

PROFESSIONAL SERVICES AGREEMENT**BETWEEN****THE CITY OF NEW ORLEANS****AND****A. LEIGH SOLUTIONS L.L.C.**

THIS PROFESSIONAL SERVICES AGREEMENT (the “**Agreement**”) is entered into by and between the City of New Orleans, represented by Latoya Cantrell, Mayor (the “**City**”), and A. LEIGH SOLUTIONS L.L.C., represented by Amanda Aiken, Manager (the “**Contractor**”). The City will administer this Agreement through the City’s Office of the Independent Police Monitor (the “**OIPM**”). The City and the Contractor may each sometimes be individually referred to as a “**Party**” or collectively referred to as the “**Parties**.” The Agreement is effective as of the date of execution by the City (the “**Effective Date**”).

RECITALS

WHEREAS, the City seeks to hire a firm or individual to manage the OIPM’s project to review the policing of the City’s juveniles; and

WHEREAS, the Contractor has the requisite expertise, qualifications, and certifications in place, and is available for the performance of those professional services.

NOW THEREFORE, the City and the Contractor agree as follows:

ARTICLE I - THE CONTRACTOR’S OBLIGATIONS

A. **Services**. The Contractor will, in accordance with the schedule approved by the City:

1. Ensure that all records and relative to juvenile court proceedings remain confidential in accordance with State law, including, but not limited to, Public Records Law (L.A. Rev. Stat. Title 44:1 *et seq*), Children’s Code Article 412, La R.S. 15:574.12, the Family Educational Rights and Privacy Act, 20 United States Code 1232g, the Health Insurance Portability and Accountability Act (“**HIPAA**”), Public Law 104-191 of 1996;
2. Cease reading any document containing personally identifying information (“**PII**”) and immediately notify the City that PII was received in error during the course and scope of this Agreement;
3. Manage the OIPM’s project on the policing of juveniles in the City and provide all reasonably necessary peripheral services, as directed by the OIPM;
4. Support the OIPM in its goals to better understand police interactions with juveniles;
5. Provide the OIPM with data analysis relative to the New Orleans Police Department’s (“**NOPD**”) initial interactions or encounters with juveniles;
6. Provide the OIPM with data analysis relative to the NOPD’s interactions with juveniles during arrests;

7. Provide the OIPM with information regarding best practices, including policies, tactics, and training utilized to ensure that all interactions and encounters with juveniles are legal and responsive to the unique needs of juveniles;
8. Monitor and gather qualitative data for reports to be delivered to the OIMP, which will address the following questions:
 - i. How are juveniles charged by the NOPD?
 - ii. How are families engaged during an arrest of a juvenile?
 - iii. How do communications continue throughout the ongoing investigation?
 - iv. How does NOPD prepare its officers to de-escalate encounters with juveniles and ensure compliance with Use of Force policies and procedures?
 - v. What are the trends regarding juvenile arrests?
 - vi. Have there been any unique police encounters?
 - vii. Have there been any repeat or recurring issues observed relative to juvenile arrests and summons?
 - viii. Are there any other evidentiary or policy concerns regarding the NOPD's encounters with juveniles?
9. Advise and consult the OIPM regarding all the organizations, individuals, entities, and/or stakeholders who are currently involved in criminal justice work pertaining to juveniles in the City;
10. Provide the OIPM with a written list of all the organizations, individuals, entities, and/or stakeholders engaged by the Contractor;
11. Report on each organization's roles, potential opportunities, or any other issues that the OIPM deems necessary, in the OIPM's sole judgment;
12. Advise and consult with the OIPM regarding the unique role that schools, and the school system play in addressing issues relative to the policing of juveniles;
13. Identify the desired juvenile data and the organizations who can legally access data regarding juvenile arrests of and other police interactions with juveniles;
14. Research other cities, states, and police oversight agencies across the country who are also gathering similar data.
15. Document the list of data needed to be obtained;
16. Analyze the data around the arrests of juveniles, as well as other police interactions, and determine trends;
17. Create, manage and convene organizations and agencies, including, but not limited to the NOPD, and facilitate discussions regarding the policing of juveniles to better understand this complex topic from multiple perspectives and experience;
18. Document feedback for use by the OIPM and the OIPM's partner organizations;

19. Create materials for engagement inclusive of agendas, interview questions, and survey questions;
20. Create and manage outreach events to engage with juveniles who have been impacted by police interaction by conducting interviews and possibly a separate engagement session for juveniles to understand their interactions and impact of those interactions;
21. Create materials for engagement and document feedback from engaged juveniles for OIPM and partner organizations;
22. Engage with organizations who support juveniles who have been impacted by police interactions directly or indirectly;
23. Document feedback for the use of OIPM and partner organizations;
24. Provide the OIPM with deliverables, including meeting minutes, blog entries, pictures, consolidated datasets, contact lists, agendas, power maps, surveys, recommendations, public letters, and reports;
25. Assist the OIPM in the OIPM's efforts to determine whether a juvenile and law enforcement advisory board is beneficial for the NOPD and the OIPM;
26. Develop recommendations regarding policy and practice regarding juveniles;
27. Develop training and resources to equip the public and juveniles on police interactions and training for the police on how to engage with juveniles and their families with an eye towards how to reduce unnecessary police interactions and exposure to the criminal justice system;
28. Determine next steps for this data in terms of engaging schools and juvenile facing organizations, creating MOUs with partner organizations, trainings and resources needed, and the most effective way to ensure this data transparent and accessible to the public;
29. Perform all other services and obligations as set forth in any the following documents that are incorporated fully into this Agreement: The Contractor's proposal dated July 2, 2020 (**Exhibit "A"**);
30. Submit complete and accurate invoices, maintain records, submit to audits and inspections, maintain insurance, and perform all other obligations of the Contractor as set forth in this Agreement;
31. Promptly correct any errors or omissions and any work deemed unsatisfactory or unacceptable by the City, at no additional compensation;
32. Monitor, supervise, and otherwise control and be solely responsible for all persons performing work on its behalf;
33. Perform all requirements set forth in La. R.S. 38:2192, including without limitation the payment of any associated costs, and submit a copy of any recorded documents to the City within 30 days after the approval of the associated plan change or amendment; and
34. Cooperate with the City and any person performing work for the City.

The City's officers and employees are not authorized to request or instruct the Contractor to perform any work beyond the scope or duration of this Agreement in the absence of an executed amendment to this Agreement.

B. Standards. The Contractor, and any person performing work on its behalf, will perform all work under this Agreement in accordance with all industry standards, including any professional standards required of other firms or persons performing same or similar services.

C. Compliance with Laws. The Contractor, and any person performing work on its behalf, will comply with all applicable federal, state, and local laws and ordinances, including, without limitation, any confidentiality laws regarding children and youth.

D. Schedule.

1. The Contractor will perform all work under this Agreement according to the following schedule pursuant to the table set forth in Exhibit "A" and as follows:

- a. Initial Kick Off and Plan Roll Out and Outcomes, will be completed within two (2) weeks of the Effective Date of this Agreement - \$1,500.
- b. Data Convening, Discussion, and Analysis and Desired Outcomes will be completed within two (2) months of the Effective Date of this Agreement - \$4,500.
- c. Convening Stakeholder Groups and Outcomes will be completed within four (4) months of the Effective Date of this Agreement - \$4,500.
- d. Engagement of Young People and List of Possible Organizations and Schools and Outcomes will be completed within six (6) months of the Effective Date of this Agreement - \$ 2,000.
- e. Creation of the path forward and next steps and Outcomes will be completed between seven (7) and twelve (12) months of the Effective Date of this Agreement - \$ 2,500.

The Contractor will submit a proposed progress schedule to the OIPM within 14 calendar days of receiving written authorization to proceed from the OIPM. At a minimum, the proposed progress schedule must include the following information and be arranged so the actual progress can be shown as work is completed: The items enumerated in the Contractor's proposal dated July 2, 2020 and the clearly enumerated date of completion for each such item.

2. The City has the sole right to approve, reject, or require changes to all schedules relating to the performance of this Agreement, including, without limitation, any proposed progress schedule and any requests for modifications.

3. The Contractor acknowledges and agrees that time is of the essence in the performance of this Agreement.

E. Invoices.

1. The Contractor will submit invoices for work performed under this Agreement to the City electronically no later than 10 calendar days following the end of the period covered by the invoice. Untimely invoices may result in delayed payment for which the City is not liable. At a minimum, each invoice must include the following information and supporting documentation. The

City will only pay the Contractor when the deliverables set forth in Exhibit "A" (i.e., the Contractor's proposal dated July 2, 2020) have been completed to the City's satisfaction and in accordance with the clearly enumerated cost associated with the completion of each delineated deliverable under the headings, as follows:

• Initial Kick Off and Plan Roll-Out:	\$1,500
• Data Convening, Discussion, and Analysis:	\$4,500
• Convene Stakeholder Groups:	\$ 4,500
• Engagement of Juveniles:	\$ 2,000
• Creation of Path Forward and Next Steps:	\$2,500

2. All invoices must be signed by an authorized representative of the Contractor under penalty of perjury attesting to the validity and accuracy of the invoice.

3. The City may require changes to the form of the invoice and may require additional supporting documentation to be submitted with invoices.

F. Records and Reporting.

1. The Contractor will maintain all books, documents, papers, accounting records, invoices, materials records, payrolls, work papers, personnel records, and other evidence pertaining to the performance of services under this Agreement, including, without limitation, of costs incurred through the later of 3 years under Public Records Law unless a different number is required by specific law or policy/regulation years from: (a) the completion of this Agreement (including any renewal or extension periods); or (b) from the resolution of any dispute relating to the Agreement. If this Agreement is terminated for any reason, the Contractor will deliver to the City all plans and records of work compiled through the date of termination.

2. The Contractor will identify any reporting requirements, including the frequency, method and contents.

3. The Contractor is solely responsible for the relevance and accuracy of all items and details included in any reports relating to the work performed under this Agreement, regardless of any review by the City.

G. Audit and Inspection.

1. The Contractor will submit to any City audit, inspection, and review and, at the City's request, will make available all documents relating or pertaining to this Agreement maintained by or under the control of the Contractor, its employees, agents, assigns, successors and subcontractors, during normal business hours at the Contractor's office or place of business in Louisiana. If no such location is available, the Contractor will make the documents available at a time and location that is convenient for the City.

2. The Contractor will abide by all provisions of City Code § 2-1120, including but not limited to City Code § 2-1120(12), which requires the Contractor to provide the Office of Inspector

General with documents and information as requested. Failure to comply with such requests shall constitute a material breach of the contract. The Contractor agrees that it is subject to the jurisdiction of the Orleans Parish Civil District Court for purposes of challenging a subpoena.

H. Insurance.

1. Except as otherwise noted, at all times during this Agreement or the performance of work required by this Agreement, the Contractor will maintain the following insurance "Minimum Requirements" in full force and effect for the duration of the work under this Agreement. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City:

a. Minimum Requirements:

- i. **Workers' Compensation & Employers Liability Insurance** in compliance with the applicable Workers' Compensation Act(s) for the State of Louisiana. Statutory and Employers Liability Insurance, with limits of not less than \$500,000 per accident for bodily injury or disease.
- ii. **Commercial General Liability Insurance** including contractual liability insurance, products and completed operations, personal & advertising injury, bodily injury, property damage, abuse and molestation and any other type of liability for which this Agreement applies with limits of liability of not less than \$1,000,000 each occurrence / \$2,000,000 policy aggregate.
- iii. **Professional (Errors & Omission) Liability Insurance** appropriate to the Contractor's profession with limits of liability of not less than \$1,000,000 per occurrence or claim / \$2,000,000 policy aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement.

The policy shall be amended to include independent contractors and volunteers providing professional services on behalf of or at the direction of the Contractor. Policy shall be kept in force and uninterrupted for a period of three (3) years beyond policy expiration. If coverage is discontinued for any reason during this three (3) year term, Contractor must procure and evidence full extended reporting period (ERP) coverage.

b. Other Insurance Provisions: The insurance policies are to contain, or be endorsed, to contain, the following provisions:

- i. **Additional Insured Status:** The Contractor and all Subcontractors (where applicable) will provide, and maintain current, a Certificate of Insurance naming the City of New Orleans, its departments, political subdivisions, officers, officials, employees, and volunteers are to be covered as "Additional Insureds" on the CGL policy with respect to liability arising out of the performance of this agreement. General liability insurance coverage can be provided in the form of an endorsement to the Contractor's insurance.

(at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used).

ISO Form Endorsement; Owners, Lessees or Contractors—Completed Operations (CG 20 37), or equivalent acceptable to the City, is to be used to provide additional coverage for injury or damage that occurs after the work is completed, within the “products-completed operations hazard.” ISO Form Endorsement; Managers or Lessors of Premises (CG 20 11), or equivalent.

Contractor shall require and verify that all Subcontractors maintain insurance and coverage limits meeting all the requirements stated herein. The Certificate of Insurance, as evidence of all required coverage, should name the City of New Orleans Risk Manager as Certificate Holder and be delivered via U.S. Mail to 1300 Perdido Street, 9E06 – City Hall, New Orleans LA 70112.

The Additional Insured box shall be marked “Y” or Commercial General Liability coverage. The Subrogation Waiver Box must be marked “Y” for Workers Compensation/Employers Liability and Property.

- ii. **Primary Coverage:** For any claims related to this agreement, the Contractors insurance coverage shall be primary insurance as respects the City, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributing to the Contractors coverage.
- iii. **Claims Made Policies:** If applicable, the retroactive date must be shown and must be before the date of the agreement or the beginning of work. If the coverage is canceled or non-renewed, and not replaced with another claims-made policy, Contractor must purchase “extended reporting” coverage for minimum of 3 years after the termination of this agreement.
- iv. **Waiver of Subrogation:** The Contractor and its insurers agree to waive any right of subrogation which any insurer may acquire against the City by virtue of the payment of any loss under insurance required by this agreement.
- v. **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, expire or altered except without prior notice to the City of no less than 60 days.
- vi. **Acceptability of Insurers:** Insurance is to be placed with insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best’s rating of no less than A: VII, unless otherwise acceptable to the City.

2. Notice: The Contractor will provide the City’s Risk Manager (at City of New Orleans Attn: Risk Manager, 1300 Perdido Street, Suite 9E06, New Orleans, LA 70112- Ref.: A. Leigh Solutions) the following documents, within 10 calendar days of the City’s request:

- a. Proof of coverage for each policy of insurance required by this Agreement; and
- b. Copies of all policies of insurance, including all policies, forms, and endorsements.

3. Miscellaneous: Without notice from the City, the Contractor will:

- a. Replenish any policy aggregate limit that is impaired before commencement of any work or continuation of any work under this Agreement;
- b. Substitute insurance coverage acceptable to the City within 30 calendar days if any insurance company providing any insurance with respect to this Agreement is declared bankrupt, becomes insolvent, loses the right to do business in Louisiana, or ceases to meet the requirements of this Agreement; and
- c. Notify the City's Risk Manager in writing within 48 hours of its receipt of any notice of non-renewal, cancellation, or reduction in coverage or limits affecting any policy of insurance maintained under this Agreement.

4. Special Risks or Circumstances: The City of New Orleans shall reserve the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurance coverage, or other circumstances.

I. Indemnity.

1. To the fullest extent permitted by law, the Contractor will indemnify, defend, and hold harmless the City, its agents, employees, officials, insurers, self-insurance funds, and assigns (collectively, the "**Indemnified Parties**") from and against any and all claims, demands, suits, and judgments of sums of money accruing against the Indemnified Parties: for loss of life or injury or damage to persons or property arising from or relating to any act or omission or the operation of the Contractor, its agents, subcontractors, or employees while engaged in or in connection with the discharge or performance of any work under this Agreement; and for any and all claims and/or liens for labor, services, or materials furnished to the Contractor in connection with the performance of work under this Agreement.

2. Limitation. The Contractor's indemnity does not extend to any loss arising from the gross negligence or willful misconduct of any of the Indemnified Parties, provided that neither the Contractor nor any of its agents, subcontractors, or employees contributed to such gross negligence or willful misconduct.

3. Independent Duty. The Contractor has an immediate and independent obligation to, at the City's option: (a) defend the City from or (b) reimburse the City for its costs incurred in the defense of any claim that actually or potentially falls within this indemnity, even if: (a) the allegations are or may be groundless, false, or fraudulent; or (b) the Contractor is ultimately absolved from liability.

4. Expenses. Notwithstanding any provision to the contrary, the Contractor shall bear the expenses including, but not limited to, the City's reasonable attorney fees and expenses, incurred by the City in enforcing this indemnity.

ARTICLE II - REPRESENTATIONS AND WARRANTIES

A. The Contractor represents and warrants to the City that:

1. The Contractor, through its duly authorized representative, has the full power and authority to enter into and execute this Agreement;

2. The Contractor has the requisite expertise, qualifications, staff, materials, equipment, licenses, permits, consents, registrations, and certifications in place and available for the performance of all work required under this Agreement;

3. The Contractor is bonded, if required by law, and fully and adequately insured for any injury or loss to its employees and any other person resulting from the actions or omissions of the Contractor, its employees, or its subcontractors in the performance of this Agreement;

4. The Contractor is not under any obligation to any other person that is inconsistent or in conflict with this Agreement or that could prevent, limit, or impair the Contractor's performance of this Agreement;

5. The Contractor has no knowledge of any facts that could prevent, limit, or impair the performance of this Agreement, except as otherwise disclosed to the City and incorporated into this Agreement;

6. The Contractor is not in breach of any federal, state, or local statute or regulation applicable to the Contractor or its operations;

7. Any rate of compensation established for the performance of services under this Agreement are no higher than those charged to the Contractor's most favored customer for the same or substantially similar services;

8. The Contractor has read and fully understands this Agreement and is executing this Agreement willingly and voluntarily; and

9. All of the representations and warranties in this Article and elsewhere in this Agreement are true and correct as of the date of this Agreement by the Contractor and the execution of this Agreement by the Contractor's representative constitutes a sworn statement, under penalty of perjury, by the Contractor as to the truth of the foregoing representations and warranties.

B. Convicted Felon Statement. The Contractor complies with City Code § 2-8(c) and no principal, member, or officer of the Contractor has, within the preceding 5 years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

C. Non-Solicitation Statement. The Contractor has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement. The Contractor has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Agreement.

D. Employee Verification. The Contractor swears that (i) it is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens; (ii) it shall continue, during the term of this Agreement, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana; and (iii) it shall require all subcontractors to submit to the Contractor a sworn affidavit verifying compliance with items (i) and (ii) above. Any violation of the provisions of this paragraph may subject this Agreement to termination, and may further result in the Contractor being ineligible for any public contract for a period of 3 years from the date the violation is discovered. The Contractor further acknowledges and agrees that it shall be liable for any additional costs incurred by the City occasioned

by the termination of this Agreement or the loss of any license or permit to do business in the State of Louisiana resulting from a violation of this provision. The Contractor will provide to the City a sworn affidavit attesting to the above provisions if requested by the City. The City may terminate this Agreement for cause if the Contractor fails to provide such the requested affidavit or violates any provision of this paragraph.

E. The Contractor acknowledges that the City is relying on these representations and warranties and Contractor's expertise, skill, and knowledge and that the Contractor's obligations and liabilities will not be diminished by reason of any approval by the City.

ARTICLE III - THE CITY'S OBLIGATIONS

A. Administration. The City will:

1. Administer this Agreement through the City's Office of the Independent Police Monitor ("OIPM");
2. Provide the Contractor any documents deemed necessary for the Contractor's performance of any work required under this Agreement; and
3. Provide access to Department personnel to discuss the required services during normal working hours, as requested by the Contractor.

B. Payment. The City will make payments to the Contractor at the rate of compensation established in this Agreement based upon the Contractor's certified invoices, except:

1. The City's obligation to pay is contingent upon the Contractor's: (a) submission of a complete and accurate invoice; (b) satisfactory performance of the services and conditions required by this Agreement;
2. The City, in its discretion, may withhold payment of any disputed amounts, and no interest shall accrue on any amount withheld pending the resolution of the dispute;
3. The City may set off any amounts due to the Contractor against any amounts deemed by the City to be owed to the City by the Contractor pursuant this Agreement; and
4. All compensation owed to the Contractor under this Agreement is contingent upon the appropriation and allocation of funds for work under this Agreement by the City.
5. The City is not obligated under any circumstances to pay for any work performed or costs incurred by the Contractor that: exceed the maximum aggregate amount payable established by this Agreement; are beyond the scope or duration of this Agreement; arise from or relate to the any change order within the scope of the Agreement; are for services performed on days on which services were suspended, due to circumstances beyond the control of the City, and no work has taken place; arise from or relate to the correction of errors or omissions of the Contractor or its subcontractors; or the City is not expressly obligated to pay under this Agreement.
6. If this Agreement is terminated for any reason, the City will pay the Contractor only for the work requested by the City and satisfactorily performed by the Contractor through the date of termination, except as otherwise provided in this Agreement.
7. Unless otherwise agreed by the City, payment terms are NET 30 days upon providing that goods and/or services described under this Agreement have been delivered, installed (if required),

rendered, and/or accepted and upon receipt by the City of properly submitted invoice via the City's supplier portal.

ARTICLE IV - DATA SECURITY AND PRIVACY

In addition to any other obligations contained in this Agreement, the Parties agree not to share any personally identifying information ("PII"). To the extent the Contractor receives PII from the City, the Contractor shall cease reading the document immediately and notify the City that PII was received in error.

ARTICLE V - COMPENSATION

A. Rate of Compensation.

1. The City will pay the Contractor for the completed deliverables in accordance with the payment schedule set forth above in Article I Section D.

2. This Agreement does not guarantee any amount of work or compensation except as specifically authorized by the City in accordance with the terms and conditions of this Agreement.

3. The stated compensation is inclusive, and includes no additional amounts for, the Contractor's costs, including without limitation all expenses relating to overhead, administration, subcontractors, employees, bid preparation, bonds, scheduling, invoicing, insurance, record retention, reporting, inspections, audits, the correction of errors and omissions, or minor changes within the scope of this Agreement. The City will not consider or be obligated to pay or reimburse the Contractor any other charges or fees and the Contractor will not be entitled to any additional compensation or reimbursement, except otherwise specifically provided in the Agreement.

4. The Contractor immediately will notify the City in writing of any reduction to the rate of compensation for its most favored customer and the rate of compensation established by this Agreement automatically will adjust to the reduced rate effective as of the effective date of the reduction for the most favored customer.

B. Maximum Amount. The maximum aggregate amount payable by the City under this Agreement is \$15,000.

C. Cost Recovery. In accordance with Section 2-8.1 of the Municipal Code entitled "Cost recovery in contracts, cooperative endeavor agreements, and grants," to the maximum extent permitted by law, the Contractor shall reimburse the City or disgorge anything of value or economic benefit received from the City if the Contractor fails to meet its contractual obligations."

ARTICLE VI - DURATION AND TERMINATION

A. Term. The term of this agreement shall be for 1 year, beginning the Effective Date, provided there is an encumbrance of funds by the requesting department made from the funds allotted by the Chief Administrative Officer, which are derived from appropriations made by the City Council. This Agreement shall automatically terminate with respect to any period of time for which funds are not so encumbered.

B. Termination for Convenience. The City may terminate this Agreement at any time during the term of the Agreement by giving the Contractor written notice of the termination at least 30 calendar days before the intended date of termination.

C. **Termination for Non-Appropriation.** This Agreement will terminate immediately in the event of non-appropriation of funds sufficient to maintain this Agreement without the requirement of notice and the City will not be liable for any amounts beyond the funds appropriated and encumbered for this Agreement.

D. **Termination for Cause.** The City may terminate this Agreement immediately for cause by sending written notice to the Contractor. "Cause" includes without limitation any failure to perform any obligation or abide by any condition of this Agreement or the failure of any representation or warranty in this Agreement, including without limitation any failure to comply with the requirements of the City's Disadvantaged Business Enterprise program and any failure to comply with any provision of City Code § 2-1120 or requests of the Office of Inspector General. If a termination for cause is subsequently challenged in a court of law and the challenging party prevails, the termination will be deemed to be a termination for convenience effective 30 days from the date of the original written notice of termination for cause was sent to the challenging party; no further notice will be required.

E. **Suspension.** The City may suspend this Agreement at any time and for any reason by giving 2 business day's written notice to the Contractor. The Contractor will resume work upon 5 business day's written notice from the City.

ARTICLE VII - PERFORMANCE MEASURES

A. **Factors.** The City will measure the performance of the Contractor according to the following non-exhaustive factors: work performed in compliance with the terms of the Agreement; staff availability; staff training; staff professionalism; staff experience; customer service; communication and accessibility; prompt and effective correction of situations and conditions; timeliness and completeness of submission of requested documentation (such as records, receipts, invoices, insurance certificates, and computer-generated reports).

B. **Failure to Perform.** If the Contractor fails to perform according to the Agreement, the City will notify the Contractor. If there is a continued lack of performance after notification, the City may declare the Contractor in default and may pursue any appropriate remedies available under the Agreement and/or any applicable law. In the event of a notification of default, the City will invoice the defaulting contractor for any increase in costs and other damages sustained by the City. Further, the City will seek full recovery from the defaulting contractor.

ARTICLE VIII - NON-DISCRIMINATION

A. **Equal Employment Opportunity.** In all hiring or employment made possible by, or resulting from this Agreement, the Contractor (1) will not be discriminate against any employee or applicant for employment because of race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry, and (2) where applicable, will take affirmative action to ensure that the Contractor's employees are treated during employment without regard to their race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry. This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry.

B. Non-Discrimination. In the performance of this Agreement, the Contractor will not discriminate on the basis, whether in fact or perception, of a person's race, color, creed, religion, national origin, ancestry, age, sex (gender), sexual orientation, gender identity, domestic partner status, marital status, physical or mental disability, or AIDS- or HIV-status against (1) any employee of the City working with the Contractor in any of Contractor's operations within Orleans Parish or (2) any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by the Contractor. The Contractor agrees to comply with and abide by all applicable federal, state and local laws relating to non-discrimination, including, without limitation, Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

C. Incorporation into Subcontracts. The Contractor will incorporate the terms and conditions of this Article into all subcontracts, by reference or otherwise, and will require all subcontractors to comply with those provisions.

D. The City may terminate this Agreement for cause if the Contractor fails to comply with any obligation in this Article, which failure is a material breach of this Agreement.

ARTICLE IX - INDEPENDENT CONTRACTOR

A. Independent Contractor Status. The Contractor is an independent contractor and shall not be deemed an employee, servant, agent, partner, or joint venture of the City and will not hold itself or any of its employees, subcontractors or agents to be an employee, partner, or agent of the City.

B. Exclusion of Worker's Compensation Coverage. The City will not be liable to the Contractor, as an independent contractor as defined in La. R.S. 23:1021(7), for any benefits or coverage as provided by the Workmen's Compensation Law of the State of Louisiana. Under the provisions of La. R.S. 23:1034, any person employed by the Contractor will not be considered an employee of the City for the purpose of Worker's Compensation coverage.

C. Exclusion of Unemployment Compensation Coverage. The Contractor, as an independent contractor, is being hired by the City under this Agreement for hire and defined in La. R.S. 23:1472(12)(E) and neither the Contractor nor anyone employed by it will be considered an employee of the City for the purpose of unemployment compensation coverage, which coverage same being hereby expressly waived and excluded by the parties, because: (a) the Contractor has been and will be free from any control or direction by the City over the performance of the services covered by this contract; (b) the services to be performed by the Contractor are outside the normal course and scope of the City's usual business; and (c) the Contractor has been independently engaged in performing the services required under this Agreement prior to the date of this Agreement.

D. Waiver of Benefits. The Contractor, as an independent contractor, will not receive from the City any sick and annual leave benefits, medical insurance, life insurance, paid vacations, paid holidays, sick leave, pension, or Social Security for any services rendered to the City under this Agreement.

ARTICLE X - NOTICE

A. In General. Except for any routine communication, any notice, demand, communication, or request required or permitted under this Agreement will be given in writing and delivered in person or by certified mail, return receipt requested as follows:

1. To the City:

Susan Hutson, Police Monitor
Office of the Independent Police Monitor
2714 Canal Street, Suite 201
New Orleans, LA 70119

&

Sunni J. LeBeouf, City Attorney
City of New Orleans
1300 Perdido Street, Suite 5E03
New Orleans, LA 70112

2. To the Contractor:

Amanda Aiken, Manager
A. Leigh Solutions, LLC
510 Warrington Drive
New Orleans, LA 70122

B. Effectiveness. Notices are effective when received, except any notice that is not received due to the intended recipient's refusal or avoidance of delivery is deemed received as of the date of the first attempted delivery.

C. Notification of Change. Each party is responsible for notifying the other in writing that references this Agreement of any changes in its address(es) set forth above.

ARTICLE XI - ADDITIONAL PROVISIONS

A. Amendment. No amendment of or modification to this Agreement shall be valid unless and until executed in writing by the duly authorized representatives of both parties to this Agreement.

B. Assignment. This Agreement and any part of the Contractor's interest in it are not assignable or transferable without the City's prior written consent.

C. Choice of Law. This Agreement will be construed and enforced in accordance with the laws of the State of Louisiana without regard to its conflict of laws provisions.

D. Compliance with City's Hiring Requirements – Ban the Box.

1. The Contractor agrees to adhere to the City's hiring requirements contained in City Code Section 2-8(d) and 2-13(a)-(f). Prior to executing this Agreement, the Contractor must provide a sworn statement attesting to its compliance with the City's hiring requirements or stating why deviation from the hiring requirement is necessary.
2. Failure to maintain compliance with the City's hiring requirements through the term of the Agreement, or to provide sufficient written reasons for deviation, is a material breach of this Agreement. Upon learning of any such breach, the City will provide the Contractor notice of noncompliance and allow the Contractor thirty (30) days to come into compliance. If, after providing notice and thirty (30) days to cure, the Contractor

remains noncompliant, the City may move to suspend payments to the Contractor, void the Agreement, or take any such legal action permitted by law or this Agreement.

3. This section will not apply to any agreements excluded from the City's hiring requirements by City Code Sections 2-8(d) or (g). Should a court of competent jurisdiction find any part of this section to be unenforceable, the section should be reformed, if possible, so that it is enforceable to the maximum extent permitted by law, or if reformation is not possible, the section should be fully severable and remaining provisions of the Agreement will remain in full force and effect.
4. The Contractor will incorporate the terms and conditions of this Article into all subcontracts, by reference or otherwise, and will require all sub-contractors to comply with those provisions.

E. Conflicting Employment. To ensure that the Contractor's efforts do not conflict with the City's interests, and in recognition of the Contractor's obligations to the City, the Contractor will decline any offer of other employment if its performance of this Agreement is likely to be adversely affected by the acceptance of the other employment. The Contractor will promptly notify the City in writing of its intention to accept the other employment and will disclose all possible effects of the other employment on the Contractor's performance of this Agreement. The City will make the final determination whether the Contractor may accept the other employment.

F. Construction of Agreement. Neither party will be deemed to have drafted this Agreement. This Agreement has been reviewed by all parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of all parties. No term of this Agreement shall be construed or resolved in favor of or against the City or the Contractor on the basis of which party drafted the uncertain or ambiguous language. The headings and captions of this Agreement are provided for convenience only and are not intended to have effect in the construction or interpretation of this Agreement. Where appropriate, the singular includes the plural and neutral words and words of any gender shall include the neutral and other gender.

G. Entire Agreement. This Agreement, including all incorporated documents, constitutes the final and complete agreement and understanding between the parties. All prior and contemporaneous agreements and understandings, whether oral or written, are superseded by this Agreement and are without effect to vary or alter any terms or conditions of this Agreement.

H. Exhibits. The following exhibits will be and are incorporated into this Agreement: Exhibit "A" (i.e., the Contractor's proposal dated July 2, 2020).

I. Jurisdiction. The Contractor consents and yields to the jurisdiction of the State Civil Courts of the Parish of Orleans and formally waives any pleas or exceptions of jurisdiction on account of the residence of the Contractor.

J. Limitations of the City's Obligations. The City has no obligations not explicitly set forth in this Agreement or any incorporated documents or expressly imposed by law.

K. No Third Party Beneficiaries. This Agreement is entered into for the exclusive benefit of the parties and the parties expressly disclaim any intent to benefit anyone not a party to this Agreement.

L. Non-Exclusivity. This Agreement is non-exclusive and the Contractor may provide services to other clients, subject to the City's approval of any potential conflicts with the performance

of this Agreement and the City may engage the services of others for the provision of some or all of the work to be performed under this Agreement.

M. Non-Waiver. The failure of either party to insist upon strict compliance with any provision of this Agreement, to enforce any right or to seek any remedy upon discovery of any default or breach of the other party at such time as the initial discovery of the existence of such noncompliance, right, default or breach shall not affect or constitute a waiver of either party's right to insist upon such compliance, exercise such right or seek such remedy with respect to that default or breach or any prior contemporaneous or subsequent default or breach.

N. Order of Documents. In the event of any conflict between the provisions of this Agreement any incorporated documents, the terms and conditions of the documents will apply in this order: The Agreement; Exhibit "A."

O. Prohibition of Financial Interest in Agreement. No elected official or employee of the City shall have a financial interest, direct or indirect, in this Agreement. For purposes of this provision, a financial interest held by the spouse, child, or parent of any elected official or employee of the City shall be deemed to be a financial interest of such elected official or employee of the City. Any willful violation of this provision, with the expressed or implied knowledge of Contractor, shall render this Agreement voidable by the City and shall entitle the City to recover, in addition to any other rights and remedies available to the City, all monies paid by the City to Contractor pursuant to this Agreement without regard to Contractor's otherwise satisfactory performance of the Agreement.

P. Prohibition on Political Activity. None of the funds, materials, property, or services provided directly or indirectly under the terms of this Agreement shall be used in the performance of this Agreement for any partisan political activity, or to further the election or defeat of any candidate for public office.

Q. Remedies Cumulative. No remedy set forth in the Agreement or otherwise conferred upon or reserved to any party shall be considered exclusive of any other remedy available to a party. Rather, each remedy shall be deemed distinct, separate and cumulative and each may be exercised from time to time as often as the occasion may arise or as may be deemed expedient.

R. Severability. Should a court of competent jurisdiction find any provision of this Agreement to be unenforceable as written, the unenforceable provision should be reformed, if possible, so that it is enforceable to the maximum extent permitted by law or, if reformation is not possible, the unenforceable provision shall be fully severable and the remaining provisions of the Agreement remain in full force and effect and shall be construed and enforced as if the unenforceable provision was never a part the Agreement.

S. Survival of Certain Provisions. All representations and warranties and all obligations concerning record retention, inspections, audits, ownership, indemnification, payment, remedies, jurisdiction, and choice of law shall survive the expiration, suspension, or termination of this Agreement and continue in full force and effect.

T. Terms Binding. The terms and conditions of this Agreement are binding on any heirs, successors, transferees, and assigns.

ARTICLE XII - ELECTRONIC SIGNATURE AND DELIVERY

The Parties agree that a manually signed copy of this Agreement and any other document(s)

attached to this Agreement delivered by email shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement. No legally binding obligation shall be created with respect to a party until such party has delivered or caused to be delivered a manually signed copy of this Agreement.

[The remainder of this page is intentionally left blank]
[SIGNATURES AND EXHIBITS CONTAINED ON NEXT PAGE]

IN WITNESS WHEREOF, the City and the Contractor, through their duly authorized representatives, execute this Agreement.

CITY OF NEW ORLEANS

BY: 
LATOYA CANTRELL, MAYOR

Executed on this 3RD of September, 2020.

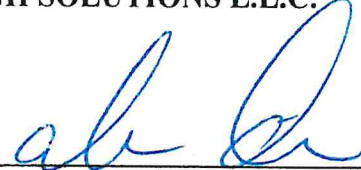
FORM AND LEGALITY APPROVED:

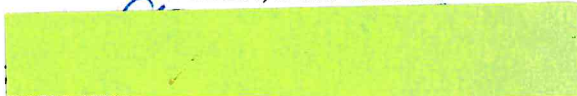
Law Department

By: 

Printed Name: Andrew Gregorini

A. LEIGH SOLUTIONS L.L.C.

BY: 
AMANDA AIKEN, MANAGER



(EXHIBIT "A" ATTACHED TO THE NEXT PAGE[S])

EXHIBIT “A”

Overview and Objectives:

As New Orleans continues to see youth and children charged with crimes that they allegedly committed there is an opportunity to understand the experiences youth, children, and their families have when they interact with the police department. To that end, data around the arrests of children and youth, and the interaction of youth and the police is often hard to find and lacks transparency. There are a few agencies that have access to this data, and it does not allow for the public to understand how many youths are arrested, why they are arrested, and what is their experience when they are arrested. Furthermore, there is little to no data collected on the interactions that youth and children have with the police. The City of New Orleans' Office of the Independent Police Monitor is the agency with a unique ability to convene stakeholders on this matter to better understand the data, determine next steps for a path forward, and to provide transparent and understandable information to the community at large.

1. Provide advisement and consultation to the Independent Monitor's office regarding all the organizations currently involved in juvenile justice work and their roles, potential opportunities and issues that may arise, and the unique role that schools and the school system can play in addressing issues with the policing of children and youth
2. Identify the data and the organizations who can access this data regarding the arrests of children and youth. Research other cities, states, and police oversight across the country who are also gathering similar data.
3. Analyze the data around the arrests of children and youth and determine trends
4. Convene organizations and agencies to discuss the policing of children and juveniles to better understand this complex topic from multiple perspectives and experiences
5. Create materials for engagement inclusive of agendas, interview questions, and survey questions
6. Engage with youth serving organizations who support children and youth who have been impacted by police interactions directly or indirectly
7. Engage with children and youth who have been impacted by police interaction by doing interviews and possibly a separate engagement session for children and youth to understand their interactions and impact of those interactions.
8. Determine next steps for this data in terms of engaging youth facing organizations, trainings and resources needed, and the most effective way to ensure this data transparent and accessible to the public.

Scope and Budget:

Proposed Scope of Work	Proposed Budget
Initial Kick Off and Plan Roll Out: • Meet with the internal team from the Independent Monitor's office to review goals, outlines, and intended outcomes. • Individual meetings with potential stakeholders to fully understand the landscape, understand barriers to success and identify key sources of data • Plan initial convening with data stakeholders as well as a larger convening for a larger stakeholder audience Outcomes: • Ensure there is alignment for the scope of work • Develop a clear set of initial goals • Creation of agenda for convenings • Creation of a list of organizations that should participate in the data convening • Creation of a list of organizations that should participate in a larger convening • Creation of a timeline/calendar of events • Creation of a list of youth serving organizations to engage with students	\$ 1,500
Data Convening, Discussion, and Analysis (Consultant and OIPM team will lead these convenings): • Have two to three convenings with organizations and stakeholders who have data that would be helpful to understand policing of youth and children ◦ Brings these groups together to share our goals and understand their goals ◦ Understand how and where to better access the data ◦ Understand barriers to making the data more transparent ◦ Understand gaps in the data ◦ Get verbal feedback on what should ultimately be produced and what resources are further needed	\$ 4,500

Desired Outcomes: • Get feedback on our goals and incorporate new goals • Get MOUs and data sharing agreements with organizations • Access the data they have • Initial data analysis • Get feedback on the report, what it should be, what it should not be, how it will be circulated	
Convening stakeholder groups (Consultant and OIPM will lead these convenings): • Meet with broader stakeholders in this work and share next learnings, goals, and next steps from our data convening • Meetings can include a larger convening and individual meetings based on the stakeholder • Get feedback on our goals and next steps • Have a collaborative discuss on the highest impact actions on the policing of children and juveniles • Host 2 to 3 public forums throughout the city on the policing of youth and children. Surveys will be provided to attendees to understand their own interactions with the police and to provide qualitative data. Survey questions with be co-created with OIPM staff Desired Outcomes: • Get feedback and buy-in from a larger collective of organizations on the report • Get qualitative feedback for the report • Have a clear set of actions other than a report to address issues with the policing of our youth and determine which organization(s) will own the co-created actions	\$ 4,500
Engagement of young people (Consultant and a member of the OIPM team will attend based on feedback or preference from organization and young people): • Meet with young people who have either directly or indirectly engaged with the police • Understand themes and trends from their interactions • Gain feedback and insights from the young people on next steps • The conversations we have with young people will be interview style. Notes will be taken in word. Any specific data collected like location, gender, ethnicity, etc will be analyzed and shared via charts or graphs	\$ 2,000

List of Possible Organizations: • YEP • Travis Hill • Carver • The Orchid Society • Son of a Saint • Rethink Desired Outcomes: • Conduct interviews with young people to hear their stories and concerns in terms of policing in their communities and schools and identify themes • Gather qualitative data for the report as well as insights on current practices to better inform current practices • Identify potential data that is not being collected that should be collected • Get feedback on goals, action steps, and the report	
Creation of the path forward and next steps: • Create a clear agenda of next steps after all feedback has been given, data has been shared, and insights have been share • Determine what should be produced in terms of the report, who needs to support the creation of it, and how it should be shared • Determine how to consistently and transparently share information around the policing of youth and children • Provide recommendations and feedback on the data that is currently being collected • Determine what resources/ training is needed and the best parties to carry out these trainings Desired Outcomes: • Clear goals for the next phase of the work • Clear scope of the report • Analysis of data collected • Updates to current materials for young people • List of a trainings that are needed and who needs them (i.e. police department, schools, family, youth organizations)	\$2,500
	15,000

Outputs from Consultant (Feedback from OIPM team will be heavily implemented in all

outputs):

- Creation of Agendas for all meetings
- List of partner organizations
- Creations of survey questions
- Creation of interview questions
- Summary of meeting notes
- Updates goals
- Scope for a Report
- Data recommendations
- List of desired trainings

OIPM Outputs:

- Data sharing agreements
- MOU templates
- Any legal advisement
- Current resources/ training guides
- Feedback on consultant outputs