

STAFF REPORT – AGENDA ITEM #R2

For Commission Meeting: December 17, 2018

“Contract Amendment: Manley Consulting”

Recommendation

Staff recommends that the Commission amend its contract with Paula Manley Consulting to extend the Contract term through June 30, 2019, and include a scope of work for facilitation of the MHCRC 2019 planning retreat.

Background

The Commission’s current contract with Paula Manley Consulting, in the amount of \$25,000, expires Dec. 31, 2018. Staff is recommending that the Commission extend the contract for the consultant to facilitate the MHCRC planning retreat in March 2019. Staff has confirmed with the consultant that this scope of work can be completed within the current amount remaining on the contract. Staff believes the consultant is qualified to facilitate the annual planning retreat due to her past retreat facilitation experience with the Commission and the retreat content relating to the Community Technology Needs Ascertainment.

Attachment: Contract for Professional Services – Draft Third Amendment

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Tyler N. Dice
December 11, 2018

CONTRACT FOR PROFESSIONAL SERVICES
THIRD 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”) to extend the Contract term through, and including, June 30, 2018, and to increase the not-to-exceed Contract amount to \$25,000.
3. The Commission amended the Contract (“Second Amendment”) to revise the Contract Scope of Work and to extend the Contract term through, and including, December 31, 2018.
4. The Commission has concluded that the Consultant is qualified to facilitate the annual planning retreat due to her past retreat facilitation experience with the Commission and the retreat content relating to the Contract scope of work for the community technology needs ascertainment and 2018 retreat facilitation.
5. The Consultant has confirmed that this amended scope of work can be completed within the current Contract amount.
6. The purposes of this amendment are to extend the term of the Contract through, and including June 30, 2019, and to provide facilitation services for the Commission’s 2019 planning retreat.

AGREEMENT

1. The Contract is amended to extend the term of the Contract through, and including, June 30, 2019.
2. The Contract Scope of Work is amended to include:

Specific Services: Facilitate a one-day retreat for the Commission, designed to inform and engage participants in effectively planning for the upcoming year.

Deliverables:

- Retreat Planning – commissioner interviews, outcomes, agenda, packet materials
- Meeting Facilitation - facilitate an all-day Commission retreat in March 2019
- Meeting Report - written meeting notes

3. All other terms of the Contract, First Amendment, and Second Amendment shall remain the same.

Consultant

By: _____

Date: _____

Mt. Hood Cable Regulatory Commission:

By: _____
Leif Hansen, Chair

Approved as to Form:

Commission Legal Counsel