

1. Providing community-based, on-the-ground outreach work, through strategies like awareness building, community gatherings, peace walks, and other methods;
2. Referring community members to resources as needed, including services to address the disproportionate hardships that have compounded due to COVID-19 pandemic.
3. Following any program policies and procedures as outlined by the City.
4. Providing information and resources on COVID-safe practices related to community gatherings and events;
5. Offering outreach and educational materials related to COVID as requested by community members and partners;
6. Providing access to COVID testing and vaccination resources to promote community safety and address inequity in access
7. Providing weekly coverage schedules to the City by Monday morning at 11:00 am for the following seven days;
8. Providing regular, timely payments to employees and contractors for all undisputed hours;
9. Submitting weekly progress reports to the City by Monday morning at 11:00 am for the previous seven days, detailing output measures (e.g. number of shifts/hours worked and number of personnel per shift) and narrative summary (e.g. successes and accomplishments, challenges, community feedback, etc.);
10. Allowing City staff to shadow teams as they perform their work as requested for monitoring purposes;
11. Involving City staff on a daily basis in strategic or high-level programmatic decision making;
12. Participating in planning, development, and ongoing progress meetings with the City and City-identified partners;
13. Ensuring that all of Consultant's employees and contractors will not perform any law enforcement functions or tasks, or possess, carry or use firearms or weapons of any kind while performing services pursuant to this Contract (*see* Minn. Stat. § 624.714, subd. 18 ("An employer, whether public or private, may establish policies that restrict the carry or possession of firearms by its employees while acting in the course and scope of employment."));
14. Ensuring that services align with the City's coordinated citywide approach, including:
 - a. Ensuring Outreach Workers wear mutually agreed upon outreach uniforms; and
 - b. Ensuring that all Outreach Workers are properly trained to perform services contemplated in the provider's contract with the City in a way that is consistent with the City's outreach approach, including participation in training provided by the City and its technical assistance providers; and
15. Ensuring that the Consultant maintains the necessary insurance coverage. Per standard City contracting, the City will not be responsible for insuring the Consultant's employees or contractors in any way, including but not limited to workers compensation insurance and liability insurance.

The Consultant will employ at least one Team Manager/Team Lead. The Team Manager/Team Lead should help support and ensure day-to-day operations of the team, including scheduling, compliance with documentation and reporting, compliance with safety