



MEMORANDUM

To: Board of Directors
From: Lisa Lurie, Executive Director
RE: Procurement Policy Exemption Request for Camara Environmental
Date: September 14, 2022

The RCD wishes to enter into a Consultant Services Agreement (CSA) with Camara Environmental for FY 2022-2023 for technical advising and permitting assistance to implement various programs and projects focused on watershed restoration and species recovery, including the permit coordination program and agriculture conservation planning, with funding from a variety of sources. Camara Environmental possesses unique skills, experience, and competencies to perform these special services.

The total CSA for Camara Environmental for the 2021-2022 fiscal year is for an amount not to exceed \$216,000. The annual contracted amount to Camara Environmental for each specific work program from each individual funding source does not pass the \$100,000 state-funded threshold or the \$10,000 federal-funded threshold outlined in Section 1080.6.1 of the Procurement Policy that would trigger the informal bid process. However, with the cumulative CSA amount up to \$216,000, and in the interest for full Board review and transparency, staff are presenting this CSA in its entirety to the Board for approval of exemption of the informal procurement process. Staff believes an exemption to the informal procurement process is appropriate under section 1080.8.3 Proprietary Contracts as the work is unique due to the specialized skill or experience of the consultant.

It is therefore recommended that the board approve an exemption to the informal bidding procedure under Section 1080.8.3 of the Procurement Policy and authorize the Executive Director, or designee, to negotiate a contract for consultant services with Camara Environmental to support technical advising of various programs and projects.