

(ATTACHMENT 1) ACTION OF REQUEST TO WAIVE ADMINISTRATIVE POLICY 3.09(9)(e) AND EXTEND A CONTRACT WITH HUBBARD, WILSON & ZELENKOVA, LLC FOR LOBBYING SERVICES – OFFICE OF BOARD GOVERNANCE

This item initiated by the Administration on behalf of the Office of Board Governance.

OFFICE OF BOARD GOVERNANCE’S RECOMMENDATION

The Office of Board Governance recommends that the Board approve the following professional services contracts:

RFP 967 Authorization to Extend a Contract with Hubbard, Wilson & Zelenkova, LLC for Lobbying Services

The Office of Board Governance is requesting authorization to extend a contract with Hubbard, Wilson & Zelenkova, LLC (“HWZ”) for lobbying services. Legislative liaison and lobbying services are specifically related to working and communicating with state and federal officials and regulatory agencies regarding education policy, funding, and other related subjects as identified by the Office of Board Governance – Governance Relations.

The waiver of Administrative Policy 3.09(6)(e) is being sought to avoid a lapse in services while the Office of Board Governance and the Administration work together in collaboration to release a new RFP for these services. It is anticipated that a new recommendation for award shall be brought forth to the March board.

Contractor was chosen pursuant to RFP 967, which closed on December 7, 2017. The original contract provided for options to extend if certain performance metrics were met. HWZ has met the performance metrics codified in the contract; therefore, MPS is exercising a third extension term for the contract.

This contract extension will run from February 1, 2021, through March 31, 2021. No additional funds will be allocated for this third extension.

Hubbard, Wilson, Zelenkova, LLC

PRIME CONTRACTOR INFORMATION

Certified HUB Contractor? No
Total # of Employees 5
Total # of Minorities 0
Total # of Women 3

HUB PARTICIPATION

Required N/A
Proposed N/A
\$ Value N/A

STUDENT ENGAGEMENT (hours per 12-month contract)

Paid Student Employment Hour Commitment: 200 HOURS
Student Career Awareness Commitment: 10 HOURS