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June 03, 2003

MEMORANDUM

TO: Council Members

FROM: Lynn Palensky

SUBJECT: Idaho Level II Subbasin Planning Contract

Proposed Action

Staff recommends that the Council authorize the Executive Director to negotiate an amendment to the existing contract for Idaho Level II Coordination functions for subbasin planning. The amendment will continue funding and extend the contract through June of 2004. The cost for this project will not exceed \$107,113.

Background

The existing contract for Idaho Level II subbasin planning coordination has three parts: 1) Coordinator position (including travel and office expenses), 2) travel costs for Idaho Level II Subbasin Planning Steering Committee (SPSC), and 3) Intermountain Province coordination (Alison Squier). This request is for continued funding for tasks 1 and 2. The request to continue funding for Task 3 was approved at the late April meeting.

Tom Dayley performs subbasin planning coordination tasks in the state of Idaho. He works under the direction of the Idaho Level II Group and reports directly to Idaho Council Members and the State Office of Species Conservation. Tom's tasks have evolved from the first year's focus on setting the infrastructure in place with lead entities, workplans, contracts and funding allocations to the second year's active management of contracts and tracking and supporting work in progress. This proposal represents a continuation of:

- Task 1 (\$91,753) -- Tom Dayley's work from October 1, 2003 to June 30, 2004; and
- Task 2 (\$15,360) -- travel costs for SPSC members, from August 1, 2003 to June 9, 2004.

Proposed Schedule and Budget

The proposed statement of work, schedule and budget are attached. The funding for this work will not exceed for \$107,113 in FY03/04.

**STATEMENT OF WORK (SOW) FOR
RENEWAL OF
IDAHO SUBBASIN PLANNING
CONTRACTS
PC1101, PC1104, PCWW02**

PROJECT OVERVIEW

1. General: The Master Subbasin Planning contracts between Bonneville Power Administration (BPA) and the Northwest Power and Conservation Council (Council) are from June 10, 2002 through June 9, 2004 and extended through December 31, 2004. These contracts supported Idaho subbasin planning coordination with a budget not to exceed \$200,000.00 per year for two years.

This Statement of Work identifies how the basic contract components will be extended from the first year (2002-2003) to the second year (2003-2004) and to the contract extension period (Jun 10, 2004 through December 31, 2004) and proposes to adjust the tasks and budget based upon changed requirements to complete the subbasin plans.

2. Budget

a. First Year: Oct 1, 2002 to Sept 30, 2003 not to exceed \$200,000.00:

- I. Contract PC1101 for \$97,498.40, Coordination (see attachments 1 & 2).
- II. Contract PC 1104 for \$31,437.21, Travel, Level II, (see attachment 3).
- III. Contract PCWW02 for \$35,000, Intermountain Province facilitation.
- IV. Unallocated \$36,064.39 (see attachment 4).

b. Second Year: Oct 1, 2003 to Jun 30, 2004 not to exceed \$200,000.00:

- I. Contract PC 1101 for \$91,753.48, Coordination (see attachments 1 & 2).
- II. Contract PC 1104 for \$15,360.00 Travel (see attachment 3).
- III. Contract PCWW02 for \$35,000, Intermountain Province facilitation.
- IV. Unallocated \$36,064.39 (see attachment 4).

c. Extension: July 1, 2004 to December 31, 2004 not to exceed \$93,950.91

- I. Contract PC1101 for \$61,073.92, Coordination (see attachments 1,2,3 & 4).
These funds are from the unallocated coordination funds.

3. Timeframe

Subbasin planning started with BPA/Council contracts in June 2002. The first year of the Idaho subbasin planning coordination contract started in October 2002. This SOW will cover the time from Oct 1, 2003 through December 31, 2004.

4. Goals

On or before May 28, 2004, subbasin plans will be submitted to the Council from the following Subbasins located partially or entirely within the geographic boundaries of the State of Idaho: Kootenai, Coeur d'Alene, Pend'Oreille, Spokane, Clearwater, Salmon, Palouse, Snake Hells Canyon, Lower Mid-Snake Mainstem, Owyhee, Upper Mid-Snake Mainstem, Boise, Bruneau, Payette, Weiser, Snake Headwaters, Upper Closed Basin, Upper Snake. Also, assistance will be given the Council and BPA to revise and clear plans for inclusion into the Council Fish and Wildlife Program.

I. CONTRACT PC1101 RENEWAL - COORDINATION

OCT 1, 2003 TO JUN 30, 2004

This proposal will adjust the tasks, budget and timeframe in order to extend the Idaho Subbasin Planning Coordination contract for a second year with a budget of \$91,753.48 (see attachments 1, 2 & 3). The following are the tasks and deliverables for the new budget year:

CRITICAL PATH TASKS/DELIVERABLES -

1. Monitor overall project progress and performance.
Deliverable: Monthly progress reports.
2. Monitor Budget Requests/Expenditures.
Deliverable: Process Vouchers/Monthly progress reports.
3. Review contracts.
Deliverable: Contract amendments presented to Council/BPA.
4. Monitor Subbasin schedules and projects.
Deliverable: Monthly progress reports.
5. Review/Track technical support activities.
Deliverable: Monthly reports.
6. Plan/review management planning activities.
Deliverable: Monthly reports.
7. Facilitate Level II, and coordinate group activities.
Deliverable: Prepare meetings/coordinate group communication and activities.
8. Coordinate with region/ project managers and with interstate subbasin activities.
Deliverable: Attend scheduled meetings and or coordinate with regional/interstate entities.
9. Review completed subbasin plans.
Deliverable: Completed subbasin plans submitted to NWPPC.

JUL 1, 2004 THROUGH DEC 31, 2004

The original BPA/NWPCC contracts were extended from June 10, 2004 through December 31, 2004. This SOW extends the Idaho coordination functions to the same time period (Jul 1, 2004 - December 31, 2004) with a budget not to exceed the \$93,950.91 to be taken from previous years unallocated coordination funds as noted in attachments 1, 2, 3, & 4.

CRITICAL PATH TASKS/DELIVERABLES -

Assist the Council and BPA with revisions and process clearance of submitted subbasin plans for inclusion into the Council Fish and Wildlife Program.

II. CONTRACT PC1104 RENEWAL - TRAVEL

AUG 1, 2003 to JUN 9, 2004)

Under the State/Tribal MOU for the Idaho Level II, Subbasin Planning Steering Committee (SPSC), representatives of named agencies and tribes agree to participate on the SPSC.

The first contract year travel budget was \$31,437.21 for individuals representing SPSC and the subbasin planning coordinator. The second year proposed budget is \$15,360.00 and transfers the coordinator and OSC travel budget to Contract PC1101 as noted. Precise allocations are noted in attachment 3.

JUN 10, 2004 through DEC 31, 2004

There will be no need to extend this contract through this period.

III. CONTRACT PCWW02, INTERMOUNTAIN PROVINCE FACILITATION

Renewal JUN 1, 2003 through MAY 31, 2004)

These tasks have been and will continue to be contracted in conjunction with Washington State Level II. The SPSC has allocated \$35,000.00 (see attachment 4) to be matched by \$35,000.00 from the Washington State Level II budget. The proposed workplan and budget for coordination and facilitation of subbasin plans in the Intermountain Province, as approved by the Washington and Idaho Level II groups, have been presented, and approved, in a separate proposal to the Council.

IDAHO SUBBASIN PLANNING
COORDINATION
CONTRACT # PC1101

ATTACHMENT 1

FIRST YEAR		SECOND YEAR		EXTENSION
OCT 1, 2002 TO SEP 30 2003		OCT 1, 2003 TO JUN 30, 2004		Jul - Dec 04
CURRENT CONTRACT		PROPOSED CONTRACT RENEWAL		Proposed
TASK	Annual \$	TASK	Annual \$	Annual \$
		T-1 Overall Project Monitoring		
		30 Hr/Month	\$12,382.20	\$49,123.92
T-6. Monitor Budget Expenditures		T-2 Monitor Budget Expenditures		
16 Hr/Month	\$8,505.60	30 Hr/Month	\$12,382.20	
T-7. Review/Recommend contract changes		T-3 Review Contracts		
8 Hr/Month	\$4,252.80	4 Hr/Month	\$1,650.96	
T-8. Develop/monitor Subbasin schedules and monitor projects		T-4 Monitor Subbasin Schedules		
32 Hr/Month	\$17,011.20	4 Hr/Month	\$1,650.96	
T-9 Identify Subbasin Lead Entities				
1 Hr/Month	\$531.60			
T-10. Develop and implement a method for allocating funds				
1 Hr/Month	\$531.60			
T-11. Plan/Review/Track Technical Support Activities		T-5 Review/Track Technical Activities		
32 Hr/Mon	\$17,011.20	32 Hr/Month	\$13,207.68	
T-12 Plan/Review management Activities		T-6 Plan/Review Management Activities		
24 Hr/Month	\$12,758.40	24 Hr/Month	\$9,905.76	
T-13. Facilitate Level 2 Coordination group activities		T-7 Facilitate Level 2 Cordination		
20 Hr/Month	\$10,632.00	16 Hr/Month	\$6,603.84	
T-14. Coordinate with regional/subbasin project managers		T-8 Coordinate with Regional/Project Managers		
8 Hr/Month	\$4,252.80	9.35 Hr/Month	\$3,859.12	
T-15. Review Contracts/Funding				
16 Hr/Month	\$8,505.60			
T-16. Review Completed Subbasin Plans		T-9 Review Completed Subbasin Plans		
16 Hr/Month	\$8,505.60	24 Hr/Month	\$9,905.76	
SUBTOTAL	\$92,498.40	173.35 Hr/Month	\$71,548.48	\$49,123.92
Service and Supplies	\$5,000.00	Service and Supplies	\$8,205.00	\$2,670.00
Details on attachment 2		Details on attachment 2		
SUBTOTAL	\$97,498.40		\$79,753.48	\$51,793.92
		Coord Travel/ from PC 1104	24	14
		@ \$500 Per Trip	\$12,000.00	\$7,000.00
		OSC \$190.00 12		\$2,280.00
TOTALS	\$97,498.40		\$91,753.48	\$61,073.92

IDAHO SUBBASIN PLANNING
TRAVEL
CONTRACT # PC1104

ATTACHMENT 3

FIRST YEAR		SECOND YEAR		EXTENSION
JUL 28, 2002 TO JUL 31, 2003		AUG 1, 2003 TO JUN 9, 2004		Jun - Dec 04
CURRENT CONTRACT		PROPOSED CONTRACT RENEWAL		PROPOSED
	Annual \$		Annual \$	Annual \$
1. Burns-Paiute Tribe	\$4,081.56	1. Burns-Paiute Tribe 10 \$175.00 Per Trip	\$1,750.00	
2. Coeur d'Alene Tribe	\$3,091.02	2. Coeur d'Alene Tribe 10 \$130.00 Per Trip	\$1,300.00	
3. Kalispel Tribe of Indians	\$0.00	3. Kalispel Tribe of Indians	\$0.00	
4. Kootenai Tribe of Idaho	\$3,645.09	4. Kootenai Tribe of Idaho 10 \$140.00 Per Trip	\$1,400.00	
5. Nez Perce Tribe	\$3,875.04	5. Nez Perce Tribe 10 \$160.00 Per Trip	\$1,600.00	
6. Shoshone-Bannock Tribes	\$4,869.84	6. Shoshone-Bannock Tribes 10 \$200.00 Per Trip	\$2,000.00	
7. Shostone-Paiute Tribes	\$3,669.84	7. Shostone-Paiute Tribes 10 \$180.00 Per Trip	\$1,800.00	
8. Idaho Dept of Fish & Game	\$2,326.95	8. Idaho Dept of Fish & Game 5 \$190.00 Per Trip	\$950.00	
9. Office Species Conservation	\$2,326.95	9. Office Species Conservation 24 \$190.00 Per Trip	\$4,560.00	\$2,280.00 12 Trips
10. Coordinator	\$3,550.92	10. Coordinator Transferred to Contract PC1101 See Attachment 1		
TOTALS	\$31,437.21	TOTAL	\$15,360.00	\$2,280.00