



AGENDA ITEM: 10
DATE OF MEETING: April 24, 2014
ACTION: X
INFORMATION: _____

SUMMIT FACILITY CONTRACT

SUMMARY OF REQUEST

First 5 California staff requests Commission approval to contract for a Summit facility for up to \$250,000.00.

BACKGROUND

First 5 California has routinely hosted conferences as part of the outreach required by the California Children and Families Act. The 2015 Summit, scheduled for February 10-12, is being managed by First 5 California staff instead of contracting for meeting planning services, as in previous years. In the past, the meeting planner contractor arranged for renting the conference facility as a part of their contract.

Although First 5 California staff is in the early stages of planning the Summit, it is necessary to secure the facility as far in advance as possible. Once the final price for the facility is determined, staff will inform Commissioners of the actual amount through the contract ratification process. The contract will not exceed \$250,000.00. It is also important to note that funds received from registration fees will partially offset the cost of the Summit including its facility.

STAFF RECOMMENDATION

Staff recommends the Commission approve a contract for a Summit facility for up to \$250,000.00.