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Port of Tacoma **MEMORANDUM**

COMMISSIONERS

Personal Services Contract Briefing

DATE: November 26, 2024

TO: Port of Tacoma Commissioners

FROM: Michelle Walker, Contracts and Purchasing Analyst
Erin Galeno, CFO

SUBJECT Notification for 071573- Tribal and Intergovernmental Relations and Facilitation Services (Thompson Consulting Group) - Funding Increase.

Port Staff is notifying Port of Tacoma Commissioners of intent to increase funding for a Personal Services contract by more than fifty percent (50%) of the original contract amount.

A. MASTER POLICY REQUIREMENT

This memo serves to fulfill the requirements of the Master Policy in accordance with Resolution No. 2024-03-PT, Section IV.E-Personal Services Contract:

“(3) When an amendment to a contract, individually or cumulatively, which was approved by the Executive Director pursuant to Section IV.E.(1) hereinabove will exceed 50% of the original contract amount for the agreement and that amended cumulative amount remains less than \$350,000.00, the amendment must be filed with the Commission and made available for public inspection on the Port’s website seven (7) days prior to the proposed starting date of services under the amendments. Substantial changes in contract scope or substantial additions to the scope specified in the formal solicitation documents shall be authorized by the Commission unless authorization has been provided for otherwise pursuant to this Master Policy Directive.”

At the request of the Executive Director, a contract amendment will be issued in seven (7) business days from the date of this memo.

B. SYNOPSIS

The contract, with Thompson Consulting Group, was issued in 12/3/2021 for \$100,000 and later amended to add \$40,000 and again amended to add \$9,000. The current balance of the contract is \$2,176.90, with a pending invoice for August for \$3,465.00. The current contract amendment of \$10,000 will bring the total contract amount to \$12,176.90. Current end date of contract is 12/31/2024.

Contract Summary – PSA #071573	
Description	Amount
Original Contract Amount	\$100,000.00
Amendment 1 (Extension Only)	\$0.00
Amendment 2 (Increase Funds & Extension)	\$40,000.00
Amendment 3 (Increase Funds)	\$9,000.00
This Amendment 4 (Increase Funds)	\$10,000.00
Total Not to Exceed Contract Amount	\$159,000.00

C. BACKGROUND

The Consultant facilitates meetings between the Tribe, Port, and other parties from time to time as directed by the Port's Executive Director. These meetings are expected at least monthly, but also more often as needed.