

**INTERGOVERNMENTAL AGREEMENT (IGA)  
For the Hatfield Resident Fellows  
Public Service Fellows  
and  
Oregon Summer Fellows Programs**

This Intergovernmental Agreement (this "Agreement") is by and between **Portland State University on behalf of its Mark O. Hatfield School of Government Center for Public Service ("PSU")** and **The City of Portland ("CITY")**, individually the "Party", collectively the "Parties", hereinafter.

**CITY INFORMATION**

*Representative:* Tom Schneider  
*Title:* Payroll and Business Services, Finance  
Manager  
Bureau of Human Resources  
City of Portland  
*Address:* 1120 SW 5<sup>th</sup> Avenue, Room 987  
Portland, OR 97204  
*Telephone:* (503) 823-7138

**PSU INFORMATION**

*Representative:* Erica Fulton  
*Title:* CPS Operations Manager  
Portland State University  
Hatfield School of Government  
Center for Public Service  
*Address:* PO Box 751 (PA – ELI)  
Portland, Oregon 97207 - 0751  
*Telephone:* 503-725-6129

**1. Effective Date and Duration**

This Agreement shall become effective upon the date of the last signature below, and shall expire on June 30, 2028, unless extended or terminated sooner under provisions identified within this Agreement. The Fellows Program Task Order Template (Exhibit A) and the Fellows Program Description (Exhibit B), hereby incorporated by reference, will be amended annually, as needed, with information on the number of sponsored Fellows, the work to be performed, and the cost and payment schedule.

**2. Background**

The Center for Public Service ("CPS") and Mark O. Hatfield School of Government at Portland State University hosts several highly competitive fellowships ("Fellowship(s)") that are designed to bring national class talent to public and nonprofit enterprises. Oregon Summer Fellows are recruited between their first and second years of graduate school and placed with sponsor organizations for 10 weeks during the summer, while the Hatfield Resident Fellows are recruited upon completion of their graduate degrees and selected to work with sponsor organizations for 8-month placements (collectively, the "Fellows Programs"). The network of recruitment sources currently extends to more than 90 leading universities, including Duke, Harvard, Syracuse, University of Michigan, University of Chicago, University of Texas, University of Wisconsin, University of California at Berkeley, University of California at Los Angeles, Cornell University, Portland State University, Oregon State University, Willamette University, and the University of Oregon.

The Center for Public Service recruits national class talent and provides professional development and training for candidates through its Fellows Programs. By targeting the best candidates and matching them with public sector agencies, the Fellows Programs help to build capacity in Oregon and beyond by increasing the number of leaders who are devoted to public service. The Fellows Programs also focus on providing candidates with leadership opportunities and experience.

The purpose of this Agreement is to develop a uniform and universal instrument that makes it simple for the AGENCY to participate in Fellows Programs offered by PSU. The terms of this Agreement applying to each Fellow placement depend on whether the Fellow is a Hatfield Resident Fellow or an Oregon Summer Fellow.

Throughout this Agreement, terms applying only to Hatfield Resident Fellow placements or only to Oregon Summer Fellow placements are identified. The type(s) of placement(s) covered by this agreement will be specified in the Task Order Template (see Exhibit A).

### 3. Scope of Cooperation

A. Task Order required:

1. The Task Order Template for each Fellow placed with AGENCY under this Agreement is set forth in Exhibit A. A new Task Order (see Exhibit A) must be completed and signed by the Parties for each Fellow placed under this Agreement.
2. The Task Order provides information for each Fellow participating in the Fellows Programs, which Fellows Program the Fellow is in, a description of the project(s) to be performed, project deliverables, and the identity of the AGENCY Lead Contact and duties to be completed during the duration of each Fellowship under this Agreement.

B. PSU agrees to:

1. Promote and actively recruit a talent pool and support the placement of eligible candidate(s) ("Fellow(s)") for final selection and placement by AGENCY representatives.
2. Refer program inquiries from City of Portland bureaus to BHR Training.
3. Use funds from the Sponsor Fee to perform the program administration and to compensate Fellow(s) for their participation in the Fellows Programs as set forth in this Agreement.
4. For Hatfield Resident Fellows, provide sick leave, public pension, and other benefits, per their eligibility under PSU policy. Fellows are not eligible, however, to receive employer-paid health insurance from PSU. Oregon Summer Fellows are generally not eligible to receive health or other employment-related benefits from AGENCY or PSU.
5. Provide an orientation and training ("Institute") for Fellow(s). The Institute is offered during the Fellows program, and may be provided to Fellows via an online platform. Any Fellows who begin their Fellowships off-cycle and are unable to attend the annual cohort's Institute will receive an alternate orientation and training from PSU. The Institute will account for up to 24 hours of the Fellow's placement.
6. Arrange for additional professional development and networking opportunities for Hatfield Resident Fellows, virtually and/or in-person, that may introduce Fellow(s) to Oregon's unique structure of local, city, and state government systems, key decision makers, and other professional and leadership development topics.
7. Provide ongoing program evaluation.
8. Coordinate with AGENCY the recruitment and selection of a replacement in the event that a Fellow terminates their relationship with the Fellows Programs before completing the duties described in the Task Order. If PSU is not able to provide a suitable replacement Fellow, PSU shall pro-rate the AGENCY Sponsor Fee (defined below) subject to the terms of this Agreement.
9. If AGENCY requests a fellow placement off-cycle from the fellowship program-year, or requests a specific skill set that requires a customized recruitment, and a Hatfield Resident Fellow is not available for the placement or when deemed appropriate, PSU may propose a Public Service Fellow in lieu of a Hatfield Resident Fellow for AGENCY's consideration in order to be responsive to ad hoc requests for talent. Public Service Fellows are qualified to complete the same types of projects as Hatfield Resident Fellows, but may have different eligibility criteria and Institute and professional development options than Hatfield Resident Fellows. If a Public Service Fellow is placed with AGENCY, all references in this Agreement to Hatfield Resident Fellows shall apply to the Public Service Fellow placement, except as otherwise set forth in an executed Task Order.

C. CITY agrees to:

1. Release Fellows to participate in the orientation and training ("Institute"). The Institute may be offered in the first weeks of the Fellows Programs, and may be provided to Fellows via an online platform. The Institute will account for up to 24 hours of the Fellow's placement.
2. For Hatfield Resident Fellows:
  - a. Provide a non-renewable placement not to exceed 32 hours a week for 32-weeks for each Fellow set forth in the Task Order from July through February. This placement includes an unpaid winter break for the full week that includes December 25<sup>th</sup> unless otherwise documented in the Fellow's Wage Agreement. This winter break week does not count toward

- the 1024 hours of the Fellow's placement. This placement may be remote, on-site, or a combination.
- b. Release Fellow(s) for participation in pre-scheduled, professional development sessions over the course of the fellowship (in addition to the Institute). These professional development sessions may be held via an online platform and will account for up to 28 hours of the Fellow's 1024-hour placement. During this time, Fellows will participate in professional development facilitated by PSU faculty and staff in areas of public service and governance in Oregon.
  3. Avoid creating or offering positions to candidates from the PSU Public Service Fellowships Talent Bank during the interview and matching process. If the Fellow completes their assignment with the City, and a position comes available, then the Fellow can be considered in the Bureaus' hiring processes.
  4. BHR Training will coordinate the City's placement process, including communicating information regarding the sponsor application process to all city bureaus, and communicating to PSU the bureaus which have been allocated placements for each program year.
  5. For Oregon Summer Fellows: Provide a full-time non-renewable placement not-to-exceed a duration of 10-weeks for each Fellow set forth in an executed Task Order. This placement may be remote, on-site, or a combination of both.
  6. In addition to the Sponsor Fee (see Section 4.A), it is assumed that AGENCY will provide customary work-related materials, including telephone and computer access, workspace, office supplies, materials, and other expenses needed for the successful completion of defined tasks, unless AGENCY has notified PSU of any inability to provide such customary work-related costs prior to signing this Agreement.
    - c. Hatfield Fellows will follow PSU telecommuting policies but equipment necessary for a remote placement may be provided by AGENCY.
    - d. Oregon Summer Fellows are not eligible to receive health, pension, or any other benefits other than a stipend.
  7. Communicate any sick leave (Hatfield Resident Fellows) or unexcused absences (Hatfield and/or Oregon Fellows) taken by Fellow(s) and report to the PSU Fellows Supervisor as the attendance or leave issues occur.
  8. Evaluate and provide feedback on each Fellow upon request by PSU.
  9. **Complete** a Task Order-Statement Of Work ("SOW", see Exhibit A) 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 performs project-focused work under adequate supervision.
  10. Validate any sick leave or unexcused absences taken by Fellow and report to PSU Fellows Program Manager at the beginning of each month.
  11. Evaluate and provide feedback on each Fellow upon request by PSU.

#### **4. Consideration**

- A. CITY agrees to pay PSU, from available and authorized funds in an amount of no less than \$1,495,700.00 or not-to-exceed \$1,500,000.00 over the five-year life of this Agreement. This amount is based on an estimate of six (6) Hatfield/Public Service Fellows per year per Fellow and an estimate of two (2) Oregon Summer Fellow per year per Fellow (the Sponsor Fee) although the number of Fellows may vary from year to year, and/or the fee may be subject to change. The Sponsor Fee per Fellow (the "Sponsor Fee") and payment terms and schedule are set forth in Exhibits A and B and will be administered according to the terms this Agreement. The Sponsor Fee consists of the Fellow's wages or stipend and PSU's administrative costs. Exhibit B, attached hereto, includes a detailed description of the Fellows Programs and an Explanation of Fee Schedule. The Sponsor Fee is subject to change each year.
- B. A Task Order (See Task Order Template, Exhibit A) will be executed by the Parties for each assigned Fellow and completed prior to commencement of the Fellow's placement and will define the actual work to be performed by each Fellow. Each Task Order (Exhibit A) shall clearly identify the sponsoring City Bureau and shall be submitted to PSU for approval:

- C. Each Task Order executed between City and PSU shall define the actual work to be performed by each Fellow. Each Task Order shall be submitted for approval via email to the Attention: Fellows Program Manager [psfellows@pdx.edu](mailto:psfellows@pdx.edu) and should clearly identify the AGENCY. Task Orders must be executed by both Parties to be valid.
- D. PSU administrative costs (included in the Sponsor Fee) for the Fellows Programs (beyond the payment of salaried wages or stipends to the Fellows) cover expenses related to program administration, promotion, recruitment, and placement support to the Fellows and AGENCY during the selection process, expenses for the orientation Institute provided for the Fellow(s), and ongoing professional development and mentoring over the term of the placement (exact amounts may vary among programs and over time).
- E. Administrative fees (included in the Sponsor Fee) for the Hatfield Resident Fellows program (beyond the payment of wages to the Fellows) cover expenses related to program administration, recruitment and placement of the Fellow, delivery of the 3 or 4-day onboarding and training institute provided for the Fellows in July, and monthly ongoing professional development over the term of the placement.
- F. The Sponsor Fee(s) shall be paid in installments by CITY to PSU per the fee schedule detailed in Exhibit B.

## **5. Captions**

The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope of intent of any provisions of this Agreement.

## **6. Expenses**

Work-related costs are not included in the Sponsor Fee, and CITY is responsible for any such costs, including authorized work-required transportation, office supplies, materials, and other expenses as identified. Any equipment assigned to a Fellow under this Agreement shall be governed by the rules and policies of CITY. Any additional expenses required to perform the work outlined in the Task Order, such as travel, would require pre-approval by PSU and the AGENCY and may affect the Sponsor Fee. Any equipment assigned by AGENCY to a Fellow under this Agreement shall be governed by the rules and policies of AGENCY.

## **7. Amendments**

The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever, except by written Amendment signed by both Parties.

## **8. Funds Available and Authorized**

The Parties certify at the time this Agreement is executed that sufficient funds are available and authorized for expenditure to finance costs and obligations of this Agreement within the Parties current biennial appropriation or expenditure limitation, provided, however, that continuation of this Agreement or any extension, after the end of the fiscal period in which it is written, is contingent upon a new appropriation or limitation for each succeeding fiscal period for the purpose of this Agreement. In the event of such Non-Appropriation, the affected Party shall immediately notify the other Party of its intent to terminate this Agreement without penalty. In the event of termination under this Section 8, Sponsor Fees shall be prorated based on the date of termination.

## **9. Termination**

- A. This Agreement may be terminated by the mutual consent of the Parties at any time or by either Party upon thirty (30) days prior written notice to the other Party.

- B. In cases where CITY elects to terminate a task order for purposes of hiring the Fellow into an employment status with CITY prior to the completion of the contract period, the following stipulations will be in effect:
1. Termination of the contract must coincide with the end of Fellow's pay period: the last day of the month.
  2. CITY agrees to pay all Fellow wages and other personnel expenses incurred by PSU through the termination effective date.
  3. CITY agrees to pay said program balance by the due date stipulated by PSU – 30 days after the amount has been calculated and invoiced.
- C. Termination or modification of this Agreement shall be without prejudice to any obligations or liabilities incurred by either Party prior to such termination. Upon receiving a notice of termination, the Party receiving the notice shall immediately cease all activities under this Agreement. Upon termination, each Party shall deliver to the other Party all Agreement documents, information, works-in-progress and other property that are or would be deliverables had the Agreement been completed.

#### **10. Force Majeure**

Neither Party shall be held responsible for delay or default caused by fire, riot, acts of God and war which are beyond its reasonable control. The affected Party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon cessation of the cause, diligently pursue performance of its obligation under the agreement.

#### **11. Independent Contractor Relationship**

PSU through its employees, officers and agents, will provide the services described in this Agreement as an independent contractor, and nothing herein shall be interpreted or construed as creating or establishing the relationship of employer/employee, principal/agent, partnership, joint venture, association, or any other type of legal or business relationship between CITY and PSU or between PSU and CITY. Each Party shall be solely responsible for paying its own taxes (federal, state, and local of any type or amount); the consideration owed to its own contractors and agents; its operational expenses; the wages, salaries, benefits, withholdings, and assessments for its employees (including, for example, federal and state income taxes, Social Security, Medicare, unemployment insurance, workers compensation, pension or retirement, medical or life insurance); and the damages or settlements for claims arising from the negligent, reckless, or intentional acts of its employees or agents, all without contribution from the other Party.

CITY shall have no right to direct or control the manner or method by which PSU provides the services that PSU agrees to provide through this Agreement.

#### **12. Access to Records**

PSU, CITY, the Oregon Secretary of State's Office and their duly authorized representatives shall have access to the books, documents, papers, and records, otherwise privileged under law, of the Hatfield Resident Fellows program which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcript.

#### **13. Non-Discrimination**

In their respective performances of this Agreement, no Party shall unlawfully discriminate against any person on the basis of race, ancestry, national origin, color, sex, disability, age, religion, marital status or sexual orientation. Moreover, each Party shall comport its performance with all applicable Federal and State anti-discrimination acts and associated regulations.

#### 14. Notices

All notices regarding this Agreement should be sent to the Parties at the following addresses:

**To CITY:** Bureau of Human Resources  
Attention: Tom Schneider  
Telephone: (503) 823-7138  
Facsimile: (503) 823-4156  
Email: [larry.nelson@portlandoregon.gov](mailto:larry.nelson@portlandoregon.gov)

**To PSU:** Center for Public Service  
Portland State University  
PO Box 751, MC: PA-ELI  
Portland, OR 97207  
Attn: Operations Manager  
Telephone: 503-725-8261  
Email: [fultoner@pdx.edu](mailto:fultoner@pdx.edu)

**WITH A COPY TO:**

Portland State University  
FAST - CAPS  
PO Box 751, MC: FAST-CAPS  
Attn: Contracts Officer  
Portland, OR 97201-0751  
Telephone: (503) 725-3441  
Facsimile: (503) 725-5594  
Email: [contract@pdx.edu](mailto:contract@pdx.edu)

#### 15. Indemnification

Subject to the conditions and limitations of the Oregon Constitution, Article XI, Section 9, and the Oregon Tort Claims Act (ORS 30.260 to 30.300), CITY shall indemnify PSU against any liability for damage to life or property arising from CITY's actions under this Agreement provided, however, CITY shall not be required to indemnify PSU for any such liability arising out of the wrongful or negligent acts of employees or agents of PSU.

To the extent permitted by Oregon Law (ORS 30.260 through 30.300) and the Oregon Constitution, Article XI, Section 7, PSU shall indemnify CITY against any liability for damage to life or property arising from PSU's actions under this Agreement provided, however, PSU shall not be required to indemnify CITY for any such liability arising out of the wrongful or negligent acts of employees or agents of CITY.

#### 16. Governing Law

This Agreement shall be governed construed in accordance with the laws of the State of Oregon, without resort to any jurisdiction's conflicts of law rules and doctrines. Any litigation between PSU and CITY that arises out of or relates to performance of this Agreement shall occur, if in the state courts, in the Circuit Court of Multnomah County for the State of Oregon, and if in the federal courts, in the United States District Court for the District of Oregon.

#### 17. FERPA

As required by the 20 USC 1232(g) (Family Educational Rights and Privacy Act, "FERPA"), and ORS 326.565, the CITY shall not disclose any information or records regarding students or their families that CITY may learn or obtain in the course and scope of its performance of this Agreement, except as otherwise allowed by this Agreement. The parties acknowledge that CITY is a "school official" for purposes of FERPA and PSU's Student Records Policy and recognize that FERPA imposes strict penalties for improper

disclosure or re-disclosure of confidential student information, including but not limited to denial of access to personally identifiable information ("PII") from education records for at least five years (34 CFR 99.33(e)). Therefore, consistent with FERPA's requirements, PII obtained by CITY in the performance of this Agreement may not be re-disclosed to third parties without the written consent of the student's parent/guardian and must be used only for the purposes identified in this Agreement.

## **18. Merger**

This Agreement, including Exhibit A and Exhibit B, and all executed Task Orders (Statement of Work), if any, constitute the entire agreement between the Parties. No waiver, consent, modification, or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties. Such waiver, consent, modification, or change if made shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement.

## **19. Severability**

If any provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any applicable law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

## **20. Waiver**

No waiver, consent, modification or change or terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either Party to enforce any provision of this Agreement shall not constitute a waiver by the Parties or any other provision.

## **21. Signatures**

AGENCY and PSU, by the signature of their authorized representatives, hereby acknowledge that they have read this Agreement, understand it, and agree to be bound by its terms and conditions.

Exhibit A

This Agreement 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 agreement. AGENCY and PSU agree that they may conduct this transaction by electronic means, including the use of electronic signatures.

**City of Portland:**

\_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Title: Chief Human Resources Officer**  
**Bureau of Human Resources**

**PORTLAND STATE UNIVERSITY:**

\_\_\_\_\_  
**Title: Director** **Date**  
**Center for Public Service**

\_\_\_\_\_  
**Title: Contracts Officer** **Date**  
**Contracting and Procurement Services**

**Approved as to Form:**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Office of City Attorney**



**EXHIBIT A**

**TASK ORDER TEMPLATE**

**TASK ORDER No. [Sequential Number] of PSU Contract No. [PSU CONTRACT NO.]**

**Fellows Program Statement of Work**

The purpose of this Task Order is to outline the project(s) that will be performed by the Fellow, the products that will be delivered, the payment schedule, and the responsibilities of both AGENCY and the Fellow. A Task Order must be completed for each Fellow selected and placed under this Agreement (PSU Agreement # **[PSU CONTRACT NO.]**; AGENCY Agreement # **[AGENCY CONTRACT NO.]**). The work described in the Task Order shall reflect new or unique project-specific activity and not day-to-day operational tasks. This Task Order 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 Task Order is subject to the terms and conditions set forth in the Agreement noted above between AGENCY and PSU. Any capitalized terms not defined herein have the meanings given to such terms in the Agreement. This Task Order is subject to the payment terms of that Agreement.

**Select One:**

☐ Hatfield Resident Fellow

☐ Oregon Summer Fellow

☐ Public Service Fellow

**Name of Fellow**

[FELLOW NAME]

**Fellow Preferred Phone Number**

[PHONE]

**Name of Agency**

[AGENCY NAME]

**Agency Address**

[MAILING ADDRESS LINE 1]

[MAILING ADDRESS LINE 2]

**Agency Lead Contact**

[LEAD CONTACT NAME]

**Agency Lead Contact Information (telephone, fax, and email)**

Telephone: [PHONE]

Facsimile: [FAX OR N/A]

Email: [EMAIL ADDRESS]

**Duration of Fellowship**

Proposed Start Date: [XX/XX/XXXX]

Proposed End Date: [XX/XX/XXXX]

*For Hatfield Resident Fellows:* The duration of the Fellowship will be 32 weeks following the notice to proceed (not including the winter break week, unless otherwise documented in the Fellow's Wage Agreement). If the AGENCY and Fellow set a schedule that varies from the typical 32 hours per week for 32 weeks, up to 1024 hours (Hatfield Resident Fellows) or 40 hours per week (Oregon Summer Fellows) for 10 weeks, the schedule and dates of service must be sent to PSU in writing to [psfellows@pdx.edu](mailto:psfellows@pdx.edu), in advance of the Fellow's start date, or at the time that a schedule change is being requested. The duration of the Fellowship includes Fellow's attendance at the Institute. The duration of the Hatfield Resident Fellowship also includes professional development sessions in addition to one week unpaid time off for the full week that includes December 25th. This winter break week does not count toward the 1024 hours of the Fellow's placement. Additionally, Hatfield

Resident Fellows are eligible for sick leave per PSU policy, currently at an accrual rate of 1 hour of sick leave per 30 hours worked.

*For Public Service Fellows:* The duration of the Fellowship will be negotiated per agency needs, not to exceed 1024 hours total, in advance of the Fellow's start date. Any requests to change the fellow's schedule should be made in writing to psfellows@pdx.edu. For this placement, the Public Service Fellow will work [insert #] hours per week for [insert # weeks] weeks. The duration of the Fellowship includes Fellow's attendance at the Institute. [Indicate if the Public Service Fellow is scheduled for one week unpaid time off for the full week that includes December 25th. This winter break week does not count toward the 1024 hours of the Fellow's placement.] Additionally, Public Service Fellows are eligible for sick leave per PSU policy, currently at an accrual rate of 1 hour of sick leave per 30 hours worked.

*For Oregon Summer Fellows:* The duration of the Fellowship will be 10 weeks following the notice to proceed. If the AGENCY and Fellow set a schedule that varies from the typical 40 hours per week for 10 weeks, the schedule and dates of service must be sent to PSU in writing to psfellows@pdx.edu, in advance of the Fellow's start date, or at the time that a schedule change is being requested. The duration of the Fellowship includes Fellow's attendance at the Institute.

### **Standard Position Description**

Fellows are expected to work independently and with AGENCY on a wide range of initiatives and shall provide advanced knowledge and skills. The work assignments are strictly limited to professional level duties. Fellows shall perform professional level and specialized work that may include work such as: conducting assessments; writing policy reports and briefs; performing analysis; conducting procedural studies; and handling technical planning. Work shall be performed under the supervision of PSU, and Fellows will work remotely from home or on-site at the sponsor agency. Fellows are expected to meet the quality and productivity goals established by the sponsor agency in this Task Order and are expected to participate in professional development activities provided by PSU.

### **Project Description & Objectives**

[INSERT BRIEF DESCRIPTION FOR EACH PROJECT]

### **Project Deliverables**

[INSERT - DESCRIBE SPECIFIC WORK PRODUCT TO BE COMPLETED]

### **Quality Standards and Acceptance**

[INSERT STANDARDS FOR EVALUATING AND ACCEPTING DELIVERABLES PERFORMED DURING THE FELLOWSHIP]

### **Completion of Institute at Portland State University**

Both Parties agree that the Fellow shall be released from their normal project duties for an Institute and professional development programs provided by Portland State University as outlined in the body of this Agreement. This Institute is considered part of the Fellow's work commitment. The programs may be delivered remotely by PSU.

### **Other Salient Information**

[INSERT]

### **Payment Terms and Schedule**

- The Sponsor Fee(s) shall be paid by AGENCY to PSU as stated below based on the Sponsor Fee per Fellow set forth in this Exhibit B. The amounts in this section are subject to change based on changes to the annual Sponsor Fee.
- Payments shall be made to PSU within thirty (30) days of receipt of invoice.

Exhibit A

	<b>First Payment</b>	<b>Second Payment</b>	<b>Third Payment</b>	<b>Fourth Payment</b>
<b>Hatfield Resident Fellows &amp; Public Service Fellows</b>	<b>\$14,800</b> per Fellow  Due at the end of the month in which the Fellow begins work.	<b>\$8,800</b> per Fellow  Due three months following the start of the Fellowship.	<b>\$12,800</b> per Fellow  Due six months following the start of the Fellowship.	<b>\$8,800</b> per Fellow  Due upon Fellow's completion of the Fellowship. [FINAL PAYMENT]
<b>Oregon Summer Fellows</b>	<b>\$6,300</b> per Fellow  Due at the end of the month in which the Fellow begins work.	<b>\$2,365</b> per Fellow  Due at the end of the second month following the start of the Fellowship.	<b>\$2,365</b> per Fellow  Due upon Fellow's completion of the Fellowship. [FINAL PAYMENT]	-

**SIGNATURES**

IN WITNESS HEREOF, the parties have duly executed this Task Order effective the date of last signature:

**Agency Representative:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Center for Public Service:**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Portland State University Contracts Officer:**

\_\_\_\_\_  
Signature Date