

**Jennifer Anders**  
Chair  
Montana

**Tim Baker**  
Montana

**Guy Norman**  
Washington

**Tom Karier**  
Washington



## Northwest Power and Conservation Council

**Richard Devlin**  
Vice Chair  
Oregon

**Ted Ferrioli**  
Oregon

**Jim Yost**  
Idaho

**Vacant**  
Idaho

February 5, 2019

### DECISION MEMORANDUM

**TO:** Council members

**FROM:** Mark Walker

**SUBJECT:** Authorization to amend Council website support contract for FY2019.

**PROPOSED ACTION:** Council staff recommends authorization to amend our existing contract with OMBU to provide additional technical support and funds for updates and enhancements to the Council website. The authorization would provide for an updated support agreement through the end of this fiscal year.

**SIGNIFICANCE:** The need for website support and improvement continues for FY2019, and Council staff has additional and necessary improvements that require a contract amendment.

### BUDGETARY/ECONOMIC IMPACTS

Add an additional \$32,000 for a total contract amount not to exceed \$57,000.

### BACKGROUND AND ANALYSIS

The new OMBU-designed Council website currently is being used, tested and refined pursuant to an existing contract with OMBU. The contract with OMBU, which covered development for a certain number of hours in FY2019, was recently exhausted. There are, however, several other website improvements we need to initiate and complete related to improved search capability and website function. Accordingly, an amendment to the contract to provide for essential add-ons, as well as continuing technical expertise on an as-needed basis, is necessary and appropriate.

If authorized by the Council, staff will pursue an amendment with OMBU for work to be performed, as needed, on a task-order basis.

**ALTERNATIVES**

The alternative is to hire a contractor other than OMBU to perform the needed enhancement and troubleshooting. However, hiring a new contractor who isn't familiar with the Council's website would likely require additional budgetary and staff resources.

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February 17, 2019

Mr. Martin Rio  
OMBU  
1624 NW Lovejoy, Suite #200  
Portland, OR 97209

Re: Operations Retainer, Council Contract C2019-03

Parties agree to amend the "Operations Retainer" agreement executed on September 25, 2018 (Council Contract C2019-03) as follows:

Paragraph 1, page 1 shall be revised to state: "Effective September 24, 2018, Northwest Power and Conservation Council (the Client) agrees to retain OMBU for monthly maintenance, enhancement and support for the websites [www.nwccouncil.org](http://www.nwccouncil.org) and [www.rtf.nwccouncil.org](http://www.rtf.nwccouncil.org) (the website) between October 1, 2018 and September 30, 2019." This amendment corrects the omission of the RTF website in the original contract.

The not-to-exceed amount set forth on page 3 under "Cost and invoicing," shall be increased from \$25,000 to \$57,000. Pursuant to this amendment, the total amount invoiced by OMBU under the Operations Retainer agreement shall not exceed \$57,000. This amendment is necessary to support the additional maintenance and enhancements to the websites in monthly sprints.

Except as provided for herein, all other provisions of the Operations Retainer agreement executed on September 25, 2018 remain unchanged.

The Council has determined that the Contractor is not on the list of entities debarred or suspended by the federal government from contract awards, as required by 2 CFR Part 200 Appendix II(H) (Contract Provisions for Non-Federal Entity Contracts under Federal Awards).

If the terms of this amendment are agreeable to you, please sign this letter and return the original to me, keeping a copy for your records.

Sincerely,

Stephen L. Crow  
Executive Director

\_\_\_\_\_, 2019

\_\_\_\_\_  
Martin Rio  
OMBU

Date \_\_\_\_\_

Tax ID# \_\_\_\_\_

DRAFT