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**MEMORANDUM**

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<b>TO:</b>	MEMBERS OF THE GOVERNANCE SUBCOMMITTEE OF THE ICOC
<b>FROM:</b>	Cynthia Schaffer, Counsel and Contracts Administrator Chila Silva-Martin, Director of Finance
<b>SUBJECT:</b>	Consideration of proposed amendment to increase contract amount for the Mitchel Group FY 2015-2016
<b>DATE:</b>	MARCH 24, 2016

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 2015---2016

The Mitchell Group (Mitchell) contract is used to supply the services of specialized information technology contractors to CIRM on an as---needed basis.

Mitchell has been providing this service to CIRM for many years having won successive RFPs seeking temporary staffing and payroll processing support. Since the beginning of this fiscal year (July 1, 2015), Mitchell has supplied CIRM with four (4) different programmers, each with specialized software development skills, 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/or offered the candidates the best package of benefits. This year the Mitchell group also supplied CIRM with a Network, Server & Desktop Support Technician on a temporary basis while CIRM was in the processing of hiring a new employee.

The programmers supplied by Mitchell work on the CIRM Grants Management System and on the CIRM public website. Under CIRM 2.0 and the Strategic Plan, CIRM's Grants Management System has needed extensive renovations to keep pace with the accelerated pitching machine. CIRM's public website has also required renovations to display the new CIRM Funding Opportunities and to meet the requests for advanced navigation and graphics.

**CIRM seeks authorization from the Governance Subcommittee to amend The Mitchell Group contract with an increase of \$145,000 in the maximum amount to be paid for services provided during the current fiscal year to \$394,000 from \$249,000.**