

ANNEX A – STATEMENT OF WORK

[THE HIGHLIGHTED TEXT WILL BE UPDATED AT CONTRACT AWARD]

This Statement of Work ("SOW") # [Insert Coupa Contract Number] dated as of MONTH/DD/YEAR (the "Effective Date"), is entered into between Portland General Electric Company ("PGE") and Contractor Name ("Contractor") pursuant to the terms and conditions of the Master Purchase Agreement (the "Agreement") between PGE and the Contractor dated MONTH/DD/YEAR. Capitalized terms used but not otherwise defined in this SOW will have the meanings given to them in the Agreement. All paragraph or section references made in this SOW are references to paragraphs in this SOW itself, unless otherwise specified. Each of PGE and the Contractor may be referred to herein as a "Party" or, if collectively, as the "Parties".

PROJECT TITLE: Facilitation and Committee Management and Community Engagement Services for the Warm Springs Power Pathway Project

PROJECT LOCATION: Warm Springs Reservation, Jefferson, Wasco, and Marion counties, Oregon

1. PURPOSE

- 1.1. PGE and the Confederated Tribes of the Warm Springs (the "Project team") require one (1) Contractor to create effective engagement processes and decision-making structures, manage and facilitate meetings, and provide communication and management of committee members in support of the United States Department of Energy ("DOE") Grant: Bipartisan Infrastructure Law (BIL) Confederated Tribes of Warm Springs ("CTWS") and PGE Regional 500kV Transmission Innovative Project.
- 1.2. PGE's community engagement outreach strategy centers on PGE's commitment to review and consider community feedback through projects and regulatory proceedings. PGE's community engagement strategy can be found in the LC 80 docket filing with the OPUC:
<https://edocs.puc.state.or.us/efdocs/HAD/lc80had335791056.pdf>.

2. BACKGROUND

- 2.1. On October 18, 2023, to strengthen electric grid resilience and reliability, the CTWS was selected to receive a \$250 million grant from the U.S. DOE under the Grid Resilience and Innovation Partnerships ("GRIP") Program that was memorialized in an Assistance Agreement, Award No. DE-GD000934, between Warm Springs Power and Water Enterprises ("WSPWE") and DOE dated August 13, 2024. PGE is designated as a subrecipient in the Grant, and the Parties entered into a Subrecipient Agreement dated December 1, 2024. The project was subsequently named the Warm Springs Power Pathway.
- 2.2. CTWS and PGE plan to rebuild 88 miles of an existing single circuit 230-kV PGE transmission line to either a single 500-kV transmission circuit or two single 500-kV transmission circuits and to rebuild 11 miles of an existing single circuit 230-kV PGE transmission line to a double circuit 230-kV transmission line. The existing Bethel-Round Butte 230 kV transmission line is approximately 99 miles long with a 125-foot right-of-way ("ROW"); it is located between the Round-Butte substation and the Bethel Substation near Salem, Oregon and crosses both Tribal and non-Tribal land. The line(s) is/are targeted to be in service in 2032 and will go over/through property owned by Tribes, federal agencies, private landowners, PGE and the State of Oregon.
- 2.3. PGE is currently the sole owner and operator of the transmission line, a crucial artery in the region's transmission system that connects energy resources east of the Cascades to customers west of the Cascades in the Willamette Valley, and which helps to move large amounts of energy from Central Oregon and other regions where resources are more abundant and available, into PGE's service area, which includes about half of Oregon's population and two-thirds of the state's commercial and industrial activity. The Warm Springs Power Pathway will add transmission capacity on the Warm Springs

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Reservation, and will enable the development of generation infrastructure, accommodate new industrial development, create job opportunities, and bring revenue to Tribal communities.

3. OBJECTIVES

- 3.1.** In furtherance of the Purpose, Contractor shall provide the tasks and deliverables as set forth in this SOW ("Services"). Services performed pursuant to this SOW shall be authorized via issuance by PGE of a Statement of Work ("SOW"), which identify the specific Services to be performed. Contractor shall not proceed with any Services until such SOW has been issued by PGE. This SOW includes the Scope as defined in Section 5 based on the supporting Tasks detailed in Section 7.
- 3.2.** The work will be performed on a Time & Materials ("T&M") basis with a Not-to-Exceed ("NTE") amount, with the understanding that any work required that is not completed within the maximum number of hours specified in Attachment II – Basis of Payment will be completed without any additional charge.

4. TERM OF SOW

Initial Start Date: MONTH/DD/2026

Initial End Date: MONTH/DD/2026

This SOW governs the performance and payment to the Contractor for Services performed by the Contractor pursuant to the Assistance Agreement titled BIL CTWS and PGE Regional 500kV Transmission Innovative Project (# DE-GD0000934) awarded to WSPWE by the U.S. DOE on August 13, 2024.

The Project Team may elect to renew the SOW for up to four additional twelve (12) month periods under the same conditions ("Renewal Term"), provided that the final Renewal Term shall terminate no later than the date specified in the Assistance Agreement # DE-GD0000934. The Contractor agrees that, during the Initial Term and Renewal Terms of the SOW, it will comply with all provisions of this SOW. In the event the Project Team elects to enter into a Renewal Term, the Project Team shall provide the Contractor with thirty (30) days prior written notice of such election. PGE and Contractor will memorialize the Renewal Term through an amendment to the SOW.

5. SCOPE

- 5.1.** Per the DOE Grant's Statement of Project Objectives ("SOPO") Tasks #3 and #7, Contractor shall provide the following services outlined below:
 - 5.1.1.** Strategic advising, initiative design and project management
 - 5.1.2.** Stakeholder engagement and planning
 - 5.1.3.** Communications content and messaging review
 - 5.1.4.** Virtual and in-person event management
 - 5.1.5.** Stakeholder and public engagement summary

6. MINIMUM STANDARDS

- 6.1.** Contractor shall include a project team that meets the minimum standards indicated below:

7. CONTRACTOR'S TASKS

- 7.1.** Upon request from the PGE Contract Administrator, the Contractor shall perform the following tasks, which will be issued on an as and when requested basis and will be further detailed in Attachment III - Task Order Assignment or in another method approved by the PGE Contract Administrator.
 - 7.1.1.** Strategic advising, initiative design and project management

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- 7.1.1.1. Contractor shall work with the Project team to develop a stakeholder engagement plan that lays out the process and framework for the advisory group to develop goals and actions. The plan must include a decision-making framework, organizational structure, roles and responsibilities of the advisory committees, activities to support engagement with members of the public, measures of success, timelines, and other elements
- 7.1.1.2. Contractor shall clearly communicate and schedule meetings with partners, stakeholders, and members
- 7.1.1.3. Contractor shall engage with clients and agencies in planning meetings
- 7.1.1.4. Contractor shall develop meeting agendas and planning documents that clearly outline objectives, roles, and responsibilities, desired outcomes, and logistical needs
- 7.1.1.5. The Contractor shall synthesize meeting outcomes and develop clear and concise meeting summaries
- 7.1.1.6. The Contractor shall ask effective discussion questions to learn about key interests, concerns, hopes, and expectations
- 7.1.1.7. The Contractor shall document lessons learned after each meeting
- 7.1.1.8. The Contractor shall use an ongoing decision-log to document key decisions and points of alignments as meetings progress to remind participants where they landed on important points and to track what has already been discussed and resolved

7.1.2. Stakeholder engagement and planning

- 7.1.2.1. Contractor shall review the Project team's current stakeholder database and adjust it accordingly as requested by the Project team
- 7.1.2.2. Contractor shall identify key community members to engage for interviews and small group discussions to understand the key issues for each stakeholder, as well as tracking of stakeholder contacts
- 7.1.2.3. Contractor shall track, document and respond to community questions and concerns
- 7.1.2.4. Contractor shall maintain robust project contact lists online so all team members can access information when needed
- 7.1.2.5. Contractor shall develop a process strategy for engaging with the public that are most impacted by the Project
- 7.1.2.6. Contractor shall assemble a committee to include a diverse range of perspectives and influence in the community
- 7.1.2.7. Contractor shall collaborate with the committee to gain agreement on what the group will achieve together and ensure that the committee remains on track to meet the desired goals
- 7.1.2.8. Contractor shall facilitate the consensus based advisory group made up of residents, environmental advocates, utilities, business owners, environmental justice groups, and others

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- 7.1.2.9. Contractor shall manage and facilitate work groups, committees, and other forums
- 7.1.2.10. Contractor shall help the advisory group understand deeply nuanced technical information
- 7.1.2.11. Contractor shall brainstorm, refine, and prioritize goals and policies
- 7.1.2.12. Contractor shall seek input and reach consensus in an efficient and effective way
- 7.1.2.13. Contractor shall maintain ongoing dialogue with members to ensure a well-organized process
- 7.1.2.14. Contractor shall draft surveys and other tools to gather input, and track main takeaways
- 7.1.2.15. Contractor shall develop a final report that outlined areas of consensus among work group members
- 7.1.2.16. Contractor shall help participants navigate complex information on the Project
- 7.1.2.17. Contractor shall hold individual meetings with core participants or committee members to understand their needs, values, and interests then provide a memo to PGE with findings from interviews to help shape the process and meetings
- 7.1.2.18. Contractor shall ensure everyone is aligned with ground rules

7.1.3. Communications content and messaging review

- 7.1.3.1. Contractor shall work with the Project team to review messaging included in the strategic communications plan and public materials. The review shall focus on whether communications consider the diverse interests of stakeholder groups and if it is written in plain language.
- 7.1.3.2. Contractor shall collaborate with the Project team to strategize for effective engagement, anticipate and navigate challenges together, and uphold commitments to the public
- 7.1.3.3. Contractor shall develop a comprehensive communication plan, including key messages, talking points, templates, visual resources, timelines, and implementation strategies

7.1.4. Virtual and in-person event management

- 7.1.4.1. Contractor shall plan, organize, host, and manage events, including developing forums and agendas for virtual and in-person open houses, workshops, tabling, canvassing, ribbon-cuttings, groundbreaking, living room meet-ups, community celebrations, project tours, etc.
- 7.1.4.2. Contractor shall meet the community where they are and host neighborhood meetings to build project awareness, answer questions, and notify them of upcoming work
- 7.1.4.3. Contractor shall develop meeting plans and agendas, and support running up to three stakeholder workshops per calendar year. The workshops must last up to four hours each and depending on the stakeholder group may be held in-person or online.
- 7.1.4.4. Contractor shall develop event plans, agendas, and provide overall coordination and facilitation for up to three open house events per calendar year. Open house events must be in-person events at community destinations and will last no more than three hours each.

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Contractor shall design and support the product of all event materials. Events will provide an overview of the project, feedback gathered to date and recommendations and input on mitigation options. Contractor shall document the outcomes of each open house and produce a meet summary that captures the feedback and activities of all open house events.

7.1.4.5. Contractor shall design and produce one virtual open house that provides the same information provided at the in-person open house events. The virtual open house event must provide an opportunity for members of the public to provide input on the recommendation and mitigation options.

7.1.4.6. For each engagement, the Contractor shall:

- a) Facilitate it, serve as the moderator, monitor comments throughout the event and summarize the feedback and outcomes in a summary document
- b) Ensure that each engagement is purpose-driven with a clear desired outcome in mind, and look at the bigger picture process to ensure each engagement builds on each other to get to the overall end goal

7.1.5. Stakeholder and public engagement summary

7.1.5.1. Contractor shall summarize all activities and feedback gathered throughout the calendar year. The summary shall provide a high-level overview of key themes of feedback

8. PGE AND CONTRACTOR'S RESPONSIBILITIES

8.1. PGE's responsibilities

- 8.1.1.** Review engagement materials
- 8.1.2.** Distribute materials
- 8.1.3.** Share information on completed and planned permitting and engineering efforts for the 500-kV transmission line
- 8.1.4.** Attend all meetings
- 8.1.5.** Contribute to analysis and evaluation, as needed
- 8.1.6.** Support dissemination efforts through participation in webinars, conferences, or other opportunities to share learnings as appropriate

8.2. Contractor's responsibilities

- 8.2.1.** [To be updated at Contract Award]

9. OUT OF SCOPE ITEMS

9.1. Development of engagement tools including websites and story maps, online open houses, online polls and surveys, meeting displays and materials, maps and graphics.

10. CONTRACTOR KEY PERSONS

10.1. For the purposes of this SOW, the below resources are considered 'Key Persons'. If not identified below, all resources performing in a lead role, project management, or program management shall be considered Key Persons for the purposes of this SOW. In the event a Key Person is removed from the SOW, the replacement resource will shadow the departing resource for a minimum of 2-weeks at no cost to PGE. In the event the resource is removed without notice, the first 2-weeks of the new resource's time will be provided to PGE at no additional charge. Contractor may not delegate or re-assign a Key Person's work without PGE's prior approval. PGE may request to review the qualifications of the replacement personnel prior to approving or rejecting any changes to Key Persons. Contractor is temporary exempt

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from obtaining PGE's approval of delegating or re-assigning a Key Person in the case of death, serious illness, or termination of employment, pending an ultimate decision about who can take over the responsibilities.

10.2. This SOW will be supported on a dedicated basis by the "Key Persons" listed below. The table below will be updated and further detailed at contract award.

Full Name	Position Title	Roles & Responsibilities	Minimum Qualifications Required
TBD	Project Manager	<ul style="list-style-type: none">• Manage the tasks stemming from this agreement, ensuring that work is completed on time, within scope and budget, and in line with the Project's objectives• Serve as the primary point of contact for all project-related communication and meetings with the Project Team• Be responsible for coordinating the work of team members, sub-consultants, and vendors as required	<ul style="list-style-type: none">• A minimum of 10 years of experience in managing community engagement as a task lead on large-scale infrastructure projects, with a preference for energy industry and utility projects. Proven experience leading tasks within multidisciplinary teams and a demonstrated track record of success associated with tasks in the selected Category(s)• Strong communication and leadership skills, with a proven history of delivering projects on schedule and within budget.
TBD	Key Staff Lead 1	<ul style="list-style-type: none">• Supervise the work of other team members in support of project goals and requirements.	<ul style="list-style-type: none">• A minimum of 5 years of experience in managing or supporting community engagement tasks for infrastructure projects, with a preference for energy industry and utility projects.• Proven experience leading tasks within multidisciplinary teams and a demonstrated track record of success associated with tasks in the selected Category(s).• Strong communication and task management skills.
TBD	Key Staff Lead 2		

11. DATA

The parties will exchange the data specified below as necessary to fulfill the requirements of the Services set forth in this SOW.

11.1. PGE Data

11.1.1. [To be updated at contract award]

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11.2. Contractor Data

11.2.1. [To be updated at contract award]

12. CONTRACTOR'S PROJECT SCHEDULE

Contractor shall prepare and maintain a task-based project schedule, including detailed activities required for the performance of Contractor's deliverables under this SOW. Contractor shall identify key tasks leading up to each milestone in the schedule and shall identify critical paths for completion of each milestone. Contractor shall provide the schedule to PGE each month in a format agreed to by both Contractor and PGE prior to executing the tasks leading up to each milestone. In the event a milestone is not met, Contractor shall provide PGE a project recovery plan and schedule within three (3) business days of such unmet milestone.

The high-level project schedule for the period of performance is specified below, which will be updated and further detailed at contract award.

13. DELIVERABLES AND ACCEPTANCE CRITERIA

- 13.1.** Contractor shall provide the deliverables described in the below table (which will be updated at contract award) as requested by the PGE Contract Administrator and in accordance with the acceptance criteria described in Attachment I of the SOW. All deliverables will be reviewed and approved by the Project team.

Tasks	Deliverables	Estimated Completion Date
Strategic advising, initiative design and project management	<ul style="list-style-type: none">Stakeholder engagement planOngoing decision logMeeting agendasMeeting minutes that include action items and summariesMaterials related to the committees and their work, including documented the process, meetings, and final outcomes.Progress reportSchedule Update	April 2026 - December 31, 2026
Stakeholder engagement and planning	<ul style="list-style-type: none">Updated stakeholder databaseOngoing decision logMeeting agendasMeeting minutes that include action items and summariesMaterials related to the committees and their work, including documented the process, meetings, and final outcomesProgress reportSchedule Update	April 2026
Communications content and messaging review	<ul style="list-style-type: none">Communication plans, templates, visual resources and implementation strategiesProgress reportSchedule Update	April 2026 - December 31, 2026

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Virtual and in-person event management	<ul style="list-style-type: none"> Plan, organize and manage events about the Project Progress report Schedule Update 	April 2026 – June 2026
	<ul style="list-style-type: none"> Three Stakeholder workshops 	June 2026
	<ul style="list-style-type: none"> Three Public Open Houses 	June 2026
	<ul style="list-style-type: none"> One Virtual Open Houses 	June 2026
Stakeholder and Public Engagement Summary	<ul style="list-style-type: none"> Summarize all activities and feedback gathered throughout the year Progress report Schedule Update 	December 31, 2026

14. MEETINGS

14.1. The Contractor shall set up recurring meetings for PGE and CTWS to evaluate progress and discuss what adjustments may be needed

14.2. Prior to each meeting, the Contractor shall :

14.2.1. Develop an agenda and complete any work needed to have a productive conversation

14.2.2. Set up online meeting invites

14.2.3. Keep meetings focused on topics and make sure all action items are clear

14.2.4. Provide succinct meeting summaries that include discussion points, decisions made, and next steps.

Frequency	Participants - PGE	Participants - Contractor	Focus
Weekly Review	[To be updated at Contract Award]	[To be updated at Contract Award]	<ul style="list-style-type: none"> Measure and analyze performance of the planned tasks Escalation/issue management Risk monitoring and mitigation
Monthly Review	[To be updated at Contract Award]	[To be updated at Contract Award]	<ul style="list-style-type: none"> Weekly performance review Resolve project delivery issues and escalations if any Address any concerns raised by stakeholders

15. ESCALATION PROCESS

15.1. CTWS, PGE and the Contractor will maintain ongoing communications and attend and/or participate in meetings during PGE's normal business hours at times mutually acceptable to the Parties for the duration of the SOW. If a Party encounters an issue that requires the other Parties' attention that cannot be resolved by the day-to-day project team, the issue will be documented and escalated to Level 1 with a needed resolution date. If the issue remains unresolved by the end of either a) the requested resolution date, or b) the end of the 8th day of the 10-day deliverable review period, whichever is later, it will be further escalated to the Parties' respective Level 2. If issues brought to a Parties' Level 2 are not resolved by the end of

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the 9th day of the 10- day deliverable review period, and there is still a disagreement between PGE and the Contractor, the issue will be escalated to the Parties' respective Level 3. Nothing herein restricts a party from exercising all rights and remedies available to it by law.

[The table below will be updated at contract award]

Level	PGE			Contractor		
	Name	Designation	Contact Details	Name	Designation	Contact Details
Level 1						
Level 2						
Level 3						

16. WORK LOCATION

- 16.1.** The Contractor shall perform the services both in-person and remotely. The PGE Contract Administrator will identify the specific work location in Attachment III - Task Order Assignment or in another method approved by the PGE Contract Administrator.

17. BASIS OF PAYMENT

- 17.1** This SOW will be performed on a T&M basis, in accordance with the Agreement, for a total amount NTE \$XXX for the Initial Term. It is understood that any work already defined in the Tasks and Deliverables sections, which exceeds the maximum number of hours specified in **Attachment II to the SOW**, will be completed at no additional cost.
- 17.2** The NTE amount set forth above shall include all the Contractor's costs associated with the provision of the Services, including, but not limited to, actual wages, statutory payroll and other taxes, employee benefits, insurance, overhead (administrative salaries, secretarial and other clerical salaries, furniture, computer and other equipment leases, entertainment, telephone system base charge, fax, library research, office leases/rents, janitorial and landscaping services, office supplies, postage, reproduction costs), travel, and profit.

18. INVOICE INSTRUCTIONS

- 18.1.** Contractor shall send invoices electronically to the PGE Designated Representatives and GID05CTWSInvoices@pgn.com on a monthly basis for the completed work identified in the Basis of Payment
- 18.2.** Along with each invoice, the Contractor shall submit a one-page document describing the completed work that's listed in that invoice.
- 18.3.** The Contractor shall invoice PGE for T&M deliverables (which will be further detailed in Attachment III - Task Order Assignment or in another method approved by the PGE Contract Administrator) in accordance with Attachment II - Basis of Payment.
- 18.4.** Each invoice shall include the:
- 18.4.1.** contract number
 - 18.4.2.** total contract sum
 - 18.4.3.** invoice total
 - 18.4.4.** tasks and the deliverables performed;

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- 18.4.5.** date the tasks and the deliverables were completed;
- 18.4.6.** actual time taken to complete the tasks and deliverables (including timesheets, as supporting documentation); and
- 18.4.7.** key Persons who completed the milestones, the tasks and the deliverables.

- 18.5.** Each invoice should accurately reflect and match the SOW tasks and deliverables as issued by PGE. Failure to do so may result in rejection of the invoice(s) or delay in payment.

19. PGE DESIGNATED REPRESENTATIVES

- 19.1.** The following individuals are designated by PGE to act and make day-to-day decisions on PGE's behalf solely in relation to making decisions related to minor changes ("Minor Changes"), which are decisions at the task or activity level that do not change the delivery of terms and conditions stated within this SOW. For the purposes of clarification Minor Changes do not include Deliverables.
- 19.2.** Minor Changes need to be agreed in writing by the PGE Contract Administrator.
- 19.3.** Non-Minor Changes need to be executed via a Change Request per the terms below within this SOW.
- 19.4.** Primary Contacts:
 - 19.4.1.** Contract Administrator;
 - 19.4.2.** DOE Grant Principal Investigator;
- 19.5.** This Section 19 does not amend or otherwise limit the change order or amendment requirements set forth in the Agreement.

20. CHANGE REQUESTS

- 20.1.** For any amendments to this SOW, the parties shall use Attachment IV – Statement of Work Change Order Form (to be provided at contract award). Before any change to the Services is performed, the Change Request form shall be executed by both parties.

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ATTACHMENT I TO SOW - DELIVERABLE AND ACCEPTANCE CRITERIA

Acceptance of Services and Deliverables.

The following provisions shall supersede any acceptance criteria in the Agreement and shall apply to and govern acceptance of Deliverables.

Definitions:

“Acceptance Criteria” are the criteria agreed upon by the Parties for the particular Deliverable. If no detailed Acceptance Criteria have been agreed upon in writing for a particular Deliverable, its “Acceptance Criteria” will consist of applicable standards and practices generally accepted in the industry.

“Acceptance of a Deliverable” is achieved upon the earlier of: (i) the date PGE provides notice of acceptance to Consultant, (ii) the expiration of the Acceptance Period for such Deliverable without Consultant receiving a Notice of Nonconformity.

“Acceptance Period” means the period of time for Acceptance Review of each applicable Deliverable as set forth in the applicable Statement of Work or, if no time is specified, six (6) business days. The Acceptance Period commences upon Consultant’s delivery of the Deliverable to PGE for Acceptance Review

“Acceptance Review” means the review of a Deliverable to confirm that the Deliverable is prepared in accordance with its Acceptance Criteria.

If a Deliverable meets the applicable Acceptance Criteria, PGE will notify Consultant of that fact in writing by the end of the Acceptance Period for such Deliverable. If a Deliverable does not meet the applicable Acceptance Criteria, PGE will notify Consultant of that fact in writing (the “Notice of Nonconformity”), including a reasonably detailed description of all deficiencies, by the end of the Acceptance Period for such Deliverable. Upon receipt of the Notice of Nonconformity, Consultant will attempt to correct the deficiencies and provide the revised Deliverable to PGE as soon as possible, where Consultant understands that time is of the essence and the need to adhere to the original schedule within the SOW. A new Acceptance Period will start when PGE receives the corrected Deliverable, and PGE will have that time to determine if the corrected Deliverable meets the relevant Acceptance Criteria. If Consultant is unable to correct the deficiencies, or such correction is not commercially practical in Consultant’s reasonable opinion, then PGE will not be financially liable for any payments made by PGE for such nonconforming Deliverable(s), and, if applicable, any prepayments will be refunded to PGE within 30 calendar days.

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ATTACHMENT II TO SOW - BASIS OF PAYMENT

1. INITIAL TERM [The table below will be detailed at Contract Award]

#	Tasks Name	Resource Name and Position Title	Hourly Rate	Maximum Number of Hours	Total Labor [Hourly Rate x Maximum Number of Hours]
1	Strategic advising, initiative design and project management				
2	Stakeholder engagement and planning				
3	Communications content and messaging review				
4	Virtual and in-person event management				
5	Stakeholder and Public Engagement Summary				
Total NTE Amount					

By signing below the parties authorize they have authority to enter into this SOW # [Insert Coupa Contract Number] on behalf of their company.

Contractor Name

Signature: _____
 Printed Name: _____
 Title: _____
 Date: _____

Portland General Electric Company

Signature: _____
 Printed Name: _____
 Title: _____
 Date: _____

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Solicitation Number: PGE01-GID05-SH-010

ATTACHMENT III TO SOW - TASK ORDER ASSIGNMENT

Some of the work in this SOW may be initiated only by issuance of a fully executed Task Order Assignment approved by the PGE Contract Administrator. The work to be performed under these task orders must be within the scope of this SOW. PGE is only liable for labor hours and costs expended under the terms and conditions of this SOW to the extent that a fully executed task order has been issued and covers the required work and costs. Charges for any work not authorized in this SOW shall be disallowed.

PGE may decide to use a Task Order Assignment to provide further details on work already outlined in this SOW, such as the tasks to be achieved, the timeline to achieve those tasks, and deliverables to be provided by the Contractor for those tasks. PGE will specify the proposed price to complete the task order in accordance with the rates specified in the Basis of Payment. Task orders will be considered fully executed upon signature of the PGE Contract Administrator and the Contractor. The Contractor shall begin work on the task order in accordance with the effective date of the order. The Contractor shall notify the PGE Contract Administrator of any instructions or guidance given that might impact the cost, schedule or deliverables of the task order. Amendments to the task order must be approved by the PGE Contract Administrator before any work commences.

Parameter	Description
Project Title:	
Task Order Title:	
Date of Task Order:	Example: August 31, 2028
Performance Duration of the Services to be performed:	Example: September 1, 2028 - December 31, 2028
Task Order #	Example: 001
Revision #	Example: 0
Tasks	Instructions: List and describe the activities that needed to be completed to accomplish the objectives of the contract.
Deliverables	Instructions: Identify clearly defined deliverables or service outcomes. Identify if deliverable is hard copy, electronic, or both, and any format, quantity, or compatibility requirements. The deliverable could be defined as the facilitated meeting, which is the outcome that PGE agreed to pay for. The Contractor could also be required to submit a copy of the agenda and roster of participants at the facilitated meeting. Although the purpose of the task is not to produce an agenda or roster, these could be included as a tangible deliverable that validates the meeting occurred. If it is not feasible to define all service outcomes, then describe the detailed process (especially the Contractor's role) that must be followed to arrive at decisions and identify who is authorized to make the decisions.

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Solicitation Number: PGE01-GID05-SH-010

Acceptance Criteria	Instructions: Identify the criteria against which the deliverable will be judged. How the PGE Contract Administrator verified the information and validated that the deliverable met contract requirements. <i>Example: Upon notification that the activations requested have been made, PGE will visually inspect the change online and will confirm that they are satisfactory - or what needs to happen to make them satisfactory in writing.</i>
Schedule and Milestones	Instructions: Identify due dates, milestone dates or timeframes, as appropriate for deliverables or recurring services.
Applicable Standards	Identify any applicable standards
Task Order Ceiling price	Instructions: Task order ceiling price = Number of hours per month x hourly rate + other expenses

Contractor Name

Signature: _____
Printed Name: _____
Title: _____
Date: _____

Portland General Electric Company

Signature: _____
Printed Name: _____
Title: _____
Date: _____