

CONTRACT

This contract is entered into by and between the CITY OF LAREDO, TEXAS, a municipal corporation, acting by and through its City Manager (hereinafter referred to as "City"), and **SERVING CHILDREN & ADOLESCENTS IN NEED**, (hereinafter referred to as "Organization"), pursuant to the city's authority to provide for the public health and welfare of its residents, as approved by the City Council on October 6, 2025.

Section 1: SCOPE OF SERVICE

The Organization shall use the funds to alleviate administrative costs as described and set out in the scope of services which is attached hereto as **EXHIBIT 1** and made part of this contract as if incorporated herein. To the greatest extent practicable and to the extent permitted by law, the Organization shall, in providing the services described in the scope of services, periodize referrals received from the City.

Section 2: PERFORMANCE STANDARDS

The Organization shall meet those performance standards described and set out in the "Goals and Objectives," attached hereto as **EXHIBIT 2** and made a part of this contract as if incorporated herein, that are activities or events intended to promote economic development, health and welfare, and/or education. Event must be an in-person event (virtual events are not applicable), event must materialize within the contract period specified in section 3, event must follow all health guidelines as required by the City of Laredo. Organization agrees to make any necessary changes deemed by City to be necessary and in the best interest of public health.

Section 3: TERM

This contract is for a term of one year beginning on October 1, 2025, and ending on September 30, 2026.

Section 4: CONSIDERATION

Subject to compliance with the terms of this contract, the City agrees to pay not more than **\$13,416.67** for the services provided by the Organization during the term of this contract as follows: For services rendered, the City shall pay the Organization the amount of **\$3,354.16** per quarter, or that amount actually billed the City by the Organization for the quarter in question to exceed **\$13,416.67**. If the Organization should bill less than **\$3,354.16** for any quarter, the difference in amounts may accumulate. The Organization may bill the City for services rendered for that quarter, and additional accumulated amounts in order for the full contract amount to be realized so long as such billings are for services rendered.

Section 5: METHOD OF PAYMENT

The City shall reimburse the Organization for services provided upon submission of a written request for payment to the Nonprofit Management and Volunteer Center on a quarterly basis, no later than the 15th calendar day following the end of each quarter. Each request must include: (1) a statement of services rendered during the reporting period; (2) the amount requested; (3) supporting documentation such as invoices, receipts, and proof of payment; (4) proof of Active

Liability Insurance; (5) **EXHIBIT 3** (Request for Reimbursement and Detailed Quarterly Expense Report); and (6) the volunteer match hours corresponding to the requested amount. Only eligible expenses will be reimbursed by the City. Failure to use funds in accordance with these requirements shall result in immediate repayment and may disqualify the Organization from future funding. All request for reimbursement have a final deadline of **October 15, 2026**; failure to submit complete request will result in denial of reimbursement.

Section 6: CONFLICT OF INTEREST

No officer or employee of the City and no member of the City governing body and no employee of the Organization and no member of the Organization's governing board and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his personal pecuniary interest. Organization covenants that it presently has no interest and shall not acquire any interest, either direct or indirect, which would conflict in any manner or degree with the provisions of this contract.

Section 7. VOLUNTEER HOUR MATCH REQUIREMENT

The Organization agrees to provide volunteer hours as a condition of receiving City funding. For every \$1,000 in funding, the organization must contribute 10 volunteer hours. Hours must be performed in City-approved activities benefiting the community, recorded on the official Volunteer Hours Log, and verified by designated City staff. All hours must be completed and reported within the same fiscal year of the award. Failure to comply may result in denial of reimbursement and forfeiture of funding for the fiscal year. For additional information refer to the Community Development Department – Third Party Funding and Volunteer Program guidelines.

Section 8: INDEMNIFICATION

CONTRACTOR SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY AND ITS OFFICIALS, EMPLOYEES AND AGENTS (COLLECTIVELY REFERRED TO AS "INDEMNITEES") FROM AND AGAINST ALL LOST, COSTS, PENALTIES, FINES, DAMAGES, CLAIMS, EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES) OR LIABILITIES (COLLECTIVELY REFERRED TO AS "LIABILITIES") BY REASON OF ANY INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR DESTRUCTION OR LOSS OF ANY PROPERTY ARISING OUT OF, RESULTING FROM, OR IN CONNECTION WITH: (1) THE PERFORMANCE OR NON-PERFORMANCE OF SERVICES CONTEMPLATED BY THIS CONTRACT BUT ONLY TO THE EXTENT CAUSED BY THE NEGLIGENT ACTS, ERRORS, OMISSIONS, INTENTIONAL FORTS, OR A FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY CONTRACTOR OR CONTRACTORS' AGENT, CONSULTANT UNDER CONTRACT, OR ANOTHER ENTITY OVER WHICH CONTRACTOR EXERCISES CONTROL, OR ITS EMPLOYEES, AGENTS, OR SUBCONTRACTORS (COLLECTIVELY REFERRED TO AS "CONTRACTORS") AND/OR (2) THE FAILURE OF CONTRACTOR TO COMPLY WITH ANY OF THE PARAGRAPHS OR PROVISIONS OF THIS CONTRACT OR CONTRACT DOCUMENTS, OR THE FAILURE OF CONTRACTOR TO CONFORM SERVICES OR WORK TO STATUTES, ORDINANCES, OR OTHER REGULATIONS OR REQUIREMENTS OF ANY GOVERNMENTAL AUTHORITY, FEDERAL, STATE, OR LOCAL, IN CONNECTION WITH THE PERFORMANCE OF THIS CONTRACT. CONTRACTOR EXPRESSLY AGREES TO INDEMNIFY AND HOLD HARMLESS HE INDEMNITEES, OR ANY OF THEM, FROM AND AGAINST ALL LIABILITIES WHICH MAY BE ASSERTED BY AN EMPLOYEE OR FORMER EMPLOYEE OF CONTRACTOR, OR ANY OF ITS SUBCONTRACTORS, AS PROVIDED ABOVE, FOR WHICH CONTRACTORS' LIABILITY TO SUCH EMPLOYEE OR FORMER EMPLOYEE WOULD OTHERWISE BE LIMITED TO PAYMENTS UNDER STATE WORKERS'

COMPENSATION OR SIMILAR LAWS. NOTHING HEREIN SHALL REQUIRE CONTRACTOR TO INDEMNIFY, DEFEND, OR HOLD HARMLESS ANY INDEMNITEE FOR THE INDEMNITEE'S OWN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT. ANY AND ALL DISCHARGE OF ALL OTHER OBLIGATIONS OWED BY THE PARTIES TO EACH OTHER HEREUNDER AND SHALL APPLY PROSPECTIVELY NOT ONLY DURING THE TERM OF THIS CONTRACT BUT THEREAFTER SO LONG AS ANY LIABILITY COULD BE ASSERTED IN REGARD TO ANY ACTS OR OMISSIONS OF CONTRACT IN PERFORMING SERVICES UNDER THIS CONTRACT.

Section 9: INSURANCE

The Organization shall maintain such insurance as will protect it from any and all claims under the Worker's Compensation Laws of the State of Texas. The Organization shall maintain such insurance as will protect the Organization from claims for damages to because of bodily injury including death and from claims for damage to property which may arise out of and during the conduct of the Organization's business, services, and activities. To this end, the Organization shall have and keep in effect during the term of this contract, public liability and property damage insurance in the amount of not less than **\$1,000,000.00**. Copies of such certificates of insurance as reflect the above required coverage shall be made a part of this contract as **EXHIBIT 4**. Any failure of the Organization to maintain the specified insurance coverage's during the term of this contract shall mean automatic termination of the contract. Failure to utilize the money in such manner shall require immediate reimbursement and potential disqualification form future awards.

Section 10: PURCHASING POLICIES

The Organization agrees to purchase needed goods and services in a competitive manner by using procedures for purchases that are equal to or better than the purchasing procedures used by the City. A copy of the Organization's purchasing policies and procedures in attached as **EXHIBIT 5**.

Section 11: EQUAL OPPORTUNITY

- A. Non-Discrimination. The Organization agrees that no person shall be excluded from or denied the benefits or be subjected to discrimination under any program or activity of the Organization, on the grounds of race, religion, national origin, color, sex, physical handicap, political affiliation, age, or familial status.
- B. Nonsegregated Facilities. The Organization certifies that all employee facilities under its control are provided in a manner that segregation, whether by habit, local custom, or otherwise, and whether on the basis of race, religion, color, handicap, age, sex, national origin, political affiliation, or familial status, cannot occur. Further, the Organization certifies that it will not assign or permit employees to perform series at any location under its control facilities are segregated.
- C. Employment. The Organization will not discriminate against any employee or applicant for employment because of race, religion, color, handicap, age, sex, national origin, political affiliation, or familial status, and will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to any of the same factors, moreover, the Organization will state in all solicitations or advertisements for employees that all qualified applicants will receive consideration for employment without regard to the factors listed above.

Section 12: COMPLIANCE WITH LAW

The Organization shall comply with all applicable State and Federal Laws, the ordinances of the City of Laredo, and will obtain and pay for all necessary permits, licenses, and any copyright fees.

Section 13: FUNDS ACCOUNTABILITY

The Organization will account for expenditures under this contract in such a way that Organization income and expenses can be readily identified and audited and can be easily separated from other financial activities of the Organization. Any expenditures of the Organization which are allocated to this contract shall be distributed based on the requirements and activities of the Organization will carry out the scope of services in **EXHIBIT 1** in accordance with the detailed estimated budget per line item attached hereto as **EXHIBIT 6**. Any adjustments to the annual budget as submitted shall be approved by the Organization's Executive Board. Copies of such adjustments, as approved, shall be submitted to the City in writing within (15) calendar days of such approval. Any such adjustments in excess of 25% of the total budget will be subject to City approval within (30) calendar days of notice of such change to the City Manager.

Section 14: REPORTING REQUIREMENTS

The Organization shall provide a written report within 15 calendar day with the second quarter reimbursement report and one at the end of the fourth quarter with the reports being due no later than **April 15, 2026/October 15, 2026**. Such reports will include accomplishments during the quarter, and a financial report showing in reasonable detail how funds have been expended, and for what purposes, and beneficial results thereof. Such quarterly reports shall be submitted along with the Financial Status Quarterly Report required by section 5, above.

The Organization shall submit the following to the City as soon as possible following the end of the Organization's fiscal year: (1) an annual report which shall set out clearly the kinds of services provided and the goals and objectives met during the term of this contract, and (2) annual audited financial statements which meet generally accepted accounting principles (GAAP). The financial statements must be audited in accordance with the City of Laredo's established policy.

Section 15: RIGHT OF TERMINATION

The City Council may terminate this contract at any time, upon thirty (30) calendar days written notice to the Organization. Upon termination of rental agreement and unused budget amount will be unobligated from this contract.

Section 16: AUDIT AND INSPECTION OF RECORDS

The Organization agrees to provide access to an authorized representative(s) of the City to the files and records of the Organization. All financial records shall be maintained in accordance with generally accepted accounting principles (GAAP). All files and records shall be clearly identified and readily accessible during reasonable working hours. The Organization further agrees to retain the records for three (3) years and (90) calendar days after the conclusion of this contract or after final payment under this contract, whichever is later.

Section 17: LIMITATION ON FUNDING

The City Council reserves the right to reduce the consideration under this contract at any time. Any additional request for City support is subject to adhere to a fee schedule cost to the organization.

Section 18: STATUTORY COMPLIANCE

The work program and the budget have been determined utilizing the provisions of the governing state law authorizing the appropriate use of City monies. It is these statutory guidelines and limitations which govern the work program under this contract. The Organization shall be responsible for ensuring that any and all expenditures are in compliance with this contract.

Section 19: CONTRACT AMENDMENT

Any amendment to this contract must be in writing and, be signed by both parties. Any increase or decrease to the estimated approved line items will not require an amendment while the budget amount stays the same but the agency must inform the department via e-mail, or letter of the proposed change. A change in the approved scope of services, or an increase to the approved budget will require a contract amendment and approval by City Council. No amendments will be approved after **July 15, 2026**.

Section 20: AGENCY AND GRANT MANAGEMENT

The Organization shall make available a member of its management staff or board to attend (1) training on the expectations and requirements to be held after council approval of execution of contracts. Additional training seminars will be made announced through the City of Laredo Nonprofit Management and Volunteer Center.

Section 21: CONTRACT DEFAULT

If the Organization shall default in the performance of any of the terms or conditions of this agreement, it shall have thirty (30) calendar days after receiving written notice to cure such default. If the Organization fails to cure its default within such period of time, then City shall have the right to terminate this agreement. If this agreement is terminated, then City will not be responsible for obligations incurred by the Organization after the Organization receives written notice of termination or unless there was an eligible encumbrance or other legally binding obligation which existed prior to receipt of a written notice of termination. Should the Organization not adhere to any of the requirements in the signed contract the monies allocated to the Organization shall be reduced for the following year by 10%.

Section 22: DISPARAGEMENT

Each of the Parties covenants and agrees that during the term of this Agreement, and or for one year after the termination hereof, none of its respective officers, employees or directors shall in any way defame, slander, or publicly criticize, disparage, or make any negative statement, whether orally or in writing, about the other Party or such other Parties' officers, employees, directors or business practices.

Section 23: EVENT PASSES

The Organization/Corporation shall provide the City at no charge and upon request with a minimum of twenty-four (24) VIP tickets/admission passes to any event hosted or co-hosted by the Organization for officials hosts (members of city council, management, or city staff) and their spouse/guest that have confirmed their attendance at least three (3) days before the event. These tickets/admissions passes will be provided in order to allow the official hosts for the City of Laredo and their spouse/guest the opportunity to be represented at the events. The Organization further acknowledges and agrees to provide additional tickets/admission passes for any City staff, speaker, presenter, or special guest that has been identified by the City of Laredo as being pertinent to the event and that has confirmed their attendance at least three (3) days before the event.

Section 24: CONTRACT NOTICES

All notices required to be given under this contract shall be mailed or personally delivered, as follows:

CITY OF LAREDO

Joseph W. Neeb
City Manager
City of Laredo
1110 Houston St.
Laredo, TX 78040

ORGANIZATION

SCAN
Chairman or Executive Director
1605 Saldana Ave.
Laredo, TX 78041

SIGNED by the parties, in triplicate originals on the 19 day of December, 2025.

CITY OF LAREDO

By: *Joseph W. Neeb*
Joseph W. Neeb
City Manager

ORGANIZATION

By: *Isela Davila*
Board Chair or Executive
Director

APPROVED AS TO FORM

By: *Doanh "Zone" T. Nguyen*
Doanh "Zone" T. Nguyen
City Attorney
for

CERTIFIED

By: *Mario I. Maldonado Jr.*
Mario I. Maldonado Jr.
City Secretary



EXHIBIT

1

List of Programs/Services Provided (10 points)

Please list ONLY services or programs that are the subject of the funding request.

Program	Service Provided
STAND Adolescent Outpatient Substance abuse treatment program	Provides evidence-based outpatient drug treatment services to youth 13 to 17 years of age diagnosed with a substance use disorder (male & female)
Youth Recovery Home Residential Treatment Program	Provides evidence-based residential substance use disorder treatment for youth ages 13 to 17 who are experiencing addiction problems with drugs and/or alcohol.
Serenidad Recovery Homes	The homes provide evidence-based residential treatment services to male and female adults who have been diagnosed with substance use disorders, many of whom also have mental health disorders.

EXHIBIT

2

Goals and Objectives (30 points)

For each of your programs, please list the goals that your agency has set for the funding period and how it plans to achieve them. The objectives must be specific and measurable. These will be reviewed at a mid-year assessment by committee. Please include the Annual Report with the Goals and Objectives. **(Report must include how last FY funds were expensed)**

Program	Goal	Objective	Performance Measures
<i>Name of Current or New program</i>	<i>Definition: These describe generalized outcomes that you envision your Organization will achieve.</i>	<i>Definition: These are specific tasks and activities that are set out to meet your goals.</i>	<i>Definition: the indicator that will be used to measure success. It could be a set rate (percentage) or an increase/decrease level from one period to another. ___% or ___#</i>
STAND Adolescent Outpatient Substance abuse treatment program	To expand the programs capacity to serve additional youth in hard to reach areas.	To provide comprehensive treatment using best practices and evidence based interventions	The program will increase the number of youth served in from 70 to 90.
Youth Recovery Home - Residential Substance Abuse Treatment Program for adolescent boys	To enhance services for families to include additional services for parents	To expand the number of in person and virtual family visits and therapy sessions every week to ensure youth can return home to a supportive recovery environment.	To increase the number of virtual and in person contacts from 165 to 190 per year.
Serenidad Recovery Homes - Residential Substance Abuse Treatment for adults	The programs will be able to increase the number of successful discharges	The project will increase the number of evidence-based interventions and will ensure that case management targets clients' overall needs	Successful discharges will increase from 60 to 70 per year.

EXHIBIT

3

EXHIBIT

4



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER EFG Insurance Agency, Inc. 450 N Sam Houston Pkwy E Suite 156 Houston TX 77060	CONTACT NAME: EFG Insurance Agency, Inc. / Susan Zipperer		
	PHONE (A/C, No, Ext): (281) 405-8866 E-MAIL ADDRESS: szipperer@efgia.com	FAX (A/C, No): (281) 405-8356	
INSURED Serving Children and Adults in Need, Inc 1605 Saldana Avenue Laredo TX 78041	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Philadelphia Indemnity Insurance Company		18058
	INSURER B: Texas Mutual Insurance Company		22945
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK2594650-021	09/01/2025	09/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PHPK2594650-021	09/01/2025	09/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp & Collision \$ 50,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB878869-013	09/01/2025	09/01/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N N / A	0001074931	12/22/2024	12/22/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability - Claims Made			PHPK2594650-021	09/01/2025	09/01/2026	Each Professional Incident Limit: \$1,000,000 Aggregate Limit: \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER **CANCELLATION**

City of Laredo 1102 Bob Bullock Loop Laredo TX 78043	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Susan Zipperer</i>
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EXHIBIT

5

Procurement Procedures Policy

COMPLIANCE WITH A-110

SCAN, Inc.'s Procurement Policy is in compliance with the mandates of A-110 and it is adhered to for all expenditures costing \$2,000 or more. As a non-profit agency supported by federal, state, and local grants/contracts we must abide by this mandate when purchasing materials, equipment or services that cost \$2,000 or more.

1. A review of proposed procurement to avoid purchase of unnecessary or duplicate items
2. An analysis of lease versus purchase alternative, and any other appropriate analysis to determine the most economical and practical procurement and
3. Solicitations for goods and services

Solicitations should:

1. Have a clear and accurate description of the requirements for the material, product, item, or service to be procured. Such description shall not, in competitive procurement, contain features, which unduly restrict competition.
2. Avoid detailed product specifications, if at all possible.
3. Identify all the requirements which the bidders or offers must fulfill and all other factors to be used in evaluating bids or proposals.
4. Description of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
5. Describe the specific features of brand names or equal description that bidders are required to meet when such items are included in the solicitation.
6. Provide for the acceptance of practical and economically feasible products and services measured in the metric system of measurement.
7. Encourage practical and economically feasible products and services that conserve natural resources and protect the environment and are energy efficient.

Procurement of Small Purchase Procedures Policy

1. Small purchased procedures are the simple and informal procurement methods for

securing services, supplies, or other property that do not cost more than \$25,000 in the total.

2. To the fullest extent practical, price or rate quotations shall be obtained and documented from a minimum of three qualified sources.
3. For purchases under \$2,000, price or rate quotations are not required.
4. The agency shall obtain three verbal or written price or rate quotations for purchases between \$2,000 and \$9,999.

Form: Bid Form

5. Three written price or rate quotations for any purchase between \$10,000 and \$24,999.

Form: Bid Form plus three written price quotes attached plus Board approval. Facsimiles or printed copies of electronic transmissions are acceptable.

I. Procurement by Sealed Bids Policy

1. Bids are publicly solicited.
2. A firm-fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest price.

In order for sealed bidding to be appropriate, the following conditions should be present:

- a. A complete, adequate, and realistic specification or purchase description is available.
- b. Three or more responsible bidders are willing and able to compete effectively for the business; and
- c. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- a. The invitation for bids will be advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
- b. The invitation for bids, which shall include any specifications and pertinent attachments, define the items or services in order for the bidder to properly respond;
- c. All bids shall be publicly opened at the time and place prescribed in the invitation for bids;
- d. A firm fixed – price contract award shall be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life-cycle costs shall be

considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of ; and

- e. Any or all bids may be rejected if there is a sound documented reason.

Form: Bid Form with copies of all bids received

Procurement by Competitive Proposals Policy

A competitive proposal is normally conducted with more than one source submitting an offer, and either a fixed-price or cost reimbursement type contract is awarded. Generally, it is used when conditions are not appropriate for the use of sealed bids. The following requirements apply:

1. Requests for proposals are publicized and identify all evaluation factors and their relative importance. Any responses to publicized requests for proposals are honored to the maximum extent practical;
2. Proposals are solicited from a minimum of three qualified sources;
3. Awards are made to the responsible party whose proposal is most advantageous to the program, with price and other factors considered.

Form: Contract

Procurement by Noncompetitive Proposals Policy

This method is used only when the award of a contract is not feasible under small purchase procedures; sealed bids or competitive proposals and one of the following circumstances apply:

1. The item is available only from a single source;
2. The public emergency for the requirement does not permit a delay resulting from competitive solicitation;
3. The agency authorizes noncompetitive proposals; or
4. After solicitation of a number of sources, competition is determined inadequate.

Form: Noncompetitive Bid Form

Acquisition of Equipment and Services Policy

Equipment means tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000.00 or more per unit.

The purchase of materials, products, items, or services must be approved in advance by the Executive Administrator. The acceptable standard is to award the bid to the lowest bidder, if all specifications are equal. The Chief Executive Officer is responsible for ensuring that all expenditures charged to a grant award are allowable as set forth in the regulations cited on each grant award notice or budget contract documents.

The purchase of non-equipment item valued under \$500.00 requires the advance approval of either the Chief Executive Officer or supervisor level staff. The Chief Executive Officer and or assignee are responsible for ensuring that all expenditures charged to grant awards are documented and allowable expenditures as set forth in the grant award or budget contract documents.

Motor Vehicle Equipment Policy

Vehicle Purchase

Vehicles purchased may be used for the program for which acquired. If purchased with grant money the policies of the granting dictate the use of the vehicle. Personal use of any vehicle is strictly forbidden.

Purchase of Vehicles Policy

1. Obtain prior permission from the funding agency if being purchased with grant money.
2. Obtain prior permission of the Board of Directors for vehicles being purchased with unrestricted grant money.
3. Purchase the vehicle during the award/approved period.
4. Maintain written documentation of the vehicle's usage which includes destination, date, mileage, and purpose.
5. Abide by SCAN, Inc.'s policy regarding agency vehicle.
6. Immediately advice funding agency if vehicle is destroyed, wrecked, etc. abide by all policies of the funding agency.
7. Return vehicle to the funding agency when vehicle is no longer required or funding is terminated.

Allowable Options

1. Air Conditioner and heater
2. Tinted glass side and rear as per state law
3. Automatic transmission
4. Power steering
5. AM/FM radio
6. Manufactures standard warranty
7. Cruise control, intermittent windshield wipers, and title steering wheel
8. Seat materials either cloth or vinyl
9. Heavy duty shocks and or radiator

EXHIBIT

6

Agency Budget Description (5 Points)

All Expenditures

(Specific to the program/project for which funding is being requested)

Line-Item (actual expenditure)	2024-2025 (Actual)	2025-2026 (Estimated)	To be funded by Third Party Funding
Salaries	1,090,500	\$1,441,984	13,416.67
Employee Benefits	286,515	378,863	
Payroll Taxes	95,372	126,112	
Professional Fees	9,770	12,919	
Supplies	183,537	256,915	
Communications	16,686	22,064	
Postage & Shipping	200	264	
Occupancy	221,028	292,269	
Rental & Maint. of Equip.	8,993	11,892	
Travel	17,951	23,737	
Specific Assistance to Individ	4,177	5,523	
Memberships Dues	6,732	8,902	
Miscellaneous	31,066	41,079	
In-Kind Match	81,711	93,826	
Total Expenditures:	2,054,238	2,716,349	13,416.67

How does the nonprofit plan to fulfill the City's matching hours requirement for the funds awarded?

Through the use of volunteers.
