



Memorandum

**TO: Board of Administrations for the
Police and Fire Retirement Plan
and the FCERS**

FROM: Roberto L Peña

**SUBJECT: Authorization for the Secretary to negotiate
and execute a second amendment with Cortex
to increase the not to exceed by \$25,000 to \$75,000**

Date: April 10, 2024

APPROVED:

DATE: 4/10/2024

RECOMMENDATION

Discussion and action on authorizing the secretary to negotiate and execute the second amendment to the agreement with Cortex Consulting for governance consulting services to increase the compensation payable under the agreement by \$25,000 to a not to exceed amount of \$75,000.

BACKGROUND

Cortex Applied Research was originally selected by the board governance consultant in August 2011 following a request for quote for board governance consulting services. Cortex provides consulting services to the Boards governance committee. In 2023, the Board entered into a one-year agreement with Cortex Consulting, formerly known as Cortex Applied Research, for a not to exceed amount of \$30,000. In 2024, the Board extended the Cortex agreement to December 31, 2024 and increased the maximum compensation by \$20,000 to \$50,000.

ANALYSIS

Cortex provides the Board with governance-related consulting services that includes, policy review, support for various performance evaluations, organizational planning and education. Cortex also provides evaluation and recommendations to update the Office of Retirement Services' ("ORS") policies and procedures, this includes the development of new policies related to procurement and contracting which resulted from an internal audit conducted on contracting and procurement in 2023. Cortex also appears before the Board to present oral reports on the services performed when needed.

Cortex estimate the work to provide deliverables in 2024 will approximately be \$25,000.

CONCLUSION

Staff recommends authorizing the secretary to negotiate and execute a second amendment to the agreement with Cortex Consulting for governance consulting services to increase the compensation payable under the agreement by \$25,000 to a not to exceed amount of \$75,000.