



**MEMORANDUM**  
**ADMINISTRATIVE SERVICES**  
**PROCUREMENT DIVISION**  
County of Placer

TO: Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
SUBJECT: Change Order No. 2 for CCA Consulting – Tibbs Consulting

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**ACTION REQUESTED**

Approve Change Order No. 2 to an agreement with Tibbs Consulting of Concord, CA for Consulting Services for the Community Choice Aggregation program in the amount of \$50,000 for a revised maximum amount of \$160,000, effective through June 30, 2018, and funded by the mPOWER FY 2017-18 Final Budget.

Authorize the Purchasing Manager to sign any required documents.

**BACKGROUND**

On June 7, 2016, the Treasurer-Tax Collector presented your Board with information on the due diligence, risk assessment, planning, start-up, and implementation of a Community Choice Aggregation (CCA) program, sometimes referred to as a Community Choice Energy (CCE) program. Your Board also approved an amendment to an agreement with Tibbs Consulting to continue providing consulting work related to the development of the CCA program. On May 30, 2017 your Board approved renewal of the agreement with Tibbs Consulting for the period May 30, 2017 through June 30, 2018 in the maximum amount of \$100,000.

The Treasurer-Tax Collector has experienced an increased need for the consultant's services due to the ongoing development of Pioneer Community Energy, a joint powers authority which will be assuming management of the CCA program. Pioneer is expected to take charge of the program by mid-January 2018.

The agreement with Tibbs Consulting was increased by the Purchasing Manager in the amount of \$10,000 to a new maximum amount of \$110,000, in accordance with Purchasing Policy Manual Section 2.3(c). The Treasurer-Tax Collector has requested an additional increase of \$50,000 to support the increased need for services through the end of the agreement period, for a new maximum amount of \$160,000.

Therefore, your Board's approval is required to issue Change Order No. 2 to the agreement in the amount of \$50,000 for a revised maximum amount of \$160,000 and to authorize the Purchasing Manager to sign any required documents.

**FISCAL IMPACT**

These services are fully funded by the mPOWER program FY 2017-18 Final Budget.

cc: Jenine Windeshausen, Treasurer-Tax Collector  
Cindy Badrue, Senior Administrative Services Officer

