

PROFESSIONAL SERVICES AGREEMENT AMENDMENT

BETWEEN THE CITY OF MISSOULA and

MISSOULA AGING SERVICES

This document amends the PROFESSIONAL SERVICES AGREEMENT, by and between 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 Missoula Aging Services, 337 Stephens Ave., Missoula, MT 59801, hereinafter referred to as "Contractor."

Section 4 of the Award Agreement is hereby amended to read:

4. Payment:

A. City agrees to pay Contractor for the satisfactory completion of the Scope of Work outlined in Exhibit A, Section 1, which by reference is made a part of this agreement; the City will pay the Contractor the sum not to exceed \$255,954.00 between July 1, 2020 and June 30, 2021. The City agrees to pay the Contractor for actual portions of the work completed for each task described under the Scope of Work.

B. Contractor is required to submit an end-of-year progress report in order for the City to closeout this sub-award and remit final payment.

All other terms and conditions of the Contract Agreement remain in full force and effect. This Amendment is effective upon execution by all of the parties.

IN WITNESS OF THE TERMS SET OUT ABOVE, the parties have executed this Professional Services Agreement Amendment.

CITY OF MISSOULA

BY: _____
John Engen, Mayor

Date

ATTEST:

Martha L. Rehbein, CMC

Date

CONSULTANT:

Missoula Aging Services

BY: _____
Susan Kohler, CEO

Date

EXHIBIT A

Scope of Work & Compensation

SECTION 1 - Scope of Work

This is a formal request for funding for Missoula Aging Services from the Community Based Funding for Fiscal Year (FY) 2021. As agreed upon by the Mayor and City Council, we are requesting 1.8 mills to support the mission of Missoula Aging Services. Our mission is to promote the independence, dignity and health of older adults and those that care for them. Missoula Aging Services is the voice of older adults. We provide programs and services in our communities, empowering people to age with confidence and without fear.

In FY21 we will be in our second year of our three year strategic plan. During our first year we spent a great deal of time evaluating existing programs and identifying where we needed to expand. We have identified the need to work towards eliminating our wait list for our Personal Care Services program which includes homemaking and respite care, and reorganize our Care Management Services to be more streamlined in order to meet the needs of all our clients. In FY21 we will be launching several new initiatives and programs. These include expanding our money management program, developing more services that help those who are lonely and socially isolated, providing more fee for service care management, and enhancing our nutrition programs.

COVID-19 has required us to change the way we deliver services and has opened our eyes to the gaps that exist in helping people who are trying to stay independent and safe during a pandemic. I am very proud of our staff and their ability to adapt and I look forward to their continued input on improving the delivery of our services.

Missoula Aging Services remains committed to serving older adults in our community, and as an Aging and Disability Resource Center we will continue to support people with disabilities. We want to thank you for your partnership and look forward to sharing our plans for the coming year.

A. Roles and Responsibilities

- i. **City Leadership and Elected Officials** within the implementation of adopted policies and plans. City staff will manage all communication with leadership and elected officials and will directly report on progress that results from contractual work.
- ii. **City of Missoula Staff Leads** consists of the assigned grant administrator and support from the Department of Housing and Community Development. Staff serve to coordinate and facilitate the execution of the contract, payment of invoices, and collection of progress reporting; making sure the grantee is making progress towards the goals outlined in the scope work.
- iii. **Contractors** are responsible in accomplishing the defined work plan objectives that support the City of Missoula's goals. They will communicate and collaborate directly with the identified Staff Leads.

B. Code of Conduct

- i. **Purpose.** The intent of the Code of Conduct is to set the City of Missoula expectations for partners, stakeholders, and contractors.
- ii. **Good faith.** All parties agree to act in a good faith effort. All accept that other participants bring with them the legitimate purposes and goals of their organizations. The work within this collaboration will remain as outlined in this contractual agreement. Any

additional work that the contractor wishes to take on will be at their own will, and will occur without additional resource, including the support of staff time, from the City of Missoula.

- iii. **Exchange of information.** All parties agree to exchange information in good faith and provide information in advance of meetings where such information will be necessary. All agree not to divulge information shared by others in confidence outside of the group.

SECTION 2 - Compensation

- A. For the satisfactory completion of the Scope of Work, the City will pay the Contractor the sum not to exceed \$255,954.00 between July 1, 2020 and June 30, 2021. The City agrees to pay the Contractor for actual portions of the work completed for each task described under the Scope of Work.
- B. Contractor is required to submit an end-of-year progress report in order for the City to closeout this sub-award and remit final payment.