



PROJECT INSTRUCTION

Contract #4600008942 Project Instruction #_11__

These Project Instructions are issued by the Multnomah County Talent Development Team in accordance with the terms of the above referenced contract in order to provide County authorization for Contractor to begin work. All work is to be performed by Contractor in compliance with the Contract and any amendments executed thereto. Contractor will review this Project Instruction and return a signed copy to County to acknowledge receipt and acceptance of the project. Contractor has the right to reject this Project Instruction and/or request revisions as necessary to ensure that the Instruction reflects the actual information necessary to commence and complete work.

PROJECT TYPE

Facilitation-Consultation_GroupRetreat

PROJECT NAME

HeinConsulting_BoardRetreat

CONTRACTOR

Company: Hein Consulting
Individual(s): Alanna Hein
Address: 16110 SW Regatta Lane, Beaverton, OR 97006

Email: heinconsul@aol.com
Mobile #: 503-680-6058
Work #: 503-629-8742
Website: www.heinconsulting.org

PROJECT COORDINATOR

Dept. / Team: Board of Commissioners
Individual(s): Mary-Margaret Wheeler-Weber, dept contracts
(requesting Mgr: Emerald Bogue Walker)
Address: 503/6 (501 SE Hawthorne, Suite 600, 97214)

Email: mary.wheeler-weber@multco.us
Mobile #: 503-240-3344
Work #: 503-988-5659

CONTRACT COORDINATOR

Dept. / Team: Contracts, Procurement & Strategic Sourcing
Individual(s): Alicia Boris
Address: 501 SE Hawthorne Blvd, Ste 400, Portland, OR 97214

Email: alicia.c.boris@multco.us
Mobile #: n/a
Work #: 503.988.3312 x24527

PROJECT SUMMARY

Service Description: Contractor shall provide services detailed in Exhibit 1, Paragraphs A & C of Contract #4600008942.

Dates of Services: Begin Wednesday, Oct. 30, 2013, end by Monday, December 2, 2013. Specific dates of Board of Commissioners retreat facilitation event is Wednesday, November 6, 2013, 9 am to 2:00 PM, Barley room, Edgefield, 2126 SW Halsey St, Troutdale, OR 97060,

Participants: Board of Commissioner, Chiefs of Staff, Board Clerk. (approximate number of attendees: 12)

Format/Duration: Facilitate Board of Commissioners retreat. Activities will include:

- 1) Meeting with Chair Madrigal and Emerald Bogue Walker (approximately 2 hours).
- 2) Developing a retreat agenda (approximately 5 hours total).
- 3) Consulting with the Board of Commissioners to identify goals and desired outcomes (approximately 4 hours total).
- 4) Facilitating the retreat itself (November 6, 2013, 9:00 am – 2:00 pm, approximately 5 hours).
- 5) Follow up including written notes and/or meeting or phone calls with Chair's Office staff (approx. 3 hours).

TOTAL hrs	Direct Service hrs (direct contact with employees for assessment and event facilitation)	Development hrs (solo prep or after-event summary)
19	11	8

Desired Outcomes:

Share understandings of work going forward.

SPECIAL INSTRUCTIONS

PAYMENT FOR SERVICE

Maximum Approved Hours for Service: Payment may not exceed Maximum Payment amount identified in the Special Instructions paragraph of Contract #4600008942.

Facilitation Service (retreat & solo prep time & follow up): **\$169/hr** (per contract) **19 hrs = \$3,211**

- Please send all invoices for this project attention to **Mary-Margaret Wheeler-Weber** at the above email address under Project Coordinator, and include Contract # at top of invoice.
- Contractor must receive approval in writing from **Emerald Bogue Walker** of any services beyond hours approved in this Project Instruction.
- **Cost center 109001** will be charged for this project. The initial allocation of **20 hours**, not to exceed **\$3,380** has been granted for this contract.

I have read and understand this Project Instruction and agree to perform the Services in accordance with the Contract.

Authorized **CONTRACTOR** Signature

Date

I have issued this Project Instruction and agree to coordinate with Contractor to ensure successful performance of the Services in accordance with the Contract.

Authorized **PROJECT COORDINATOR** Signature

Date