

PSU Agreement #557686
City of Portland IGA # _____

Amendment No. 1 to City of Portland IGA # _____/PSU Contract #557686
Between
Portland State University
and
City of Portland

This is Amendment No. 1 ("Amendment") to the Agreement ("Agreement") entered into by and between Portland State University on behalf of its Mark O. Hatfield School of Government Center for Public Service ("PSU") and City of Portland ("CITY").

Whereas, PSU and CITY wish to amend the Agreement; now therefore, the parties agree to amend the sections as follows:

1. Section 4.A.

The amount \$40,000 is replaced with \$43,000.

2. Exhibit A is replaced in its entirety with the following:

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 CITY and the Fellow. The work described in the SOW shall reflect new or unique project-specific activity and 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 of City Agreement # _____/PSU Agreement #557686 as amended.

Name of Fellow
(insert)

Name of Agency
City of Portland

Agency Address
(insert)

Agency Lead Contact for this Project
(insert)

Agency Lead Contact Information (telephone and email)
(insert)

Proposed Start Date – End Date: _____

The duration of the Fellowship will be 33 weeks following the notice to proceed, unless the AGENCY and Fellow set a schedule that varies from the typical 32 hours per week for 32 weeks (but not to exceed 1024 hours), in which case the dates of service must be sent to the PSU Supervisor, 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.

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The duration of the Fellowship includes the Institute 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, Fellows are eligible for sick leave per PSU policy, currently at an accrual rate of 1 hour of sick leave per 30 hours worked.

Fellow Standard Position Description

Hatfield Resident Fellows are expected to work independently and with CITY 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: conducting assessments; writing policy reports and briefs; performing analysis; conducting procedural studies; handling technical planning. Work shall be performed under the supervision of PSU, and Fellows will work on-site at the sponsor agency. Fellows are expected to meet the quality and productivity goals established by the sponsor agency in this SOW and are expected to participate in professional development and networking activities provided by PSU.

Project Description & Objectives

(insert brief description for each project)

Project Deliverables

(describe specific work product to be completed)

Quality Standards and Acceptance

(insert standards for evaluating and accepting deliverables performed during the Fellowship.)

Completion of Fellowship Institute at Portland State University

Both Parties agree that the Fellow shall be released from their normal project duties for a pre-scheduled institute and pre-scheduled, monthly, half-day professional development programs delivered by Portland State University.

Other Salient Information

(insert)

Agency Supervisor:

Signature Date

Printed Name

Title

Center for Public Service:

Signature Date

Printed Name

Title

Portland State University Contracts Officer:

Signature_____
Date

3. Exhibit B is replaced in its entirety with the following:

Exhibit B
Hatfield Resident Fellows Program

Overview:

- Highly competitive 1024-hour commitment (frequently scheduled as 32 hours a week for 32-weeks)
 - Fellows submit a resume, writing sample(s), letters of reference and complete an interview
- Fellows receive a total amount of \$25,000 paid in salaried wages over the course of the Fellowship. Fellows are placed with state and local agencies, and nonprofits generally located in Oregon
- Fellows attend an Institute at PSU at the beginning of the Fellowship and a series of pre-scheduled monthly, half-day professional development programs throughout the program
- All Fellows will attend continuing education and networking events throughout the program

Agreement Mechanism and Consideration:Sponsor Agency

- Provide a Statement of Work (see Exhibit A) that describes project objectives, deliverables, and acceptance criteria;
- Sign an agreement which is reviewed/approved by PSU's Contracts Office; and
- Provide an amount of \$43,000 per Hatfield Fellow.
 - This sum covers expenses related to program administration such as the recruitment and placement of the Fellows, the Institute provided for the Fellows, and payment of the Fellow's salaried wages.

Hatfield Resident Fellows

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

Fee Schedule Example:

PROGRAM	WEBSITE	2019 SPONSOR FEE	FELLOW SALARY
Hatfield Resident Fellowship (32 week placement)	http://www.pdx.edu/cps/details-of-hatfield-resident-fellowship	\$43,000	\$25,000

Explanation of Fee Schedule

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- **Sponsor Fee** represents the price of sponsorship (what AGENCY will pay PSU) to sponsor one Fellow for 1024 hours of work. In addition to the Sponsor Fee, Sponsors are responsible for customary work-related costs, including phone and computer access, workspace, office supplies, materials and other expenses needed for the successful completion of defined tasks.

Payment Schedule Example (per Fellow)

An initial payment in the amount of \$14,000 for each Fellow will be due at the end of the month in which the Fellow begins work.

A second payment in the amount of \$8,400 for each Fellow will be due three months following the start of the Fellowship.

A third payment in the amount of \$12,200 for each Fellow will be due six months following the start of the Fellowship.

A fourth and final payment in the amount of \$8,400 for each Fellow will be upon completion of the Fellowship.

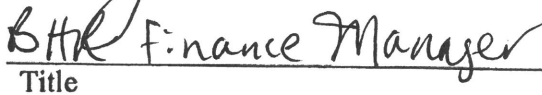
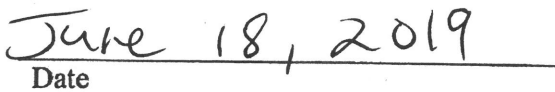
Payment shall be made to PSU within thirty (30) days of receipt of invoice.

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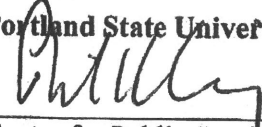
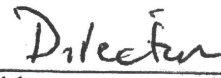
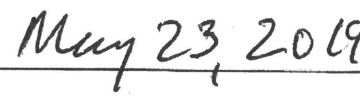
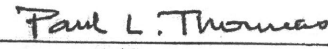
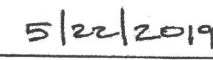
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Except as expressly amended above, all other terms and conditions of the original Agreement shall remain unchanged and in full force and effect. CITY and PSU, by the signature of their authorized representatives, hereby acknowledge that they have read this Amendment, understand it, and agree to be bound by its terms and conditions.

City of Portland


Name
Title
Date

Portland State University


Center for Public Service
Title
Date
Contracts Officer
Date