



## 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