

## Memorandum

To: Members of the Governance Subcommittee of the ICOC

From: Cynthia Schaffer, Contracts Administrator &  
Chila Silva-Martin, Director of Finance

Date: May 25, 2013

Re: Agenda Item 3

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Under this agenda item, CIRM seeks authorization to increase one current contract to finish out the current fiscal year.

### **Contract with The Mitchell Group for FY 2012-2013**

In June 2010, CIRM issued a Request for Proposals (RFP) for Systems Analysis and Software Development Services. Based on the response to that RFP, CIRM contracted with The Mitchell Group (Mitchell) to supply the services of specialized software developers, on an as-needed basis.

In 2012, Mitchell began providing CIRM with five (5) different programmers, each with specialized skill sets, and each on a part-time, as-needed basis. CIRM added programmers via the Mitchell contract, as opposed to sourcing them via other IT vendors, because Mitchell brought CIRM the best candidates and also offered the candidates the best package of benefits (as a contractor).

As of March 2013, CIRM is only utilizing two (2) part-time programmers through the Mitchell contract. One of the programmers works on the CIRM Grants Management System and one works on the CIRM public website. We had a different vendor providing services for the CIRM public website, but we decided that an individual programmer was a less expensive means to achieve our Drupal (programming) needs.

**CIRM seeks authorization from the Governance Subcommittee to amend The Mitchell Group contract to increase by \$40,000 the maximum amount to be paid for services provided during the current fiscal year to \$290,000 from \$250,000.**