

STAFF REPORT – AGENDA ITEM #R3

For Commission Meeting: January 23, 2017

“Contract Amendment: Manley Consulting”

Recommendation

Staff recommends that the Commission amend its contract with Paula Manley Consulting as presented in the attached contract amendment to extend the contract term by one year and include deliverables and resources for the Commission’s planning retreat.

Background

In June 2016, the Commission approved a contract with Paula Manley Consulting in the amount of \$20,000 to assist staff with developing and conducting a stakeholder needs’ and interests’ assessment for communications technology. The project has been delayed due to restrictions on staff’s time to manage the project related to staff changeover and other unanticipated work load. Staff is recommending extending the contract term by one year (through June 2018) in order to provide an updated timeframe for project completion.

In addition, staff conducted an informal solicitation for qualifications and proposals for facilitation of the Commission’s annual planning retreat. Chair Studenmund and Commissioner Branam reviewed the proposals in December. Based on that review, Chair Studenmund is asking the Commission to move forward with a contract amendment in order for Paula Manley Consulting to provide the facilitation services. The scope of work and amount (\$5,000) is included in the attached draft contract amendment.

Attachment: Contract for Professional Services – Draft Amendment

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