



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: June 18, 2019

Subject: Extension of Disclosure Counsel Contract

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Administrator, or designee, to execute a contract amendment with Schiff Hardin LLP, extending the term of the contract through June 30, 2021 with no change to the contract limit of \$250,000 for bond disclosure counsel services.

**FISCAL IMPACT:**

The cost of bond disclosure services is covered in the cost of issuance included in each bond issue. Fees are negotiated for each borrowing transaction based upon the size and complexity of the transaction.

**BACKGROUND:**

On April 4, 2016, the County issued a Request for Proposals (RFP) for bond disclosure counsel services. The RFP contemplated a three-year contract cycle with an option to extend for an additional two-years. After review by committee and firm interviews, Schiff Hardin was selected to serve as disclosure counsel to the County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **06/18/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 18, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Timothy Ewell, (925)  
335-1036

cc:

Schiff Hardin LLC has provided excellent disclosure services to the County in

BACKGROUND: (CONT'D)

the issuance of and sale of the County's periodic lease revenue bond and pension obligation bond issues. The staff assigned is extremely familiar with the County and are able to prepare the required legal and other documents related to these issues with a quick turnaround time. The firm is also familiar with the County's outstanding bonds and have proven to be an invaluable resource to staff responsible for the ongoing management of the County's debt.

On June 21, 2016, the Board of Supervisors approved a three-year contract with Schiff Hardin LLC with a term expiration of June 30, 2019. Today's action would extend the contract with Schiff Hardin LLC through June 30, 2021. The contractor has been meeting the expectations of the County in performing services under the contract.

CONSEQUENCE OF NEGATIVE ACTION:

The County would not have legal representation on County bond disclosure issues.

CHILDREN'S IMPACT STATEMENT:

No impact.