

STATE OF ALASKA

AMENDMENT TO PROFESSIONAL SERVICES CONTRACT

1. Agency Contract Number 2021-0200-4627
2. IRIS or DGS Solicitation Number (if used)
3. Optional Renewal? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Years remaining _____
4. Agency Unit and Appropriation Code 02CVID002
5. IRIS GAE Number (if used)
6. Amendment No.

This agreement is between the State of Alaska,

7. Department of Administration hereafter the State, and

8. Contractor Tandem Motion hereafter the Contractor

Mailing Address Street or P.O. Box City State ZIP Code
5608 17th Ave NW #768 Seattle WA 98107

9. Original period of performance FROM: TO:	10. Amended period of performance FROM: TO:
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11. Previous amount of contract to date: \$16,798,225.70	12. Amount of this amendment: -\$1,165,380.00	13. This amended contract shall not exceed a total of \$15,632,845.70
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14. In accordance with the provisions of the above referenced contract, the parties to that contract agree that the services to be performed by the contractor under the contract are amended as follows: All other terms and conditions of the contract remain in effect. (Use reverse for continuation of amended provisions if necessary.) See amended Appendix C & D attached.

In full consideration of the contractor's performance under and including this amendment, the State shall pay the contractor a new total not to exceed \$, \$15,632,845.70

The period of performance under this contract stays the same.

IN WITNESS WHEREOF the parties hereto have executed this amendment.

NOTICE! This amendment has no effect until signed by the head of the contracting agency, procurement officer or designee.

15. CONTRACTOR		17. CERTIFICATION: I certify that the facts herein and on supporting documents are correct, that this voucher constitutes a legal charge against funds and appropriations cited, that sufficient funds are encumbered to pay this obligation, or that there is a sufficient balance in the appropriation cited to cover this obligation. I am aware that to knowingly make or allow false entries or alterations on a public record, or knowingly destroy, mutilate, suppress, conceal, remove or otherwise impair the verity, legibility or availability of a public record constitutes tampering with public records punishable under AS 11.56.815 - .820. Other disciplinary action may be taken up to and including dismissal.
Name of Firm Tandem Motion LLC		
Signature of Authorized Representative 	Date 8 SEP 2020	
Typed or Printed Name of Authorized Representative Cara Griffith		
Title Founder and Principal		
16. CONTRACTING AGENCY		Signature of Head Contracting Agency or Designee
Department/Division Administration/Office of Commissioner		Date September 8, 2020
Signature of Project Director 		Typed or Printed Name of Authorizing Official Leslie Isaacs
Date 4 SEP 2020		Title Administrative Services Director
Typed or Printed Name of Project Director Amanda Holland		
Title Deputy Commissioner		

Appendix C Amended

The length of contract will be August 17, 2020-February 28, 2021 with 2 one-year renewal are optional. Renewal options will be solely determined by the state and based on both funding appropriation and state's needs.

One of the State's objectives was, "redefine classifications and positions descriptions as needed". The State has determined that the classification work accomplished at the time of this amendment has met business needs. The State's Classification Section has received the deliverables necessary for this objective.

The State has identified that a one-time classification close-out meeting with the State, estimated 2 hours in length, with Cara Griffith and Shannon Drohman is necessary.

After Amendment 1 is fully executed, the State Project Director will be Kate Sheehan

The terms and conditions of this contract, including the scope of work/services, are contained in the following documents, incorporated by reference.

Appendix E: RFP 2021-0200-4627 Pandemic Preparedness Plan Phase 2-Personnel Management issued by the department of Administration

Appendix F: Proposal submitted by Tandem Motion in response to RFP 2021-0200-4627.

Negotiations: Employee identified for PMO changed during negotiations. Jason Meucci is replaced by Meg Sayre as PMO. Trevor Frey will support PMO with related deliverables. Changes were accepted and incorporated into Tandem's proposal on 08.12.2020.

Order of Precedence

In the case of conflict, the following order of precedence shall govern:

1. This contract document, appendix A – D.
2. Appendix E: RFP 2021-0200-4627 Pandemic Preparedness Plan Phase 2-Personnel Management
3. Appendix F: Proposal submitted by Tandem Motion in response to RFP 2021-0200-4627.

Appendix D Amended

Total value of first term \$ 3,374,681.00 (Includes 1,500.00 for classification close out meeting.)

Total value of first option renewal: \$6,129,082.35

Total value of second and final optional renewal: \$6,129,082.35

Total potential value of contract: \$ 15,632,848.70

The as needed classification work was accomplished at end of first billing cycle. The State is amending this contract to reflect the adjusted need for this objective. The maximum amount identified to meet the classification objective was originally \$1,458,600.00. The fixed monthly contract rate for 30-Sep-20 to 30-Jan-21 included \$291,720.00 for classification. The remaining \$1,166,880.00 for term payments identified for the classification objective is being removed as no additional work is needed.

\$1,500 was added to the monthly term payment 30-Oct-20 to account for the needed classification close out meeting.

Payments for Services

Submittal form G contained in Tandem Motion’s proposal will determine the cost per hour per employee utilized during the billing month.

Payments will be made per the following schedule after receipt of true and exact invoice. Invoices must be submitted at least 3 weeks prior to payment schedule due date to insure timely payment. Final invoice for first term will be submitted on February 28, 2021.

Total Term 1 Payment	30-Sep-20	30-Oct-20	30-Nov-20	30-Dec-20	30-Jan-21	2-Mar-21	30-Mar-21
\$ 3,374,681.00	\$753,322.06	\$493,757.06	\$492,257.06	\$492,257.06	\$461,602.04	\$340,742.86	\$340,742.86

Invoice will contain the following information:

- summary detail of project activities and percent of time spent on each project.
- total monthly cost identified in schedule.

Prior to the first invoice due date the State’s project team will assist Tandem Motion with the creation of an acceptable invoice format.