

PROFESSIONAL SERVICES AGREEMENT

City Manager's Office
 701 Laurel St., Menlo Park, CA 94025
 tel 650-330-6620



Agreement #: 2818
AGREEMENT FOR SERVICES BETWEEN THE CITY OF MENLO PARK AND CPS HR CONSULTING (in the amount \$5,000 or less)
THIS AGREEMENT made and entered into at Menlo Park, California, this <u>10/23/2019</u> , by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and CPS HR CONSULTING, hereinafter referred to as "FIRST PARTY."
It is agreed between the CITY and FIRST PARTY as follows:
1. SERVICES TO BE PERFORMED BY FIRST PARTY
In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services for the City of Menlo Park as set forth in Exhibit "A," Scope of Services, attached hereto.
2. AGREEMENT TERM
The term of this agreement shall be from November 15, 2019 to November 15, 2019 unless mutually agreed upon by CITY and FIRST PARTY in writing.
3. COMPENSATION AND PAYMENT
In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," CITY shall make payment to FIRST PARTY in the manner specified herein and in Exhibit "A." This compensation shall be based on the rates described in Exhibit "A." Payments shall be monthly for the invoice amount or such other amount as approved by CITY. City shall have the discretion to approve the invoice and the work completed statement. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges. In the event that the CITY makes any advance payments, FIRST PARTY agrees to refund any amounts in excess of the amount owed by the CITY at the time of agreement termination. CITY reserves the right to withhold payment if the CITY determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for all services under this agreement exceed \$4,750 unless mutually agreed upon in writing by the CITY and FIRST PARTY.
4. RELATIONSHIP OF THE PARTIES
FIRST PARTY agrees and understands that the work/services performed under this agreement are performed as an Independent Contractor and not as an employee of the City of Menlo Park and that FIRST PARTY acquires none of the rights, privileges, powers or advantages of City employees.

5. INSURANCE AND INDEMNITY

1. General liability insurance:

FIRST PARTY, at its own expense, shall provide and keep in force, commercial general liability insurance insuring against liability for bodily injury and property damage arising out of its work in an amount of not less than one million dollars (\$1,000,000) for injury to, or death of one person in any one accident or occurrence, and in an amount of not less than one million dollars (\$1,000,000) for injury to, or death of more than one person in any one accident or occurrence, and in the amount of not less than one million dollars (\$1,000,000) per occurrence in respect to damage to property. CITY shall be named as an additional insured on Contractor's commercial general liability insurance policy FIRST PARTY shall provide CITY with a certificate of insurance coverage evidencing said coverage, including a copy of all declarations of exclusions, before commencing work.

2. Automobile liability insurance:

The FIRST PARTY shall maintain automobile liability Insurance pursuant to this agreement in an amount of not less than one million dollars (\$1,000,000) for each occurrence combined single limit or not less than one million dollars (\$1,000,000) for any one (1) person, and one million dollars (\$1,000,000) for any one (1) accident, and three hundred thousand dollars, (\$300,000) property damage. To the full extent permitted by law FIRST PARTY agrees to defend, indemnify and hold CITY, its employees, agents, officials, and officers, harmless from any and all claims, liability for damages caused by contractor's negligent performance of services under this agreement.

3. Professional liability insurance:

FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars (\$1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.

4. Indemnity:

The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.

6. NON-ASSIGNABILITY

FIRST PARTY shall not assign this agreement or any portion thereof to a third party without the prior written consent of CITY, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this agreement.

7. TERMINATION OF AGREEMENT

The CITY may, at any time, terminate this agreement, in whole or in part, for the convenience of CITY, by giving written notice specifying the effective date and scope of such termination. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereinafter referred to as materials) prepared by FIRST PARTY under this agreement shall become the property of the CITY upon FIRST PARTY'S receipt of final payment and shall be promptly delivered to the CITY. Upon termination, the FIRST PARTY may make and retain a copy of such materials. FIRST PARTY shall be entitled to receive payment for work/services provided before termination of the agreement. Such payment shall be that portion of the full payment, which is determined by comparing the work/services completed to the work/services required by the agreement.

8. WORKERS' COMPENSATION INSURANCE

FIRST PARTY agrees and understands that the CITY does not provide workers' compensation Insurance to, or on behalf of, the FIRST PARTY for the work/services performed, but that said insurance is the sole responsibility of the undersigned.

9. PAYMENT OF PERMITS/LICENSES

FIRST PARTY shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

10. NON-DISCRIMINATION

No person shall illegally be excluded from participation in, denied the benefits of, or be subjected to discrimination under this agreement on account of their race, sex, color, national origin, religion, age, or disability. FIRST PARTY shall ensure full equal employment opportunity for all employees under this agreement.

11. RETENTION OF RECORDS

FIRST PARTY shall maintain all required records for three years after the CITY makes final payment and all other pending matters are closed, and shall be subject to the examination and /or audit of the CITY, a federal agency, and the State of California.

12. MERGER CLAUSE

This agreement, including Exhibit "A" attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the CITY. In the event of a conflict between the terms, conditions, or specifications set forth herein and those in Exhibit "A" attached hereto, the terms, conditions, or specifications set forth herein shall prevail.

SIGNATURE PAGE TO FOLLOW

This agreement is not valid until signed by both parties.

FOR FIRST PARTY:

DocuSigned by:
Melissa Asher
C070606E06B6452...
Signature

10/21/2019
Date

Melissa Asher
Printed name

Melissa Asher, Senior Leader
Title

Tax ID 68-0067209
Tax ID#

APPROVED AS TO FORM:

DocuSigned by:
Cara E. Silver
CD6C53C794F6491
William L. McClure, City Attorney

10/23/2019
Date

FOR CITY OF MENLO PARK:

DocuSigned by:
Theresa DellaSanta
44DF45D04037468...
Theresa DellaSanta, Human Resources Manager

10/23/2019
Date

ATTEST:

DocuSigned by:
Judi A. Herren
39200A20D0BE491...
Judi A. Herren, City Clerk

10/23/2019
Date

Exhibit A

CPS HR will provide the City of Menlo Park with 1.5 hour sessions of each of the following courses on Friday November 15, 2019.

Category: Health and Mental Awareness	Course Title How to Stay Present at Work	Maximum Class Size: 30	Length: 1.50 hours
<p>Course Description:</p> <p>Our brains are designed to ensure our species survival. But in today’s world, this can lead to unnecessary distraction. Thankfully, our brains are also designed to be remarkably adaptable (plastic), and they can get better at choosing what to focus on as well as taming those survival-level emotions. Learning about the errors our brains can make allows organizations to be more innovative, resilient and authentically inclusive by effectively combatting them. In this session, adaptED will guide you through the basic brain biology underlying our attentional and emotional networks as well as provide practical suggestions for inviting mindfulness, stress-mitigation and relationship-building into your work culture.</p> <p>Learning Objectives</p> <ul style="list-style-type: none"> • Understanding the brain’s plasticity • Knowledge of attentional networks in the brain • Understanding the emotional systems and their importance to survival Using mindfulness and gratitude practice as a tool to build resilience • Clarify how biases are formed and overcome • Learning how to build a workplace that is less stressed and more productive 			

Category: Health and Mental Awareness	Course Title The Neuroscience of Mindfulness and Resilience	Maximum Class Size: 30	Length: 1.5 hours
<p>Course Description: Our brains are designed to ensure our species’ survival, which works very well in the savannah but can be problematic in the modern workplace. Thankfully, our brains are also designed to be remarkably adaptable (plastic), and they can get better at choosing what to focus on as well as taming those survival-level emotions. Learning about the errors our brains can make means organizations can be more resilient and authentically inclusive by effectively combatting them. In this session, Drs. Cziko and Kent will guide you through the basic brain biology underlying our attentional and emotional networks as well as provide practical suggestions for inviting mindfulness and relationship-building into your work culture.</p> <p style="text-align: center;">Learning Objectives</p> <ul style="list-style-type: none"> • Understanding the brain’s plasticity • Knowledge of attentional and social networks in the brain • Understanding the emotional systems and their importance to survival Using mindfulness and gratitude practice as a tool to build resilience 			

- Clarify how biases are formed and overcome
- Learning how to build a workplace that is less stressed and more productive

Category: Communication Skills	Course Title Emotional Intelligence	Maximum Class Size: 30	Length: 1.5 hours
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Emotional intelligence describes the ability to understand one’s own feelings. It also provides great insight on how emotion influences motivation and behavior. In this workshop participants will gain a better understanding of self-management and self-awareness. This in turn will give them better insight and control over their actions and emotions. With a greater understanding of emotions participants will experience a positive impact on their professional and personal lives.

LEARNING OBJECTIVES

- Define emotional intelligence
- Define the ability-based model of Emotional Intelligence
- Gain new skills in identifying emotions
- Learn a process for using and understanding emotions
- Understand associated verbal and nonverbal communication
- Use the concepts and techniques for application in the workplace

Cancellation Policy

If the department cancels the above program at least 14 business days prior to the start date of the class, no charges will be incurred. If special materials have been developed or purchased for the above class, the department may be charged for the instructor's development and/or the cost of the materials. Cancellations made less than 14 business days prior to the start date of the class will be charged the full amount.

Ownership

CPS HR retains all right, title, and interest in and to all training materials, testing, or assessment products, inventions (patentable or otherwise), discoveries, improvements, copyrightable works, and any other media, materials, or other objects produced as a result of CPS HR’s work, or delivered by CPS HR in the course of performing that work (collectively, “Work Product”) which CPS HR creates in connection with its performance of Services hereunder.

Pricing

CPS HR will invoice the City at the flat rate of \$4,750 for the three mini Training sessions. Trainings are priced at an all-inclusive, flat rate pricing which includes delivery of the course, all course materials, and any instructor travel.