

TASK ORDER

No. 18.903

This Task Order (TO) is issued pursuant to the Master Services Agreement (MSA) by and between the Alaska Gasline Development Corporation (AGDC) and Contractor identified below, and is subject to all terms, conditions, and provisions of that MSA. This Task Order authorizes performance of the Services as described herein.

CONTRACTOR: <u>Black Rock Group</u>	MSA No.: <u>18-113</u>
	MSA EXPIRATION DATE: <u>December 31, 2019</u>
TASK DESCRIPTION: <u>Federal Strategic Communications Counsel</u>	
DEPT. / AFE No.: <u>External Affairs</u>	DIVISION: <u>AGDC (Operating)</u>
AFE CATEGORY: <u>N/A</u>	
TASK LEAD: <u>Rosetta Alcantra</u>	TO EFFECTIVE DATE: <u>January 22, 2018</u>
BILLING CODE(s): <u>BRG18.903.4</u>	TO EXPIRATION DATE: <u>June 30, 2018</u>

1. **Pricing:**

Pricing Method: Time & Materials ☒ Fixed Price ☐ Cost-Plus ☐ Other ☐

Reimbursable Rate: \$ 15,000.00 per month

LABOR Estimate: \$ 79,838.71

TRAVEL/REIMBURSABLE EXPENSE Estimate: \$ 5,000.00

Total Compensation: Not-to-Exceed: \$84,838.71 USD Fixed Price: N/A USD

AGDC will make payment to the Contractor for labor and expenses in accordance with the MSA and according to the rates established in the approved Contractor roster. Positions not included on the approved Contractor roster at the time services are performed are non-reimbursable.

AGDC will not pay or be obligated to pay any amount for any purpose in excess of the total task order not-to-exceed amount unless authorized by a Change Order. It is the Contractor's responsibility to monitor the not-to-exceed amount and notify AGDC when it has been 80% expended. AGDC will not reimburse Contractor for work under this Task Order that Contractor performs on dates before the TO Effective Date or after the TO Expiration Date.

2. **Scope of Services:**

Contractor shall complete work pursuant to terms in Attachment A: Proposal (the "Proposal").

Any changes that Contractor makes to individual staff member assignments and/or positions, level of effort, labor rates, or other Proposal terms shall require advance notification to AGDC and pre-approval by a duly authorized AGDC representative in either a fully executed written Change Order or a Roster Form update, as directed by AGDC.

Contractor may not contractually commit AGDC in any manner, either verbally or in writing. Contractor may not incur expenses on behalf of AGDC.

Contractor may not direct the work of other AGDC contractors unless specifically instructed to in writing by AGDC.

3. **Attachments:**

See Attachment A: Proposal

NOTICE – THIS DOCUMENT CONTAINS CONFIDENTIAL AND PROPRIETARY INFORMATION AND SHALL NOT BE DUPLICATED, DISTRIBUTED, DISCLOSED, SHARED OR USED FOR ANY PURPOSE EXCEPT AS MAY BE AUTHORIZED BY AGDC IN WRITING.

TASK ORDER

AGDC and Contractor expressly agree that the terms of each and every provision in this Task Order shall prevail and control over the terms of any other conflicting provision in any attachment or exhibit to this Task Order, including Attachment A: Proposal (the "Proposal"). Any terms in the Proposal that conflict or could be interpreted to conflict with other terms of the Task Order are nullified. Any terms in the Proposal that conflict or could be interpreted to conflict with other terms of the MSA are also nullified.

4. Deliverables:

Deliverable Number	Document Title/Description	Planned Date
N/A	N/A	N/A

For all work that Contractor performs under this Task Order, which shall include any deliverables as described herein, Contractor shall deliver all raw data, native files, and supporting data, including GIS data, acquired data/developed data, etc. to AGDC at the close of the Task Order and at any time that AGDC requests before the close of the Task Order.

5. Audit Compliance:



AGDC reserves the right to inspect or audit contract records including but not limited to, accounting records, written policies and procedures, subcontract files, insurance documents, paid vouchers, timesheets, and original estimates. The Contractor shall at any time AGDC requests, whether during or after completion of this Agreement, and at the Contractor's own expense, make such records available for inspection and audit, including copies and extracts of records. Contractor shall make such records available to AGDC during normal AGDC business hours at AGDC's place of business, and Contractor must compile the requested records within 30 days' written notice from AGDC unless AGDC communicates otherwise in writing. The Contractor shall ensure AGDC that these rights and obligations inure to the Contractor's employees, agents, assigns, successors, and subcontractors.

6. HSSE Acknowledgment:

The Contractor shall take reasonable steps to identify health and safety hazards where work will be performed under this Task Order and, upon identifying any such health or safety hazard, shall immediately take steps to abate it. The Contractor shall immediately notify the Contract Manager of any serious accident which occurs in connection with activities performed under this Task Order.

7. Authorization:

Duly authorized representatives of the parties to the MSA have hereby executed this Task Order and made it effective.

AGDC		Rosetta Alcantra	02/09/2018
	Signature	Printed Name	Date
Contractor		Michael Durke	2-9-18
	Signature	Printed Name	Date



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ATTACHMENT A: PROPOSAL



January 19, 2018

Jennifer Howard
Contracts Specialist
AGDC
3201 C Street
Suite 200
Anchorage, AK 99503

Dear Jennifer:

Please find an Exhibit G Subcontract Rider, Certificate of Liability Insurance for Six-7 Strategies, LLC and a Statement of Work attached to this cover letter.

Six-7 Strategies will be working through the Black Rock Group, LLC as a subcontractor. The monthly rate for Six-7 will be \$15,000 per month plus expenses. They will be working 20 hours per week on this project.

Please let me know if you have any questions.

Thanks,



Michael Dubke
Founding Partner



blackrockgrp.com

Six-7 Strategies, LLC

Sub-Contractor to Black Rock Group, LLC

STATEMENT OF WORK

Six-7 Strategies, LLC (Six-7) will provide Alaska Gasline Development Corporation (AGDC) with strategic counsel on the development and implementation of a communications plan that effectively reaches state and local policymakers, stakeholder groups and the general public. Six-7 will work closely with Black Rock Group to coordinate federal efforts and ensure messaging is consistent and complimentary.