

Attachment A

RESOLUTION EBCE R-2017- 7

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EAST BAY COMMUNITY ENERGY AUTHORITY
APPROVING A PROFESSIONAL SERVICES
AGREEMENT BETWEEN THE EAST BAY COMMUNITY
ENERGY AUTHORITY AND KOFF & ASSOCIATES FOR
RECRUITMENT AND HUMAN RESOURCES SERVICES**

**THE BOARD OF DIRECTORS OF THE EAST BAY COMMUNITY ENERGY
AUTHORITY DOES HEREBY FIND, RESOLVE, AND ORDER AS FOLLOWS:**

Section 1. The EBCE is currently conducting a CEO recruitment and desires assistance with that recruitment and negotiation of a contract with the CEO as well as recruitment of additional staff, development of a policy and procedure handbook for employees, and ongoing HR services.

Section 2. EBCE staff solicited qualifications and proposals from 12 firms to provide immediate support to the EBCE and received responses from two qualified firms, including Koff & Associates (K&A), a Small Local and Emerging (SLEB) firm located in Berkeley, CA.

Section 3. Koff & Associates is proposing a contract with a six month term, with a total contract amount not to exceed \$50,000, which shall be billed to the EBCE on a time and materials basis.

Section 4. The Chair of the Board is directed to execute the Professional Services Agreement, substantially in the form attached to the Agenda Report that accompanied this Resolution, on behalf of the EBCE, and is authorized to take all other actions necessary to implement the Agreement.

ADOPTED AND APPROVED this 7th day of June, 2017.

Scott Haggerty, Chair

ATTEST:

Stephanie Cabrera, Secretary