



M E M O R A N D U M

TO: ICOC

FROM: Cynthia Schaffer, Counsel & Contracts Manager

SUBJECT: Proposed Changes To Contracting Policy

DATE: June 1, 2016

The CIRM team proposes to amend CIRM's "Policy on Contracting and Services of Independent Consultants" to conform the policy with the University of California's contracting policy. The proposed change is shown on the attached markup, and explained below.

Background

Under Proposition 71, CIRM is required to adopt contracting procedures based on those in use at the University of California. The Governing Board adopted the current contracting policy in 2006 and modified it in 2010, based on UC procedures in place at each of those points in time, primarily UC Business and Finance Bulletin BUS-34, "Securing the Services of Independent Consultants." UC has modified its contracting procedures since the 2010 update of CIRM's Contracting Policy. This proposal would incorporate the relevant change.

Proposed Amendment

- Change amount for solicited proposals from \$50,000 to \$100,000
 - This change mirrors a change made to UC Business and Finance Bulletin 34 (BUS-34) on December 15, 2012.
 - This change is repeated in Section III.C and Section VI.D of CIRM Contracting Policy.

The effect of the proposed change is that CIRM will be required to solicit proposals from potential vendors for all agreements in excess of \$100,000 or maintain adequate records of sole source justification for an agreement above \$100,000.



The requirement that the “Responsible Administrative Official” determines that a payment is reasonable for the services to be performed remains unchanged. Thus, the CIRM team will continue to seek the best value for all of its contractual agreements, including those with a value of \$100,000 or less, by balancing cost, the qualifications and experience of the consultant and the needs of CIRM.

The CIRM team recommends approval of this proposed change to the CIRM Contracting Policy.