

## **NATIONAL INSTITUTE OF HEALTH GRANT ADMINISTRATION AGREEMENT**

**THIS AGREEMENT** is made and entered into this day of August 1, 2021 by and between the **CITY OF MISSOULA, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, 435 Ryman, Missoula, Montana 59802, hereinafter referred to as “City,” and **SciDESIGNS Communication**, (4700 Wornath Rd.), Missoula, MT 59804, hereinafter referred to as “Contractor.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **Purpose:** Collaborate with the Principle Investigator and Chief Designer for the City of Missoula in activities related to the management and oversight of *The Link: A Collective, Place-Based Approach to Inspiring Missoula's Next-Generation Healthcare Work Force*, in accordance with the scope of services attached as Exhibit A.
2. **Term of Agreement:** The term for this Agreement shall be August 1, 2021-July 31, 2022, year three of the grant-funded work. This agreement can be renewed annually for the five-year duration of the grant funded work.
3. **Scope of Work:** Contractor will perform the work and provide the services in accordance with the requirements of the Scope of Services attached hereto as Exhibit A; and
4. **Timeline and Reporting:** Contractor shall perform work and provide the City with status reports as set forth in the Scope of Services in Exhibit A.
5. **Payment:** City agrees to pay Contractor a total sum not to exceed \$25,269 for satisfactory work performed during the contract period and outlined in Exhibit A. Payment can occur on a bi-weekly or monthly basis.
6. **Records:** Contractor shall maintain reasonable and sufficient records incident to the performance of this Agreement to enable the City to document the performance of this Agreement. Contractor shall provide access to those records by the City and any independent auditor and to representatives of the state or federal government.
7. **Independent Contractor Status:** The parties agree that Contractor is an independent contractor for purposes of this Agreement. Each party will furnish to the other such cooperation and assistance as may be reasonably required and specified hereunder. However, at all times, each party shall remain an independent contractor with respect to the other. Employees and agents of each party will not deemed to be employees or agents of the other party. Contractor will perform or provide its services free from the supervision, direction or control of the City.

8. **Professional Service:** Contractor agrees that all services and work performed hereunder will be accomplished in a professional manner.
9. **Compliance with Laws:** Contractor agrees to comply with all federal, state and local laws, ordinances, rules and regulations, including the safety rules, codes, and provisions of the Montana Safety Act in Title 50, Chapter 71, MCA.
10. **Required Licenses:** Contractor agrees to maintain all required licenses including a business license for the City of Missoula if applicable.
11. **Nondiscrimination and Affirmative Action:** Contractor agrees that all hiring by Contractor of persons performing this Agreement will be on the basis of merit and qualification and there shall be no discrimination in employment on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status or sexual orientation, gender identity or expression, except where these criteria are reasonable bona fide occupational qualifications. Contractor further agrees to comply with the City's Affirmative Action policy attached hereto as Exhibit B.
12. **Default and Termination:**
  - a. **Termination for cause.** If either party fails to comply with any condition of this Agreement at the time or in the manner provided for, the other party, at its option, may terminate this Agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in Section 14 of this Agreement.
  - b. **Termination without cause.** Either party may terminate this agreement without cause by providing the other party a sixty (60) day written notice of its intent to terminate the agreement.
13. **Modification and Assignability:** This document and its attachments contain the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written Agreement, may be considered valid or binding. This Agreement may not be enlarged, modified or altered except by written agreement signed by both parties hereto. The Contractor may not subcontract or assign Contractor's rights, including the right to compensation or duties arising hereunder, without the prior written consent of City. Any subcontractor or assignee will be bound by all of the terms and conditions of this Agreement.
14. **Public Access to Information:** Contractor acknowledges that the City is a local government entity and its records are subject to disclosure under Montana Law. Certain information may be protected from disclosure. Protected information includes confidential criminal justice information,

information concerning an individual privacy interest, legitimate trade secrets and other constitutionally protected proprietary information and certain information relating to individual or public safety. The parties agree to confer prior to disclosure of information relating to this Agreement and its performance which may include protected information.

**15. Principal Contacts:**

All notices, demands, consents and reports must be given in writing and delivered personally or mailed to the following designated contacts:

The City's designated contacts are:

Karen Gasvoda  
435 Ryman  
Missoula, Montana 59802  
(406) 552-6218

Contractor's designated contact is:

Dr. Amanda Duley, Principle  
SciDESIGNS Communication  
4700 Wornath Rd.  
Missoula, Montana 59804  
(434) 242-9988

- 16. Applicability:** This Agreement and any extensions hereof shall be governed and construed in accordance with the laws of the State of Montana. In the event of litigation concerning this Agreement, venue shall be in the 4th Judicial District in and for the County of Missoula, Montana.
- 17. Severability.** Should any part of this Agreement be deemed invalid or unenforceable under applicable law, that provision shall be ineffective to the extent of such invalidity only, without in any way affecting the remaining parts of said provision or the remaining provisions of this Agreement.
- 18. Waiver.** No waiver of compliance with any provision or condition of this Agreement shall constitute a waiver of any other provision or condition previously waived as to new circumstance or events.

**IN WITNESS WHEREOF**, the parties hereto have executed this instrument the day and year first above written.

**CITY OF MISSOULA**

**CONTRACTOR**

**By:** \_\_\_\_\_  
**Mayor John Engen**

**By:** \_\_\_\_\_  
**Dr. Amanda Duley, Principal  
SciDESIGNS Communication**

**By:** \_\_\_\_\_  
**Jim Nugent, City Attorney**

**ATTEST**

\_\_\_\_\_  
**Martha L. Rehbein, CMC, City Clerk**

## **EXHIBIT A**

### **Scope of Services**

#### **Project Summary/Abstract**

This project will take a community-based, collective-impact approach to co-creating health science and healthy living experiences that are culturally relevant and meet the unique economic and workforce needs of Missoula and its neighboring rural and tribal communities.

Dr. Duley will collaborate with PI Holly Truitt to facilitate this project's collective-impact model that requires clear, frequent communication among partners to identify and address opportunities and challenges as they emerge. Dr. Duley will steward the health of the collective by organizing advisory committee meetings, supporting evaluation, and facilitating communication among project partners. Dr. Duley will also direct the implementation of the high school research educational program. She will co-create curriculum with partners and mentor students on a weekly basis during the program.

This project, and all aspects outlined in the Project Summary/Abstract, will be led and overseen by PI Holly Truitt. Ms. Truitt will be responsible for the day to day management of *The Link: A Collective, Place-Based Approach to Inspiring Missoula's Next- Generation Healthcare Work Force*.

The City of Missoula, as the grantee, will retain all fiscal and reporting responsibilities associated with this grant. Ms. Truitt nor Dr. Duley retain the authority to make financial commitment regarding NIH funds.

Ms. Truitt will convene and oversee the project's cross-sector advisory group—with representatives from P-12 education, the health sciences and public health, Montana tribal communities, the social sector, city and county government, and design thinking— who will co-create an array of health learning experiences, including:

*A Community Lab* that will embed University of Montana research in the heart of the community.

Emulating best practices developed by the Living Lab (Science World and the University of British Columbia) and led by co-I Dr. Severson, the Community Lab will: 1) engage high-school students in independent, mentored research projects; as research assistants in UM behavioral research conducted at the Community Lab; and as docents and near-peer mentors at the project's exhibits and 2) engage early learners as participants in UM behavioral research while providing positive experiences for children and caregivers with STEM research and role models.

*A DNA Climber exhibit*, a health- and genetics-themed climbing structure and interactive exhibit that responds to community demand for indoor recreation opportunities for children, especially during Montana's cold winters and increasingly severe wildfire seasons. The DNA Climber will provide a space where preschool and elementary learners can move their bodies while learning about healthy living and genetics.

Complementary learning tables and pop-up experiences that link UM health-science research to the DNA Climber exhibit and Community Lab programming.

Mobile programming to engage P-12 students from rural Missoula County and the neighboring Flathead Indian Reservation and Bitterroot Valley with the project.

The project aims in particular to reach traditionally underrepresented and underserved groups, including Native Americans, potential first-generation college students, and children from low-income backgrounds. External evaluation conducted Inverness Research will assess the impact of the project's collective-impact, co-creative design process on STEM and career pathways engagement at the Link.

## **EXHIBIT B**

### **Affirmative Action/EEO Policy**

**NON-DISCRIMINATION.** All hiring shall be on the basis of merit and qualification and there shall be no discrimination in employment on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status, sexual orientation or gender identity/expression, except where these criteria are reasonable bona fide occupational qualifications.

**AFFIRMATIVE ACTION POLICY.** Contractors, subcontractors, sub grantees, and other firms doing business with the City of Missoula must be in compliance with the City of Missoula's Affirmative Action Plan, and Title 49 Montana Codes Annotated, entitled "Human Rights" or forfeit the right to continue such business dealings.

#### **The City's Affirmative Action Policy Statement is:**

The Mayor of the City of Missoula or the Mayor's designee may adopt an affirmative action plan to provide all persons equal opportunity for employment without regard to race, ancestry, color, handicap, religion, creed, national origin, sex, age, or marital status. In keeping with this commitment, we are assigning to all department heads and their staff the responsibility to actively facilitate equal employment opportunity for all present employees, applicants, and trainees. This responsibility shall include assurance that employment decisions are based on furthering the principle of equal employment opportunity by imposing only valid requirements for employment and assuring that all human resource actions are administered on the basis of job necessity.

Specific responsibility for developing, implementing, monitoring and reporting are assigned to the City Human Resource staff under the supervision and direction of the Chief Administrative Officer and the Mayor.

It is the policy of the City of Missoula to eliminate any practice or procedure that discriminates illegally or has an adverse impact on an "affected" class. Equal opportunity shall be provided for all City employees during their terms of employment. All applicants for City employment shall be employed on the basis of their qualifications and abilities.

The City of Missoula, where practical, shall utilize minority owned enterprises and shall ensure that subcontractors and vendors comply with this policy. Failure of subcontractors and vendors to comply with this policy statement shall jeopardize initial, continued, or renewed funds.

Our commitment is intended to promote equal opportunity in all employment practices and provide a positive program of affirmative action for the City of Missoula, its employees, program participants, trainees and applicants.