



# communications, inc.

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## MEMORANDUM

Date: March 6, 2007

To: Michael Garvey  
Executive Director  
MGSA

From: Tom Robinson  
Executive Vice President  
CBG Communications, Inc.

cc: Dick Nielsen  
CBG Communications, Inc.

**SUBJECT: Amendment to Marin General Services Authority (MGSA) Professional Services Contract with CBG Communications concerning Wireless Broadband Needs Assessment Study and Request for Information (RFI) Development and Evaluation**

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Per our discussion, attached is a proposed amendment to the contract between the MGSA and CBG Communications, Inc. (CBG) regarding a wireless broadband needs assessment study and subsequent RFI development and response evaluation. In the amendment we referenced the need to extend the time through June 30, 2007 as well as add additional funding of \$20,000 to the current amount of the contract, which equates to 100 additional task hours (plus reimbursable expenses). This would bring the contract amount from \$68,540 to \$88,540.

The need for the additional funding is related to an expansion in the scope of the project that was necessary to achieve the study objectives and develop a viable RFI. Specifically, there were two main (2) areas that contributed to the expansion in scope: the need to expand the nature, type and amount of focus groups, group meetings and

individual interviews to obtain necessary information; and the need to pursue a variety of coordinative efforts in order to involve key-decision makers and policy-makers to ensure development of a comprehensive and cohesive RFI.

Additionally, since we were and continue to be needed on-site to participate and lead the discussion at the additional meetings, interviews, coordinative activities, etc. referenced above, this has resulted in additional expenses over that previously forecast.

It is important to note that this expansion in scope and corresponding increase in time and task hours has resulted in a project outcome to-date that has significant momentum and support, which will carryover into the RFI Phase. However, in order that the substantial progress of the project to-date could be achieved, the funding originally slated for the second half of the RFI development process and for the RFI response evaluation and reporting is no longer available because it has been utilized for other activities under the expanded scope. This means that the additional funding forecast above is now needed to complete the full project.

Additionally, an extension of time to the end of June 2007 is needed to complete the RFI evaluation and reporting portions of the project due to the delay in the initial timetable based on the task hours it took to achieve the expanded tasks that were needed to bring the project to its current status.

Please do not hesitate to contact me if you have any questions regarding any of the above or if additional information or detail is needed. We continue to work on the RFI consistent with the schedule that has recently been put forth to the Board and appreciate continuing to work with the MGSA on this very important project.