

INTEROFFICE MEMO

OFFICE OF THE CITY ATTORNEY

TO: Honorable Mayor and
Members of City Council

DATE: May 14, 2018

FROM: R. Joel Stern
City Attorney

SUBJECT: HEALTH AND HUMAN SERVICES CONTRACT TEMPLATE; OUR FILE NO. 18-021

On March 20, 2018, the mayor and council directed staff to create a uniform health and human services contract template for future funding programs. The attached redline template addresses the following critical contractual modifications:

- Page 1, Recitals (F) & (G): Payments issued only if acceptable quarterly documentation has been provided to city.
- Page 3, Section 1 (E) & (F): The names and residential addresses of participants shall be verified.
- Page 3, Section 1 (G): Strict compliance with quarterly report format.
- Page 3, Section 1 (H): Any funds not utilized by the services provider shall be returned to the city, to be used in General Fund.
- Page 3, Section 1 (I): City clerk will no longer grant extensions or exceptions to the quarterly reporting deadline.
- Page 4, Section 1 (J): Services provider shall submit, along with quarterly report, community information and referral services in Pinal County and the Apache Junction area.
- Page 4, Section 2 (C): Early release of funds is no longer an option.
- Page 5, Section 2 (D): Failure to attend mandatory city clerk training by services provider representative shall result in automatic termination of contract.
- Page 6, Section 9: Services provider shall no longer be compensated for work completed by subcontractors.
- Page 7, Section 12: The Force Majeure (unforeseen circumstances) section has been deleted to avoid excuses of nonperformance.
- Page 8, Section 18: Services provider shall obtain a non-profit business license with the city as well as a tax privilege license from the Arizona Department of Revenue.
- Page 9, Section 19: Services provider shall not assign its rights or interests in the agreements and all duties set forth in the agreement are non-delegable.
- Page 10, Section 23: No lobbying activities allowed.
- Page 11, Section 26: The agreement is conditionally approved pending services provider's filing of the 4th quarter report for the prior fiscal year.



R. Joel Stern
City Attorney

Attachment