

To: Matt Todd <ToddM@api.org>
From: Burnett, Donald M. <burnetdm@bp.com>
Cc: BHRC Oversight Committee (E-mail) <benzconsort-oc@listserve.api.org>
Bcc:
Received Date: 2004-06-08 21:26:06 GMT
Subject: RE: BHRC: APCO Contract Recommendation to OC

Matt,

This is fine with me.

Don Burnett
Product Stewardship
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-----Original Message-----

From: Matt Todd [mailto:ToddM@api.org]
Sent: Friday, June 04, 2004 2:59 PM
To: BHRC Oversight Committee (E-mail)
Subject: BHRC: APCO Contract Recommendation to OC

BHRC Oversight Committee Members:

The Oversight Committee requested a recommendation from the Communications Committee regarding the new APCO contract. API has extended the termination date of the existing contract while the details for the new contract are discussed. The two major changes from the existing contract are the length of the contract and the "scope of work". Thus, the recommendation for the new contract is:

- the contract amount reflect the communications budget in the financial report (i.e., \$120k over the next two years)
- the contract be in effect for two years, which moves the contract termination date to July 1, 2006

Currently the scope of work is in terms of the plan we developed in the project's early phase. We've made a great deal of progress on most of that work (communications materials, presentations, etc.). In other cases we decided not to move forward, a website for example where API has performed that work rather than APCO. The new contract would define a limited scope of work with a process to add deliverables identified. Thus, the scope of work would include:

- ***participation in communications committee meetings and other meetings as requested,
- ***interaction with API staff and Communications Committee members,
- ***response to inquiries,
- ***advice on government relations interactions in China or other issues related to understanding developments in China, as requested
- ***prepare communications materials (e.g., update communications materials, develop public statements, perform research and make recommendations on communications plans, etc.)
- ***perform other tasks as requested by API

In addition, the contract would define a process that would allow us to identify deliverables outside this limited description.

Please reply with your approval of this recommendation, or with comments/suggestions to change, by June 18th.

Regards,

Matt

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