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Commission Staff Report

COMMISSION MEETING DATE: April 29, 2021

SUBJECT: Association Management Solutions, LLC., First Amendment to Three Year Multi-Task Consulting Services Agreement for conference and event planning services; Applicable to the following: All Northern California Power Agency (NCPA) facilities, NCPA Members, Southern California Public Power Authority (SCPPA), and SCPPA Members

AGENDA CATEGORY: Consent

FROM:	Jane Cirrincione	METHOD OF SELECTION:
	AGM, Legislative and Regulatory Affairs	<i>Other</i>
Division:	Legislative & Regulatory Affairs	<i>If other, please describe: contract extension</i>
Department:	Legislative & Regulatory	

IMPACTED MEMBERS:		
All Members <input checked="" type="checkbox"/>	City of Lodi <input type="checkbox"/>	City of Shasta Lake <input type="checkbox"/>
Alameda Municipal Power <input type="checkbox"/>	City of Lompoc <input type="checkbox"/>	City of Ukiah <input type="checkbox"/>
San Francisco Bay Area Rapid Transit <input type="checkbox"/>	City of Palo Alto <input type="checkbox"/>	Plumas-Sierra REC <input type="checkbox"/>
City of Biggs <input type="checkbox"/>	City of Redding <input type="checkbox"/>	Port of Oakland <input type="checkbox"/>
City of Gridley <input type="checkbox"/>	City of Roseville <input type="checkbox"/>	Truckee Donner PUD <input type="checkbox"/>
City of Healdsburg <input type="checkbox"/>	City of Santa Clara <input type="checkbox"/>	Other <input type="checkbox"/>
<i>If other, please specify</i>		
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RECOMMENDATION:

Approve Resolution 21-41 authorizing the General Manager or his designee to enter into a First Amendment to the Three Year Multi-Task Consulting Services Agreement with Association Management Solutions (AMS), LLC, to extend the terms of the agreement for six months beginning June 11, 2021, through December 11, 2021, for conference and event planning services to support the NCPA Annual Conference, NCPA/NWPPA Federal Policy Conference, and other agency events, with any non-substantial changes recommended and approved by NCPA General Counsel, for continued use at any facilities owned and/or operated by NCPA, NCPA Members, by SCPPA, and SCPPA Members.

BACKGROUND:

NCPA entered into a Three Year Multi-Task Consulting Services Agreement with AMS effective June 11, 2018, for an amount not-to-exceed \$450,000. AMS is a full-service association management provider specializing in meeting and event planning, logistical support, and contract negotiations, among other means of support.

On March 13, 2020, the United States issued an emergency declaration concerning the COVID-19 pandemic. This declaration, combined with state and local COVID-19 ordinances, made it nearly impossible to host any in-person conferences for the remainder of the year and into the first part of 2021. Because of this, NCPA was unable to fully utilize AMS' services under normal circumstances.

With the development and distribution of a COVID-19 vaccine underway, it is anticipated that in-person conferences will resume during the latter half of 2021. NCPA is planning on resuming in-person conferences and events starting with our Annual Conference in September 2021. This six-month contract extension with AMS is necessary to allow NCPA to fulfill the terms of the contract as originally contemplated prior to the imposition of pandemic-related restrictions on conferences. The six-month extension would expire on December 11, 2021, at which point a Request for Proposal would be issued to determine whether to re-sign AMS or move forward with another management service to assist in supporting our member programs.

NCPA does not have any agreements in place for similar services with additional vendors at this time.

FISCAL IMPACT:

Upon execution, the total not-to-exceed amount of the agreement will remain unchanged at the not-to-exceed amount of \$450,000. No additional funds will be required to support this extension, but rather, existing funds that would have expended earlier if not for the imposition of pandemic restrictions will be carried into the FY 22 budget and utilized for these purposes as needed. Purchase orders referencing the terms and conditions of the agreement will be issued following NCPA procurement policies and procedures.

ENVIRONMENTAL ANALYSIS:

This activity would not result in a direct or reasonably foreseeable indirect change in the physical environment, and is therefore not a "project" for purposes of Section 21065 the California Environmental Quality Act. No environmental review is necessary.

COMMITTEE REVIEW:

Pending the Legislative & Regulatory Affairs Committee review and approval.

Respectfully submitted,

RANDY S. HOWARD
General Manager

Attachments (3):

- Resolution 21-41
- First Amendment to the Three Year Multi-Task Consulting Services Agreement with Association Management Solutions, LLC
- Three Year Multi-Task Consulting Services Agreement with Association Management Solutions, LLC



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FIRST AMENDMENT TO MULTI-TASK CONSULTING SERVICES AGREEMENT BETWEEN THE NORTHERN CALIFORNIA POWER AGENCY AND ASSOCIATION MANAGEMENT SOLUTIONS, LLC

This First Amendment (“Amendment”) to Multi-Task Consulting Services Agreement is entered into by and between the Northern California Power Agency (“Agency”) and Association Management Solutions, LLC (AMS) (“Contractor”) (collectively referred to as “the Parties”) as of June 1, 2021.

WHEREAS, the Parties entered into a multi-task consulting Services Agreement dated effective June 11, 2018, (the “Agreement”) for Contractor to provide the services described in the Scope of Services attached hereto as Exhibit A and incorporated herein (“Services”) at the time and place and in the manner specified therein; and

WHEREAS, the Agency now desires to amend the Agreement to extend the term of the Agreement for an additional six-month period from the original expiration date of June 11, 2021, to a new date of December 11, 2021; and

WHEREAS, the Parties have agreed to modify the Agreement as set forth above; and

WHEREAS, in accordance with Section 8.2 all changes to the Agreement must be in writing and signed by all the Parties; and

NOW, THEREFORE, the Parties agree as follows:

- 1. **Section 1.1—Term of Services** of the Agreement is amended and restated to read in full as follows:

This Agreement shall begin on the Effective Date and shall end when Contractor completes the Work described in Exhibit A, or no later than December 11, 2021, whichever is shorter, unless the term of the Agreement is otherwise terminated or modified, as provided for herein.

- 2. This Amendment in no way alters the terms and conditions of the Agreement except as specifically set forth herein.

Date: _____

Date: _____

NORTHERN CALIFORNIA POWER AGENCY

ASSOCIATION MANAGEMENT SOLUTIONS, LLC

RANDY S. HOWARD
General Manager

KIRSTEN MACHI
Secretary and Founder

Attest:

Assistant Secretary of the Commission

Approved as to Form:

Jane E. Luckhardt, General Counsel