



SHELBY COUNTY GOVERNMENT
 160 N. Main Street, 5th Floor, Purchasing
 MEMPHIS, TENNESSEE 38103
 (901) 222-2250

Purchase Order No.
 S014740

Issue Date
 08/09/23

Purchase Order

Vendor No	Delivery Required	Terms	Ship Via	F.O.B	Requisition No
A6670	09/30/25	N30		DEST	

Issued MB3 INC.
 To CIVIX
 3300 WEST ESPLANADE AVENUE
 SUITE 400
 METAIRIE, LA 70002

Ship DIVISION OF PLANNING AND
 To DEVELOPMENT
 125 N MAIN, RM 468
 MEMPHIS, TN 38103

EOC # EOC-CS-0224-31582
 Buyer SONJA WORTHY

IF MATERIAL SAFETY DATA SHEETS ARE
 REQUIRED ON PRODUCT(S) THAT YOU WILL BE
 PROVIDING, PLEASE SUBMIT SAME WITH
 PRODUCT(S) DELIVERED.

Item	Quantity	U/M	Description	Unit Price	Extended Price
1			ADMINISTRATIVE AND TECHNICAL ASSISTANCE IN IMPLEMENTING THE NATIONAL DISASTER RESILIENT GRANT CA2419227 COMMODITY: 990/29 ACCOUNT DISTRIBUTION: 297-271275-6665 I hereby certify that the goods/services on attached invoice(s) have been received and that payment is in order. This is a ___ Partial ___ Final payment. Payment amount approved: \$ _____ Signature: _____ Date: _____	159050.00000	159050.00
Total of Purchase Order					159050.00

ORDER SUBJECT TO TERMS AND CONDITIONS ON REVERSE SIDE
 BILLING INSTRUCTIONS. SHOW PURCHASE ORDER NUMBER
 ON ALL INVOICES. NOTE: PAYMENTS MAY BE DELAYED UNLESS
 BILLING INSTRUCTIONS ARE FOLLOWED EXACTLY

SEND ORIGINAL INVOICE TO:
 DIVISION OF PLANNING AND
 DEVELOPMENT
 125 N. MAIN, RM 468
 MEMPHIS, TN 38103
 901-636-7197

Glenda F. Pearson
 APPROVED ADMINISTRATOR OF PURCHASING

08/09/23
 Date

REC'D COUNTY ATTORNEY
 AUTHORIZED SIGNATURE

CONTRACT

This contract (the "Contract") entered into this 8 day of August, 2023, and between SHELBY COUNTY GOVERNMENT, hereinafter referred to as "COUNTY" and MB3, Inc., d/b/a Civix, hereinafter referred to as "CONSULTANT".

WITNESSETH

WHEREAS, COUNTY has the need for the provision of professional services to provide project management and technical assistance to Shelby County in administering and implementing the National Disaster Resilience Grant; and

WHEREAS, COUNTY issued a Single Source Approval for Civix on December 15, 2022; and

WHEREAS, COUNTY has selected the CONSULTANT to assist with the administration, planning and monitoring of the projects which were approved by HUD; and

WHEREAS, CONSULTANT has the knowledge and expertise to provide such services; and

WHEREAS, the parties are desirous of entering into a contract setting forth the terms and conditions under which the CONSULTANT will provide said services.

NOW THEREFORE, for and in consideration of mutual promises and covenants herein contained, the parties hereto agree as follows:

I. SCOPE OF WORK

1. CONSULTANT shall provide the services as outlined in the attached Scope of Services which is attached hereto as Exhibit "A" and incorporated herein by reference as if stated verbatim (the "Services").

II. TERM AND COMPENSATION

1. The term of this Contract (the "Term") will commence upon the execution of this Contract and continue through September 30,

2025, with the option to renew for one (1) additional one-year term.

2. COUNTY agrees to compensate CONSULTANT for the provision of the Services the sum total not to exceed ONE HUNDRED FIFTY NINE THOUSAND FIFTY DOLLARS AND 00/100(\$159,050.00) Dollars (the "Fee") during the term of this Contract. COUNTY will reimburse CONSULATANT for necessary and reasonable expenses.
3. The Fee shall be paid in accordance with the cost proposal on the attached Exhibit A.
4. CONSULTANT shall submit invoices to COUNTY on a monthly basis for Services performed during the preceding month. Invoices shall be submitted in duplicate to the address set forth in Paragraph 32 of this Contract to the attention of Jared Darby. COUNTY shall pay such invoices within thirty (30) days of its receipt and approval of said invoices. COUNTY is not obligated to pay, and will withhold from payment, any amounts COUNTY has in dispute with CONSULTANT based on CONSULTANT'S non-performance or negligent performance of any of the Services under this Contract.
5. CONSULTANT shall not be permitted or authorized to incur costs beyond the extent that purchase orders have been issued on approved contracts and/or purchases prior to the commencement date, during the term of the contract, and/or subsequent to the termination date of COUNTY contracts or purchases without prior, expressly written, appropriate authorization pursuant to COUNTY purchasing procedures and rules and regulations. COUNTY is not obligated to pay nor shall CONSULTANT be entitled to receive payments for contract fees and expenses incurred in violation of this provision

III. GENERAL CONDITIONS

The parties further agree as follows:

1. CONTROL

All Services by CONSULTANT will be performed in a manner satisfactory to COUNTY, and in accordance with the generally accepted business practices and procedures of COUNTY.

2. CONSULTANT'S PERSONNEL

CONSULTANT certifies that it presently has adequate qualified

personnel to perform all Services required under this Contract. All work performed during the Term of this Contract will be supervised by CONSULTANT. CONSULTANT further certifies that all of its employees assigned to serve COUNTY have such knowledge and experience as required to perform the duties assigned to them. Any employee of CONSULTANT who, in the opinion of COUNTY, is incompetent, or whose conduct becomes detrimental to the work, shall immediately be removed from association with the Services under this Contract.

3. INDEPENDENT STATUS

- a. Nothing in this Contract shall be deemed to represent that CONSULTANT, or any of CONSULTANT's employees or agents, are the agents, representatives, or employees of COUNTY. CONSULTANT will be an independent CONSULTANT over the details and means for performing the Services under this Contract. Anything in this Contract which may appear to give COUNTY the right to direct CONSULTANT as to the details of the performance of the Services under this Contract or to exercise a measure of control over CONSULTANT is solely for purposes of compliance with local, state and federal regulations and means that CONSULTANT will follow the desires of COUNTY only as to the intended results of the scope of this Contract.
- b. It is further expressly agreed and understood by CONSULTANT that neither it nor its employees or agents are entitled to any benefits which normally accrue to employees of COUNTY; that CONSULTANT has been retained by COUNTY to perform the Services specified herein (not hired) and that the remuneration specified herein is considered fees for the Services performed (not wages) and that invoices submitted to COUNTY by CONSULTANT for the Services performed shall be on CONSULTANT's letterhead.

4. REPORTS

CONSULTANT shall prepare and submit quarterly reports of its activities, funded under this Contract, to the originating department and the Contract Administration Department of the COUNTY. The reports shall include an itemization of the use of COUNTY's funds and shall be inclusive of specific Services delivered. Any such reports provided to COUNTY shall be prepared with the understanding that COUNTY may make such reports available to the public. The quarterly reports and

all books of account and financial records that are specific to the work performed in accordance with this Contract may be subject to audit by the Director of the Division of Administration and Finance of the COUNTY. COUNTY shall have the right to withhold future disbursement of funds under this Contract and any future Contracts until this provision has been met.

5. TERMINATION OR ABANDONMENT

- a. It shall be cause for the immediate termination of this Contract if, after its execution, COUNTY determines that:
 - i) Either CONSULTANT or any of its principals, partners or corporate officers, if a corporation, including the corporation itself, has pled nolo contendere, or has pled or been found guilty of a criminal violation, whether state or federal, involving, but not limited to, governmental sales or purchases, including but not limited to the rigging of bids, price fixing, or any other collusive and illegal activity pertaining to bidding and governmental contracting; or
 - ii) CONSULTANT has subcontracted, assigned, delegated, transferred its rights, obligations or interests under this Contract without COUNTY's consent or approval; or
 - iii) CONSULTANT has filed bankruptcy, become insolvent or made an assignment for the benefit of creditors, or a receiver, or similar officer has been appointed to take charge of all or part of CONSULTANT assets.
- b. COUNTY may terminate the Contract upon five (5) days written notice by COUNTY or its authorized agent to CONSULTANT for CONSULTANT's failure to provide the Services specified under this Contract.
- c. This Contract may be terminated by either party by giving thirty (30) days written notice to the other, before the effective date of termination (the "Termination Date"). In the event of such termination, CONSULTANT shall be paid for all Services rendered prior to the Termination Date, provided CONSULTANT shall have delivered to COUNTY

such statements, accounts, reports and other materials as required under this Contract; however, CONSULTANT shall not be compensated for any anticipatory profits that have not been earned as of the date of the Termination Date. All Services completed by CONSULTANT prior to the Termination Date shall be documented and tangible work documents shall be transferred to and become the sole property of COUNTY prior to payment for the Services rendered.

- d. Notwithstanding the above or any section herein to the contrary, CONSULTANT shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of the Contract by CONSULTANT and COUNTY may withhold any payments to CONSULTANT for the purpose of setoff until such time as the exact amount of damages due COUNTY from CONSULTANT is determined.

6. COMPENSATION FOR CORRECTIONS

No compensation shall be due or payable to CONSULTANT pursuant to this Contract for any Services performed by CONSULTANT in connection with effecting of corrections to the design of the Services, when such corrections are required as a direct result of negligence by CONSULTANT to properly fulfill any of his obligations as set forth in this Contract.

7. SUBCONTRACTING, ASSIGNMENT OR TRANSFER

- a. Any subcontracting, assignment, delegation or transfer of all or part of the rights, responsibilities, or interest of either party to this Contract is prohibited unless by written consent of the other party. No subcontracting, assignment, delegation or transfer shall relieve CONSULTANT from performance of the Services under this Contract. COUNTY shall not be responsible for the fulfillment of CONSULTANT's obligations to its transferors or subcontractors.
- b. Upon the request of the other party, the subcontracting, assigning, delegating or transferring party shall provide all documents evidencing the subcontract, assignment, delegation or transfer.

8. CONFLICT OF INTEREST

CONSULTANT covenants that it has no public or private

interest, and will not acquire directly or indirectly any interest which would conflict in any manner with the performance of the Services. CONSULTANT warrants that no part of the total Contract Fee shall be paid directly or indirectly to any officer or employee of COUNTY as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to CONSULTANT in connection with any work contemplated or performed relative to this Contract.

9. CONTINGENT FEES

CONSULTANT warrants that it has not employed or retained any company or person other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for CONSULTANT any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, COUNTY will have the right to recover the full amount of such fee, commission, percentage, brokerage fee, gift, or other consideration.

10. NON-PUBLIC INFORMATION

CONSULTANT, for the purpose of securing a special privilege, benefit, or exemption for itself or others, including but not limited to the award of this Contract, has not sought and will not seek the disclosure or use of information from any COUNTY official, employee, or appointee that was gained by said COUNTY official, employee, or appointee by reason of his or her official COUNTY position and not available to the public generally.

11. ACCESS TO RECORDS

During all phases of the work and Services to be provided hereunder, CONSULTANT agrees to permit duly authorized agents and employees of COUNTY to enter CONSULTANT's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places. CONSULTANT will maintain all books, documents, papers, accounting records, and other evidence pertaining to the Fee paid under this Contract and make such materials available at their offices at all reasonable times during the Term of this

Contract and for three (3) years from the date of payment under this Contract for inspection by COUNTY or by any other governmental entity or agency participating in the funding of this Contract, or any authorized agents thereof. Copies of said records shall be furnished to COUNTY upon request.

12. DISPUTE RESOLUTION

Any dispute concerning a question of fact in connection with the work not disposed of by agreement between CONSULTANT and COUNTY will be referred to the Shelby County Contract Administrator or its duly authorized representative, whose decision regarding same will be final.

13. RESPONSIBILITIES FOR CLAIMS AND LIABILITIES

- a. CONSULTANT shall indemnify, defend, save and hold harmless COUNTY, and its elected officials, officers, employees, agents, assigns, and instrumentalities from and against any and all third party claims, liability, losses or damages—including but not limited to Title VII and 42 USC 1983 prohibited acts—arising out of or resulting from any negligent or intentionally wrongful actions or omissions that occur in connection with or in breach of this Contract or in the performance of the Services hereunder, whether performed by CONSULTANT its subcontractors, agents, employees or assigns. This indemnification shall survive the termination or conclusion of this Contract.
- b. CONSULTANT expressly understands and agrees that any insurance protection required by this Contract or otherwise provided by CONSULTANT shall in no way limit the responsibility to indemnify, defend, save and hold harmless COUNTY or its elected officials, officers, employees, agents, assigns, and instrumentalities as herein provided.
- c. COUNTY has no obligation to provide legal counsel or defense to CONSULTANT or its subcontractors in the event that a suit, claim or action of any character is brought by any person not a party to this agreement against CONSULTANT as a result of or relating to performance of the Services under this Contract.

- d. Except as expressly provided herein, COUNTY has no obligation for the payment of any judgment or the settlement of any claims against CONSULTANT as a result of or relating to performance of the Services under this Contract.
- e. CONSULTANT shall immediately notify COUNTY of any claim or suit made or filed against CONSULTANT or its subcontractors regarding any matter resulting from or relating to CONSULTANT's performance of the Services under this Contract and will cooperate, assist and consult with COUNTY in the defense or investigation thereof.

14. GENERAL COMPLIANCE WITH LAWS

- a. CONSULTANT certifies that it is qualified or will take steps necessary to qualify to do business in the State of Tennessee and that it will take such action as, from time to time, may be necessary to remain so qualified and it shall obtain, at its expense all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of the Services under this Contract.
- b. CONSULTANT is assumed to be familiar with and agrees that at all times it will observe and comply with all federal, state, and local laws, ordinances, and regulations in any manner affecting the performance of the Services. The preceding shall include, but is not limited to, compliance with all Equal Employment Opportunity laws, the Fair Labor Standards Act, Occupational Safety and Health Administration (OSHA) requirements, and the Americans with Disabilities Act (ADA).
- c. This Contract will be interpreted in accordance with the laws of the State of Tennessee. By execution of this Contract, CONSULTANT agrees that all actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation and enforcement of this Contract will be instituted and litigated in the courts of the State of Tennessee, located in Shelby County, Tennessee, and in no other. In accordance herewith, the parties to this Contract submit to the jurisdiction of the courts of the State of Tennessee located in Shelby County, Tennessee.

d. To the maximum extent permissible by applicable law, shall either party be liable for any indirect, incidental, special, or consequential damages incurred by the other party or any third party, even if the party has been advised of the possibility of such damages. Notwithstanding any provision to the contrary contained in this Agreement, and except for Consultant's indemnification obligations, and damages related to Consultant's breach of its confidentiality obligations, Consultant's maximum liability to the County for any claim, to include breach of contract or tort (including negligence), arising under or otherwise related to this Contract shall in no event exceed the amount of this Contract unless prohibited by applicable law.

15. NON-DISCRIMINATION

CONSULTANT hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of CONSULTANT on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. CONSULTANT shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

16. ENTIRE AGREEMENT

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, whether oral or written.

17. AMENDMENT

This Contract may be modified or amended only by written instrument signed by both parties.

18. SEVERABILITY

If any provision of this Contract is held to be unlawful, invalid or unenforceable under any present or future laws, such provision shall be fully severable; and this Contract shall then be construed and enforced as if such unlawful, invalid or unenforceable provision had not been a part hereof. The remaining provisions of this Contract shall remain in full force and effect and shall not be affected by such unlawful, invalid or unenforceable provision or by its severance here from. Furthermore, in lieu of such unlawful, invalid, or unenforceable provision, there shall be added automatically as a part of this Contract a legal, valid and enforceable provision as similar in terms to such unlawful, invalid or unenforceable provision as possible.

19. NO WAIVER OF CONTRACTUAL RIGHT

No waiver of any term, condition, default, or breach of this Contract, or of any document executed pursuant hereto, shall be effective unless in writing and executed by the party making such waiver; and no such waiver shall operate as a waiver of either (a) such term, condition, default, or breach on any other occasion or (b) any other term, condition, default, or breach of this Contract or of such document. No delay or failure to enforce any provision in this Contract or in any document executed pursuant hereto shall operate as a waiver of such provision or any other provision herein or in any document related hereto. The enforcement by any party of any right or remedy it may have under this Contract or applicable law shall not be deemed an election of remedies or otherwise prevent such party from enforcement of one or more other remedies at any time.

20. MATTERS TO BE DISREGARDED

The titles of the several sections, subsections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this Contract.

21. SUBJECT TO FUNDING

This Contract is subject to annual appropriations of funds by the Shelby County Government. In the event sufficient funds

for this Contract are not appropriated by Shelby County Government for any of its fiscal period during the Term hereof, then this Contract will be terminated. In the event of such termination, CONSULTANT shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the Termination Date.

22. TRAVEL EXPENSES

All travel expenses payable under this Contract shall be in accordance with the County Travel Policy and Procedures. This includes advance written travel authorization, submission of travel claims, documentation requirements, and reimbursement rates. No travel advances will be made by COUNTY.

23. PERFORMANCE AND LABOR AND MATERIALS BONDS

CONSULTANT will provide COUNTY within ten (10) days from inception date of this Contract a Performance and Labor and Materials Bond each in the amount of 100% of the Contract price for each year that this contract is in effect. Said Bonds may be pro-rated for the initial year in the event that this period of time is less than a full twelve (12) month period.

24. NON-LIABILITY FOR CONSULTANT EMPLOYEE TAXES

Neither CONSULTANT nor its personnel are COUNTY's employees, and COUNTY shall not take any action or provide CONSULTANT's personnel with any benefits and shall have no liability for the following:

- a. Withholding FICA (Social Security) from CONSULTANT's payments;
- b. Making state or federal unemployment insurance contributions on behalf of CONSULTANT or its personnel;
- c. Withholding state and federal income tax from payment to CONSULTANT;
- d. Making disability insurance contributions on behalf of CONSULTANT;
- e. Obtaining workers' compensation insurance on behalf of CONSULTANT or CONSULTANT's personnel.

25. INCORPORATION OF OTHER DOCUMENTS

- a. CONSULTANT shall provide Services pursuant to this Contract in accordance with the terms and conditions set forth within the Shelby County Request for Proposals/Bids as well as the Response of CONSULTANT thereto, all of which are maintained on file within the Shelby County Purchasing Department and incorporated herein by reference.
- b. It is understood and agreed between the parties that in the event of a variance between the terms and conditions of this Contract and any amendment thereto and the terms and conditions contained either within the Request for Proposals/Bids or the Response thereto, the terms and conditions of this Contract as well as any amendment shall take precedence and control the relationship and understanding of the parties.

26. CONTRACTING WITH LOCALLY OWNED SMALL BUSINESSES (LOSBS)

In accordance with Shelby County Code of Ordinances Section 2-224, as amended, CONSULTANT shall utilize LOSBs as sources of supplies, equipment, construction, and services. When COUNTY has authorized the use of a subcontractor in writing, COUNTY shall make payments to CONSULTANT within fifteen (15) days of receiving an undisputed invoice. CONSULTANT shall then be required to pay its subcontractors within ten (10) days of receiving CONSULTANT'S invoice payment from COUNTY. In addition, CONSULTANT shall submit and, as necessary, update subcontractor information (including but not limited to payments thereto), for **any and all subcontractors** used on COUNTY project(s) via the purchase of goods or services, in the COUNTY'S compliance tracking software, B2GNow. The penalties for noncompliance with the ten-day timely payment requirement are listed below:

- a. Violation of the timely payment term to a subcontractor more than once in a three-month period shall result in the loss of CONSULTANT'S EOC qualification number and the ability to do future business with COUNTY for three months;
- b. Violation of the timely payment term to a subcontractor more than twice in a six-month period shall result in

the loss of CONSULTANT's EOC qualification number and the ability to do future business with COUNTY for six months;

- c. Violation of the timely payment term to a subcontractor more than three times in a one-year period shall result in the loss of CONSULTANT's EOC qualification number and the ability to do future business with COUNTY for one-year.

CONSULTANT may appeal the above imposed penalty to the EOC Appeals Board.

27. RIGHT TO REQUEST REMOVAL OF CONSULTANT'S EMPLOYEES

COUNTY may interview the personnel CONSULTANT assigns to COUNTY's work. COUNTY shall have the right, at any time, to request removal of any employee(s) of CONSULTANT, whom COUNTY deems to be unsatisfactory for any reason. Upon such request, CONSULTANT shall use all reasonable efforts to promptly replace such employee(s) with substitute employee(s) having appropriate skills and training.

28. INCORPORATION OF WHEREAS CLAUSES

The foregoing whereas clauses are hereby incorporated into this Contract and made a part hereof.

29. DISCLOSURE OF REPORTS, DATA OR OTHER INFORMATION

Notwithstanding anything to the contrary contained herein or within any other document supplied to COUNTY by CONSULTANT, CONSULTANT understands and acknowledges that COUNTY is a governmental entity subject to the laws of the State of Tennessee and that any reports, data or other information supplied to COUNTY by CONSULTANT due to Services performed pursuant to this Contract are subject to being disclosed as a public record in accordance with the laws of the State of Tennessee.

30. ORGANIZATION STATUS AND AUTHORITY

- a. CONSULTANT represents and warrants that it is a corporation, limited liability company, partnership, or other entity duly organized, validly existing and in good

standing under the laws of the State of Tennessee; it has the power and authority to own its properties and assets and is duly qualified to carry on its business in every jurisdiction wherein such qualification is necessary.

- b. The execution, delivery and performance of this Contract by CONSULTANT has been duly authorized by all requisite action and will not violate any provision of law, any order of any court or other agency of government, the organizational documents of CONSULTANT, any provision of any indenture, agreement or other instrument to which CONSULTANT is a party, or by which CONSULTANT's respective properties or assets are bound, or be in conflict with, result in a breach of, or constitute (with due notice or lapse of time or both) a default under any such indenture, agreement or other instrument, or result in the creation or imposition of any lien , charge or encumbrance of any nature whatsoever upon any of the properties or assets.

31. INSURANCE REQUIREMENTS (for projects less than \$1,000,000.00)

- a. CONSULTANT shall purchase and maintain, in a company or companies licensed to do business in the State of Tennessee, such insurance as will protect COUNTY from claims which may arise out of or result from CONSULTANT's operations under the Contract, whether such operations are performed by himself or by any subcontractors or by anyone directly or indirectly employed by any of them, or by anyone for whose acts CONSULTANT or subcontractor may be liable.
- b. The insurance required shall be written for not less than any limits of liability specified or required by law, whichever is greater. Shelby County Government, its elected officials, appointees and employees will be named as additional insured. All policies will provide for thirty (30) days written notice to COUNTY of cancellation or material change in coverage provided. If policy terms and conditions do not allow for notice to COUNTY, CONSULTANT will immediately notify COUNTY and provide evidence of replacement coverage with no lapse. CONSULTANT will maintain throughout the life of this Contract insurance, through insurers rated A- or better by A.M. Best, in the following minimum requirements:
 - i) Professional Liability Insurance - \$1,000,000.00

per claim/\$3,000,000.00 annual aggregate, indicating if coverage is on occurrence basis or claims-made.

ii) Commercial General Liability Insurance - \$1,000,000.00 limit per occurrence bodily injury and property damage/\$1,000,000.00 personal and advertising injury/\$2,000,000.00 General Aggregate/\$2,000,000.00 Products-completed Operations Aggregate, indicating the coverage is provided on a claims-made or on an occurrence basis. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies and commissions shall be named as additional insureds. The insurance shall include coverage for the following:

- a. Premises/Operation;
- b. XCU coverage, where applicable;
- c. Products/Completed Operations;
- d. Contractual Liability;
- e. Independent Contractors;
- f. Broad Form Property Coverage;
- g. Personal Injury;
- h. Cyber Liability (\$5,000,000.00).

iii) Workers Compensation and Employers' Liability Insurance - Including coverage for sole proprietors, partners, and officers, regardless of requirement by Tennessee State Statute. Policy is to be specifically endorsed to include these individuals for coverage. This policy should include Employers' Liability Coverage for \$1,000,000.00 per accident. CONSULTANT waives its right of subrogation against Shelby County for any and all workers' compensation claims.

Business Automobile Liability Insurance - \$1,000,000.00 each accident for property damage and personal injury. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies and commissions shall be named as additional insureds. Coverage is to be provided on all owned/leased autos, non-owned autos and hired autos.

c. CONSULTANT shall provide COUNTY with a current copy of

the Certificate of Insurance at the time of contracting and shall maintain said insurance during the entire Contract period as well as provide renewal copies on each anniversary date. The certificate holder is to read:

Shelby County Government
Contracts Administration -
County Attorney's Office
160 N. Main, Suite 950
Memphis, TN 38103

- d. Upon termination or cancellation of any claims-made insurance currently in effect under this Contract, the CONSULTANT shall purchase an extended reporting endorsement and furnish evidence of same to COUNTY.
- e. Any coverage applicable to COUNTY will apply as primary and non-contributory regardless of any insurance or self-insurance maintained by COUNTY.

32. NOTICE

Any notices required or permitted to be given under the provisions of this Contract shall be effective only if in writing and delivered either in person to COUNTY's authorized agent or by First Class or U.S. Mail to the addresses set forth below, or to such other person or address as either party may designate in writing and deliver as herein provided:

COUNTY: Shelby County Division of Planning
And Development
125 N. Main Street, Suite 468
Memphis, Tennessee 38103
Attn.: Jared Darby

and

Shelby County Government
Contract Administration -
County Attorney's Office
160 N. Main St., Suite 950
Memphis, Tennessee 38103

VENDOR: *MB3, Inc.*
Angele Romig, Executive Vice President
3300 West Esplanade Avenue, Suite 400
Metairie, LA 70002

33. EMPLOYMENT OF ILLEGAL IMMIGRANTS

CONSULTANT hereby certifies to comply with all applicable federal and state laws prohibiting the employment of individuals not legally authorized to work in the United States. CONSULTANT shall not knowingly (i) utilize the services of illegal immigrants; or (ii) utilize the services of any subcontractor who will utilize the services of illegal immigrants in the performance of the contract. In the event CONSULTANT fails to comply with any and all local, state and federal laws prohibiting the employment of individuals not legally authorized to work in the United States, this Agreement may be canceled, terminated or suspended in whole or in part by the County, and CONSULTANT may be prohibited from contracting to supply goods and/or services to the County for a period of one (1) year from the date of discovery of the usage of illegal immigrant services in the performance of a contract with the County.

34. DATA SECURITY

CONSULTANT warrants to COUNTY and State that it agrees to meet the spirit and intent of all compliance requirements relating to the content of data accessed. This includes, but is not limited to, Payment Card Industry (PCI) data, as defined by PCI Security Standard v3.1, Protected Health Information (PHI), as defined under the [Code of Federal Regulations, Title 45, Subtitle A, Subchapter C, Part 160, Subpart A, §160.103 \(45 C.F.R. §160.103\)](#), and Personally Identifiable Information (PII), as defined in the National Institute of Standards and Technology Special Publication 800-122 sections 2.1 and 2.2, in electronic and/or paper format. CONSULTANT will sign any documents that are reasonably necessary to keep the State and the COUNTY in compliance, including, but not limited to, Data Security - Vendor Acknowledgement agreement and Acceptable Use Policy, and to abide by SCG ITS security policies including, but not limited to, the SCG Network Security and Information Security policies.

CONSULTANT shall apply all vendor-issued security updates for system hardware and software components maintained by the CONSULTANT within 30 days of issuance.

Upon notification by COUNTY, CONSULTANT shall assure that all vulnerabilities specific to the systems maintained and identified by COUNTY Approved Scanning Vendor (ASV), using the

common vulnerability scoring system (CVSS), as not meeting compliance requirements, including but not limited to PCI Data Security Standards (DSS) and Health Insurance Portability and Accountability Act (HIPAA), are patched, updated, or otherwise modified to assure they meet said compliance requirements.

CONSULTANT shall promptly report to Information Technology Security Officer any breaches of Shelby County Government data and, subsequent to any such event, appropriate corrective actions to contain and prevent recurrence.

- i) **HIPAA** - CONSULTANT warrants to COUNTY and State that it is familiar with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its accompanying regulations, and will comply with all applicable HIPAA requirements in the course of this Contract. CONSULTANT warrants that it will cooperate with COUNTY and State in the course of performance of the Contract so that all parties will be in compliance with HIPAA, including cooperation and coordination with COUNTY and State privacy officials and other compliance officers required by HIPAA and its regulations. CONSULTANT will sign any documents that are reasonably necessary to keep the State and COUNTY in compliance with HIPAA, including, but not limited to, business associate agreements.
- ii) **PCI-DSS**-CONSULTANT warrants to COUNTY that it is familiar with the requirements established by the Payment Card Industry Security Standards Council for PCI Data Security Standards (PCI-DSS) and will comply with all applicable PCI-DSS requirements in the course of this Contract. CONSULTANT agrees to indemnify and hold COUNTY, its officers, employees, and agents, harmless for, from and against any and all claims, causes of action, suits, judgments, assessments, costs (including reasonable attorneys' fees) and expenses arising out of or relating to any breach of COUNTY or COUNTY customer credit card or identity information due to CONSULTANT's actions.
- iii) **Personally Identifiable Information (PII)** - CONSULTANT warrants to COUNTY that it will protect any information about an individual maintained by

an agency, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.

35. LIVING WAGE

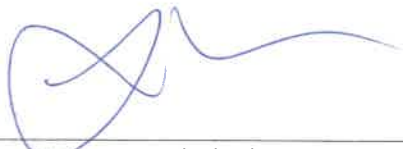
Shelby County government is an entity that pays a living wage to its employees. Shelby County also encourages those businesses contracting with the county to provide goods and services to also pay a living wage to their employees.

36. BOYCOTTS OF ISRAEL

CONSULTANT hereby certifies that it is not currently engaged in, and will not for the duration of the Contract engage in, a boycott of Israel.

IN WITNESS WHEREOF, the parties hereto have set their signatures for the purposes contained herein, on the day and date first above written.

**APPROVED AS TO FORM
AND LEGALITY:**



Contract Administration/
Assistant County Attorney

SHELBY COUNTY GOVERNMENT:



Lee Harris, Mayor

MB3, Inc. d/b/a Civix

BY:



Angele C. Romig

TITLE: President

CORPORATE ACKNOWLEDGMENT

STATE OF Louisiana
COUNTY OF Jefferson

Before me, the undersigned Notary Public, in and for the State and County aforesaid, personally appeared Angele C. Romig, with whom I am personally acquainted or proved to me on the basis of satisfactory evidence, and who, upon oath, acknowledged himself/herself to be president or other officer authorized by appropriate Corporate action and/or Resolution to execute the preceding instrument of the MB3 Inc., the within named bargainor, a corporation, and that he as such President, executed the foregoing instrument for the purpose therein contained, by signing the name of the corporation by himself/herself as President.

WITNESS my hand and official seal at office this 10 day of May, 2023

Jillian Campbell
Notary Public
My Commission Expires: upon death

