

and programmatic expectations, and coordination of team activities. Team Managers/Team Leads may also provide outreach services themselves.

Approximately 25 to 50 team members will be available per day. There shall be at least two (2) shifts per day and should, on average, operate seven days per week for an average of ten (10) hours per day.

Responsibilities of the City may include:

1. Providing technical assistance to Consultant;
2. Providing data/information that may help the Consultant to make decisions about when, how, and where they choose to deploy teams;
3. Providing information on resources and services that community and businesses can access to help with the disproportionate hardships as a result of the COVID-19 pandemic.
4. Providing direction to the Consultant about documentation and reporting expectations; and
5. Reporting on program progress to elected officials.

II. Compensation

Consultant shall be compensated as per the following fee arrangement:

Funding can only be used for actual costs incurred for the outlined budget items. Costs for items not included in the below budget will need prior approval from the City's contract manager. Some ineligible costs include: purchase of equipment like computers, monitors, printers, telephones, vehicles, or similar equipment; activities that occur before the execution or after the expiration of the program; or any activity that does not serve the goals described in this contract. Rental costs of vehicles or other equipment are eligible costs as "program supplies" in the budget.

The City may provide advance funds if needed to ensure effective program implementation. Requests for advance funds will be considered on a case-by-case basis and must be approved by the assigned contract manager. In cases of advance funds, any funds paid out to Consultant that were not used for actual, allowable costs during the project period must be returned to the City.

All expenses must be invoiced no later than December 31, 2021.

Category	Rate
Consultant personnel costs at up to \$40 per hour for five weeks	Up to \$300,000
Program Supplies	Up to \$10,000
Insurance Costs	Up to \$15,000
Administrative Costs	Up to \$34,000