Procurement and Contracting Performance Assessment MGO's Estimated Component Costs by Project Phase										
Reporting										
Task	Partner / QC \$380 / hour		Senior Manager \$252/ hour		Supervisor \$220/ hour		Admin. Asst. \$104 / hour		Total	
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
Weekly progress reports / meetings	0	\$ -	24	\$ 6,048	6	\$ 1,200	0	\$ -	30	\$ 7,248
Preliminary results meetings	2	\$ 760	2	\$ 504	0	\$ -	0	\$ -	4	\$ 1,264
Draft report	12	\$ 4,560	60	\$ 15,120	0	\$ -	6	\$ 624	78	\$ 20,304
City comments and changes	2	\$ 760	12	\$ 3,024	0	\$ -	1	\$ 104	15	\$ 3,888
Finalize report	2	\$ 760	4	\$ 1,008	0	\$ -	1	\$ 104	7	\$ 1,872
<b>TOTAL REPORTING</b>	<b>18</b>	<b>\$ 6,840</b>	<b>102</b>	<b>\$ 25,704</b>	<b>6</b>	<b>\$ 1,200</b>	<b>8</b>	<b>\$ 832</b>	<b>134</b>	<b>\$ 34,576</b>

*New Scope of Services*

City of Carson Procurement and Contracting Performance Assessment MGO's Estimated Costs for Additional Services												
Task	Partner / QC \$380 / hour		Senior Manager \$252/ hour		Supervisor \$220/ hour		Experienced Associate \$144 / hour		Admin. Asst. \$104 / hour		Total	
	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
City Council presentation	8	\$ 3,040	28	\$ 7,056	0	\$ -	0	\$ -	2	\$ 208	38	\$ 10,304
Contract administrator/ officer position	4	\$ 1,520	30	\$ 7,560	0	\$ -	6	\$ 864	0	\$ -	40	\$ 9,944
Local preference	4	\$ 1,520	30	\$ 7,560	0	\$ -	6	\$ 864	0	\$ -	40	\$ 9,944
Contingency	4	\$ 1,520	30	\$ 7,560	0	\$ -	6	\$ 864	0	\$ -	40	\$ 9,944
<b>TOTAL ASSESSMENT</b>	<b>20</b>	<b>\$ 7,600</b>	<b>118</b>	<b>\$ 29,736</b>	<b>0</b>	<b>\$ -</b>	<b>18</b>	<b>\$ 2,592</b>	<b>2</b>	<b>\$ 208</b>	<b>158</b>	<b>\$ 40,136</b>

E. Section IV of Exhibit “C,” “Schedule of Compensation,” of the Agreement is hereby amended to read in its entirety as follows:

“IV. The total compensation for the Services shall not exceed **\$180,328.00** \$140,192.00-as provided in Section 2.1 of this Agreement.”

F. Exhibit “D,” “Schedule of Performance,” of the Agreement is hereby amended to read in its entirety as follows:

See attached Exhibit “D.”

2. **Continuing Effect of Agreement.** Except as amended by this Amendment No. 1, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment No. 1, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by this Amendment No. 1.

3. **Affirmation of Agreement; Warranty Re Absence of Defaults.** City and Consultant each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement. Each party represents and warrants to the other that there have been

no written or oral modifications to the Agreement other than as provided herein. Each party represents and warrants to the other that the Agreement, as amended by Amendment No. 1, is currently an effective, valid, and binding obligation.

Consultant represents and warrants to City that, as of the date of this Amendment No. 1, City is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

City represents and warrants to Consultant that, as of the date of this Amendment No. 1, Consultant is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

4. **Adequate Consideration.** The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment No. 1.

5. **Authority.** The persons executing this Amendment No. 1 on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Amendment No. 1 on behalf of said party, (iii) by so executing this Amendment No. 1, such party is formally bound to the provisions of this Amendment No. 1, and (iv) the entering into this Amendment No. 1 does not violate any provision of any other agreement to which said party is bound.

6. **Counterparts.** This Amendment No. 1 may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original, whether the signatures are originals, electronic, facsimiles or digital. All such counterparts shall together constitute but one and the same Amendment No. 1.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment No. 1 on the date(s) and year written below, effective as of the Effective Date.

**CITY:**

CITY OF CARSON, a municipal corporation

\_\_\_\_\_  
Lula Davis-Holmes, Mayor

\_\_\_\_\_, 2023

**ATTEST:**

\_\_\_\_\_  
Dr. Khaleah R. Bradshaw, City Clerk

APPROVED AS TO FORM:  
ALESHIRE & WYNDER, LLP

\_\_\_\_\_  
Sunny K. Soltani, City Attorney  
[rjl;sap]

**CONSULTANT:**

MACIAS GINI & O'CONNELL, LLP

By:\_\_\_\_\_

Name:

Title:

By:\_\_\_\_\_

Name: Linda Hurley, Partner

Title: 700 South Flower Street, Suite 800 Los Angeles, CA 90017

\_\_\_\_\_, 2023

**Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On \_\_\_\_\_, 2023 before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

**OPTIONAL**

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

<b>CAPACITY CLAIMED BY SIGNER</b>	<b>DESCRIPTION OF ATTACHED DOCUMENT</b>
<input type="checkbox"/> INDIVIDUAL	_____
<input type="checkbox"/> CORPORATE OFFICER	_____
_____	_____
<input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED <input type="checkbox"/> GENERAL	TITLE OR TYPE OF DOCUMENT
<input type="checkbox"/> ATTORNEY-IN-FACT	_____
<input type="checkbox"/> TRUSTEE(S)	NUMBER OF PAGES
<input type="checkbox"/> GUARDIAN/CONSERVATOR	_____
<input type="checkbox"/> OTHER _____	DATE OF DOCUMENT
<b>SIGNER IS REPRESENTING:</b> (NAME OF PERSON(S) OR ENTITY(IES))	_____
_____	_____
_____	SIGNER(S) OTHER THAN NAMED ABOVE

## CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

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STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On \_\_\_\_\_, 2023 before me, \_\_\_\_\_, personally appeared \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: \_\_\_\_\_

### OPTIONAL

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<b>CAPACITY CLAIMED BY SIGNER</b>	<b>DESCRIPTION OF ATTACHED DOCUMENT</b>
<input type="checkbox"/> INDIVIDUAL	
<input type="checkbox"/> CORPORATE OFFICER	
_____	_____
<input type="checkbox"/> PARTNER(S) <input type="checkbox"/> LIMITED <input type="checkbox"/> GENERAL	TITLE OR TYPE OF DOCUMENT
<input type="checkbox"/> ATTORNEY-IN-FACT	_____
<input type="checkbox"/> TRUSTEE(S)	NUMBER OF PAGES
<input type="checkbox"/> GUARDIAN/CONSERVATOR	_____
<input type="checkbox"/> OTHER _____	_____
<b>SIGNER IS REPRESENTING:</b>	DATE OF DOCUMENT
(NAME OF PERSON(S) OR ENTITY(IES))	_____
_____	_____
_____	SIGNER(S) OTHER THAN NAMED ABOVE

**EXHIBIT “A”**  
**SCOPE OF SERVICES**

**I. Consultant will perform the following Services as summarized below:**

***Original Scope of Services***

- A. Assess the City’s current procurement and contracting process for compliance with policies and procedure, including the City Council’s policies.
- B. Provide recommendations to enhance, strengthen and streamline the processes Citywide and to address any issues identified. Identify potential cost savings and impacts upon service delivery, efficiency, and effectiveness.
- C. Provide recommendations to standardize and/or automate the procurement, contract, contract modification and closeout processes to ensure regulatory compliance, performance, evaluation, and oversight are performed and utilized, where appropriate.
- D. Identify and recommend best practices and performance measures that should be adopted by the City.
- E. Develop methodologies for the City to assess compliance with procurement and contractual requirements through the procurement and contract lifecycle, (1) Departments’ needs assessment and pre-award, (2) award and execution, (3) monitoring, (4) closeout, and (5) post-contract review. Work with the City to implement the methodologies.
- F. Develop a procurement procedure manual.
- G. Provide recommendations for training and training schedule to improve operations and support succession planning.
- H. Provide a detailed final report that includes, but is not limited to, the following:
  - 1. Identifying best practices and performance measures for the City’s consideration.
  - 2. Providing recommendations for streamlining procedure and processes for current and required functions throughout the City.
  - 3. Identifying cost savings technologies to support current and future programs and operations.
  - 4. Providing training recommendations to improve operations and support succession planning.



5. Provide a training schedule for staff.
6. Identifying current and future staffing requirements.
7. Preparing a procurement procedure manual that can be utilized Citywide.

## **II. Consultant will provide the following Services as detailed below:**

### **A. Gathering Information Phase**

1. Entrance Conference – Consultant will hold an entrance conference with the City (via video conference) to start the engagement. The primary objectives of this meeting will be to introduce key members of Consultant’s project team and to confirm both parties’ understanding of the engagements’ key tasks and outcomes, such as scope, deliverables, and timelines; and to discuss the communication protocols that will be used for the engagement.
2. Preliminary Data Request – the following information will be requested from the City:
  - (a) Organizational charts for the City.
  - (b) Contact information for key City staff involved in procurement and contracting.
  - (c) Contact information for IT staff for the finance system.
  - (d) All documented policies, procedures, guides, manuals, ordinances, etc. related to procurement and contracting.
  - (e) Tyler Munis procurement and contract workflows.
  - (f) Tyler Munis procurement and contract data for fiscal year 2022.
3. Review Information – Consultant will review the information provided by the City in step 2 above to gain an understanding about the City’s procurement and contracting and organizational structure.
4. Interviews – Consultant will interview key City staff from all departments, including IT, involved in procurement and contracting process to gather information about the processes, workflows, strengths and weaknesses, risks, etc.

### **B. Fieldwork Phase**

1. Assess the City’s current procurement and contracting processes.

- (a) Based on the information gathered from the documents provided by the City, interviews with staff, and Munis data, Consultant will:
  - (i) Assess the City's compliance with procurement and contracting policies, including the City Council's policies. Includes, but not limited to:
    - (A) Municipal Code and Purchasing Policy.
    - (B) Reviewing threshold requirements for Council approval of contracts and whether same is comparable with peer jurisdictions. Additionally, Consultant shall assess whether contracts for Council approval are processed in timely manner.
    - (C) Insurance review and approval process.
    - (D) RFP, RFQ and bid consistency.
    - (E) Contracts review, execution (signatures), approval and tracking process for multi-year contracts and technology contracts.
  - (ii) Develop recommendations to enhance, strengthen and streamline the processes Citywide and to address any issues identified.
  - (iii) Identify potential cost savings and impacts upon service delivery, efficiency, and effectiveness. Includes, but not limited to:
    - (A) A quantitative analysis of the billable hours and costs associated with the City Attorney when drafting, reviewing, executing and issuing contracts/RFPs (and related staff reports).
  - (iv) Develop recommendations to standardize and/or automate the procurement, contract, contract modification and closeout process to ensure regulatory compliance, performances, evaluation, and oversight are performed and utilized, where appropriate. Includes, but not limited to:
- (b) Consultant may conduct additional interviews and walk-throughs with staff to complete the items above.
- (c) Consultant will make recommendations that are practical, achievable, and realistic revisions/adjustments. The recommendations may be additions or modifications to the policies

and procedures and could involve reporting relationships, position title, procedures, job functions, and technology that may:

- (i) Clarify roles, responsibilities, and authority of management staff.
  - (ii) Eliminate duplication and overlap of responsibilities within the department and with other City departments.
  - (iii) Improve the delivery time and quality of services provided by the department.
  - (iv) Improve communications within and between departments.
  - (v) Suggest alternative structures and resources to improve overall efficiency.
  - (vi) Evaluate and recommend technology and software.
2. Best Practices and Performance Measures – Consultant will research, identify, and recommend best practices and performances measures related to procurement and contracting for the City’s consideration.
  3. Develop Methodologies to Assess Compliance – Consultant will develop methodologies for the City to assess compliance with procurement and contractual requirements through the procurement and contract lifecycle, (1) Department’s needs assessment and pre-award, (2) award and execution, (3) monitoring, (4) closeout, and (5) post-contract review.
  4. Develop a Procurement and Procedures Manual – Based on the information gather in phase 1 and procedures in phase 2, Consultant will develop a procurement procedures manual to be utilized Citywide. Consultant may conduct additional interviews with staff to refine and document the procurement procedures.
  5. Training – Consultant will develop recommendations for training and training schedule for City staff to improve operations and support succession planning.

**C. Reporting Phase**

1. Results meeting – Prior to preparing the draft report, Consultant will meet with City staff to present the results and gather the initial feedback from the City.
2. Preparation of Draft Report – Consultant will prepare a draft report with clear and achievable recommendations for improvements in its organizational structure. At a minimum the report will include:

- (a) Executive Summary
  - (b) Objectives, Scope and Methodology
  - (c) Results and Recommendations
3. Internal Quality Control Review – Before releasing the draft report for the City’s review, the draft report will go through Consultant’s internal quality control review, which will ensure the information presented is supported by appropriate and sufficient evidence.
  4. Submission of the Draft Report to City Staff for review – City staff will receive the draft report and have the opportunity to review, request changes, and provide comments on the report prior to its release. A minimum of three (3) written drafts will be provided prior to submitting the final report.
  5. Prepare Final Report – After Consultant addresses all feedback and comments, a final edit and quality check will be performed on the report. The final report in PDF will be provided to the City.

***New Scope of Services***

- A. Prepare a PowerPoint presentation on the status of the engagement, recommendation to increase purchasing thresholds, and recommendation to create contract administrator/officer position to be presented at a City Council meeting. This will include submission of attachments of the draft list of interview observations and draft procurement procedures manual. Brianna Price and Linda Hurley will be present at the meeting.***
- B. Research contract administrator/officer positions at other governmental entities and assist the City in determining the roles, responsibilities and necessary background requirements for the position, and assist the City with writing the job description and recommendation for appropriate salary for the position.***
- C. Research and assist the City with exercising local preference in purchasing and provide recommendations to the City and assist City with implementation thereof.***
- D. Perform additional services (contingency) as requested.***

**III. As part of the Services, Consultant will prepare and deliver the following tangible work products to the City:**

- A. Policy and Procedures Manual
- B. Final Report
  1. City staff will receive a draft report and have the opportunity to review, request changes, and provide comments on the report prior to its release. A

minimum of three (3) written drafts will be provided prior to submitting the final report.

- C. Training and Staffing Plan
  - D. Minimum of four one-hour trainings with key stakeholders
- IV. In addition to the requirements of Section 6.2, during performance of the Services, Consultant will keep the City appraised of the status of performance by delivering the following status reports:**
- A. Weekly status reports submitted to the City Finance Department via email or virtual meetings.
- V. All work product is subject to review and acceptance by the City, and must be revised by the Consultant without additional charge to the City until found satisfactory and accepted by City.**
- VI. Consultant will utilize the following personnel to accomplish the Services:**
- A. Linda Hurley, Project Partner
  - B. Francisco Colon, Quality Control Partner
  - C. Brianna Pierce, Project Senior Manager
  - D. Ilian Emmons, Director, Technology and Cybersecurity
  - E. Rebecca Haggerty, Senior Manager
  - F. Shawnee Pickney-Forrest, Senior Manager
  - G. Johny Mays, Manager
  - H. Sunny McLernon, Supervisor

**EXHIBIT “D”**  
**SCHEDULE OF PERFORMANCE**

**I. Consultant shall perform all services timely in accordance with the following schedule:**

*Original Scope of Services*

<b>Phase</b>	<b>Task</b>	<b>Estimated Time</b>
<b>Gather Information</b>	Entrance Conference	<del>21030</del> days
	Preliminary information request	
	Review information	
	Initial interviews	
<b>Fieldwork</b>	Interviews and walk-throughs with staff	<del>21030</del> days
	Assess compliance	
	Develop recommendations	
	Research best practices and performance measures	
	Develop methodologies to assess compliance	<del>24060</del> days
	Develop procurement procedures manual	<del>24060</del> days
	Develop and provide training	<del>24060</del> days
<b>Reporting</b>	Preliminary results meetings	<del>21030</del> days
	Draft report	<del>24060</del> days
	City comments and changes	<del>24060</del> days
	Finalize report	<del>21030</del> days

*New Scope of Services*

*All services for New Scope of Services shall be completed by no later than March 7, 2024.*

**II. The Contract Officer may approve extensions for performance of the services in accordance with Section 3.2.**