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City in America

# CITY OF SAINT PAUL AGREEMENT

## **PURCHASER (Referred to as "The City")**

City of Saint Paul  
15 W Kellogg Blvd  
Room 280 City Hall Courthouse  
Saint Paul, MN 55102  
Phone: 651-266-8900

## **CONTRACTOR**

Cultivate Strategy  
820 Osceola Avenue  
  
Saint Paul, MN

Contract No: 3043

Effective Date: June 1, 2021

Expiration Date: January 31, 2022

Contract Description: PSA-CITY COUNCIL-AUDIT OF RESIDENT COMPLAINTS-CULTIVATE STRATEGY LLC

## **Contacts**

Buyer Contact Information:

RJ Lara - raquel.lara@ci.stpaul.mn.us

City Project Manager Contact Information:

Nhia Vang - nhia.vang@ci.stpaul.mn.us

Contractor Project Manager Contact Information:

Sherry Johnson - sherry@cultivatestrategy.com  
(651) 776-3060

## **11-20 CITY TERMS AND CONDITIONS-PSA TEMPLATE**

THIS AGREEMENT, made and entered into on the effective date above by and between the City of Saint Paul, Minnesota, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as "City," and the above-named Contractor, hereinafter referred to as "Contractor."

The City and Contractor, in consideration of the mutual terms and conditions, set forth, below, agree as follows:

Contractor agrees to provide the services comprised of tasks, deliverables, and timelines described in this Agreement.

### **Section 1. Time for Completion and Commencement of Work.**

The services rendered by Contractor shall be commenced upon execution of the Agreement and with the specific prior agreement of the City or its designated representative to proceed. The work will be completed in accordance with the schedule mutually agreed upon with the City which follows, but no later than the expiration above. No claim for labor, services, or products provide by the Contractor not specifically provided for in this Agreement, or not specifically agreed to in advance, will be honored by the City.

In the event that there are delays caused by actions of the City or which may be reasonably requested by the Contractor which can change the completion date, Contractor shall request an extension of time for completion of the project. The Project Manager will review the request and may grant to the Contractor such extensions of contract time as may be reasonable.

## Section 2. Project Management.

The City requires the Contractor to assign specific individuals as principal project members and to assure that the major work and coordination will remain the responsibility of these individuals during the term of the Agreement. Removal of any principal project member without replacement by equally qualified individuals or without the prior written approval of the City is grounds for termination of the Agreement by the City.

The City has designated the individual on Page 1, as the Project Manager for this Agreement, and the individual to whom all communications pertaining to the Agreement shall be addressed. The Project Manager shall have the authority to transmit instructions, receive information, and interpret and define the City's policy and decisions pertinent to the work covered by this Agreement.

## Section 3. Billings, Payment, and Invoices.

The amounts herein shall fully compensate Contractor for all work and associated costs. The City will honor no claim for services and/or costs provided by the Contractor not specifically provided for in this Agreement. Total costs for the project shall not exceed the amount referenced herein.

Contractor shall submit an itemized invoice monthly or after services are complete. Invoices should clearly itemize all goods and/or services provided. Upon receipt of the invoice and verification of the charges by the Project Manager, the City shall make payment to Contractor within thirty-five (35) days in accordance with Minnesota Statutes Section 471.425 or future amendments. Any contested invoices shall not be paid until the billing issue is resolved, and City shall have thirty-five days from that date for payment.

## Section 4. City Responsibilities.

The City agrees to provide Contractor with access to any information from City documents, staff, and other sources under the control of the City needed by Contractor to complete the work described herein.

## Section 5. Amendment or Changes to Agreement.

A. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when reduced to writing and duly signed by the parties.

B. Modifications or additional schedules shall not be construed to adversely affect vested rights or causes of action which have accrued prior to the effective date of such amendment, modification, or supplement. The term "this Agreement" as used herein shall be deemed to include any future amendments, modifications, and additional schedules made in accordance herewith.

## Section 6. Notices.

Except as otherwise stated in this Agreement, any notice or demand to be given under this Agreement shall be delivered in person or deposited in United States Certified Mail, Return Receipt Requested. Any notices or other communications shall be addressed to the individuals and addresses listed on page one (1).

## Section 7. Survival of Obligations.

A. The respective obligations of the City and Contractor under these terms and conditions, which by their nature would continue beyond the termination, cancellation, or expiration hereof, shall survive termination, cancellation or expiration hereof.

B. If a court or governmental agency with proper jurisdiction determines that this Agreement, or a provision herein is unlawful, this Agreement or that provision, shall terminate. If a provision is so terminated but the parties legally, commercially, and practicably can continue this Agreement without the terminated provision, the remainder of this Agreement shall continue in effect.

## Section 8. Records, Dissemination of Information.

A. For purposes of this Agreement, the following words and phrases shall have the meanings set forth in this section, except where the context clearly indicates that a different meaning is intended.

“Work product” shall mean any report, recommendation, paper, presentation, drawing, demonstration, or other materials, whether in written, electronic, or other format that results solely from Contractor’s services under this Agreement.

“Supporting documentation” shall mean any surveys, questionnaires, notes, research, papers, analyses, whether in written, electronic, or in other format and other evidences which result solely from Contractor’s services under this Agreement, and which are used to generate any and all work performed and work products generated under this Agreement.

“Business records” shall mean any books, documents, papers, account records and other evidences, whether written, electronic, or in other forma, belonging to Contractor and pertaining to work performed under this Agreement.

B. All deliverable work products and supporting documentation shall be delivered to the City, and shall become the property of the City after final payment is made to the Contractor with no right, title, or interest in said work products or supporting documentation vesting in Contractor, except as provided in this section. Contractor shall retain the right to all its software, intellectual property and templates that are not a project specific deliverable as well as to individual features of the design which Contractor would reasonably expect to be able to recreate in whole or in part in other projects.

C. The Contractor agrees not to release, transmit, or otherwise disseminate information associated with or generated as a result of the work performed under this Agreement without prior knowledge and written consent of the City.

D. In the event of termination, all work product finished or unfinished, and supporting documentation prepared by the Contractor under this Agreement, shall be delivered to the City by Contractor by the termination date and there shall be no further obligation of the City to Contractor except for payment of amounts due and owing for work performed and expenses incurred to the date and time of termination.

E. The Contractor shall maintain all business records relating to this Agreement in such a manner as will readily conform to the terms of this Agreement and to make such materials available at its office at all reasonable times during this Agreement period and for six (6) years from the date of the final payment under the contract for audit or inspection by the City, the Auditor of the State of Minnesota, or other duly authorized representative.

F. The Contractor agrees to abide strictly by Chapter 13, Minnesota Government Data Practice Act, and in particular Minn. Stat. §§ 13.05, subd. 6 and 11; and 13.37, subd. 1 (b) and Minn. Stat §§ 138.17 and

15.17. All of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing functions under this Agreement is subject to the requirements of the Minnesota Government Data Practices Act and Contractor must comply with those requirements as if it were a governmental entity. If any provision of this Agreement is in conflict with the Minnesota Government Data Practices Act or other Minnesota state laws, state law shall control.

#### Section 9. Human Rights/Affirmative Action/Economic Opportunity.

Contractors must comply with the City of Saint Paul's Human Rights Department's Affirmative Action Requirements in Employment pursuant to Section 183.04 of the Saint Paul Legislative Code, the Rules Governing Affirmative Requirements in Employment, and Chapter A-12 of the Saint Paul Administrative Code governing workplace conduct. The Contractor agrees to comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, creed, religion, color, sex, sexual or affectional orientation, national origin, ancestry, familial status, age, disability, marital status, or status with regard to public assistance and will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to the same.

#### Section 10. Affirmative Action Contract Specifications.

Every contractor or subcontractor whose total accumulated contract awards from the City of Saint Paul over the preceding twelve months have met or exceeded \$50,000 must complete and submit to the Department an Affirmative Action Program Registration form along with a \$75 registration fee (City of Saint Paul Administrative Code Ordinance 86.06 and City of Saint Paul Legislative Code

Ordinance 183.04).

Section 11. Compliance With Applicable Law.

The Contractor agrees to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations and standards established by any agency of such governmental units, insofar as they relate to the Contractor's performance of the provisions of this Agreement. It shall be the obligation of the Contractor to apply for, pay for and obtain all permits and/or licenses required.

Section 12. Conflict of Interest.

Contractor's acceptance of this agreement indicates compliance with Chapter 24.03, City of Saint Paul Administrative Code: "Except as permitted by law, no city official or employee shall be a party to or have a direct financial interest in any sale, lease, or contract with the City. The contractor also affirms that to the best of the Contractor's knowledge, their involvement in this contract does not result in a conflict of interest with any part or entity which may be affected by the terms of this contract. The Contractor agrees that should any conflict or potential conflict of interest become known to the contractor, they will immediately notify the Purchasing Systems Manager of the situation so that a determination can be made about Contractor's ability to continue performing services under this contract.

Section 13. Hold Harmless.

The Contractor shall defend and indemnify the City of Saint Paul, its officers, agents, and employees from all claims, actions, or suits of any character brought for or on account of any claimed or alleged injuries or damages received by any person or property, resulting from any negligent act or omission by the contractor or any person employed by Contractor in carrying out the terms of this Contract.

Section 14. Assignment.

The City and Contractor each binds itself and its successors, legal representatives, and assigns of such other party, with respect to all covenants of this Agreement; and neither the City nor the Contractor will assign or transfer their interest in this Agreement without the written consent of the other.

Section 15. Termination.

A. With Cause.

The City reserves the right to terminate this Agreement if the Contractor violates any of the terms or does not fulfill, in a timely and proper manner, its obligations under this Agreement. In the event that the City exercises its right to terminate under this Section, it shall submit written notice to the Contractor, specifying the nature of the breach and the date by which such breach must be cured. Upon receipt of such notice, the Contractor shall take all actions necessary to discontinue further commitments of funds to the extent that they relate to the terminated portions of this Agreement.

B. In the event of termination, the City will pay Contractor for all services and/or products, received by the City up to the receipt of the notice of termination and thereafter until the date of termination. The Contractor will deliver all work products and supporting documentation developed up to the time of termination prior to the City rendering final payment for service.

Section 16. Interpretation of Agreement, Venue.

This Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this agreement shall be venued in the District Court of the County of Ramsey, Second Judicial District, State of Minnesota.

Section 17. Independent Contractor.

It is agreed by the parties, that at all times and for all purposes, within the scope of the Agreement resulting from this solicitation, the relationship of the Contractor to the City is that of independent contractor and not that of employee. No statement contained in the specification or resulting Agreement shall be construed so as to find the Contractor an employee of the City, and Contractor shall be entitled

to none of the rights, privileges, or benefits of Saint Paul employees.

Section 18. Waiver.

The waiver by the City of any breach under the terms of this Agreement or the foregoing by the City of any of the rights or remedies arising under the terms of this Agreement shall not constitute a waiver of the City's right to any rights and/or remedies with respect to any subsequent breach or default of the terms of the contract. The rights and remedies of the City provided or referred to under the terms of the contract are cumulative and not mutually exclusive.

Section 19. Subcontracting.

The Contractor agrees not to enter into any subcontracts for any of the work contemplated under this Agreement without obtaining prior written approval of the City.

Section 20. Force Majeure.

Neither the City nor the Contractor shall be held responsible for performance if its performance is prevented by acts or events beyond the party's reasonable control, including, but not limited to: severe weather and storms, earthquake or other natural occurrences, strikes and other labor unrest, power failures, electrical power surges or current fluctuations, nuclear or other civil military emergencies, or acts of the legislature, judiciary, or executive.

Section 21. Entire Agreement.

The specifications and other solicitation materials associated with this Agreement and these General Terms and Conditions shall constitute the entire Agreement between the parties and shall supersede all prior oral or written negotiations.

Section 22. Insurance.

Contractor shall be required to carry insurance of the kind and in the amounts shown below for the life of the contract. Certificates for General Liability Insurance must state that the City of Saint Paul, its officials, employees, agents and representatives are Additional Insureds. Policy must include an "all services, products, or completed operation endorsement as a sublimit to the General Liability Policy. Errors and omissions coverage must be included if the Contractor will be providing services for the City as a sublimit of the General Liability policy. Agent must state on the certificate if company carries errors and omissions coverage.

- 1. General or Business Liability Insurance
  - \$1,500,000 per occurrence
  - \$2,000,000 aggregate per project
  - \$2,000,000 products/completed operations total limit
  - \$1,500,000 personal injury and advertising

Errors and Omissions  
\$1,000,000 per occurrence  
\$1,000,000 aggregate

2. Automobile Insurance.

a. Commercial Vehicles. When commercial vehicles will be used in connection with a contract, these minimum coverage amounts are required:

Bodily Injury  
\$750,000 per person  
\$1,000,000 per accident

Property Damage  
Not less than \$50,000 per accident  
Coverage shall include: hired, non-owned and owned auto

b. Personal Vehicles. When personal vehicles are used in connection with a contract, the City is not required to be named as Additional Insureds, but proof of insurance is required prior to commencement of activities. Contractor must provide the Board and the City with Endorsements from insurance company.

Bodily Injury  
\$30,000 per person  
\$60,000 per accident

Property Damage  
\$20,000 per accident

c. Rental Vehicles. When rental vehicles are used in connection with a contract, the Contractor shall either purchase insurance from the rental agency, or provide the City with proof of insurance as stated above.

3. Worker's Compensation and Employer's Liability. Worker's Compensation coverage is required per Minnesota Statutes. Employer's Liability shall have a minimum of:

\$500,000 per accident  
\$500,000 per employee;  
\$500,000 per disease policy limit.

a. Contractors with 10 or fewer employees who do not have Worker's Compensation coverage are required to provide the Board and the City with a completed "Certificate of Compliance" (State of Minnesota form MN LIC 04) verifying their number of employees and the reason for their exemption.

4. Professional Services Coverage. Professional Liability Insurance is required when a contract is for service for which professional liability insurance is available for purchase. Professional Liability shall have minimum liability limits of:

\$1,000,000 per occurrence  
\$1,000,000 aggregate

Higher liability limits may be required at the discretion of the City depending on project scope.

5. Work Scope Specific Insurance. Pollution Liability or Hazardous Waste, Builder's Risk, or other specialty insurance is required when a contract for which the insurance type will apply in the following minimum amounts:

Pollution Liability / Hazardous Waste  
\$1,000,000 per occurrence  
\$1,000,000 aggregate

Builder's Risk Insurance is required for the cost of the project.

Fireworks Insurance is required in the amount of \$5,000,000 minimum when fireworks will be used at an event to be held on City property.

Liquor Liability Insurance is required when liquor will be served at an event. Limits are dependent on the size of the event, but shall not be less than:

\$1,000,000 per occurrence  
\$1,000,000 aggregate

Higher limits and/or additional insurance coverage may be required at the discretion of the City depending on project scope.

6. General Insurance Requirements

- a. All policies shall be written on an occurrence basis or as acceptable to the City of Saint Paul. Certificates of insurance must indicate that the policy is issued on an occurrence basis.
- b. The Contractor may not commence any work until Certificates of Insurance covering all of the insurance required for this project is approved and the Project manager has issued a notice to proceed. Insurance must remain in place for the duration of the original contract and any extension periods.
- c. The City reserves the right to review Contractor's insurance policies at any time, with reasonable notice provided, to verify that City requirements have been met.
- d. Nothing shall preclude the the City from requiring Contractor to purchase and provide evidence of additional insurance if the scope of services change, if the amount of the contract is significantly increased, or if the exposure to the City or its citizens is deemed to have increased.
- e. Satisfaction of policy limits required above for General Liability and Automobile Liability Insurance, may be met with the purchase of an umbrella or excess policy. Any excess or umbrella policy shall be written on an occurrence basis, and if such policy is not written by the same insurance carrier, the proof of underlying policies (endorsement) shall be provided with any certificate of insurance.

#### Section 23. Counterparts.

The parties may sign this Agreement in counterparts, each of which constitutes an original, but all of which together constitute one instrument

#### Section 24. Electronic Signatures.

The parties agree that the electronic signature of a party to this Agreement shall be as valid as an original signature of such party and shall be effective to bind such party to this Agreement. The parties further agree that any document (including this Agreement and any attachments or exhibits to this Agreement) containing, or to which there is affixed, an electronic signature shall be deemed (i) to be "written" or "in writing," (ii) to have been signed and (iii) to constitute a record established and maintained in the ordinary course of business and an original written record when printed from electronic files. For purposes hereof, "electronic signature" also means a manually signed original signature that is then transmitted by any electronic means, including without limitation a faxed version of an original signature or an electronically scanned and transmitted version (e.g., via PDF) of an original signature. Any party's failure to produce the original signature of any electronically transmitted signature shall not affect the enforceability of this Agreement.

#### Section 25. Additional Terms and Conditions Incorporated by Reference.

The City may incorporate by reference Federal, State, and/or project specific specifications or proposals. Except as otherwise provided in this Agreement, if any provision contained in the Federal, State, or project specific specifications or proposal is in conflict with, or inconsistent with, any provision in the general City Terms and Conditions, the more restrictive provision will control.

### **Exhibit A - SOW**

#### **PROJECT DESCRIPTION AND PURPOSE:**

The Saint Paul City Council's Audit Committee requested research, analysis, and recommendation services to provide an access- and equity-focused engagement and research study, documented in a comprehensive report. The City required consultants who have experience in collection and application of both quantitative and qualitative data who are also familiar with public-sector work within highly charged political environments.

#### **SCOPE OF WORK TO INCLUDE DELIVERABLES:**

The deliverables for this project include:

- A summary of user input.
- Analysis that identifies concerns about access, service, and follow-up communication with users.
- Assessment of impacts that differ among demographics of users.
- Synthesis of user experience and process findings uncovered in City Department data.
- Recommendations for equitable process and product improvement.

The measures of success for this project will be:

- The final report will be easy to read, data-grounded, and readily useable by City Staff, City Councilmembers, the Mayor, and the media to highlight strengths, weaknesses, and possibilities for Saint Paul's non-emergency response system.
- Each City Department will receive personalized consideration in collection and analysis that honors its distinctive work, with user needs considered within context.
- All participants are engaged and feel valued for their diverse contributions to shaping and moving through the study.
- The resulting assessment and recommendations feel real, relevant, and fair to the experiences of users and City staff.
- Users with accessibility needs and those from historically under-represented demographics will see their stories highlighted in the report.
- Work is completed on-time and within-budget.

The contractor will:

- Plan, prepare, and coordinate with Audit Committee coordinator(s).
- Coordinate with City Department staff.
- Tailor session aims and design for interviews and focus groups.
- Prepare highly interactive virtual environments and supplementary assessment materials for focus groups.
- Compile quantitative and qualitative inputs into reference documents and visualizations.
- Coordinate a diverse project team, cross-pollinating our understandings for a wiser, more comprehensive result.
- Hold the proper liability insurance for City-level work.

The City will:

- Provide 2-3 project advisors to help us navigate City Departments and culture to build mutual trust and assure tailored design.
- Respond to communications within two business days to keep the project moving.
- Honor negotiated coordination time to stay on budget.
- Ask the Project Coordinator directly for any desired renegotiations or scope changes, with written follow-up, to keep understandings congenial and explicit.
- Expect communications during normal business hours to honor work/life balance for all.
- Support contractor in quickly acquiring necessary prior written approvals for all subcontractors, including translators.
- Honor an estimated 1 hour per week for Project Coordination unless otherwise agreed. Coordination, scope, and design conversations that exceed 1 hour per week will be billed at contractor's government rate. Significant departures from the project must be renegotiated in a new contract or addendum.

## PROPOSED PROCESS, TIMELINE, & FEES

### PROJECT MANAGEMENT & COORDINATION

June 7-October 29.....\$4,000

Special emphasis on sharing back with key contributors to this process, sharing abbreviated version(s) of Final Report and answering questions.

### HUMAN SYSTEM MAPPING

June 7-September 10.....\$1,000

Use initial data provided by the City, along with all public user interfaces, to sketch a stakeholder analysis of users and a network map of key relationships and communication flows in City departments. Add to these visualizations throughout project.

- Create user map prior to engagement to include residents, business owners, employees; non/non-fluent English speakers; neighborhoods; user access to tech; and "all pertinent demographic characteristics"
- Map the City side of the relational network, noting key nodes, connections, bottlenecks, and gaps
- Define high-level questions for First Contact phase

### FIRST CONTACT: CURIOSITY ABOUT BASICS

June 14-June 25..... \$1,000

Centering kindness and curiosity, build connection while continuing to map user networks and City Departments, asking high-level questions to uncover more data, both quantitative and qualitative.

- Reach out to wide array of City administrative and service staff, asking high-level questions; define questions for Deeper Contact phase
- Seek out and catalogue all readily available data on equitable access, service, and follow-up
- Set informed targets for City contacts, including lunchtime opt-in conversations and 1:1s Reach out to wide variety of community organizations, asking high-level questions; define questions for Deeper Contact phase



- Set informed targets for user contacts, including focus groups and 1:1s

**DEEPER CONTACT: CURIOSITY ABOUT STORIES**

June 28-September 3.....\$24,150

Focusing on narrative and qualitative data, collect & assess user input analysis of access points and city work processes, asking deeper questions to uncover more data, both quantitative and qualitative. Partner with community organizations to reach diverse users. Engagement questions will address ease of access, issue management, definition of resolution, speed of resolution, and follow-up communication.

- Users: Solicit and document user stories of residents, business owners, employees; apply equity lens to target groups
  - o Host focus groups with system users (virtual and/or in-person, if COVID safety allows; minimum of five sessions) Focus will be on collecting stories about successes, pain points, fears, & hopes.
  - o Reach out again to key community organizations for assistance in hosting focus groups and engagement, with provision of resources to account for staffing and users' time (Fees reflect an allowance of \$3,750.)
  - o Solicit ASL and spoken-language interpretation services via city and community resource recommendations (Fees reflect an allowance of \$5000.)
  - o Watch for emerging opportunities for deepening understanding of user experience through interviews, small gatherings online or in-person (if COVID safety allows), and other creative means
- Service providers: Reach out again to key City administrative and service staff, learning from City departments' ongoing internal studies
  - o Host 1-on-1 interviews with key City administrative and service staff to explore service-provision processes, uncovering important department differences and similarities, as well as positive practices and possibilities  
(virtual and/or in-person, if COVID safety allows; minimum of one per department)
  - o Watch for emerging opportunities for opt-in sessions with City staff to solicit process-improvement data and ideas

**MAKE SENSE OF THE DATA**

August 9-September 17.....\$8,400

Analyze findings & synthesize with existing and ongoing analysis. Emphasize diversity, equity, inclusion, and accessibility factors when considering all available data.

- Scan city work processes impacting equity and efficiency from a user perspective
- Deeply review existing and ongoing OTC and other departments' website & work process redesigns; synthesize with our findings, noting contradictions
- Assess viability and appropriateness of multiple approaches that are appropriate to each department's context, sharing best, good, and emergent practices drawn from City and user wisdom where possible
- Create recommendations for improved access to information and services, sortable by groups: process, organizational development, automation, and shared services

**REPORTING & RECOMMENDATIONS FOR IMPROVED ACCESS**

September 20-October 18.....\$10,000

Document process and findings throughout; keep organized records of raw data and visualizations. Prepare reports with user-friendly visualizations of data from multiple City and community sources, centering both collective and outlier user narratives as catalysts for positive change.

- Mid-point Report: Initial findings shared with the Audit Committee; approximately September 6
- Final Report: Delivery of final report to the Audit Committee, incorporating new data, updated analysis, and suggestions from the Audit Committee collected at the Mid-point; approximately October 4, 2021
- Report Presentation: Delivery of final presentation to the Audit Committee, City Council, Mayor & the public; approximately October 18, 2021

**HONORING RELATIONSHIPS**

October 19- October 31.....\$1,200

Special emphasis on team members personally closing feedback loops with key contributors to this process, sharing abbreviated version(s) of the Final Report, answering questions, and expressing gratitude.

**COMPENSATION AND PAYMENT TERMS**

Hourly at a rate of \$200.00 per hour, not-to-exceed \$49,999.00. City will receive an hourly invoice after each project phase concludes. In addition, an itemized budget statements documenting all expenses funded by the awarded funds in such detail as required by the City for payment. (i.e., invoices, receipts, payroll statements, copies of checks paid to vendor/payee, bank account statements, etc.)

**REIMBURSABLE EXPENSES**

- Eligible Expenditures. All expenditures must have a "public purpose," which is defined as an

activity that will benefit the Saint Paul community as a whole; that is directly related to the functions of government; and that primarily furthers a public objective.

- Not Eligible for reimbursement;(1) Food and beverages (unless for a community food shelf); (2) Expenditures solely benefiting an individual or private entity including stipends, personal items, personal transportation, meals, gift cards, contest prizes, stipends and gifts; (3) Religious activities; (4) Reimbursement to another city department; and (5) Costs associated with protesting or advocating for a particular position.

**CONTRACT LINES**

Item	Item Description	Unit of Measure	Base Cost
PROFESSIONAL SERVICES	See Exhibit A- SOW	8P	49,999.00000

City of Saint Paul  
15 W Kellogg Blvd  
Saint Paul, MN 55102

Cultivate Strategy  
820 Osceola Avenue  
Saint Paul, MN

City:  
This Agreement has been duly executed by the  
City of Saint Paul via electronic approval

Contractor:

  
Signature

Sherry P. Johnson

Printed Name

Owner, Cultivate Strategy LLC

Title

6/15/2021

Date