

AMENDMENT NO. 1CONTRACT NO. 30001129

FOR

Sunday Parkways Volunteer Management and Recruitment

Pursuant to Ordinance No. _____

This Contract was made and entered by and between Good Sport Promotion, Inc., hereinafter called Contractor, and the City of Portland, a municipal corporation of the State of Oregon, by and through its duly authorized representatives, hereinafter called City.

1. This contract is hereby extended through October 31, 2011.
2. Additional work is necessary as described in the Scope of Work attached to this amendment as Exhibit A
3. Additional compensation is necessary and shall not exceed \$98,750.

All other terms and conditions shall remain unchanged and in full force and effect.

CONTRACTOR SIGNATURE:

This contract amendment may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same contract amendment.

The parties agree the City and Contractor may conduct this transaction by electronic means, including the use of electronic signatures.

Good Sport Promotion, Inc.

By: _____ Date: _____

Name: _____

Title: _____

Address: _____

Telephone: _____

Contract No. 30001129 Amendment/Change Order No. 1

Contract Title: Portland Sunday Parkways Volunteer Recruitment and Management

CITY OF PORTLAND SIGNATURES:

By: _____ Date: _____
Chief Procurement Officer

By: _____ Date: _____
Elected Official

Approved:

By: _____ Date: _____
Office of City Auditor

Approved as to Form:

APPROVED AS TO FORM

By: _____ Date: 10/11/10
Office of City Attorney
Andrea Menzies
CITY ATTORNEY

Exhibit A**Contract Amendment 1 Scope of Work for 2011 Portland Sunday Parkways**

Modifications to the existing scope of work are underlined. All other contract provisions remain in force.

VOLUNTEER MANAGEMENT REVISIONS FOR 2011**Recruiting Volunteers**

- 1) Recruit volunteers to cover all course intersections and to set up and break down courses including barricades, detour signage and other traffic control items. For each event there are expected to be 250 to 400 volunteer shifts.

Volunteer Assignments Include (per event)

- Intersection "Superheroes" (intersection monitors): Up to 200 3.5-hour shifts
- Information Booth "Superstars": Up to 16 3 hour shifts
- Volunteer Assistants: Up to 12 3 hour shifts Volunteer check in and volunteer coordinator assistants
- Parks Set Up and Parks Clean Up: Up to 60 3 hour shifts
- Mobile Support: Up to 12 3.5 hour shifts for on course set up and take down monitoring plus on-course volunteer support
- Roving Mechanics: Up to 6 3 hour shifts
- Photographers: Up to 4 3.5 hour shifts
- Roving Medics: Up to 6 3 hour shifts

Managing Volunteers

- 1) Coordinate and manage course volunteers for each Sunday Parkways event. City Staff will coordinate and manage volunteers for Parks Set Up and Take Down.
- 2) Assign at least one staff member to coordinate and manage course volunteers from each of the 3 or 4 Park/activity locations for each Sunday Parkways event as needed.

Volunteer and Event Logistical Support

1. Provide canopies for all information booths and volunteer check in locations for all applicable activity locations.
2. Prepare, distribute and retrieve detour signage for each event
3. Assist in traffic management in consultation with the Sunday Parkways Program Manager, Traffic Engineer, and Police on the day of the event.
4. Write, produce and send out an electronic newsletter to all Sunday Parkways supporter lists.

SPONSORSHIP SUPPORT**Sponsorship Recruitment**

- 1) Assist in developing a comprehensive sponsorship packet for potential funders and supporters.
- 2) Assist in identifying appropriate businesses, agencies and other partners who could provide financial and in-kind support for the Portland Sunday Parkways program.
- 3) Identify contacts and partners to meet and correspond with for sponsorship.
- 4) Set up and, where appropriate, attend prospective sponsors' meetings.
- 5) Follow up with potential sponsors to negotiate, in close consultation with the City Sunday Parkways Program Manager, a mutually agreeable sponsorship package.

Sponsorship Support and Management

- 1) In close consultation with the City of Portland Sunday Parkways Program Manager, provide on-going communications and status reports for sponsors and/or potential sponsors.
- 2) Manage sponsor type and scope of participation in Sunday Parkways events that involve sponsor employees or sponsor volunteers participating in the events.
- 3) Provide advice and support for City of Portland Sunday Parkways staff on effective sponsor cultivation, support, management, communications and development.
- 4) Collect and share post-event(s) information and photos to share with Sunday Parkways sponsors.

The City project manager will oversee the Contractor's work and provide support as needed. Specific duties the City will perform include:

- Maintain City of Portland Sunday Parkways Individual Database with capabilities to run reports to create status reports on volunteers recruited, trained and assigned.

Deliverables and schedule for this project shall include:

- 1) Submitting a final report due October 25, 2011 with a recap of the brief event reports along with a more comprehensive evaluation of the systems, protocols and management of volunteers and the full scope of the contract deliverables.

CONTRACTOR PERSONNEL

The Contractor shall assign the following personnel to do the work in the capacities designated:

NAME	ROLE ON PROJECT
<u>Brad Nelson</u>	<u>General Manager</u>
<u>Chad Smoot</u>	<u>Volunteer Manager</u>
<u>Ayleen Crotty</u>	<u>Communications Director</u>

COMPENSATION

Contractor shall be paid the not-to-exceed amount of \$98,750. The Contractor will be paid based on its hourly rates, event logistics fee, plus any authorized expenses, as set forth in more detail below.

Hourly Rates

The billing rates shall not exceed those set forth below:

Job Title	Hourly Rate
Project Principal	\$44
General Manager	\$35
Communications Specialist	\$33
Project Manager	\$30
Customer Service Specialist	\$30
Graphic Artist	\$25
Volunteer Manager	\$24
Volunteer Coordinator	\$21

Event Logistics and Coordination Costs: \$2,500 per completed event