

AMENDMENT NO. 2

CONTRACT NO. PSU Agreement #28362/200284
City of Portland IGA #30003978

FOR

Intergovernmental Agreement with Portland State University for the Hatfield Resident Fellows Program

This Contract was made and entered by and between Portland State University and its Mark O. Hatfield School of Government hereinafter called PSU, and the City of Portland, a municipal corporation of the State of Oregon, by and through its duly authorized representatives, hereinafter called City.

Section 3: Scope of Cooperation

1. Page 1, Section 3A5, will change to state:

A5. Arrange for additional leadership development and networking opportunities that introduce Fellow(s) to Oregon's unique structure of local, city and state government and key decision makers. This includes Fellows projects and support for attending two local conferences, attendance to which is funded by the Fellowship program: the Engaging Local Government Leaders Conference (October 21, 2016) and the Oregon Business Council Leadership Summit 2016 (Date TBA).

2. Page 2, Section 3B1-5, will change to state:

1. Provide a non-renewable placement not to exceed a duration of 32 hours a week for 32 weeks for each Fellow from July 5, 2016 through February 24, 2017. This placement includes a winter break from December 19, 2016 through and including December 30, 2016.
2. Release Fellow(s) for one half day on the last Thursday of each month: August, September, October, November, January, February, and the second Thursday of December. During this time, Fellows will attend Fellows Project meetings where Fellows will work in groups on projects measuring the health and well-being of civic engagement in the region.
3. In addition to the Sponsor Fee, Sponsors are responsible for customary work-related costs, including telephone and computer access, workspace, office supplies, materials and other expenses needed for the successful completion of defined tasks.
4. Complete a SOW for each Fellow. The SOW will provide information for the specific Fellow participating in the Hatfield Resident Fellows program and the project(s) to be performed. The SOW should include the identity of the individual who will assume supervisory responsibilities for the Fellow and duties to be completed during the duration of the Fellowship. The SOW is intended to ensure that the Fellow(s) perform project focused work that is in line with the attached Job Description under adequate supervision encompassing new AGENCY activities.
5. Track any sick leave taken by Fellow and report to PSU Fellows Program Manager at the beginning of each month.
6. Evaluate and provide feedback on each Fellow upon request by PSU.

Section 4: Scope of Cooperation:

3. Page 2, Section 4A, is hereby amended to increase the amount obligated by CITY by \$450,000 for a total not to exceed amount of \$ 800,000. See Exhibit B, hereby incorporated by reference, for Fee Schedule Example and Explanation of Fee Schedule.

4. Page 2, Section 4D, will change to state:

A. The Sponsor Fee(s) shall be paid quarterly by Agency to PSU per the following schedule based on \$40,000 per Fellow:

An initial deposit in the amount of \$12,000 will be due no later than July 31, 2016 for Fellow recruitment, placement, training and the first month's wages.

A second payment in the amount of \$8,000 will be due no later than September 30, 2016.

A third payment in the amount of \$12,000 will be due no later than December 31, 2016.

A fourth and final payment in the amount of \$8,000 will be due no later than February 28, 2017.

Payment shall be made to PSU within thirty (30) days of receipt of invoice.

5. Exhibit A changed to attached.

6. Exhibit B changed to attached.

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

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.

PORTLAND STATE UNIVERSITY

By: William C. Terry Date: 5-2-16
Contracts Officer

Name: William C. Terry
Contracts Officer
Title: Portland State University

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CITY OF PORTLAND SIGNATURES:

By: _____ Date: _____
Director, Bureau of Human ResourcesBy: N/A Date: _____
Purchasing AgentBy: N/A Date: _____
Elected Official

Approved:

By: _____ Date: _____
Office of City Auditor

Approved as to Form: APPROVED AS TO FORM

By: [Signature] Date: 5/9/16
Office of City Attorney CITY ATTORNEY

EXHIBIT A**Hatfield Resident Fellows Program Statement of Work (SOW)**

The purpose of this SOW is to outline the project(s) that will be performed by the Hatfield Resident Fellow, the products that will be delivered, and the responsibilities of both Agency and the Fellow. The work described in the SOW shall reflect new or unique project specific activity not day-to-day operational tasks. This SOW must identify the requirements and deliverables of the work at hand in sufficient detail to ensure the interests and obligations of both Parties are understood prior to the start of the Fellowship. This SOW is subject to the terms and conditions set forth in that certain Inter-governmental Agreement (the "Agreement") dated _____ between Agency and Portland State University. Any capitalized terms not defined herein shall have the meanings given to such terms in the Agreement.

Both the Fellow and sponsoring Agency should keep a copy of this Exhibit and send a third copy to the following address for approval:

**Center for Public Service
Portland State University
PO Box 751 (PA-ELI)
Portland, OR 97207 -- 0751
Attn: NSI Fellowship Coordinator
Facsimile: 503-725-5111**

Name of Fellow
(insert)

Name of AGENCY
(insert)

Agency Address
(insert)

Agency Representative/Supervisor for this Project
(insert)

Agency Representative/Supervisor Contact Information (telephone, fax and email)
(insert)

Start Date -- End Date
July 5, 2016 -- February 24, 2017: (Includes 4-day orientation from July 5, 2016 through July 8, 2016 in addition to two weeks unpaid time off from December 19, 2016 through December 30, 2016). Additionally, Fellows are eligible for sick leave at an accrual rate of 1 hour of sick leave per 30 hours worked.

Project Description & Objectives
(insert 1-2 paragraphs for each project)

Project Deliverables
(insert)

Quality Standards and Acceptance
(insert standards for evaluating and accepting deliverables performed during the fellowship.)

Completion of Training Institute at Portland State University
Both Parties agree that the Fellow shall be released from their normal project duties for a 4-day orientation and training institute (on topics such as performance measurement and management, public sector financial management, e-government, and sustainability) held July 5-8, 2016 at Portland State University.

Other Salient Information
(insert)

Exhibit B

Hatfield Resident Fellows Program

Overview:

- Highly competitive 32-week, 32-hour per week commitment
 - Fellows submit a resume, writing sample(s), letters of reference and complete an interview.
- Fellows receive a total amount of \$24,000 paid in salary over the course of the fellowship. Fellows are placed with state and local agencies, and not for profits located in Oregon; some in Washington and California.
- Fellows attend a 4-day orientation and team building session at PSU in July and a series of networking events throughout the program.
- All Fellows will attend continuing education and networking events throughout the program.

Agreement Mechanism and Consideration:Sponsor Agency

- Provide a scope of work that describes project objectives, deliverables, and acceptance criteria in keeping with the attached Job Description;
- Sign an intergovernmental agreement which is reviewed/approved by PSU's Contracts Office; and
- Provide a total amount of \$40,000 per Hatfield Fellow.
 - This sum covers expenses related to program administration such as the recruitment and placement of the Fellows, the 4-day orientation provided for the Fellows in July and payment of the Fellow's salary.

Hatfield Resident Fellows

- Each Fellow signs a Wage Agreement and completes the PSU new hire HR process.

Fee Schedule Example:

PROGRAM	WEBSITE	2016 SPONSOR FEE	FELLOW SALARY
Hatfield Resident Fellowship (32 week placement)	http://www.pdx.edu/cps/details-of-hatfield-resident-fellowship	\$40,000	\$24,000

Explanation of Fee Schedule:

- **Sponsor Fee** represents the price of sponsorship (what AGENCY will pay PSU) to sponsor one Fellow for 32 weeks. In addition to the Sponsor Fee, Sponsors are responsible for customary work-related costs, including telephone and computer access, workspace, office supplies, materials and other expenses needed for the successful completion of defined tasks.