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Northwest Power and Conservation Council

March 5, 2024

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Washington

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MEMORANDUM

TO: Council Members

FROM: Kym Buzdygon, Lead Communications Specialist
John Shurts, General Counsel

SUBJECT: Authorization for a short extension on contract for communications support

PROPOSED ACTION: Seek authorization to extend contract with Coates Kokes until the end of July 2024 for an amount not to exceed \$26,000.

BACKGROUND: The Council contracted with the Coates Kokes firm in 2023 to provide communications support while the Council was undergoing a transition in its Public Affairs staff. The Council renewed the contract for six months in FY2024 for the same purpose.

The current contract will end on March 31, 2024. We are seeking the Council's authorization to extend the arrangement for a further four months, until the end of July 2024. The monthly fee to retain Coates Kokes has been \$8500 but will be lowered to \$6500 per month. We request authorization to extend the contract an additional amount not to exceed \$26,000 to cover four months. Sandra Hirotsu has confirmed that the FY2024 budget contains sufficient funds to cover this extension.

The Council recently hired two new communications specialists, myself (Kym Buzdygon) and Peter Jensen. Since we are both new to the Council, I want to ensure there is adequate time for Coates Kokes to get us up to speed on the

work they've completed so we are not duplicating efforts. It will also be valuable to have additional support during the transition while we settle into our roles. I'd like to request the four-month extension now, and we will evaluate if further extension is warranted by the end of July.