



RESOLUTION NO. 24-04

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE
AMENDMENT - 1 TO MASTER STAFFING AGREEMENT WITH THE SPEARHEAD
GROUP INC. TO PROVIDE TEMPORARY STAFFING SERVICES**

RECITALS

WHEREAS, the Parties entered into a Master Staffing Agreement (Agreement) on November 06, 2023, for the purpose of Staffing Firm providing temporary staff to the Finance Department; and

WHEREAS, Staffing Firm provided a temporary Collections Specialist to the Finance Department for an initial period of 90 business days (exclusive of holidays observed by HCHA) following the effective date; and

WHEREAS, HCHA has determined that it still needs the assigned temporary Collection Specialist to complete the project, and hereby desires to extend the Term of the Agreement with Staffing Firm; and

WHEREAS, the Finance Department desires through this Amendment to increase the contract Not to Exceed amount to cover the Extension Period made effective **March 5, 2024** through **October 17, 2024**.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director to execute Amendment -1 with The Spearhead Group Inc., for the provision of Temporary Staffing Services which authority includes:

1. The authority to execute a contract amendment containing terms and conditions substantially the same as those set forth in the attached Draft Amendment-1, with such changes and modifications as she determines are reasonable, necessary, or appropriate.
2. The authority to approve an increase in the funding of the contract to cover the Extension Period in an amount **Not- To- Exceed of Thirty-Seven Thousand Five Hundred Twenty dollars (\$37,520)**, which increase brings the total Not-to Exceed for the entire contract Term to **Sixty-Four Thousand Four Hundred Dollars (\$64,400)** by way of this Amendment.
3. The authority to take such other actions necessary or convenient to carry out the purposes of this resolution.


PASSED by the Board of Commissioners this 21st day of February 2024.

Chair:



Gerald Womack

Secretary:



Melissa Quijano, Executive Director

Attachment: Draft Amendment -1