

VALLEY CLEAN ENERGY ALLIANCE

Staff Report – Item 8

To: Valley Clean Energy Alliance Board of Directors

From: Mitch Sears, Interim General Manager, VCE
Jim Parks, Director of Customer Outreach and Marketing

Subject: Amend Circlepoint contract to increase not to exceed amount

Date: October 18, 2018

RECOMMENDATION

1. Authorize the Interim General Manager to amend the Circlepoint contract for customer outreach and marketing services increasing the not to exceed amount by \$30,000.

BACKGROUND AND DISCUSSION:

The VCE Board has previously approved a customer outreach and marketing services contract with Circlepoint in the amount of \$398,035, including mailing house services. The current Circlepoint contract will terminate upon hiring a new marketing contractor; the new marketing contract is anticipated to be in place later this Fall. As of September 30, 2018, there was approximately \$14,000 available for marketing and mailing services and it still may be several months before the new marketing contract is in place. Therefore, Staff is requesting an addition of \$30,000 to the existing Circlepoint contract to ensure VCE's marketing needs are met until the new vendor is in place. If approved, the new total Circlepoint contract will be a not to exceed amount of \$428,035. The requested additional funds are anticipated to be used for communications with customers and will only be spent if needed.

CONCLUSION

The contract amendment increases the not to exceed amount so that marketing needs are met until a new marketing contractor is hired. All existing rates and other contract provisions will be carried forward.

FISCAL IMPACT

The costs associated with the contract amendment are accounted for in VCE's adopted Fiscal Year 2018/2019 Budget.