

AGREEMENT BETWEEN THE CITY OF RAPID CITY
AND VOLUNTEERS OF AMERICA, NORTHERN ROCKIES INC.
FOR COMMUNITY CO-RESPONSE SERVICES

This Agreement is entered into this _____ day of _____, 2021, by and between the City of Rapid City ("City"), a municipal corporation organized under the laws of the state of South Dakota, of 300 Sixth Street, Rapid City, SD 57701, and Volunteers of America—Northern Rockies, (Contractor), 1876 S. Sheridan Ave., Sheridan, WY 82801 as the Administrative entity for the local services site at 111 New York St., Rapid City, 57701. The parties agree to the following terms:

1. Purpose of Agreement. The purpose of this Agreement is to outline the responsibilities of the parties regarding the Community Co-Response services the Contractor will provide to City meeting the crisis assessment and intensive case management needs of the Rapid City houseless community in crisis per referrals from the identified Street Outreach partners.
2. The Contractor agrees to conduct crisis assessments, navigate emergency resources, and to provide intensive case management to the houseless community in crisis using a collaborative care plan that engages a network of community service providers. Further scope of service information is included in Addendum A, Scope of Services, and may be amended from time to time, upon mutual written agreement by the parties.
3. The Parties understand that confidential client identification and matters regarding client services will be freely shared with each other as well as identified project partners under this agreement, with raw data documentation and statistical data analysis provided by City to Contractor on a regular basis, as agreed upon by the parties. See Addendum B, Compensation and Reporting, for more detail on agreed reporting requirements.
4. Neither the execution of the Contract nor the performance of the Services will constitute a breach or violation of any other contract, agreement, or law by which Contractor is bound or to which Contractor or any of its personnel who will perform the Services are subject.
5. The City agrees to offer Contractor supplemental briefings and training on a mutually agreed upon schedule on the topics of City services and intake procedures for local service providers, such as Care Campus and Crisis Care, as well as law enforcement officer calls for service protocol, use of Mobile Medic, and other services with whom Contractor may have interaction. This supplemental training is in addition to Contractor's training and Contractor's standard and ongoing obligation to train and support Contractor's employees.
6. Contractor's main contact and interface regarding details of service shall be Co-Response Coordinator Captain Ryan Marcks, Rapid City Fire Department, or his designee. The Coordinator shall also be fully responsible for media releases, as may be appropriate, regarding the Co-Responder services.
7. Term. The term of this Agreement is for one (1) year beginning on January 17, 2022, or as soon thereafter as may be approved, and continuing through December 31, 2022.
8. Payment. Contractor agrees to bill City by monthly invoice for services using a comprehensive hourly case management rate of \$60/hour. City shall remit payment to Contractor within forty-five (45) days of each invoice. Payment shall not exceed \$75,000 in any calendar year, translating into a total of 1,250 service hours, and remains subject to funding availability. Further details regarding payment may be found in Addendum B Compensation and Reporting.

In case of errors or inquiries about an invoice, City agrees to send a written inquiry to Contractor stating a description of the error and why City believes it is an error and the dollar amount of the suspected error. City agrees that it is obligated to pay the parts of the invoice that it is not disputing. The parties agree that City does not need to pay the amount in question during the time the parties are resolving the dispute. The parties agree that Contractor may not take any action to collect disputed amounts or report disputed amounts as delinquent during the time the parties are in process of resolving the dispute.

If City fails to make payments when due, Contractor, at its option, may cancel any unfulfilled portion of this Agreement, without further liability, and all work already completed shall be invoiced and be due and payable within 45 days of City's receipt of the invoice.

9. Contractor acknowledges that the scope of services, crisis assessment and intensive case management services to the Rapid City houseless community in crisis, may result in personal injury or property damage to Contractor's employees and volunteers. Contractor agrees to assume the risk of providing services, and agrees to maintain the following minimum insurance coverages:

Insurance. The Contractor shall obtain and maintain, at its expense, the following minimum limits of occurrence-based insurance coverage for the duration of this agreement:

| | | |
|----|---------------------------------|-------------------------------|
| a. | Workers Compensation | As required by statute |
| b. | Comprehensive General Liability | \$1,000,000.00 |
| c. | General Aggregate | \$2,000,000.00 per occurrence |

Such insurance policies shall name City as an additional insured with respect to all activities arising out of the performance of the Work and/or services under this agreement. Contractor shall file with City acceptable Certificates of Insurance and Endorsements confirming the above coverage before commencing any work and/or services. Such Certificates shall afford City thirty (30) days written notice of cancellation or material change of coverage. City's failure to obtain from Contractor a Certificate of Insurance conforming to the foregoing requirements shall not be deemed a waiver of any of the foregoing requirements. This paragraph shall in no way limit the provisions of the indemnity area.

10. Indemnification and Hold Harmless. Contractor agrees to indemnify, defend and hold City, its officers, agents and employees harmless from and against any and all actions, suits, damages, liability, or other proceedings that may arise as the result of performing services under this Agreement. Contractor also agrees to indemnify and defend City, its officers, agents and employees against any and all liability, losses, claims, damages, costs, and expenses including, but not limited to, costs of defense and reasonable attorney's fees, which City may hereafter suffer itself or pay to another party by reason of any claim, action, or right of action, at law or in equity, arising out of willful misconduct, error, omission or negligent act of Contractor and resulting in injury (including death) to any person or damage to any property to the extent such are caused by or are alleged to be caused by Contractor or its employees, any subcontractor or its employees, or any person, firm, partnership, or corporation employed or engaged by Contractor.
11. Confidentiality. Contractor will hold all incident reports or other information, in any format whatsoever, confidential and agrees that such information shall only be disseminated to such individuals or agencies as may be beneficial to those individuals served. Release of information practices will be used to allow informed consent by houseless participants.

12. Relationship between the Parties. Contractor is an independent contractor for the City.
This Agreement does not create an employment relationship between the City and Contractor or its agents or employees. Nothing contained in this Agreement is intended to create a partnership or joint venture between Contractor and the City of Rapid City. No agent of Contractor shall be the agent of the City, and Contractor covenants that it will not take any action in the name of, or by holding itself out as the agent of, the City of Rapid City.
13. Time of Essence. Time is of the essence of this Agreement.
14. Waivers. The failure by one party to require performance of any provision of this Agreement shall not affect that party's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
15. Amendments. This Agreement may only be amended by a written document duly executed by all parties.
16. Entire Agreement. This Agreement, along with the Addendums incorporated by reference, constitute the entire agreement between the parties, and supersedes all prior negotiations, agreements and understandings, whether oral or written.
17. Subcontracting. Contractor was selected for its special knowledge, skills and expertise, and shall not subcontract the Services, in whole or in part, without City's prior written approval, which may be withheld for any reason. Contractor shall require any approved subcontractor to agree, as to the portion subcontracted, to comply with all obligations of Contractor specified in the Contract. Notwithstanding City's approval of a subcontractor, Contractor shall remain obligated for full performance of the Contract and City shall incur no obligation to any subcontractor. Contractor shall indemnify, defend and hold City harmless from all claims of subcontractors.
18. Assignment. Contractor shall not assign the Contract, in whole or in part, or any right or obligation hereunder, without City's prior written approval, which approval shall not be subject to a reasonableness standard. If Contractor is a corporation or partnership, a change in ownership of Contractor resulting from a voluntary transfer of stock or partnership interests, or a transfer upon death or disability of any owner, shall not constitute an assignment.
19. Counterparts. This Agreement may be executed in counterparts; each such counterpart shall be deemed an original and when taken together with other signed counterparts, shall constitute one Agreement.
20. Termination: The City may terminate this Agreement for any reason. City must provide written notice of termination to Contractor at least thirty (30) days prior to the date of termination. Contractor may also terminate this contract, subject to liability to the City for reimbursement of any damages caused by Contractor to City property.
21. Severability. If any provision of this Agreement is held unenforceable by a court of competent jurisdiction, such holding shall not affect the remaining provisions of this Agreement, which shall remain in full force and effect.

22. Headings. The headings and numbering of the different paragraphs of this Agreement are inserted for convenience only and are not to control or affect the meaning, construction or effect of each provision.
23. Construction and Venue. This Agreement shall be interpreted under the laws of the State of South Dakota. Any litigation under this Agreement shall be resolved in the circuit court of Pennington County, State of South Dakota.
24. No Third-Party Beneficiaries. There are no third-party beneficiaries of this Contract. The parties agree and intend that this Contract shall be enforceable only by the parties and their duly authorized representatives.
25. Notices. Any notice permitted or required by the Contract shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, and with return receipt requested, to the persons and addresses shown below. Notices sent by certified mail will be deemed delivered three business days after placement in the mail. Required notices must be signed by the person designated to receive notices, or that person's designee or attorney.

Contractor's Registered Agent:
 Volunteers of America, Northern Rockies
 Jeff Holsinger
 1876 S. Sheridan Ave.
 Sheridan, WY 82801

City of Rapid City
 Pauline Sumption
 City Finance Officer
 300 6th Street
 Rapid City, SD 57701

Each party shall notify the other of any change in the name or address to be used for delivery of notices.

Dated this _____ day of _____, 2021.

CITY OF RAPID CITY

 Mayor Steve Allender

ATTEST:

 Finance Officer
 (SEAL)

Dated this ___ day of _____, 2021.

VOLUNTEERS OF AMERICA—NORTHERN ROCKIES.

 Jeff Holsinger
 Chief Executive Officer

STATE OF SOUTH DAKOTA)

)ss.

COUNTY OF PENNINGTON)

On this the ____ day of _____, 2021, before me the undersigned officer, personally appeared ____
_____, who acknowledged himself/herself to be the _____
_____ of Volunteers of America—Northern Rockies, and as such, being authorized so to do, executed the foregoing
instrument for the purposes contained in this document, on behalf of Volunteers of America, Northern Rockies.

IN WITNESS WHEREOF, I set my hand and official seal.

(SEAL)

Notary Public, State of South Dakota
My Commission Expires: _____

Addendum B: Compensation & Reporting

- City will provide Contractor with preferred invoice template and routing instructions using the outlined agreements below with the following City contact

Pauline Sumption, Finance Director
Email: Pauline.sumption@rcgov.org
Phone: 605-394-4143

- Compensation will occur through a comprehensive hourly rate of \$60 per hour (operational and administrative expenses included) with a commitment of 24 project hours per week.
- Expenses will not go beyond \$75,000 per year, which is a total of 1,250 case management hours across a 12-month period.
- Monthly invoices of \$6,250 will be submitted by Contractor and be accompanied with a by-name list of households supported by the project during the prior month (without the necessity to track hours by participant.)
- City will remit payment within 45 days of receiving invoice. The accounting liaison for the Contractor is outlined below:

Robin DeBolt robin.debolt@voanr.org (307) 672-0475

- Intermittent data reports and anecdotal narratives can be provided upon request. For the daily operations and reporting information, use the following Contractor contact:

Tara Wilcox tara.wilcox@voanr.org (605) 341-8336 or (605) 484-4741

Addendum A: Scope of Services

- 1) **Purpose:** As a member of Rapid City's co-responder initiative, the Contractor agrees to provide needs assessment, emergency resource navigation, and collaborative case management to the houseless community in crisis throughout the City limits of Rapid City, SD upon referral from partnering outreach providers. The Contractor is an independent and autonomous actor in the provision of these services.
- 2) **Referring Entities:** Contractor acknowledges that the partnering entities engaged in this initiative are those connected or contracting with the City of Rapid City or Pennington County for street outreach efforts. Referrals can be expected from the entities outlined below under 'Cooperative Planning' in addition to the Journey On, Inc. and Great Plains Tribal Leaders Health Board (GPTLHB).
- 3) **Service Hours:** Contractor's support of crisis navigation and case management to the houseless population will generally span five (5) days per week during business hours of 8am-5pm with phone consultation available for partner agencies in the evenings and weekends through a designated phone number.
- 4) **Service Location:** Contractor will deliver consultation and case management services through the VOA office location at 111 New York St. The hours of 11am-4pm will be reserved for open or walk-in crisis consultation through the VOA Outreach entrance with the remainder reserved for scheduled appointments for the purpose of case management or Coordinated Entry assessment.
- 5) **Service Delivery:** Contractor acknowledges that services will be provided in a person-centered manner and in a collaborative approach with the intent of engaging existing community resources to offer wrap-around services to the houseless community in crisis. This will require shared communications, planning, and documentation across providers that the Contractor agrees to participate in through appropriate confidentiality and release of information practices.
- 6) **Homeless Management Information System (HMIS):** Contractor acknowledges that the South Dakota Housing Development Authority's HMIS system will be utilized for client data and reporting (although done so as an autonomous program within the system). Contractor agrees to support these coordinated data entry practices in the process of providing case management services. This includes the completion of Coordinated Entry assessments as a required access point for federal rapid rehousing programs.
- 7) **Service Risk:** Contractor acknowledges that the scope of services, providing support to houseless individuals, may result in damage to person or property. Hence, the Contractor agrees to assume the risk of providing services, and agrees to maintain insurance coverage pursuant to Agreement terms.
- 8) **Cooperative Planning:** Contractor recognizes that planning within the City and other state and local agencies is essential to the success of a coordinated service delivery system. Contractor agrees to attend and participate in a reasonable number of meetings and planning efforts initiated by City. Contractor agrees to maintain open and responsive working relations with the Rapid City Police Department (RCPD), Pennington County Sheriff's Office (PCSO), Pennington County Health and Human Services (PCHHS), Rapid City Fire Department (RCFD), Pennington County Dispatch (PCD), and other community partners supporting houseless response activities.
- 9) **Staffing:** Contractor represents that it has employees who have experience and training to provide the services described in a reasonable and responsible manner. Contractor agrees to complete background checks and other appropriate employment screenings for those delivering services under this Agreement. Contractor acknowledges those with convictions of any sex offense, abuse of minors or active unresolved formal charges involving crimes of violence as defined in SDCL 22-1-2 (9), are ineligible to participate in delivery of services.