

CONTRACT FOR SERVICES
Contract No.: 2025-144

This Contract is entered into this _____ day of _____, 20____ by and between the City of Flagstaff, a political subdivision of the State of Arizona ("City"), and Sunnyside Neighborhood Association of Flagstaff, Inc., an Arizona non-profit corporation ("Contractor").

WHEREAS, the City desires to receive and Contractor is able to provide professional services;

NOW THEREFORE, in consideration for the mutual promises contained herein, the City and Contractor (the "parties") agree as follows:

SERVICES

1. **Scope of Services:** Contractor shall provide the professional services generally described as follows:

Lived Black Experience Program of Flagstaff

and as more specifically described in the Scope of Services attached hereto as Exhibit A.

2. **Schedule of Services:** Pursuant to the Contractor's submitted proposal, Contractor shall perform all work per the schedule set forth in Exhibit A.
3. **Standard Terms and Conditions:** The City of Flagstaff Standard Terms and Conditions, attached hereto as Exhibit B are hereby incorporated by reference and shall apply to performance of this Contract, except to the extent modified in Exhibit A.
4. **Key Personnel/Subcontractors:** Contractor's Key Personnel, Subcontractors (if any), and contact information are designated in Exhibit A. Key Personnel are those employees whose license number and signature will be placed on key documents and those employees who have significant responsibilities for completion of the services. The City Representative for this Contract has the right to approve any proposed substitution of Key Personnel or Subcontractors.

CITY RESPONSIBILITIES

5. **City Representative:** The City Representative is Kevin Fincel, ***Interim Deputy City Manager***, or their designee. All communications to the City shall be through the City Representative. City Representative is responsible for bringing any request for a Contract amendment or price adjustment to the attention of the City Buyer.
6. **City Cooperation:** City will cooperate with Contractor by placing at its disposal all available information concerning the City, City property, or the City program reasonably necessary for Contractor's performance of this Contract.

CONTRACT TERM

7. **Contract Term:** The Contract shall be effective as of the date signed by both parties. Performance shall commence within ten (10) days from the City's issuance of the Notice to Proceed and shall be in force for an initial term of one (1) year.

- 8. Renewal: This Contract may be renewed for up to four (4) additional one (1) year terms by mutual written consent of the parties. The City Manager or his designee (the Purchasing Director) shall have authority to approve renewal on behalf of the City.
- 9. Termination: This Contract may be terminated pursuant to the Standard Terms and Conditions attached hereto as Exhibit B.

PAYMENT

- 10. Compensation: Contractor shall be paid **fifty-five thousand one hundred thirty-four (\$55,134.00)** annually with a 3% annual increase for Program Coordination ~~and 8% annual increase for Indirect Costs~~, for satisfactory performance of the services in accordance with the Scope of Services identified in Exhibit A. Payment terms are pursuant to terms set forth in Exhibit A.
- 11. Price Adjustment: Any price adjustment must be approved by the City in writing as a formal Contract Amendment. The City Manager or his/her designee (the Purchasing Director) may approve an amendment if the total amount of the amendment is less than \$100,000; otherwise, City Council approval is required.

INSURANCE

- 12. Insurance: Contractor shall meet insurance requirements of the City, as set forth in Exhibit C.

MISCELLANEOUS

- 13. Notice: Any notice concerning this Contract shall be in writing and sent by certified mail and email as follows:

To the City:

Kevin Fincel, Interim Deputy City Manager
 City of Flagstaff
 211 W. Aspen
 Flagstaff, Arizona 86001
kfincel@flagstaffaz.gov

To Contractor:

Dr. Coral Evans, Executive Director
 Sunnyside Neighborhood Association of
 Flagstaff
 2304 N. Third Street
 Flagstaff, Arizona 86004
coral@sunnysideneighborhood.prg

With a copy to:

Patrick Brown
 Purchasing Director
 City of Flagstaff
 211 W. Aspen
 Flagstaff, Arizona 86001
pbrown@flagstaffaz.gov

- 14. Authority: Each party warrants that it has authority to enter into this Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into this Contract.

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CONTRACTOR

Print name: _____

Title: _____

CITY OF FLAGSTAFF

Print name: _____

Title: _____

Attest:

City Clerk

Approved as to form:

City Attorney's Office

Notice to Proceed issued: _____, 2026

EXHIBIT A

SCOPE OF SERVICES AND PRICING

The Contractor Sunnyside Neighborhood Association of Flagstaff (referred to in Exhibit A hereinafter as “Provider”) will provide the scope of services for the Lived Black Experience program of Flagstaff (LBE) stated below as more clearly defined in their submitted Proposal. Pricing will be as shown below.

1) Requirements for providing LBE Services

The Provider will develop and maintain a strategic plan that outlines these key areas addressing the needs and concerns of the Black community in Flagstaff, Arizona.

A. Capacity Building - Board Development

- Recruitment and Diversity:
 - Provider will develop a strategy to recruit diverse board members from underrepresented communities in Flagstaff.
 - Provider will have completed, or be in the process of develop and submitting articles of incorporation to the State of Arizona on behalf of the LBE Project as the first step in establishing it as a nonprofit (501(c)(3).
 - Provider will establish a memorandum of understanding (with a financial commitment) with Coconino County.
 - Provider will develop and maintain partnerships with diverse community partners.
 - Provider will identify and apply for grants for the LBE program.
- Training and Education:
 - Provider will host annual board retreats.
 - Provider will provide workshops on nonprofit management and leadership.
- Roles and Responsibilities:
 - Provider will create a board member handbook.
 - Provider will hold regular reviews to ensure duties are fulfilled.
 - Provider will track and report program development.
 - Provider will track and maintain annual program budget.

B. Social & Criminal Justice

- Advocacy and Policy Change:
 - Provider will advocate for policy reforms and collaborate with legal aid organizations.
 - Provider will work with the US District Attorney’s Office—Arizona on hosting a Hate Crimes Symposium (similar to the one held in Phoenix, AZ, in 2023) in Flagstaff.
 - Provider will work with the Coconino County Attorney and partners to host a “Restoration of Rights” Community workshop (as identified by the state marijuana proposition).
 - Provider will work with the Flagstaff Police Department to continue to develop a partnership with historically Black fraternities and sororities and establish an initiative to recruit police officers and related personnel (e.g., dispatchers) within that partnership.
- Community Policing:
 - Provider will foster relationships between law enforcement and the Black community.
 - Provider will host community meetings with law enforcement.
- Legal Education:
 - Provider will hold workshops on legal rights and resources.

C. Representation and Preservation

- Cultural Preservation:
 - Provider will document and celebrate Black history in Flagstaff.
 - Provider will work with the City and Coconino County to host a community owner-occupied housing workshop that provides an overview of their home improvement programs and provides residents with on-the-spot assistance in applying for those programs.
- Media Representation:
 - Provider will ensure accurate and diverse representation of the Black community in local media.
 - Provider will promote the LBE program in social media, website and local media.

D. Black Youth Perspectives & Concerns

- Youth Empowerment Programs:
 - Provider will develop leadership and mentorship programs for Black youth.
 - Provider will plan, organize, and conduct a minimum of 2 (two) youth events centered around topics of interest and concern in the LBE Strategic Plan.
- Safe Spaces:
 - Provider will create inclusive spaces for Black youth to express concerns.
- Extracurricular Activities:
 - Provider will develop and offer sports, arts, and cultural programs.
 - Provider will develop and conduct Lived Black Experience Community Dialogue Series to further educate the community about the Lived Black Experience.
 - Provider will plan and host the annual Juneteenth Gala and Juneteenth Community Festival

E. Race, Space, and Segregation

- Housing Equity:
 - Provider will advocate for fair housing policies.
- Urban Planning:
 - Provider will ensure urban development considers the needs of the Black community.
- Historical Segregation:
 - Provider will provide education about the history and impact of segregation in Flagstaff.

F. Health Subcommittee

- Health Education:
 - Provider will provide workshops and resources on health and wellness.
 - Provider will organize and sponsor an annual community health fair in partnership with other community organizations in the broader Flagstaff region.
- Mental Health Support:
 - Provider will increase access and provide resources to mental health services.
- Health Disparities:
 - Provider will research and address health disparities.

G. Economic Inclusion and Impact

- Employment and Entrepreneurship:
 - Provider will provide job training and support Black-owned businesses.
- Financial Literacy:
 - Provider will conduct workshops on budgeting, investing, and wealth-building.
- Economic Advocacy:
 - Provider will advocate for policies that promote economic inclusion.

H. LBE Service Deliverables

- Reporting:
 - Provider will provide the City with budgetary allocation for the upcoming contract year.
 - Provider will provide the City detailed reporting of expenditures at the end of each contract year.
 - Provider will provide the City a list of LBE programs available to the community.
 - Provider will provide a list of grants received for LBE.
- Presentations:
 - Provider will present program success to the City Council.

I. Pricing

Proposal Pricing (Negotiated)

Agree to a 3% annual increase on Category A in Year 1 and 8% Indirect.

Budget Category	Same Base Year	3% Item A Year 1	3% Item A Year 2	3% Item A Year 3	3% Item A Year 4
A. Program Coordination Program & Event Related Expenses	\$46,800	\$48,204	\$49,651	\$51,141	\$52,676
	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
C. Programming Expenses	\$3,250	\$3,250	\$3,250	\$3,250	\$3,250
Total Direct Costs:	\$51,050	\$52,454	\$53,901	\$55,391	\$56,926
H. Indirect Costs (8%)	\$4,084	\$4,417	\$4,313	\$4,432	\$4,555
Total Estimated LBE Program Cost	\$55,134	\$56,871	\$58,214	\$59,823	\$61,481

Payment shall be bi-annually, once at the start of each contract period, then 182 days after the performance start date.

EXHIBIT B
(Attached)

STANDARD TERMS AND CONDITIONS

EXHIBIT C
(Attached)

INSURANCE REQUIREMENTS