

AMENDMENT NO. 1

CONTRACT NO. 30001236

FOR

Fiscal Agent of Community Outreach Projects

This Contract was made and entered by and between Northeast Coalition of Neighborhoods (NECN), 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 December 31, 2012.
2. Additional work is necessary as follows:
 - a) Extend scope of work for an additional year to continue to maintain an avenue of communication and provide incentives that encourage neighbors and traditionally underrepresented groups to participate in community events and volunteer activities.
 - b) Amend Contractor's Responsibilities to add a provision for submission of invoices that follows the process described in a flowchart in Attachment A to this amendment.
3. Additional compensation is necessary and shall not exceed \$ 35,000. This amount exceeds 25% of the original contract.
4. Compensation Section is amended as follows:

The Contractor serves as a fiscal agent for BPS to distribute funds to community organizations for outreach projects. Maximum amount of money available to pay community organizations out of \$35,000 is \$32,550. Maximum amount of money available for the Contractor's 7% administrative fee is \$2,450.

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.

Northeast Coalition of Neighborhoods (NECN)

By: Paige Coleman Date: 10/3/11

Name: Paige Coleman

Title: Executive Director

Address: 4815 NE 7th Avenue, Portland OR 97211

Telephone: 503-823-4575

184936

Contract No. 30001236 Amendment/Change Order No. 1

Contract Title: Fiscal Agent of Community Outreach Projects

CITY OF PORTLAND SIGNATURES:

By: _____ Date: _____
Chief Procurement Officer

By: _____ Date: _____
Elected Official

Approved:

By: _____ Date: _____
Office of City Auditor

Approved as to Form:

By: _____ Date: _____
Office of City Attorney

Attachment A, Amended Process for Invoice Submission and Payment

Fiscal Agent of Community Outreach Projects
Bureau of Planning and Sustainability (BPS) & Northeast Coalition of Neighborhoods (NECN)
Process

Updated 09/22/11

Flow chart codes:

BPS=Bureau of Planning and Sustainability

NECN=Northeast Coalition of Neighborhoods

CO=Community Organizations

AP=Alicia Polacok, Residential Outreach Coordinator

GL=Gene Lee, Office Manager

