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## CONTRACT FOR SERVICES AGREEMENT

Converse County, Wyoming  
Fiscal Year 2015-2016 (FY 16)

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Please submit two originals of this form with your budget request. Page 3, SCOPE OF WORK, must be completed.

**Parties:** This agreement is made between the Board of Commissioners of Converse County, Wyoming, 107 N 5<sup>th</sup> St., Suite 114, Douglas, WY 82633-2448 (hereafter "County") and Converse County Aging Services (hereafter "Contractor").

**Purpose:** This agreement is for the purpose of obtaining resources (funds) from the County and using such funds towards those services identified in *Attachment A: Scope of Work*. Funds will not be disbursed until the Contractor has completed and returned the Contract for Services Agreement and the County has approved the Contract.

**Term:** This agreement shall be in effect for a one-year term beginning July 1, 2015 and ending on June 30, 2016.

**Payment:** The County shall pay the Contractor in twelve equal monthly installments of \$ 16,666.67, not to exceed \$ 200,000.00 in total during the term of this agreement. (Note: the County will insert the budget amounts in this paragraph after the *final budget* has been *approved* by the Commission on the 3<sup>rd</sup> Tuesday of July.)

**Termination:** The Contractor may terminate this agreement thirty (30) days after giving notice in writing to the County of its intent to terminate. The County may terminate this agreement at any time for any breach thereof by Contractor or due to lack of sufficient funds in the County Treasury. Termination by either party ceases further obligation on the part of the County to make further payments under this agreement and Contractor shall be required to reimburse the County for any monies paid to Contractor under the terms of this agreement which have been paid in advance for services not yet rendered.

**Responsibilities of Contractor:** Contractor shall:

1. Use the funds solely for those services identified in *Attachment A: Scope of Work*.
2. Submit to the County a copy of its annual financial compilation, review or audit when completed for the end of each fiscal year. This document must be received from the Contractor prior to further funding requests.
3. Contractor shall submit invoices monthly, quarterly, biannually or yearly by the County's accounts payable deadline. Invoices shall be submitted by US Mail or by hand delivery to the County Clerk's Office.
4. Any allocation not invoiced by the Contractor for the current Fiscal Year and by the deadline will revert to the County's General Fund and will not be paid to the Contractor.
5. The Contractor shall pay, in a timely manner, all property taxes and any other debts assessed in its name and payable to Converse County. The County may

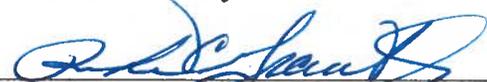
withhold any debts due and owing from the Contractor's final fiscal year allocation.

**Miscellaneous Provisions:**

1. The Parties hereby agree that **Contractor** may accumulate monies and need not expend all current funds provided; however, the **Contractor** shall not accumulate funds so as to be liable for any corporate tax.
2. By entering into this Agreement, the **County** does not waive its sovereign immunity or any other defense provided by law.
3. It is understood by both parties the funding provided to the **Contractor** is budgeted through the County's General Fund account; therefore, continued financial support for the **Contractor** after June 30, 2015 is contingent upon on an application form completed by the **Contractor** in the County's specified format; the **Contractor** meeting the *Scope of Work* identified in *Attachment A*; and, providing all documents and/or records as may be requested by the Board of County Commissioners from this date forward.

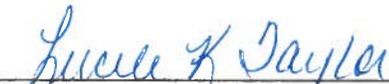
**Signatures:**

Converse County

  
Richard C. Grant, Jr., Chair, BOCC

4/4/15  
Date

Attest:

  
Lucile K. Taylor, Converse County Clerk



{Contractor} Name of Organization: Converse County Aging Services

Mailing Address: PO Box 192

City Douglas State WY ZIP 82633

Phone Number: 307-358-4348

Email address: CCASWY@gmail.com

  
Chairman

4/10/15  
Date

Attest:

  
Secretary

**ATTACHMENT A - SCOPE OF WORK**

Instructions to **Contractor**: Please identify and list the services that will be provided to County residents by using bullet points and provide sufficient detail for the Board of Commissioners to understand the project. It is not necessary to go into great detail. The Contractor shall be required to quantify (measure) the services provided prior to being considered for future funding.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

**Please list those services below or attach your document with the required information:**

The DSC is at a tipping point in its existence. The much needed assistance of an adequate facility to house program services such as meal and nutrition programs, information and assistance, health, fitness, and wellness, transportation services, social and recreational activities and intergenerational programs. Anticipating future trends and adapting to changing demographics will result in DSC responding to a changing market. The Senior Center must urgently prepare to serve the growing client base which will require the Center's services.

### Scope of Work

The selected firm shall be expected, at a minimum, to have an understanding and ability to consult on the following category requirements, as well as complete the following tasks:

- A. Develop an understanding and knowledge of the client populations served and the administrative structure required to support the services to be delivered.
- B. Determine the number of additional people that will benefit from expanded senior services in Converse County.
- C. Determine what previous actions have been taken and what efforts have been made to solve the need for increased senior services in Douglas.
- D. Determine if and how expansion of senior services and facilities is consistent with the community's long range community and economic development plan.
- E. Determine the design, funding and service trends of other senior services in the region and other parts of the U.S.
- F. Establish goals and objectives for future growth and long-range facility needs.
- G. Determine realistic timelines for possible building and service expansion in terms of number of months or years.
- H. Identify funding sources to build and maintain the building and services.
- I. Determine and describe the optimal development of available real estate locations most suitable for the project's immediate needs and expansion, and specifics of the necessary physical environment, including but not limited to zoning and development regulations.
- J. Determine if the DSC is an appropriate organization to undertake the construction and development of expanded senior services in Douglas.
- K. Determine the public benefits of the proposed project, including the value of the project to the community and how it promotes community and/or economic development.
- L. Develop short and long-term financial plans for current and future capital and operating costs, including but not limited to the feasibility to maintain an expanded Senior Center facility and services in Douglas, Wyoming.
- M. Develop business implications of a capital expansion project including but not limited to project operating cost estimates, personnel/indirect costs, insurance, marketing, capital depreciation, and estimates of revenue.
- N. Determine if federal, state and local laws and regulations will support the need for expanded senior services and facilities. The Consultant will review existing City of Douglas and State of Wyoming codes, regulations, ordinances, and statutes and present a report summarizing the strengths and weaknesses of existing codes, regulations, ordinances or statutes as they pertain to senior services in Wyoming.
- O. The Consultant will be responsible for providing periodic project briefings and coordination meetings with the Senior Citizens Council staff for purpose of review and analysis of findings and proposals. All tasks and findings are expected to be completed within **6 months** from the signed acceptance of proposal or as negotiated between the parties if additional time is needed. Meetings will take place in Douglas, but may be done via conference call.

- P. Consult and review periodically with DSC Board of Directors and Executive Director as to the time frame, funding, procedures and allotment of available resources to various phases of the project.
- Q. Prepare and maintain project schedules and monitor progress to achieve on-time study completion and findings.
- R. Provide prompt reporting and feedback to the DSC Executive Director and Board of Directors.
- S. Prepare project status reports and keeps management and others informed of project status and related issues.

### **Guidelines for Submitting Proposal**

If you choose to respond to this RFP, please prepare singled sided, 8.5 inches x 11 inches format, and limited to 50 pages. The Statement of Qualifications (SOQ) will include the information listed below:

1. Introductory cover letter to include name, address and telephone number, name of primary contact person for project.
2. A narrative demonstrating that the Consultant or Consultant Team understands the project.
3. A proposed work program detailing the tasks to be completed by Consultant or Consultant Team as listed above under Scope of Work, including a detailed timeline for the tasks as listed under the Scope of Work, and proposed meeting schedule for the assessment and plan.
4. A narrative or other statement of the firm/individual's background and qualifications for the project. Include the location of the office(s) that will provide the required services.
5. Description of previous work by Consultant or Consultant Team similar to the requested project that demonstrates competence, success and creativity. Previous relevant work in Wyoming is of particular interest. Include date and description of projects.
6. Consultant or Consultant Team organizational chart with description of individual firm and team member roles and responsibilities, as well as identification of key staff and resources which will be assigned to the project to include: Primary Project Manager/Coordinator (senior member/associate), Associate Members, related staffing/subcontractors.
7. Key consultant Team members resumes, including any sub-consultants. Include qualifications, experience and location of team members.
8. The availability of key personnel to undertake the project.
9. Provide at least project references with contact information, including similar projects, that may be contacted by the DSC Board of Directors to confirm information presented in the Statement of Qualifications.
10. Each proposal should include an itemized breakdown of the project costs, as well as current rates for staff and professional services, as well as a general description of how the firm determined cost estimates for the project, addressing items listed under Scope of Work. **The total project cost budget is \$35,000.**
11. The Consultant or Consultant Team must provide a proposed time schedule for completion of tasks as well as provide information on current workload and availability.
12. Firms may provide any other information relevant to the determination of qualifications for the project.

In order to be considered, the Consultant or Consultant Team shall submit one (1) original and three (3) copies of the Statement of Qualifications to the Douglas Senior Citizens Center on or before \_\_\_\_\_, by 5:00 p.m. MST. Submission must be made to:

Douglas Senior Citizens Center