

## **STAFF BRIEFING MEMO**



**DATE:** 12/1/2023  
**TO:** Port of Tacoma Commissioners  
**FROM:** Sponsor: Jean West, Chief Human Resource Officer  
Project Manager: Trisha Perez, Manager, Human Resources  
**CC:** Eric Johnson, POT Executive Director  
**SUBJECT:** 071553 Employment Law Services Funding Increase – Amend 02

### **A. ACTION REQUESTED**

Staff is notifying the Commissioners of Port of Tacoma of intent to increase the value of PSA 071553, by adding **\$20,000.00** which is greater than a fifty percent (50%) increase of the original contract amount of \$100,000.00 and adding to the scope of work. Per POT Master Policy Resolution No. 2023-03-PT, Section IV.E.4, when an amendment to a personal services contract, individually or cumulatively, will exceed fifty percent (50%) of the original authorized amount, the amendment must be sent to Commissioners and made available for public inspection prior to the proposed starting date of services under the amendments.

### **B. BACKGROUND**

**The scope of work from the original contracts is:**

The Consultant will provide legal advice to Port staff regarding and employment issues and programs for Port employees, as well as to provide those services for The Northwest Seaport Alliance staff regarding employment issues and programs for NWSA employees.

### **C. FINANCIAL SUMMARY**

The current balance of the contract is \$32,888.87.00. Based on revised work scope, an additional \$20,000.00 increase amount is necessary to continue the service until its expiration Contract Expiration Date.

Staff intends to increase the original - 071553 Employment Law Services –amount as follows:

<b>Contract Summary</b>	
<b>Description</b>	<b>Amount</b>
Original Contract Amount	\$100,000.00
Previously Authorized Amendments 01	\$49,000.00
This Amend 02 (Description-Increase)	\$20,000.00
<b>Total Not to Exceed Contract Amount</b>	<b>\$169,000.00</b>

### **ADMINISTRATION**

Per RCW 53.19.040, this memorandum will be filed 12/1/2023 with the Commission and made available for public inspection on the Port of Tacoma public website prior to the proposed start date of contract 12/8/2023.