



September 4, 2024

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of Amendment #1 to a Professional Services Contract with Travel Portland to implement portions of the regional tourism plan. Amendment value is \$177,743 for 1 year, total contract value is increased to \$336,200 for 2 years. Funding is through Travel Portland. No County General Funds are involved.

Previous Board Action/Review	Previously approved contract 20240111 II.D.1 for first year of this scope of work January 3, 2024.		
Performance Clackamas	This contract supports a vibrant economy through programs that invest state transient lodging tax in Clackamas County’s tourism businesses.		
Counsel Review	Yes	Procurement Review	N/A
Contact Person	Samara Phelps	Contact Person	971-334-9479

BACKGROUND: Travel Portland serves as the Regional Destination Management Organization for Travel Oregon’s Regional Cooperative Tourism Program. The funds for this program are generated by the state transient lodging tax (TLT) and distributed to the seven tourism regions. Travel Portland then distributes a portion of the Portland Region allocation to sub-regional partners based on where the TLT was generated. For FY23/24 Clackamas County’s allocation was \$158,457. This amendment adds \$177,743 for FY24/25. These funds support tourism tactics that align with the regional strategies and the needs of Clackamas County’s tourism partners. Tactics for FY24/25 include international business development through Clackamas County representation at trade shows, digital advertising to drive hotel bookings and strategic investment in community projects.

RECOMMENDATION: Staff recommends Board approve this contract and the Board authorize Chair Tootie Smith to sign on behalf of the County.

Respectfully submitted,

Samara Phelps
Director of Tourism



AMENDMENT NO. 01 TO PROFESSIONAL SERVICES CONTRACT

This **Amendment No. 01 to Professional Services Contract** dated as of **July 1, 2024** is between Travel Portland, and **Clackamas County, on behalf of its Department of Tourism (“Contractor”)**.

The parties entered into a certain Professional Services Contract no. **001-23-24 RCTP** dated **July 1, 2023** (as amended from time to time, the “**Contract**”), and the parties now desire to amend the Contract as provided below. All capitalized terms not otherwise defined in this Amendment have the meanings assigned to them in the Contract.

The parties agree as follows:

- (a) Section 1, Contract Term, is amended as follows: the Contract end date is extended from **June 30, 2024 to June 30, 2025**
- (b) Section 3, Consideration, Subsection 3.3 is amended as follows: the maximum not to exceed amount payable to Contractor is increased by an additional \$177,743.00. The overall Contract not to exceed amount is \$336,200.00.
- (c) Exhibit A is amended to add the following:
PAYMENT TERMS / BUDGET SUMMARY:
Contractor will conduct work identified in this agreement with funds provided by Travel Portland as follows:

2024-2025	BUDGET
RCTP	\$136,599.00
GRANT/STRATEGIC INVESTMENT MANDATE	\$41,144.00
TOTAL	\$177,743.00

CONTRACTOR, BY EXECUTION OF THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT CONTRACTOR HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

**CLACKAMAS COUNTY on behalf of its
DEPARTMENT OF TOURISM**

TRAVEL PORTLAND

By: _____ Date: _____

Name: Tootie Smith Chair

Title: Board of County Commissioners

By: _____ Date: _____

Name: Megan Conway

Title: Chief Strategy Officer