



September 16, 2019

**M E M O R A N D U M**

**TO:** Jim Murdaugh, President  
**FROM:** Barbara Wills, Ph.D.  
Vice President for Administrative Services and Chief Business Officer  
**SUBJECT:** Renewal of Professional Services Contract – Legal Services

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**Item Description**

This item is a request for approval to renew the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP, effective November 1, 2019 thorough October 31, 2020.

**Overview and Background**

At its October 2015 meeting, the Board approved the College’s request to contract with Andrews, Crabtree, Knox and Longfellow, LLP for legal services to the College.

The contract terms included options for renewals on an annual basis for four (4) consecutive one (1) year periods, for a total contract period of five (5) years. The current contract renewal has an end date of October 31, 2019.

**Past Actions by the Board**

The Board approved the third annual renewal of this contract at the October 22, 2018 meeting.

**Funding/ Financial Implications**

The annual cost for these professional services of \$195,000 were include in the College’s annual operating budget.

**Recommended Action**

Approve the renewal of the professional services contract with Andrews, Crabtree, Knox and Longfellow, LLP for one (1) year.