

FIRST 5 FRESNO COUNTY
 ADMINISTERED BY CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY
ADMINISTRATIVE COMMITTEE

Date: Monday, February 12, 2018

Lighthouse for Children
 2405 Tulare Street
 Fresno, CA 93721

Time: 3:30 p.m.

AGENDA

ITEM	SUBJECT	PRESENTER
1.	CALL TO ORDER	B. Pacheco, Committee Chair
2.	POTENTIAL CONFLICTS OF INTEREST Any Committee Member who has potential conflict of interest may now identify the item and recuse themselves from discussing and voting on the matter.	B. Pacheco, Committee Chair
3. Action Pg. 1	MARCH 13, 2017 COMMITTEE MEETING MINUTES Supporting Document	E. Reyes, E.D.
4. Action Pg. 3	LEGAL SERVICES PROCUREMENT Supporting Document	E. Reyes, E.D. A. Hillis, Staff
5. Information	EXECUTIVE DIRECTOR REPORT	E. Reyes, E.D.
6.	PUBLIC COMMENT Limit two minutes per speaker. Public Comment is also taken on individual agenda items throughout the meeting at the conclusion of each agenda item.	B. Pacheco, Committee Chair
7.	ADJOURNMENT	B. Pacheco, Committee Chair

NOTE: If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (559) 558-4900 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a).

5. PUBLIC COMMENT

Public Comment: None heard.

6. ADJOURNMENT

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ADMINISTRATIVE COMMITTEE
February 12, 2018 – 3:30 p.m.

2405 Tulare St.
Fresno, CA 93721

AGENDA ITEM NO. 4

TO: Children & Families Commission of Fresno County

FROM: Emilia Reyes, Executive Director

SUBJECT: Legal Services Procurement

RECOMMENDED ACTION:

Approve, for full Commission consideration, an agreement with Baker Manock & Jensen, PC to provide legal services and representation.

BACKGROUND:

The Commission first procured legal services in July 2008. Since then, the legal firm, Baker Manock, & Jensen, PC (BMJ) has been providing legal services and representation to the Commission. In 2012, the Commission followed procurement policies and procedures and released a public procurement for legal services and BMJ once again was selected based on their experience and expertise in public laws, codes and regulations governing public agencies.

Procurement Procedure and Process: Administrative services of this type are usually procured at least every five years, unless it is deemed necessary to procure sooner. As a result, in December 2017, the Commission released a competitive Request for Quotations (RFQ) for legal services and forwarded the RFQ to approximately 30 legal firms across the region to legally represent both First 5 Fresno County and the Lighthouse for Children, Inc. In response to the RFQ, the Commission received one submission from Baker Manock & Jensen, PC. A panel of community members with relevant experience reviewed and scored the quotation.

Over the last 10 years, Baker, Manock & Jensen, PC's team has proven to be valuable legal advisors to the Commission in the review, interpretation and utilization of statutes, rules, ordinances and resolutions governing board policies and procedures. Based on their performance and submission, staff recommends moving forward for full Commission consideration an agreement with BMJ to continue providing legal services for First 5 Fresno County and the Lighthouse for Children, Inc.

Fiscal Impact: Funding for these services has been approved in the 2017-2019 Approved Two Year Budget: Operating – Services and Supplies – Professional Services Expense line item. Contract terms will be finalized with contractor to ensure agreement is within budget constraints.

CONCLUSION:

If approved, this item will move forward for full Commission consideration at the February 2018 Commission Meeting.