Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing

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MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPO, CPPB
DATE: October 19, 2026
RE: Professional Services Contract *C001185 – Advisory & Professional Consultancy Services* for the Boone County Emergency Management Department with Cathleen Marie Atchison, dba Atchison Consulting Service

Jacob Waller, Deputy Director, Emergency Management Operations requests that Purchasing route for Commission approval the attached professional services contract *C001185 – Advisory & Professional Consultancy Services* for the Boone County Emergency Management Department with Cathleen Marie Atchison, dba Atchison Consulting Service

Professional services and fees are outlined in the attached agreement. The department will obtain quotes and Purchase Orders when services are needed. This agreement will be used for professional services less than the statutory bid threshold.

Contract term is November 1, 2026 through December 31, 2029 and has two, three-year renewal terms.

cc: Contract File