

**SERIAL 10152 RFP COMMUNITY OUTREACH PROGRAMS**  
**Contract - Riester**

**DATE OF LAST REVISION: July 31, 2014**

**CONTRACT END DATE: July 31, 2017**

**CONTRACT PERIOD THROUGH JULY 31, ~~2014~~ 2017**

TO: All Departments

FROM: **Office of Procurement Services**

SUBJECT: Contract for **COMMUNITY OUTREACH PROGRAMS**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **July 06, 2011 (Eff. 08/01/11)**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

---

Wes Baysinger, Chief Procurement Officer  
**Office of Procurement Services**

AS/mm  
Attach

Copy to: **Office of Procurement Services**  
**Anthony Galindo, Public Health Services**

(Please remove Serial 04180-RFP from your contract notebooks)



## CONTRACT PURSUANT TO RFP

**SERIAL 10152 -RFP**

This Contract is entered into this 6<sup>th</sup> day of July, 2011 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and **RIESTER**, an Arizona corporation ("Contractor") for the purchase of community outreach consultant services.

### 1.0 CONTRACT TERM:

- 1.1 This Contract is for a term of three (3) years, beginning on the 1st day of August, 2011 and ending the 31<sup>st</sup> day of July, ~~2014~~ **2017**.
- 1.2 The County may, at its option and with the agreement of the Contractor, renew the term of this Contract for additional terms up to a maximum of three (3) years, (or at the County's sole discretion, extend the contract on a month-to-month bases for a maximum of six (6) months after expiration). The County shall notify the Contractor in writing of its intent to extend the Contract term at least thirty (30) calendar days prior to the expiration of the original contract term, or any additional term thereafter.

### 2.0 FEE ADJUSTMENTS:

Any request for fee adjustments must be submitted sixty (60) days prior to the current Contract annual anniversary. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted fee, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

### 3.0 PAYMENTS:

- 3.1 As consideration for performance of the duties described herein, County shall pay Contractor the sums stated in Exhibit "A."
- 3.2 Payment shall be made upon the County's receipt of a properly completed invoice.

### 3.3 INVOICES:

- 3.3.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:
  - Company name, address and contact
  - County bill-to name and contact information
  - Contract serial number
  - County purchase order number
  - Invoice number and date
  - Payment terms
  - Date of service or delivery
  - Contract Item number(s)

- Description of service provided
- Pricing per unit of service
- Extended price
- Total Amount Due

3.3.2 Problems regarding billing or invoicing shall be directed to the County as listed on the Purchase Order.

3.3.3 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Contract Award the Contractor shall complete the Vendor Registration Form located on the County Department of Finance Vendor Registration Web Site ([www.maricopa.gov/finance/vendors](http://www.maricopa.gov/finance/vendors)).

3.3.4 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

#### 4.0 AVAILABILITY OF FUNDS:

4.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.

4.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

#### 5.0 DUTIES:

5.1 The Contractor shall perform all duties stated in Exhibit "B", or as otherwise directed in writing by the Procurement Officer.

5.2 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

#### 6.0 TERMS and CONDITIONS:

##### 6.1 INDEMNIFICATION:

6.1.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions, mistakes or malfeasance relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract by the Contractor, as well as any person

or entity for whose acts, errors, omissions, mistakes or malfeasance Contractor may be legally liable.

6.1.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

6.1.3 The scope of this indemnification does not extend to the sole negligence of County.

6.2 INSURANCE REQUIREMENTS:

6.2.1 **Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.**

6.2.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

6.2.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

6.2.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

6.2.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

6.2.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

6.2.7 The insurance policies required by this Contract, except Workers' Compensation, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

6.2.8 The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

6.2.9 Commercial General Liability.

**Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$2,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$4,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property**

damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

6.2.10 Automobile Liability.

**Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$2,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.**

6.2.11 Workers' Compensation:

6.2.11.1 **Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.**

6.2.11.2 **Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.**

6.2.12 Errors and Omissions Insurance:

**Errors and Omissions insurance and, if necessary, Commercial Umbrella insurance, which will insure and provide coverage for errors or omissions of the Contractor, with limits of no less than \$1,000,000 for each claim.**

6.2.13 Certificates of Insurance.

6.2.13.1 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon ten (10) business days. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

6.2.13.1.1 In the event any insurance policy (ies) required by this Contract is (are) written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

6.2.13.1.2 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

6.2.14 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

6.3 PROCUREMENT CARD ORDERING CAPABILITY:

The County may determine to use a MasterCard Procurement Card, to place and make payment for orders under the Contract.

6.4 INTERNET ORDERING CAPABILITY:

The County intends, at its option, to use the Internet to communicate and to place orders under this Contract.

6.5 NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County  
**Office of Procurement Services**  
Attn: Director of Purchasing  
320 West Lincoln Street  
Phoenix, Arizona 85003-2494

For Contractor:

Riester  
Tim Riester  
802 N. 3<sup>rd</sup> Avenue  
Phoenix, AZ 85003

6.6 REQUIREMENTS CONTRACT:

6.6.1 Contractor signifies its understanding and agreement by signing this document that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made (minimum or maximum). Orders will only be placed when County identifies a need and issues a purchase order or a written notice to proceed.

6.6.2 County reserves the right to cancel purchase orders or notice to proceed within a reasonable period of time after issuance. Should a purchase order or notice to proceed be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor. The County will not reimburse the Contractor for any avoidable costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order or notice to proceed.

6.6.3 Purchase orders will be cancelled in writing.

6.7 TERMINATION FOR CONVENIENCE:

The County reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the County without penalty or recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor

under the Contract shall become the property of and be delivered to the County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination.

**6.8 TERMINATION FOR DEFAULT:**

6.8.1 In addition to the rights reserved in the Contract, the County may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.

6.8.2 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County on demand.

6.8.3 The County may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the County for any excess costs incurred by the County in procuring materials or services in substitution for those due from the Contractor.

6.8.4 The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

**6.9 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:**

Notice is given that pursuant to A.R.S. §38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S §38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

**6.10 OFFSET FOR DAMAGES;**

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

**6.11 ADDITIONS/DELETIONS OF SERVICE:**

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

**6.12 RELATIONSHIPS:**

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the District and the Contractor.

6.13 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

6.14 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Materials Management shall be responsible for approving all amendments for Maricopa County.

6.15 ACCESS TO AND RETENTION OF RECORDS FOR THE PURPOSE OF AUDIT AND/OR OTHER REVIEW:

6.15.1 In accordance with section MCI 367 of the Maricopa County Procurement Code the Contractor agrees to retain all books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract for six (6) years after final payment or until after the resolution of any audit questions which could be more than six (6) years, whichever is latest. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

6.15.2 If the Contractor's books, records, accounts, statements, reports, files, and other records and back-up documentation relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

6.15.3 **If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance. The course of action to address the disallowance shall be at sole discretion of the County, and may include either an adjustment to future claim submitted by the Contractor by the amount of the disallowance, or to require reimbursement forthwith of the disallowed amount by the Contractor by issuing a check payable to Maricopa County.**

6.16 AUDIT DISALLOWANCES:

If at any time, County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

6.17 ALTERNATIVE DISPUTE RESOLUTION:

6.17.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

6.17.1.1 Render a decision;

6.17.1.2 Notify the parties that the exhibits are available for retrieval; and

6.17.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).

6.17.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.

6.17.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

**6.18 SEVERABILITY:**

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

**6.19 RIGHTS IN DATA:**

The County shall own have the use of all data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

**6.20 INTEGRATION:**

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

**6.21 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:**

6.21.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees and A.R.S. §23-214(A). The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system and shall keep a record of the verification for the duration of the employee's employment or at least three years, whichever is longer. I-9 forms are available for download at USCIS.GOV.

6.21.2 The County retains the legal right to inspect contractor and subcontractor employee documents performing work under this Contract to verify compliance with paragraph 6.21.1 of this Section. Contractor and subcontractor shall be given reasonable notice of the County's intent to inspect and shall make the documents available at the time and date

specified. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County will consider this a material breach of the contract and may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

~~6.22 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:~~

~~6.22.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.~~

~~6.22.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.~~

6.23 CONTRACTOR LICENSE REQUIREMENT:

6.23.1 The Respondent shall procure all permits, insurance, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his/her business, and as necessary complete any required certification requirements, required by any and all governmental or non-governmental entities as mandated to maintain compliance with and in good standing for all permits and/or licenses. The Respondent shall keep fully informed of existing and future trade or industry requirements, Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same. Contractor shall immediately notify both Materials Management and the using agency of any and all changes concerning permits, insurance or licenses.

6.23.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1525 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

6.24 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:

6.24.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

6.24.2 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

6.24.3 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- 6.24.4 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 6.24.5 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.
- 6.24.6 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contact.
- 6.24.7 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

6.25 INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES:

6.25.1 Intellectual Property:

The Contractor shall promptly disclose, grant, and assign to Maricopa County for its sole use and benefit any and all designs, inventions, improvements, technical information, know-how and technology, and suggestions relating in any way to the contract, that the Contractor may conceive, develop, or acquire during the Contractor's relationship with Maricopa County, together with all copyrights, trademarks, design patents, patents, and applications for copyrights, trademarks, design patents, patents, divisions of pending patent applications, applications for reissue of patents and specific assignments of such applications that may at any time be granted for or upon any such designs, inventions, improvements, technical information, know-how, or technology ("Intellectual Property").

6.25.2 Assignments and Assistance:

In connection with the rights of Maricopa County to the Intellectual Property, the Contractor shall promptly execute and deliver such applications, assignments, descriptions, and other instruments as may be necessary or proper in the opinion of Maricopa County to vest in Maricopa County title to the Intellectual Property and to enable Maricopa County to obtain and maintain the entire right and title to the Intellectual Property throughout the world. The Contractor shall also render to Maricopa County, at Maricopa County's expense, such assistance as Maricopa County may require in the prosecution of applications for said patents or reissues thereof, in the prosecution or defense of interferences which may be declared involving any of said applications or patents, and in any litigation in which Maricopa County may be involved relating to the Intellectual Property. Nothing in this section shall be construed as relieving the Contractor of its duty to indemnify Maricopa County as set forth in Section 6.1 of this contract.

6.25.3 Copyrights:

The Contractor agrees to, and hereby grants to Maricopa County, title to all copyrightable material first designed, produced, or composed in the course of or pursuant to the performance of work under the contract, which material shall be deemed "works made for hire" under Title 17, United States Code, Section 101 of the Copyright Act of 1976. The Contractor hereby grants to Maricopa County a royalty-free, nonexclusive, and irrevocable license to reproduce, translate, publish, use, and dispose of, and to authorize others so to do, any and all copyrighted or copyrightable material created by the Contractor as a result of work performed under the contract resultant of this contract, but not first produced or composed by the Contractor in the performance of the contract resultant of this Request for Proposals, provided that the license granted by this paragraph shall be only to the extent the Contractor now has, or prior to the completion of work under the contract resultant of this Contract, or under any later agreements with Maricopa County relating to similar work may acquire, the right to grant such licenses without Maricopa County becoming liable to pay compensation to others solely because of such grant.

6.25.4 No Obligation to Market:

The decision whether or not to commercialize or market any invention developed by the Contractor solely or jointly with others is within Maricopa County's sole discretion and for Maricopa County's sole benefit and the Contractor agrees that no royalty will be due to him/her as a result of Maricopa County's efforts to commercialize or market any such invention.

6.26 PRICES:

Contractor warrants that prices extended to County under this Contract are no higher than those paid by any other customer for these or similar services.

6.27 GOVERNING LAW:

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona.

6.28 ORDER OF PRECEDENCE:

In the event of a conflict in the provisions of this Contract and Contractor's license agreement, if applicable, the terms of this Contract shall prevail.

6.29 PUBLIC RECORDS:

**All Offers submitted and opened are public records and must be retained by the Records Manager at the Office of Procurement Services. Offers shall be open to public inspection after Contract award and execution, except for such Offers deemed to be confidential by the Office of Procurement Services. If an Offeror believes that information in its Offer should remain confidential, it shall indicate as confidential, the specific information and submit a statement with its offer detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. The Records Manager of the Office of Procurement Services shall determine whether the identified information is confidential pursuant to the Maricopa County Procurement Code.**

6.30 INFLUENCE

**As prescribed in MC1-1202 of the Maricopa County Procurement Code, any effort to influence an employee or agent to breach the Maricopa County Ethical Code of Conduct or any ethical conduct, may be grounds for Disbarment or Suspension under MC1-902.**

**An attempt to influence includes, but is not limited to:**

6.30.1 **A Person offering or providing a gratuity, gift, tip, present, donation, money, entertainment or educational passes or tickets, or any type valuable contribution or subsidy,**

6.30.2 **That is offered or given with the intent to influence a decision, obtain a contract, garner favorable treatment, or gain favorable consideration of any kind.**

**If a Person attempts to influence any employee or agent of Maricopa County, the Chief Procurement Officer, or his designee, reserves the right to seek any remedy provided by the Maricopa County Procurement Code, any remedy in equity or in the law, or any remedy provided by this contract.**

6.31 INCORPORATION OF DOCUMENTS:

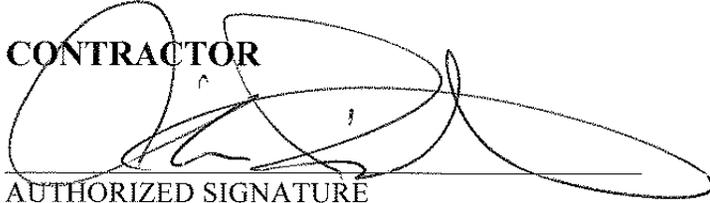
The following are to be attached to and made part of this Contract:

6.31.1 Exhibit A, Pricing;

6.31.2 Exhibit B, Scope of Work;

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

**CONTRACTOR**

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

Tim Riester, President & CEO  
\_\_\_\_\_  
PRINTED NAME AND TITLE

802 N .3<sup>rd</sup> Ave, Phoenix AZ 85003  
\_\_\_\_\_  
ADDRESS

June 17, 2011  
\_\_\_\_\_  
DATE

**MARICOPA COUNTY**

  
\_\_\_\_\_  
CHAIRMAN, BOARD OF SUPERVISORS

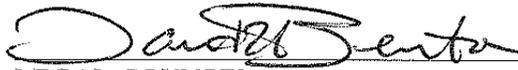
JUL 06 2011  
\_\_\_\_\_  
DATE

ATTESTED:

  
\_\_\_\_\_  
CLERK OF THE BOARD

JUL 06 2011  
\_\_\_\_\_  
DATE

APPROVED AS TO FORM:

  
\_\_\_\_\_  
LEGAL COUNSEL

July 6 2011  
\_\_\_\_\_  
DATE

**EXHIBIT A  
PRICING**

SERIAL 10152-RFP

PRICING SHEET

BIDDER NAME: RIESTER

F.I.D./VENDOR #: 860662591

BIDDER ADDRESS: 802 N. 3RD AVE., PHOENIX, AZ 85003

BIDDER PHONE #: 602-462-2261

BIDDER FAX #: 602-307-5826

COMPANY WEB SITE: [www.riester.com](http://www.riester.com)

COMPANY CONTACT (REP): TIM RIESTER, PRESIDENT & CEO

E-MAIL ADDRESS (REP): [triester@riester.com](mailto:triester@riester.com)

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: **YES**

ACCEPT PROCUREMENT CARD: **NO**

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: **NO**

INTERNET ORDERING CAPABILITY: **NO**

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: **YES**

PAYMENT TERMS: **NET 30 DAYS**

INDICATAE PRCENTAGE OF M/WBE PPARTICIPATION IF ANY HERE: **0%**

**PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:**

NEWSPAPER ADVERTISMENT

MARICOPA COUNTY WEB SITE **X**

PRE-SOLICITATION NOTICE **X**

OTHER (PLEASE SPECIFY)

**1.0 PRICING**

**ITEM DESCRIPTION**

**HOURLY RATE**

1.0 Consultant/Principle \$195.00 (CEO, Chief Strategic Officer, Chief Creative Officer & Executive Director - Digital)

2.0 Consultant/Senior \$185.00 (Public Relations Director)

3.0 Project Manager \$150.00 (Integration Manager)

4.0 Public Participation Coordinator/Planner	\$85.00 (Integration Coordinator)
5.0 Graphic Designer	\$150.00
6.0 Photographer	N/A - A minimum of three photographers will be competitively bid and managed by RIESTER for each project.
7.0 Video Producer	\$135.00
8.0 Video Editor	N/A - Video production companies will be competitively bid and managed by RIESTER for each video project.
9.0 Video Technician	N/A - Video production companies will be competitively bid and managed by RIESTER for each video project.
10.0 Clerical	\$50.00

11.0 Supplies and/or Services at Cost Plus 17.65 %

12.0 ADDITIONAL PRICING (LIST):

The following RIESTER personnel may be called upon to service Maricopa County's Community Outreach projects at a blended hourly rate of \$145:

ITEM DESCRIPTON 12.1	Account Management
ITEM DESCRIPTON 12.2	Management Direction
ITEM DESCRIPTON 12.3	Integration Director
ITEM DESCRIPTON 12.4	Integration Supervisor
ITEM DESCRIPTON 12.5	Integration Executive
ITEM DESCRIPTON 12.6	Integration Coordinator
ITEM DESCRIPTON 12.7	Research/Planning
ITEM DESCRIPTON 12.8	Senior Planning Director
ITEM DESCRIPTON 12.9	Planner/Researcher
ITEM DESCRIPTON 12.10	Public Relations
ITEM DESCRIPTON 12.11	Account Supervisor
ITEM DESCRIPTON 12.12	Senior Account Executive
ITEM DESCRIPTON 12.13	Account Coordinator
	Promotions Manager
	Media
	Executive Director
	Planner/Buyer

ITEM DESCRIPTON 12.14	Online Planner/Buyer Creative
ITEM DESCRIPTON 12.15	Creative Director
ITEM DESCRIPTON 12.16	Associate Creative Director
ITEM DESCRIPTON 12.17	Concept Development
ITEM DESCRIPTON 12.18	Copywriting
ITEM DESCRIPTON 12.19	Print Coordination
ITEM DESCRIPTON 12.20	Art Direction/Layout/Design
ITEM DESCRIPTON 12.21	Photo Direction, Still
ITEM DESCRIPTON 12.22	Retouching, Photo/Illustration
ITEM DESCRIPTON 12.23	Casting Talent
ITEM DESCRIPTON 12.24	Broadcast Production/Direction
ITEM DESCRIPTON 12.25	Broadcast Production Assistant
ITEM DESCRIPTON 12.26	Traffic Digital Services
ITEM DESCRIPTON 12.27	Directo
ITEM DESCRIPTON 12.28	Project Manager
ITEM DESCRIPTON 12.29	Producer
ITEM DESCRIPTON 12.30	Developer
ITEM DESCRIPTON 12.31	Database Developer
ITEM DESCRIPTON 12.32	Flash Developer
ITEM DESCRIPTON 12.33	Internet Specialist Public Affairs
ITEM DESCRIPTON 12.34	Executive Director/Partner
ITEM DESCRIPTON 12.35	Director
ITEM DESCRIPTON 12.36	Associate
ITEM DESCRIPTON 12.37	Advocacy & Lobbying
ITEM DESCRIPTON 12.38	Supervisor

**EXHIBIT B**  
**SCOPE OF WORK**

1.0 SCOPE OF WORK:

1.1 General:

Consult with County to clarify and define County's requirements for the assignment and review available data. Consultant(s) and the County will mutually agree to a detailed Scope of Work for each assignment through Task Orders. The Scope of Work shall include separate technical and cost proposals, staff title(s) and hourly charge, estimates for all support materials/services and a proposed time-frame work schedule to complete the assignment.

Analyze and evaluate County's need and recommend prospective solution(s).

Advise the County as to the necessity of the County providing or obtaining from others special services and data required in connection with the assignment and assist the County in obtaining such data and services.

Arrange for access to public and commercial facilities, and make all provisions as required to conduct public outreach activities required by the assignment.

Before conducting public outreach activities, Consultant shall independently secure all required permits and permissions.

All invoices submitted by the Consultant shall include the following information: assignment identification, signature of principal, itemized bills with copies of all receipts, detailed description of work performed by staff with title, hourly rate and date(s):

1.2 ASSIGNMENT CRITERIA:

All work performed by Consultant under this contract shall, as a minimum, be in accordance with:

- 1.2.1 Arizona Open Meeting Law (ARS 39-204) (38-431.02)
- 1.2.2 Americans with Disabilities Act of 1990
- 1.2.3 Arizona State Library Archives and Public Records (ASLAPR)
- 1.2.4 County policies, best practices and standards where applicable

1.3 TYPES OF ASSIGNMENTS:

Typical assignments undertaken by the Consultant as part of this Contract may include, but not be limited to, the following:

- 1.3.1 Public Meeting Support; i.e.: identifying interested parties, preparing notices, speech writing, photography, mailings to interested parties, securing meeting location, set-up, logistics, collection of public comment, preparing summary reports.
- 1.3.2 Public Event Support (such as special ceremonies, forums, public meetings conferences, seminars and special events); writing press releases, creating flyers, speech writing, photography, display ads, recruiting media coverage, securing event location, creating/sending invitations, set-up, logistics, staffing, collection of public comment, summary reports.
- 1.3.3 Community Education: Creating all-inclusive educational programs, including print/video/Internet/radio components. Including, but not limited to writing releases, creating print ads, creating video productions, creating CD/DVD ROM's, soliciting partnerships for distribution of informational materials.

- 1.3.4 CD/DVD ROM production/Internet support: create CD ROM's as companions to Public meetings with complete information about projects.
- 1.3.5 Contractor shall be able to assist with the design and construction of a web site specifically related to the outreach/educational initiative. Contractor shall adhere to County best practices, County standards and County policies. Response shall include options for web hosting and offer other technical support.
- 1.3.6 Social Media presence creation and/or support on an as needed (department-by-department) basis. The creation and ongoing support shall include, but is not limited to: compliance with Arizona State Library Archives and Public Records (ASLAPR), comply with the Arizona Public Records Law and adhere to County best practices, County standards and County policies.

1.4 **ADDITIONAL REQUIREMENTS:**

- 1.4.1 **Technical Writing:** provide writing services for articles to go into target publications. Research, solicit, and procure placement in appropriate medium/publications.
- 1.4.2 **Video Services:** provide video production services, including shooting, editing, voicing and producing as needed.
- 1.4.3 **Graphic Services:** provide graphic support as needed for newsletters, flyers, ads, billboards, etc.
- 1.4.4 **Education and Outreach** (may include database development and management that adhere to County best practices, County standards and County policies); promotion, advancement, development of materials for regional and national conference participation; coordination and production of fact sheets, flyers and advertisements; social media support (to include compliance with Arizona State Library Archives and Public Records (ASLAPR) and Arizona Public Records Laws; County best practices, County standards and County policies); promote visibility and develop strategies to increase awareness, education and communication of various County projects.

**Issue Management:** Devise and carry out strategies to communicate the County position to stakeholders and interested parties on controversial, difficult and complex County issues. Perform related tasks as required

RIESTER, 802 N. 3<sup>RD</sup> AVENUE, PHOENIX, AZ 85003

PRICING SHEET: NIGP CODE: 91573

Vendor Number: 2011000836 0

Certificates of Insurance Required

Contract Period: To cover the period ending **July 31, 2014 2017.**