



STAFF REPORT – AGENDA ITEM #R5

For Commission Meeting: June 18, 2018

“Contract Amendment: Paula 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 six months, along with a revised scope of work, for the Commission’s Community Technology Needs Ascertainment roadmap.

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. The Commission amended the agreement in January 2017 to extend the term of the agreement through June 2018 and included deliverables and resources (an additional \$5,000) for MHCRC annual retreat facilitation services. Staff is recommending extending the contract term by six months (through December 31, 2018) in order to provide an updated timeframe and project scope for project completion.

Attachment: Contract for Professional Services – Draft Amendment

Prepared By: Julie S. Omelchuck
June 12, 2018

CONTRACT FOR PROFESSIONAL SERVICES
SECOND AMENDMENT

This is an amendment to the Contract for Professional Services (Contract) (#35001295) between the Mt. Hood Cable Regulatory Commission (Commission), through the Office for Community Technology (OCT), and Paula Manley Consulting (Consultant) (together referred to as the “Parties”).

RECITALS

1. The Commission approved the Contract in June 2016 for a term expiring June 30, 2017.
2. The Commission amended the Contract (“First Amendment”) in January 2017 to extend the term of the Contract through, and including, June 30, 2018, and to increase the Contract amount not to exceed to \$25,000.
3. Due to Commission staff changeover and other factors impacting the Commission work, a revised Scope of Work under the Contract has become necessary. The Commission has concluded that additional time is needed to complete the revised scope of work.
4. The Commission has also concluded that the Consultant is qualified to complete the revised Scope of Work for the amount of funding remaining under the amended Contract.
5. The purposes of this amendment are to revise the Contract Scope of Work and to extend the term of the Contract through, and including, December 31, 2018.

AGREEMENT

1. The Contract is amended to extend the term of the Agreement through, and including, December 31, 2018.
2. The Contract Scope of Work (within the Statement of the Work and Payment Schedule, beginning on page 5 of the original Contract) including the amended Statement of Work is deleted in its entirety and replaced with the following:

The Contractor shall work closely with a designated Commission committee and Project Manager to create a Community Technology Needs Ascertainment roadmap that includes ascertainment goals; key research questions; creative options for community engagement; potential resources needed and related scopes of work; and timeline with milestones.

GOALS

The goal of the roadmap is to set the stage for a Community Technology Needs Ascertainment that results in:

- Diverse and inclusive stakeholder involvement and robust data about the communications technology interests and needs of jurisdictions and communities;
- Response rates that mirror the demographics of MHCRC jurisdictions; and,
- Jurisdictions and constituencies that are aware of existing cable-related public benefits and communications technology.

SPECIFIC SERVICES

Specific services will include:

- Develop a planning calendar of all meetings for the roadmap project, anticipated for July through September 2018.
- Identify Community Needs Ascertainment milestones, project phases, critical elements, and research questions; includes exploring the use of an Equity Lens.
- Explore creative engagement methods: The intention is to ensure meaningful inclusion of stakeholders (working with them early on), especially communities of color and other groups that have historically been underserved and/or experience disparities.
- Identify Community Needs Ascertainment stakeholder groups.
- Identify consultant and resource needs.
- Identify opportunities within the Ascertainment process to increase awareness of cable-related public benefits and communications technology among MHCRC jurisdictions.

Commission Project Manager and staff will:

- Provide sufficient time to consult with Contractor on key elements of the scope of work.
- Schedule and arrange logistics for the Commission committee designated for the project.
- Cover printing and other costs related to distribution of the roadmap and any related documents.

Deliverables:

1. Community Needs Ascertainment roadmap, which includes key goals and research questions; creative options for community engagement; potential resources needed to conduct the Ascertainment; and timeline with milestones.
 2. Draft scope of work language, and evaluation criteria and weighting system for potential RFPs to solicit contractors/firms to undertake the Community Needs Ascertainment.
 3. Final draft of an Equity lens that guides decision-making on contractors/firms.
3. All other terms of the Contract and First Amendment shall remain the same.

Consultant

By: _____

Date: _____

Mt. Hood Cable Regulatory Commission:

By: _____
Leif Hansen, Chair

Approved as to Form:

Commission Legal Counsel