

**(ATTACHMENT 1) ACTION ON THE AWARD OF PROFESSIONAL SERVICES CONTRACTS**

*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’s Legislative Services.

Contractor was chosen pursuant to RFP 967, which closed on December 7, 2017. The original contract provided for two one-year option to extend if certain performance metrics were met. HWZ has met the performance metrics codified in the contract; therefore, MPS is exercising the first option year for the contract.

This contract extension will run from February 1, 2019, through January 31, 2020. The total cost of the contract in this first extension year will not exceed \$80,000.

**Budget Code:**

ADT-0-0-OBG-OB-ECTS .....(Board Governance – Contracted Services).....\$80,000

**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**

Paid Student Employment Hour Commitment: 200 HOURS/12-mo contract  
Student Career Awareness Commitment: 10 HOURS/12-mo contract