

**Contract Extension Options for Virginia Blake West, Blake West & Co.LLC, Marketing & Communications**

**4/14/2025**

**Current Status:**

**Cumulative total hours billed to date through March, 2025: 24.5**

Average # hours per month from onset of agreement: (10 active months of billed work): 2.4/month

**Current contract planned total hours: 24-26**

**Hours remaining in current contract: 1.5 (note: April hours to date are at 2.65 as of 4/13)**

**Extended Contract Options (note: hourly rate will remain unchanged at \$125, non-profit rate)**

**Option 1**

**Continue on a month-to-month basis, billing for actualized hours**

- Allows for precise spend to activity funding (ie: actualized hours X rate)
- May ebb and flow from month to month depending on activity level, expected to increase substantially from April through September, 2025
- Planning estimates: 2-4 one hour meetings/forums per month, plus 2-4 hours of prep/follow-up work = 4-8 hours/month
- **Budget range: \$500-1000 per month from April-September (assumes remaining contract hours cover March) = \$3000-\$6000 total**

**Option 2**

**Move to a monthly retainer basis from April through September**

- Provides a known billable amount every month, regardless of activity for that month (eg: longer than one hour meetings/sessions; unforeseen changes in the project)
- May be insufficient for some months, overpayment for others, depending on work to come
- Planning range per above (4-8 hours/month)
- **Budget range: suggest budgeting at 6 hours/month, to be revisited and possibly adjusted after 3 months = \$750/month April-September = \$4500**

As always, under either option, I will work to ensure efficient and prioritized use of the time, keep a detailed hours log available to the team, and will not bill for travel time. If timing of the project changes, we can extend or shorten as needed at your direction.

If you have other thoughts/suggestions I'm always open and flexible. Thank you.

Virginia M. Blake West

Blake West & Co.LLC

Please let me know your thoughts; the unknown is the actual workload that may be coming up, but we know there will be at least several hours of scheduled team and committee meetings each month that you'd like me to participate in.

If you have other thoughts/suggestions I'm always open and flexible.

It remains a true honor and pleasure to know and work with you and the entire OPL team.

Ginnie

Virginia M. Blake West

Blake West & Co. LLC

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