



Item:

Budget Amendment – Star Center Children’s Theatre, Inc.

Requested Action:

The Trust is asked to approve the proposed budget amendment to contract #11571, Star Center Children’s Theatre.

Background

When the Star Center Children’s Theatre was awarded funding through RFP20-937, \$15,000 was in capital funding, divided between \$11,000 for a vehicle and \$4,000 for onsite storage/workshop. Technically, \$4,000 was below the capital threshold and this expense should have been classified as an operational expense in the procurement award and the agreement.

Following the award, the vendor realized that \$4000 was not sufficient to cover the costs of the onsite storage and workshop. The vendor recognized some savings as a result of COVID-19 in the contractual services line item, for costumes, and background checks, and has asked to use those funds towards covering the additional costs of \$3500 towards the onsite storage and workshop.

Resolution 2020-4 gives the Executive Director the authority to approve budget amendment requested by contracted providers so long as they don’t change the scope of work or exceed 10% of the overall contract value. In this case, both conditions hold; however, the Executive Director did want the Trust’s approval to increase the amount of capital funding as the amount of capital funding for each contract was explicit when the Trust approved the awards for RFP 20-937.

Attachments

Budget Revision and Amendment Request Form

Programmatic Impact:

NA

Fiscal Impact:

NA

Recommendation:

Staff recommends approval