

**City of Madison**  
**CONTRACT FOR PURCHASE OF SERVICES**

1. **PARTIES.**

This is a Contract between the City of Madison, Wisconsin, hereafter referred to as the "City" and the Board of Regents of the University of Wisconsin System, on behalf of the UW-Madison Department of Community and Environmental Sociology, Applied Population Laboratory hereafter referred to as "Contractor."

The Contractor is a:     Corporation         Limited Liability Company         General Partnership         LLP  
(to be completed by contractor)  Sole Proprietor     Unincorporated Association     Other: state agency

2. **PURPOSE.**

The purpose of this Contract is as set forth in Section 3.

3. **SCOPE OF SERVICES AND SCHEDULE OF PAYMENTS.**

Contractor will perform the following services and be paid according to the following schedule(s) or attachment(s):

**Attachment A - General Annual Scope of Services NIP (Phase II) and (Phase I)**

**Attachment A1 - Scope of Services NIP 2022 Ed. (Phase II)**

**Attachment B - General Scope of Services for NIP 2022 Ed. (Phase II) up to NIP 2026 Ed. (Phase I)**

**Order of Precedence:** In the event of a conflict between the terms of this Contract for Purchase of Services and the terms of any document attached or incorporated herein, the terms of this Contract for Purchase of Services shall control and supersede any such conflicting term.

4. **TERM AND EFFECTIVE DATE.**

This Contract shall become effective upon execution by the Mayor, (or the Purchasing Agent, if authorized) on behalf of the City of Madison, unless another effective date is specified in the Attachment(s) incorporated in Section 3, however in no case shall work commence before execution by the City of Madison. The term of this Contract shall be **January 1, 2023 to December 31, 2026.**

5. **ENTIRE AGREEMENT.**

This Contract for Purchase of Services, including any and all attachments, exhibits and other documents referenced in Section 3 (hereafter, "Agreement" or "Contract") is the entire Agreement of the parties and supersedes any and all oral contracts and negotiations between the parties. If any document referenced in Section 3 includes a statement that expressly or implicitly disclaims the applicability of this Contract for Purchase of Services, or a statement that such other document is the "entire agreement," such statement shall be deemed rejected and shall not apply to this Contract.

6. **ASSIGNABILITY/SUBCONTRACTING.**

Contractor shall not assign or subcontract any interest or obligation under this Contract without the City's prior written approval. All of the services required hereunder will be performed by Contractor and employees of Contractor.

7. **DESIGNATED REPRESENTATIVE.**

- A. Contractor designates **David Long** as Contract Agent with primary responsibility for the performance of this Contract. In case this Contract Agent is replaced by another for any reason, the Contractor will designate another Contract Agent within seven (7) calendar days of the time the first terminates his or her employment or responsibility using the procedure set forth in Section 15, Notices.
- B. In the event of the death, disability, removal or resignation of the person designated above as the Contract agent, the City may accept another person as the Contract agent or may terminate this Agreement under Section 25, at its option.

8. **PROSECUTION AND PROGRESS.**

- A. Services under this Agreement shall commence upon written order from the City to the Contractor, which order will constitute authorization to proceed; unless another date for commencement is specified elsewhere in this Contract including documents incorporated in Section 3.
- B. The Contractor shall complete the services under this Agreement within the time for completion specified in Section 3, the Scope of Services, including any amendments. The Contractor's services are completed when the City notifies the Contractor in writing that the services are complete and are acceptable. The time for completion shall not be extended because of any delay attributable to the Contractor, but it may be extended by the City in the event of a delay attributable to the City, or in the event of unavoidable delay caused by war, insurrection, natural disaster, or other unexpected event beyond the control of the Contractor. If at any time the Contractor believes that the time for completion of the work should be extended because of unavoidable delay caused by an unexpected event, or because of a delay attributable to the City, the Contractor shall notify the City as soon as possible, but not later than seven (7) calendar days after such an event. Such notice shall include any justification for an extension of time and shall identify the amount of time claimed to be necessary to complete the work.
- C. Services by the Contractor shall proceed continuously and expeditiously through completion of each phase of the work.
- D. Progress reports documenting the extent of completed services shall be prepared by the Contractor and submitted to the City with each invoice under Section 24 of this Agreement, and at such other times as the City may specify, unless another procedure is specified in Section 3.

E. The Contractor shall notify the City in writing when the Contractor has determined that the services under this Agreement have been completed. When the City determines that the services are complete and are acceptable, the City will provide written notification to the Contractor, acknowledging formal acceptance of the completed services.

9. **AMENDMENT.**

This Contract shall be binding on the parties hereto, their respective heirs, devisees, and successors, and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto. Any other change in any provision of this Contract may only be made by a written amendment, signed by the duly authorized agent or agents who executed this Contract.

10. **EXTRA SERVICES.**

The City may require the Contractor to perform extra services or decreased services, according to the procedure set forth in Section 24. Extra services or decreased services means services which are not different in kind or nature from the services called for in the Scope of Services, Section 3, but which may increase or decrease the quantity and kind of labor or materials or expense of performing the services. Extra services may not increase the total Contract price, as set forth in Section 23, unless the Contract is amended as provided in Section 9 above.

11. **NO WAIVER.**

No failure to exercise, and no delay in exercising, any right, power or remedy hereunder on the part of the City or Contractor shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided by the City or Contractor therein. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

12. **NONDISCRIMINATION.**

During the term of this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, gender identity, political beliefs or student status. Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this Contract because of race, religion, color, age, disability, sex, sexual orientation, gender identity or national origin.

13. **AFFIRMATIVE ACTION.**

**A. The following language applies to all contractors employing fifteen (15) or more employees (MGO 39.02(9)(c):**

The Contractor agrees that, within thirty (30) days after the effective date of this Contract, Contractor will provide to the City of Madison Department of Civil Rights (the "Department"), certain workforce utilization statistics, using a form provided by the City.

If the Contract is still in effect, or if the City enters into a new Agreement with the Contractor, within one year after the date on which the form was required to be provided, the Contractor will provide updated workforce information using a second form, also to be furnished by the City. The second form will be submitted to the Department no later than one year after the date on which the first form was required to be provided.

The Contractor further agrees that, for at least twelve (12) months after the effective date of this Contract, it will notify the Department of each of its job openings at facilities in Dane County for which applicants not already employees of the Contractor are to be considered. The notice will include a job description, classification, qualifications, and application procedures and deadlines, shall be provided to the City by the opening date of advertisement and with sufficient time for the City to notify candidates and make a timely referral. The Contractor agrees to interview and consider candidates referred by the Department, or an organization designated by the Department, if the candidate meets the minimum qualification standards established by the Contractor, and if the referral is timely. A referral is timely if it is received by the Contractor on or before the date stated in the notice.

The Department will determine if a contractor is exempt from the above requirements (Sec. 13.A.) at the time the Request for Exemption in 13.B.(2) is made.

**B. Articles of Agreement, Request for Exemption, and Release of Payment:**

**The "ARTICLES OF AGREEMENT" beginning on the following page, apply to all contractors, unless determined to be exempt under the following table and procedures:**

NUMBER OF EMPLOYEES	LESS THAN \$50,000 Aggregate Annual Business with the City*	\$50,000 OR MORE Aggregate Annual Business with the City*
14 or less	Exempt**	Exempt**
15 or more	Exempt**	Not Exempt

\*As determined by the Finance Director

\*\*As determined by the Department of Civil Rights

(1) Exempt Status: In this section, "Exempt" means the Contractor is exempt from the Articles of Agreement in section 13.B.(5) of this Contract and from filing an Affirmative Action plan as required by Section IV of the Articles of Agreement. The Department of Civil Rights ("Department") makes the final determination as to whether a contractor is exempt. If the Contractor is not exempt, sec. 13.B.(5) shall apply and Contractor shall select option A. or B. under Article IV therein and file an Affirmative Action Plan.

(2) Request for Exemption – Fewer Than 15 Employees: (MGO 39.02(9)(a)2.) Contractors who believe they are exempt based on number of employees shall submit a Request for Exemption on a form provided by the Department within thirty (30) days of the effective date of this Contract.

(3) Exemption – Annual Aggregate Business: (MGO 39.02(9)(a)c.): The Department will determine, at the time this Contract is presented for signature, if the Contractor is exempt because it will have less than \$50,000 in annual aggregate business with the City for the calendar year in which the contract is in effect. **CONTRACTORS WITH 15 OR MORE EMPLOYEES WILL LOSE THIS EXEMPTION AND BECOME SUBJECT TO SEC. 13.B.(5) UPON REACHING \$50,000 OR MORE ANNUAL AGGREGATE BUSINESS WITH THE CITY WITHIN THE CALENDAR YEAR, BEGINNING IN 2019.**

(4) Release of Payment: (MGO 39.02(9)(e)1.b.) All non-exempt contractors must have an approved Affirmative Action plan meeting the requirements of Article IV below on file with the Department within thirty (30) days of the effective date of this Contract and prior to release of payment by the City. Contractors that are exempt based on number of employees agree to file a Request for Exemption with the Department within thirty (30) days of the effective date and prior to release of payment by the City.

(5) Articles of Agreement:

ARTICLE I

The Contractor shall take affirmative action in accordance with the provisions of this Contract to ensure that applicants are employed, and that employees are treated during employment without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin and that the employer shall provide harassment-free work environment for the realization of the potential of each employee. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship insofar as it is within the control of the Contractor. The Contractor agrees to post in conspicuous places available to employees and applicants notices to be provided by the City setting out the provisions of the nondiscrimination clauses in this Contract.

ARTICLE II

The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractors state that all qualified or qualifiable applicants will be employed without regard to race, religion, color, age, marital status, disability, sex, sexual orientation, gender identity or national origin.

ARTICLE III

The Contractor shall send to each labor union or representative of workers with which it has a collective bargaining Agreement or other Contract or understanding a notice to be provided by the City advising the labor union or workers representative of the Contractor's equal employment opportunity and affirmative action commitments. Such notices shall be posted in conspicuous places available to employees and applicants for employment.

ARTICLE IV

(This Article applies to non-public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison (MGO 39.02) including the Contract compliance requirements. The Contractor warrants and certifies that one of the following paragraphs is true (**check one**):

- A. Contractor has prepared and has on file an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR part 60-2, as established by 43 FR 51400 November 3, 1978, including appendices required by City of Madison ordinances or it has prepared and has on file a model affirmative action plan approved by the Madison Common Council.
- B. Within thirty (30) days after the effective date of this Contract, Contractor will complete an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR Part 60-2, as established by 43 FR 51400, November 3, 1978, including appendices required by City of Madison ordinance or within thirty (30) days after the effective date of this Contract, it will complete a model affirmative action plan approved by the Madison Common Council.
- C. Contractor believes it is exempt from filing an affirmative action plan because it has fewer than fifteen (15) employees and has filed, or will file within thirty (30) days after the effective date of this Contract, a form required by the City to confirm exempt status based on number of employees. If the City determines that Contractor is not exempt, the Articles of Agreement will apply.
- D. Contractor believes it is exempt from filing an affirmative action plan because its annual aggregate business with the City for the calendar year in which the contract is in effect is less than fifty thousand dollars (\$50,000), or for another reason listed in MGO 39.02(9)(a)2. If the City determines that Contractor is not exempt, the Articles of Agreement will apply.

ARTICLE V

(This Article applies only to public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison, including the Contract compliance requirements. The Contractor agrees to submit the model affirmative action plan for public works Contractors in a form approved by the Director of Affirmative Action.

ARTICLE VI

The Contractor will maintain records as required by Section 39.02(9)(f) of the Madison General Ordinances and will provide the City's Department of Affirmative Action with access to such records and to persons who have relevant and necessary information, as provided in Section 39.02(9)(f). The City agrees to keep all such records confidential, except to the extent that public inspection is required by law.

ARTICLE VII

In the event of the Contractor's or subcontractor's failure to comply with the Equal Employment Opportunity and Affirmative Action provisions of this Contract or Sections 39.03 and 39.02 of the Madison General Ordinances, it is agreed that the City at its option may do any or all of the following:

- A. Cancel, terminate or suspend this Contract in whole or in part.
- B. Declare the Contractor ineligible for further City contracts until the Affirmative Action requirements are met.
- C. Recover on behalf of the City from the prime Contractor 0.5 percent of the Contract award price for each week that such party fails or refuses to comply, in the nature of liquidated damages, but not to exceed a total of five percent (5%) of the Contract price, or ten thousand dollars (\$10,000), whichever is less. Under public works contracts, if a subcontractor is in noncompliance, the City may recover liquidated damages from the prime Contractor in the manner described above. The preceding sentence shall

not be construed to prohibit a prime Contractor from recovering the amount of such damage from the noncomplying subcontractor.

ARTICLE VIII

(This Article applies to public works contracts only.)

The Contractor shall include the above provisions of this Contract in every subcontract so that such provisions will be binding upon each subcontractor. The Contractor shall take such action with respect to any subcontractor as necessary to enforce such provisions, including sanctions provided for noncompliance.

ARTICLE IX

The Contractor shall allow the maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this Contract. (In federally funded contracts the terms "DBE, MBE, and WBE" shall be substituted for the term "small business" in this Article.)

14. **SEVERABILITY.**

It is mutually agreed that in case any provision of this Contract is determined by any court of law to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of this Contract remain in full force and effect.

15. **NOTICES.**

All notices to be given under the terms of this Contract shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the parties listed below:

FOR THE CITY: Heather Stouder, Planning Division Director  
215 Martin Luther King Jr. Blvd. Suite 017  
PO Box 2985  
Madison, WI 53701-2985

FOR THE CONTRACTOR: David Long, Interim Director  
Applied Population Laboratory  
University of Wisconsin-Madison  
1450 Linden Drive, Room 316C  
Madison, WI 53706

**And with a copy to:**  
University of Wisconsin-Madison  
Research and Sponsored Programs  
21 N. Park Street, Suite 6401  
Madison, WI 53715-1218

16. **STATUS OF CONTRACTOR/INDEPENDENT/TAX FILING.**

It is agreed that Contractor is an independent Contractor and not an employee of the City, and that any persons who the Contractor utilizes and provides for services under this Contract are employees of the Contractor and are not employees of the City of Madison.

**Contractor shall provide its taxpayer identification number (or social security number) to the Finance Director, 210 Martin Luther King Jr. Blvd, Room 406, Madison, WI 53703, prior to payment.** The Contractor is informed that as an independent Contractor, s/he may have a responsibility to make estimated tax returns, file tax returns, and pay income taxes and make social security payments on the amounts received under this Contract and that no amounts will be withheld from payments made to this Contractor for these purposes and that payment of taxes and making social security payments are solely the responsibility and obligation of the Contractor. The Contractor is further informed that s/he may be subject to civil and/or criminal penalties if s/he fails to properly report income and pay taxes and social security taxes on the amount received under this Contract.

17. **GOODWILL.**

Any and all goodwill arising out of this Contract inures solely to the benefit of the City; Contractor waives all claims to benefit of such goodwill.

18. **THIRD PARTY RIGHTS.**

This Contract is intended to be solely between the parties hereto. No part of this Contract shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

19. **AUDIT AND RETAINING OF DOCUMENTS.**

The Contractor agrees to provide all reports requested by the City including, but not limited to, financial statements and reports, reports and accounting of services rendered, and any other reports or documents requested. Financial and service reports shall be provided according to a schedule (when applicable) to be included in this Contract. Any other reports or documents shall be provided within five (5) working days after the Contractor receives the City's written requests, unless the parties agree in writing on a longer period. Payroll records and any other documents relating to the performance of services under the terms of this Contract shall be retained by the Contractor for a period of three (3) years after completion of all work under this Contract, in order to be available for audit by the City or its designee.

20. **CHOICE OF LAW AND FORUM SELECTION.**

This Contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin. The parties agree, for any claim or suit or other dispute relating to this Contract that cannot be mutually resolved, the venue shall be

a court of competent jurisdiction within the State of Wisconsin and the parties agree to submit themselves to the jurisdiction of said court, to the exclusion of any other judicial district that may have jurisdiction over such a dispute according to any law.

21. **COMPLIANCE WITH APPLICABLE LAWS.**

The Contractor shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the services or conduct of the Contractor and its agents and employees.

22. **CONFLICT OF INTEREST.**

- A. The Contractor warrants that it and its agents and employees have no public or private interest, and will not acquire directly or indirectly any such interest, which would conflict in any manner with the performance of the services under this Agreement.
- B. The Contractor shall not employ or Contract with any person currently employed by the City for any services included under the provisions of this Agreement.

23. **COMPENSATION.**

It is expressly understood and agreed that in no event will the total compensation under this Contract exceed **the amounts set forth for the Scope of Services in Attachment A1 for the year 2023, and Attachment B for years, 2024, 2025, and 2026. If authorized by the City, additional work may be performed at the maximum rate of \$160.00 per hour.**

24. **BASIS FOR PAYMENT.**

A. **GENERAL.**

- (1) The City will pay the Contractor for the completed and accepted services rendered under this Contract on the basis and at the Contract price set forth in Section 23 of this Contract. The City will pay the Contractor for completed and approved "extra services", if any, if such "extra services" are authorized according to the procedure established in this section. The rate of payment for "extra services" shall be the rate established in this Contract. Such payment shall be full compensation for services rendered and for all labor, material, supplies, equipment and incidentals necessary to complete the services.
- (2) The Contractor shall submit invoices, on the form or format approved by the City and as may be further specified in Section 3 of this Contract. The City will pay the Contractor in accordance with the schedule, if any, set forth in Section 3. The final invoice, if applicable, shall be submitted to the City within three months of completion of services under this Agreement.
- (3) Should this Agreement contain more than one service, a separate invoice and a separate final statement shall be submitted for each individual service.
- (4) Payment shall not be construed as City acceptance of unsatisfactory or defective services or improper materials.
- (5) Final payment of any balance due the Contractor will be made upon acceptance by the City of the services under the Agreement and upon receipt by the City of documents required to be returned or to be furnished by the Contractor under this Agreement.
- (6) The City has the equitable right to set off against any sum due and payable to the Contractor under this Agreement, any amount the City determines the Contractor owes the City, whether arising under this Agreement or under any other Agreement or otherwise.
- (7) Compensation in excess of the total Contract price will not be allowed unless authorized by an amendment under Section 9, AMENDMENT.
- (8) The City will not compensate for unsatisfactory performance by the Contractor.

B. **SERVICE ORDERS, EXTRA SERVICE, OR DECREASED SERVICE.**

- (1) Written orders regarding the services, including extra services or decreased services, will be given by the City, using the procedure set forth in Section 15, NOTICES.
- (2) The City may, by written order, request extra services or decreased services, as defined in Section 10 of this Contract. Unless the Contractor believes the extra services entitle it to extra compensation or additional time, the Contractor shall proceed to furnish the necessary labor, materials, and professional services to complete the services within the time limits specified in the Scope of Services, Section 3 of this Agreement, including any amendments under Section 9 of this Agreement.
- (3) If in the Contractor's opinion the order for extra service would entitle it to extra compensation or extra time, or both, the Contractor shall not proceed to carry out the extra service, but shall notify the City, pursuant to Section 15 of this Agreement. The notification shall include the justification for the claim for extra compensation or extra time, or both, and the amount of additional fee or time requested.
- (4) The City shall review the Contractor's submittal and respond in writing, either authorizing the Contractor to perform the extra service, or refusing to authorize it. The Contractor shall not receive additional compensation or time unless the extra compensation is authorized by the City in writing.

25. **DEFAULT/TERMINATION.**

- A. In the event Contractor shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue unremedied for a period of ten (10) days after written notice thereof to Contractor, the City may, at its option and in addition to all other rights and remedies which it may have at law or in equity against Contractor, including expressly the specific enforcement hereof, forthwith have the cumulative right to immediately terminate this Contract and all rights of Contractor under this Contract.
- B. Notwithstanding paragraph A., above, the City may in its sole discretion and without any reason terminate this Agreement at any time by furnishing the Contractor with ten (10) days' written notice of termination. In the event of termination under this subsection, the City will pay for all work completed by the Contractor and accepted by the City.

26. **INDEMNIFICATION.**

The Contractor shall be liable to and hereby agrees to indemnify, defend and hold harmless the City of Madison, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents or employees for damages because of bodily injury,

including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the Contractor's and/or Subcontractor's acts or omissions in the performance of this Agreement, whether caused by or contributed to by the negligence of the City, its officers, officials, agents, or its employees.

27. **INSURANCE.**

The Contractor will insure, and will require each subcontractor to insure, as indicated, against the following risks to the extent stated below. The Contractor shall not commence work under this Contract, nor shall the Contractor allow any Subcontractor to commence work on its Subcontract, until the insurance required below has been obtained and corresponding certificate(s) of insurance have been approved by the City Risk Manager.

Commercial General Liability

The Contractor shall procure and maintain during the life of this Contract, Commercial General Liability insurance including, but not limited to bodily injury, property damage, personal injury, and products and completed operations (unless determined to be inapplicable by the Risk Manager) in an amount not less than \$1,000,000 per occurrence. This policy shall also provide contractual liability in the same amount. Contractor's coverage shall be primary and non-contributory and list the City of Madison, its officers, officials, agents and employees as additional insureds. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance meeting the above criteria, applying on a primary basis and listing the City of Madison, its officers, officials, agents and employees as additional insureds.

Automobile Liability

The Contractor shall procure and maintain during the life of this Contract Business Automobile Liability insurance covering owned, non-owned and hired automobiles with limits of not less than \$1,000,000 combined single limit per accident. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance covering each subcontractor and meeting the above criteria.

Worker's Compensation

The Contractor shall procure and maintain during the life of this Contract statutory Workers' Compensation insurance as required by the State of Wisconsin. The Contractor shall also carry Employers Liability limits of at least \$100,000 Each Accident, \$100,000 Disease – Each Employee, and \$500,000 Disease – Policy Limit. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain such insurance, covering each subcontractor.

Professional Liability

The Contractor shall procure and maintain professional liability insurance with coverage of not less than \$1,000,000. If such policy is a "claims made" policy, all renewals thereof during the life of the Contract shall include "prior acts coverage" covering at all times all claims made with respect to Contractor's work performed under the Contract. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the City.

**Acceptability of Insurers.** The above-required insurance is to be placed with insurers who have an A.M. Best rating of no less than A- (A minus) and a Financial Category rating of no less than VII.

**Proof of Insurance, Approval.** The Contractor shall provide the City with certificate(s) of insurance showing the type, amount, effective dates, and expiration dates of required policies prior to commencing work under this Contract. Contractor shall provide the certificate(s) to the City's representative upon execution of the Contract, or sooner, for approval by the City Risk Manager. If any of the policies required above expire while this Contract is still in effect, Contractor shall provide renewal certificate(s) to the City for approval. Certificate Holder language should be listed as follows:

City of Madison  
ATTN: Risk Management, Room 406  
210 Martin Luther King, Jr. Blvd.  
Madison, WI 53703

The Contractor shall provide copies of additional insured endorsements or insurance policies, if requested by the City Risk Manager. The Contractor and/or Insurer shall give the City thirty (30) days advance written notice of cancellation, non-renewal or material changes to any of the above-required policies during the term of this Contract.

28. **OWNERSHIP OF CONTRACT PRODUCT.**

All of the work product, including, but not limited to, documents, materials, files, reports, data, including magnetic tapes, disks of computer-aided designs or other electronically stored data or information (the "Documents"), which the Contractor prepares pursuant to the terms and conditions of this Contract are the sole property of the City. The Contractor will not publish any such materials or use them for any research or publication, other than as expressly required or permitted by this Contract, without the prior written permission of the City. The grant or denial of such permission shall be at the City's sole discretion.

The Contractor intends that the copyright to the Documents shall be owned by City, whether as author (as a Work Made For Hire), or by assignment from Contractor to City. The parties expressly agree that the Documents shall be considered a Work Made For Hire as defined by Title 17, United States Code, Section 101(2).

As further consideration for the City entering into this Contract, the Contractor hereby assigns to City all of the Contractor's rights, title, interest and ownership in the Documents, including the right to procure the copyright therein and the right to secure any renewals, reissues and extensions of any such copyright in any foreign country. The City shall be entitled to the sole and exclusive benefit of the Documents, including the copyright thereto, and whenever required by the City, the Contractor shall at no additional compensation, execute all documents of assignment of the full and exclusive benefit and copyright thereof to the City. Any subcontractors and other independent Contractors who prepare portions of the Documents shall be required by the Contractor to execute an assignment of ownership in favor of the City before commencing work.

29. **BAN THE BOX - ARREST AND CRIMINAL BACKGROUND CHECKS.** (Sec. 39.08, MGO. Applicable to contracts exceeding \$25,000.)

A. **DEFINITIONS.**

For purposes of this section, "Arrest and Conviction Record" includes, but is not limited to, information indicating that a person has been questioned, apprehended, taken into custody or detention, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

"Conviction record" includes, but is not limited to, information indicating that a person has been convicted of a felony, misdemeanor or other offense, placed on probation, fined, imprisoned or paroled pursuant to any law enforcement or military authority.

"Background Check" means the process of checking an applicant's arrest and conviction record, through any means.

B. **REQUIREMENTS.** For the duration of this Contract, the Contractor shall:

- (1) Remove from all job application forms any questions, check boxes, or other inquiries regarding an applicant's arrest and conviction record, as defined herein.
- (2) Refrain from asking an applicant in any manner about their arrest or conviction record until after conditional offer of employment is made to the applicant in question.
- (3) Refrain from conducting a formal or informal background check or making any other inquiry using any privately or publicly available means of obtaining the arrest or conviction record of an applicant until after a conditional offer of employment is made to the applicant in question.
- (4) Make information about this ordinance available to applicants and existing employees, and post notices in prominent locations at the workplace with information about the ordinance and complaint procedure using language provided by the City.
- (5) Comply with all other provisions of Sec. 39.08, MGO.

C. **EXEMPTIONS:** This section does not apply when:

- (1) Hiring for a position where certain convictions or violations are a bar to employment in that position under applicable law, or
- (2) Hiring a position for which information about criminal or arrest record, or a background check is required by law to be performed at a time or in a manner that would otherwise be prohibited by this ordinance, including a licensed trade or profession where the licensing authority explicitly authorizes or requires the inquiry in question.

To be exempt under sec. C.(1) or (2) above, Contractor must demonstrate to the City that there is a law or regulation that requires the hiring practice in question. If so, the contractor is exempt from this section for the position(s) in question.

30. **WEAPONS PROHIBITION.**

Contractor shall prohibit, and shall require its subcontractors to prohibit, its employees from carrying weapons, including concealed weapons, in the course of performance of work under this Contract, other than while at the Contractor's or subcontractor's own business premises. This requirement shall apply to vehicles used at any City work site and vehicles used to perform any work under this Contract, except vehicles that are an employee's "own motor vehicle" pursuant to Wis. Stat. sec. 175.60(15m).

31. **IT NETWORK CONNECTION POLICY.**

If this Contract includes services such as software support, software maintenance, network services, and/or system development services and will require a Network Connection the City Network (as defined in the following link), the City's Network Connection Policy found at this link: <http://www.cityofmadison.com/attorney/documents/posNetworkConnection.doc> is hereby incorporated and made a part of this Contract and Contractor agrees to comply with all of its requirements.

32. **AUTHORITY.**

Contractor represents that it has the authority to enter into this Contract. If the Contractor is not an individual, the person(s) signing on behalf of the Contractor represents and warrants that they have been duly authorized to bind the Contractor and sign this Contract on the Contractor's behalf.

33. **COUNTERPARTS, ELECTRONIC SIGNATURE AND DELIVERY.**

This Contract may be signed in counterparts, each of which shall be taken together as a whole to comprise a single document. Signatures on this Contract may be exchanged between the parties by facsimile, electronic scanned copy (.pdf) or similar technology and shall be as valid as original; and this Contract may be converted into electronic format and signed or given effect with one or more electronic signature(s) if the electronic signature(s) meets all requirements of Wis. Stat. ch. 137 or other applicable Wisconsin or Federal law. Executed copies or counterparts of this Contract may be delivered by facsimile or email and upon receipt will be deemed original and binding upon the parties hereto, whether or not a hard copy is also delivered. Copies of this Contract, fully executed, shall be as valid as an original.

IN WITNESS WHEREOF, the parties hereto have set their hands at Madison, Wisconsin.

**CONTRACTOR:**

The Board of Regents of the University of Wisconsin System, on behalf of the UW-Madison, Department of Community and Environmental Sociology, Applied Population Laboratory

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title of Person Signing)

Date: \_\_\_\_\_

**CITY OF MADISON, WISCONSIN  
a municipal corporation:**

By: \_\_\_\_\_  
Satya Rhodes-Conway, Mayor

Date: \_\_\_\_\_

**Approved:**

\_\_\_\_\_  
David P. Schmiedicke, Finance Director

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Maribeth Witzel-Behl, City Clerk

Date: \_\_\_\_\_

**Approved as to Form:**

\_\_\_\_\_  
Eric T. Veum, Risk Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Michael Haas, City Attorney

Date: \_\_\_\_\_

**For City Use Only: SIGNATURE INSTRUCTIONS FOR CONTRACTS SIGNED BY MAYOR/CLERK:**

Obtain contractor's signature first. Route this contract & all of its attachments for City signatures using the City Clerk's Contract Routing Database. Include 1 copy of authorizing resolution & 1 copy of the Certificate of Insurance.

**NOTE: Certain service contracts may be executed by the designee of the Finance Director on behalf of the City of Madison:**

By: \_\_\_\_\_  
Mary Richards, Procurement Supervisor

Date: \_\_\_\_\_

MGO 4.26(3) and (5) authorize the Finance Director or designee to sign purchase of service contracts when all of the following apply:

- (a) The funds are included in the approved City budget.
- (b) An RFP or competitive process was used, or the Contract is exempt from competitive bidding under 4.26(4)(a).
- (c) The City Attorney has approved the form of the Contract.
- (d) The Contract complies with other laws, resolutions and ordinances.
- (e) The Contract is for a period of 1 year or less, OR not more than 5 years AND the average cost is not more than \$100,000 per year, AND was subject to competitive bidding. (If over \$50,000 and exempt from bidding under 4.26(4)(a), regardless of duration of the Contract, the Common Council must authorize the Contract by resolution and the Mayor and City Clerk must sign, per 4.26(5)(b).)

Emergency Service contracts may also be signed by the designee of the Finance Director if the requirements of MGO 4.26(3)(c) are met.

**For City Use Only: SIGNATURE INSTRUCTIONS FOR CONTRACT TO BE SIGNED BY FINANCE (PURCHASING):**



**ATTACHMENT A: General Annual Scope of Services for NIP (Phase II) and (Phase I)**

**1. Background**

Ensuring a high quality of life for City of Madison residents is a critical function of City government, and resources to support this aim are increasingly limited. Data from various sources inside and outside City government can be used to help assess the quality of life in Madison’s neighborhoods. Tracking these data through a neighborhood indicator system helps the City and others strategically allocate scarce resources to address emerging needs impacting particular neighborhoods in a more timely, thorough and coordinated manner.

The City is contracting with the UW's Applied Population Lab for services related to data gathering, collection, and tabulation at the local scale, analysis and public dissemination in support of these efforts.

**2. Project Description**

The Neighborhood Indicators Project (NIP) is a system of data and tools accessible to City managers, staff, elected officials and the public using a web-based application. The NIP involves collection, processing and publication of data-driven indicators designed to track “wellness” of City neighborhoods on a year-to-year basis since 2008. These indicators help reveal assets as well as social, economic and infrastructure related needs that can simultaneously and differently affect neighborhoods quality of life.

This system provides users with the flexibility to view and compare neighborhood data across a range of topics. Users can also compare the neighborhood level outcomes using interactive charts, tables and maps that allow them to view each variable in their geographic or temporal (historic) context.

Because data from more readily available sources are often supplied only at larger geographic scales, a guiding principle of the NIP is to provide data and estimates that are geographically detailed and timely. To ensure confidentiality and protect privacy, the system summarizes address-level data and displays the results at two geographic scales that approximate ‘neighborhood’ areas: Census Tract and Block Group level.

The final deliverables will include maintenance and refinements of the following:

- a. An explanation of the project and what neighborhood indicators are;
- b. Indicators designed for use in a web-based application. The application will provide users with flexibility when examining and comparing geographic areas and variables of interest at the two geographic scales;
- c. The incorporation of the updated data into the NIP website;
- d. Geographic summary levels that protect residents’ confidentiality in accordance with established data sharing agreements;

- e. Current definitions of all tabulation areas and geographic boundary files to show how boundaries relate to other geographic areas and features (e.g., NRT areas, alder districts, Area Plan geographies etc.); this tabulation is not published in the NIP web page, but it is available to city personnel for separate projects and analyses.
- f. An annual citywide summary of values for each variable;
- g. Information regarding the source of data used for each of the variables, who is responsible for its collection and when it was last updated. This description will include clear information of what the data for each variable represents, noteworthy limitations, relevant technical nuances;
- h. The capacity to conduct longitudinal analyses. Input data will be collected, documented and distributed in a way that facilitates use and analysis of historical data;
- i. An annual report that contains an executive summary of citywide trends and descriptive statistics associated with any variable aggregated for each of the two geographic scales.

The implementation of the Citywide NIP for the 2022 edition and thereafter will continue to include neighborhood geographies throughout Madison and may include additions and other adjustments to the roster of 2008-2020 edition variables. User feedback from the project will be used to guide future changes.

### **3. Scope of Services**

The Applied Population Lab's services will be provided to the Planning Division. The APL will work with the Planning Division, and various other agencies that will provide data for the system. These include at least the City Assessor's Office, Building Inspection Division, City Clerk's Office, Madison Metro Transit, Police Department, Fire Department, Public Health, and the Streets Division.

Data will also be drawn from other units of government or entities (e.g., state agencies, county, local utilities and school districts). The Planning Division will help facilitate, as necessary, the transmission of data from providers in and outside city government. This may entail formalizing policies or agreements with providers of data.

Specific tasks to be completed by or with assistance from the Applied Population Lab:

- a. Ongoing assessment of best practices for neighborhood indicator systems generally, and collecting input from City staff and managers, elected officials, and residents in order to identify items or format for possible inclusion in the system;
- b. Determining what additional data are available at the address or neighborhood level, who maintains it, and how often it is updated;
- c. Assessing the suitability of NIP geographies for inclusion based on the appropriate size and population thresholds necessary for reliable estimates and maintaining confidentiality.

- d. Calculating neighborhood and citywide values for items readily available at the neighborhood scale or address level (data aggregation);
- e. Using GIS tools and methods to estimate values for indicator items that are not readily available at neighborhood scale or address level (proximity analysis and areal interpolation);
- f. Generating index measures that gauge the presence or the accessibility of certain neighborhood amenities;
- g. Developing a reference system for applicable geographic units and a boundary mapping tool that illustrates how various geographic boundaries relate to one another;
- h. Making recommendations on database design and proposing a framework for future development of the project;
- i. Producing a summary report to explain the project, highlight new developments and summarize the findings; and
- j. Transferring the current edition data to the website for testing and dissemination.

#### **4. Timeline**

##### General Timeline.

The target release date for any NIP editions is March 31 of the calendar year following the edition year. For example, the 2022 NIP edition target will be March 31, 2023. The 2024 edition target date will be March, 31, 2025. The actual release dates depend on timeliness of the annual data provision by the City and external partner agencies.

The NIP 2026 Edition Phase I is included in the present contract, while the Phase II of the NIP 2026 Edition, including its release, will be defined at the time of the renewal of the present contract ending in December 2026.

The detailed scope in **Attachment A1** is limited to development of the NIP and maintenance of the system from January 1, 2023 through December 31, 2023, and it will be detailed/specified every year as addendum to the present contract after annual budget approval.

The general scope described in **Attachment B** refers to services provided by the Applied Population Lab to further develop and/or maintain the system in subsequent years up to December 31, 2026 and it will be the subject to further refinement as needed, until 2025.

In the event a portion or all of NIP maintenance is assumed by the City of Madison, Applied Population Lab will support city staff to achieve a smooth transition.

## ATTACHMENT A1:

### Scope of Services for NIP 2022 ed. (Phase II)

This attachment will be specified every year

#### **Timeline and Project Plan**

The target release date for NIP 2022 ed. data is March 31, 2023. However, the actual release date depends on timeliness of data provision by the City and external partner agencies.

This detailed scope is limited to development of the Neighborhood Indicators Project and maintenance of the system through Dec. 31, 2023.

#### **Project Phases**

The scope of work for the 2023 calendar year includes effort toward Phase II of the 2022 edition, including its release, along with transitioning the website to reporting at the Census Tract and Block Group geographic scales. Description of project phases, tasks, milestones and approximate timelines are shown below.

### **Phase II of NIP 2022 edition**

#### ***Principal Activities***

***Jan. 1, 2023-Dec. 31, 2023***

#### ***Web Maintenance and Transition to Tracts and Block Groups***

1. Service and maintain the NIP website.
2. Transition the NIP website to Tracts and Block Groups

#### ***Data Processing and Data Release for NIP 2022 edition***

3. Tabulate new 2022 variables
4. Change the primary tabulation geographies to Census Tract and Block Group.
5. Transfer 2022 ed. data to NIP website.
6. Summarize user feedback and draft NIP summary evaluation.

#### ***Data Analysis***

7. Analyze data and provide summary tabulations of 2022 ed. data.
8. Produce annual NIP report that includes:
  - a. an executive summary;
  - b. maps of selected variables;
  - c. descriptive statistics for each variable at the city, census tracts and census block group level;
  - d. project background; and
  - e. data tabulation methodology.

**Respond to Data Requests**

- 9. Make NIP dataset (including data for secondary geographies) available to city staff and other data users upon request.

**Communication & Consultation**

- 10. Solicit input from the Mayor’s Office, policymakers, City and non-city users on NIP applications.
- 11. Provide overview and training on how to use the new NIP website (upon request) with assistance from the Planning Division.
- 12. Assist the Planning Division in promoting use of NIP data by City staff and external users.
- 13. Support City staff in NIP data use and project development.
- 14. Provide City staff with periodic status updates about each task above.

**Budget for 2023**

For the 2021 budget year, City budget constraints resulted in a reduction in annual funding for NIP from \$63,000 to \$35,000. The City allocated \$35,000 for NIP again for the 2022 budget year. APL has requested annual increases to reflect the increasing costs of providing services. For 2023, the City will allocate a 6% increase in budget for NIP. This increase is comprised of costs for APL to transition the NIP website from Planning Districts and Neighborhood Associations to Census Tracts and Block Groups and to partially offset inflationary costs.

Service activities	Dates	APL Cost	UW F&A Cost	Total Cost
NIP 2022 ed. Phase II	Jan. 2023 - Dec. 2023	\$32,260.9	\$4,839.1	\$37,100

Payment to the Applied Population Lab for services described herein shall not exceed **\$ 37,100.00**

UW Sponsored Programs Office will submit invoices to the City of Madison as outlined below.

**Timing of charges to the City:**

**Jan. 1, 2023 – to Dec. 31, 2023**

**Quarterly invoices of \$9,275.00 each, for a total \$37,100.00**

Invoices for this contract will be mailed to:

**MADISON (CITY OF), WI**

Urvashi Martin - Planning Division  
Planning and Community & Economic Dev. Dept.

Madison Municipal Building  
215 Martin Luther King, Jr. Blvd. | suite 017  
PO BOX 2985  
Madison WI 53701-2985

Payments will be made within 30 days of receipt of the invoice, upon authorization by the Planning Division.

### **Additional Services**

Several of the tasks listed in the scope of work involve effort that is indeterminate in duration (e.g. website training, promotion, assessment and exploration of new variables, and general support to city staff). Based on previous years' efforts toward these tasks, the annual scope includes 40 hours of discretionary support from APL that can be divided among these activities.

Additional support toward these and other efforts, beyond the 40 hours set aside, will be considered outside the scope and subject to additional hourly rate fees noted below.

Extra services that are outside the scope shall be performed only after submission of a quote by APL to the City for the City's written approval, using the procedure in section 24. 8. of the Contract for Purchase of Services. Any such extra services shall be invoiced to the City by APL and billed at an hourly rate not to exceed **\$160 / hour**.

### **Contact Information**

The primary work group for the City is:

- Urvashi Martin, Planning, 267-8735, [umartin@cityofmadison.com](mailto:umartin@cityofmadison.com)
- Curt Cronister, Planning, 266-4067, [ccronister@cityofmadison.com](mailto:ccronister@cityofmadison.com)
- Brian Grady, Planning, 261-9980, [bgrady@cityofmadison.com](mailto:bgrady@cityofmadison.com)
- David Faust, Information Technology, 267-4909, [dfaust@cityofmadison.com](mailto:dfaust@cityofmadison.com)

The general phone number for the Applied Population Lab is 262-3097. The primary work group for the Applied Population Lab is:

- David Long, Interim Director, [david.long@wisc.edu](mailto:david.long@wisc.edu)
- Caitlin Bourbeau, Web Developer, [cmckown@wisc.edu](mailto:cmckown@wisc.edu)
- Rozalynn Klaas, GIS Specialist, [rmklaas@wisc.edu](mailto:rmklaas@wisc.edu)

**ATTACHMENT B:**

**General Scope of Services for NIP 2022 Ed. (Phase II) up to NIP 2026 Ed. (Phase I)**

**General Timeline and Project Plan.**

This general scope is limited to development of the Neighborhood Indicators Project (NIP) and maintenance of the system through December 31, 2026.

The target release dates for NIP editions is March 31. However, the actual release dates depend on timeliness of data provision by the City and external partner agencies. The present contract includes through Phase I of the NIP 2026 Edition. The Phase II and release of the NIP 2026 ed. will be evaluated in 2026 during the renewal of the present contract.

**General Project Phases**

The NIP edition is released every other year. Therefore, the scope of work for each calendar year alternates between efforts toward Phase II of an edition, including its release, and Phase I of the following edition. The Principal Activities for subsequent years will be subject to revision, as needed, regarding the project’s phases, tasks, milestones, and approximate timelines presented in Attachment A1.

**Budget for 2024 – 2026**

Years 2024 through 2026 include an annual increase of 6% over the 2022 budget amount of \$35,000.

Payment to the Applied Population Lab for services described herein shall not exceed the annual estimate presented in the below tables. UW Sponsored Programs Office will submit quarterly invoices to the City of Madison.

**Budget 2024**

<b>Service activities</b>	<b>Dates</b>	<b>APL Cost</b>	<b>UW F&amp;A Cost</b>	<b>Total Cost</b>
NIP 2024 Ed. Phase I	Jan. 2024 - Dec. 2024	\$34,196.5	\$5,129.5	\$39,326

**Budget 2025**

<b>Service activities</b>	<b>Dates</b>	<b>APL Cost</b>	<b>UW F&amp;A Cost</b>	<b>Total Cost</b>
NIP 2024 Ed. Phase II	Jan. 2025 - Dec. 2025	\$36,248.3	\$5,437.2	\$41,686

**Budget 2026**

<b>Service activities</b>	<b>Dates</b>	<b>APL Cost</b>	<b>UW F&amp;A Cost</b>	<b>Total Cost</b>
NIP 2026 Ed. Phase I	Jan. 2026 - Dec. 2026	\$38,423.2	\$5,763.5	\$44,187

Extra services that are outside the annual scope shall be performed only after submission of a quote by APL to the City for the City's written approval, using the procedure in section 24. 8. of the Contract for Purchase of Services. Any such extra services shall be invoiced to the City by APL billed at an hourly rate not to exceed **\$160 / hour**