



May 26, 2016

Board of County Commissioners  
Clackamas County

Members of the Board:

**Approve an Amendment to the Hatfield Fellows Master Intergovernmental Agreement  
between Clackamas County and Portland State University's Mark O. Hatfield School of Government**

<b>Purpose/Outcomes</b>	This action approves an annual amendment of the Master Intergovernmental Agreement between Clackamas County and PSU to participate in the Hatfield Fellows Program.
<b>Dollar Amount and Fiscal Impact</b>	None, the master agreement allows individual departments to engage Hatfield Fellows via purchase orders against a scope of work for each Oregon Fellow.
<b>Funding Source</b>	Each individual department or agency will fund any Fellow(s) engaged.
<b>Duration</b>	Amendment covers one year; Master IGA expires on September 30, 2018 unless extended or terminated.
<b>Previous Board Action</b>	The Board approved a Master IGA with PSU in spring of 2015 for these purposes.
<b>Strategic Plan Alignment</b>	Building public trust through good government. Also aligns with departmental workforce planning goals.
<b>Contact Person</b>	Laurel Butman, 503-655-8893

**BACKGROUND:**

The Center for Public Service ("CPS") and Mark O. Hatfield School of Government at Portland State University hosts several competitive fellowships designed to bring national talent to Oregon public entities. The Oregon Fellows program targets current graduate students with a strong scholarship record and confirmed interest in public service. PSU recruits Fellows from a network of more than 50 leading universities throughout the nation as well as the Oregon University system.

Hatfield Resident Fellows serve 32-hours per week for 32-weeks and receive a \$24,000 salary paid by PSU over the course of the fellowship. Fellows attend. Hiring/sponsoring organizations pay a total amount of \$40,000 per Hatfield Fellow which includes salary, a 4-day orientation and team building session at PSU in July, a series of networking events throughout the program, and program administration. This Master IGA makes it more efficient for County departments to engage Hatfield Fellows by reducing paperwork and procurement actions.

This amendment updates the dates and program costs of the Master IGA.

**RECOMMENDATION:**

Staff respectfully recommends the Board approve this amendment to the Master Intergovernmental Agreement for Hatfield Fellows between Clackamas County and Portland State University's Mark O. Hatfield School of Government. Your favorable consideration is requested.

Respectfully submitted,

Don Krupp, County Administrator

AMENDMENT NO.   1  

CONTRACT NO. PSU Agreement #42075/290678

FOR

Intergovernmental Agreement with Portland State University for the Oregon Summer 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 Clackamas County, a political subdivision of the State of Oregon, by and through its duly authorized representatives, hereinafter called Agency.

**Section 3: Scope of Cooperation**

1. Page 2, Section 3A-5, will change to state:
  5. 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). Provide ongoing program evaluation.
2. Page 2, Section 3B 1-5, 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, will change to state:

A. AGENCY agrees to pay PSU, from available and authorized funds, the amount of \$40,000 per Fellow (the "Sponsor Fee") during the life of this Agreement. The Sponsor Fee consists of the Fellow's wages and PSU's administrative costs. See Exhibit B, hereby incorporated by reference, for a detailed description of the Hatfield Resident Fellows program, an Explanation of Fee Schedule, and a Fee Schedule Example.

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.

- 1. Exhibit A changed to attached.
- 2. 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 Agency and PSU may conduct this transaction by electronic means, including the use of electronic signatures.

**PORTLAND STATE UNIVERSITY**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Contracts Officer

Name: \_\_\_\_\_  
Title: \_\_\_\_\_

AMENDMENT NO.   1  

CONTRACT NO. PSU Agreement #42074/290675

**Clackamas County:**

**Portland State University:**

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

\_\_\_\_\_  
**Center for Public Service** **Date**

\_\_\_\_\_  
**Printed name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Contracts Officer** **Date**

**EXHIBIT A**  
**Hatfield Resident Fellow 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 the Agency and the Fellow. This SOW must identify the requirements and deliverable 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 the 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: NGI Fellowship Coordinator

**Name of Fellow**

(insert)

**Name of Agency**

(insert)

**Agency Address**

(insert)

**Agency Representative/Supervisor for this Fellowship:**

(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 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 in July 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
<b>Hatfield Resident Fellowship (32 week placement)</b>	<a href="http://www.pdx.edu/cps/details-of-hatfield-resident-fellowship">http://www.pdx.edu/cps/details-of-hatfield-resident-fellowship</a>	\$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.