



DIVISION OF FINANCE



To: Honorable Mayor Paul A. Young

From: Kristie Hardy, Purchasing Agent

DOCU-SIGN

Date: July 5, 2024

Subject: Contract # 40527 - The University of Memphis

Please find attached the above referenced contract for the Mayor's signature. This document does not require City Council approval.

Purpose: Extension 1 is processed to extend the contract expiration date to 7/1/2025 for professional development assessment and training.

Type: Extension

Type Amount: \$

Financial Commitment: The total cost of this agreement is not to exceed \$132,728.00.

M/WBE Participation Goal: 0.00%

M/WBE Participation Commitment: 0.00%

SBE-Only Bid: N/A

Contracting Authority: By Home Rule Amendment 1852, Section 14, BE IT FURTHER ORDAINED, That the power to contract (other than by franchise agreements) shall remain with the Mayor.

After approval, please return all documents to the Purchasing Department for further processing.

Should you have any questions, please advise.

Attachment



**PURCHASING
FILE INDEX**
(To be attached to each file)

Division Fire
 Requisition No. _____
 Request for Quote No. _____
 Purchase Order No. _____
 Initials/Date _____

FY 24

40527
E.P. 7/5/24

EXTENSIONS / AMENDMENTS	Yes	No	N/A
Review extension/amentment for form and accuracy	/		
Check original contract for extension/amentment clauses	/		
Confirm contract amount and source of funds	/		
Verify Not to Exceed Amount	/		
Check Signatures	/		
check Insurance requirements			/
Have You received tax exempt ruling letter from IRS or Memphis Shelby County Business Tax receipt/Licence			/
Copy of License and Establish Date - Shelby County 222-3059			/
Performance Bond Renewals			/
Create requisition to revise original contract			
CHANGE ORDERS			
Review for form and accuracy			
Confirm contrat amount and 10% cap			
Verify not to Exceed Amount			
Check Signatures			
Create requisition to revise original contract			
ENCUMBRANCE			
Check B&C for amount of change			
Check contract for clauses ie. Unit price; estimated prices			
Check Signatures			
Verify Not to Exceed Amount			
Add encumbrance to existion purchase order			
UNECUMBRANCE			
FINAL PAYMENTS / CANCELLATIONS			
check B&C for amount of final payment			
Check systems for balances of contract			
Check Signatures			
Check balance on check Request			
Forward Check Request to AP for Payment			
Cancel purchase order in system			

Current Term Expiration Date: 6-30-2024

NTE/ Estimated: \$132,728.00

If NTE Encubrances to Date: \$132,728



Ext. 1 to extend the contract expiration date to 7-1-2025.



Paul A. Young - Mayor

**DIVISION OF FIRE SERVICES
Gina Y. Sweat – Fire Chief**

"Teamwork with Commitment to Excellence, Compassion, and Immediate Community Protection"

From: Marquette Beechem, Fire Project Manager
To: Paul A. Young, Mayor
Via: Antonio M. Adams, Interim Chief Operating Officer
Date: June 12, 2024

- Reviewed by OBDC
- Approved by OBDC
- Exemption

Reason: Single Source Agreement
Sig/Date: [Signature] 6/12/24

Subject: University of Memphis – Contract Extension #1 – Contract # 40527

Brief / Memo

1. Statement of Opportunity

The City of Memphis Division of Fire Services is partnering with the University of Memphis to provide services related to professional development assessment and training, and MFD is willing to fund such services by the University. The University has a staff of certain employees who possess unique knowledge and experience in substantive fields relating to those services.

The Division of Fire Services is electing to continue its existing agreement with the University of Memphis and extend the contract for services additional year.

2. Prior Fire Action

The Division will provide students the opportunity to gain Emergency-Medical Service experience.

3. EBO Participation

This project was approved as a single-source agreement by the City's Purchasing Agent.

4. COO Action

Upon the COO's review and approval, we request advising the Mayor to sign the attached extension.

CITY OF MEMPHIS INTEROFFICE MEMO Professional Services

To: Office of Business Diversity & Compliance
From: Marquette Beechem
Project Name: Contract - Univeristy of Memphis Professional Development
Date: 07/14/23
Subject: **EBO Goals**

Division: **Fire Services**
Project Number: _____

BID DATE:

<u>NAME</u>	<u>ESTIMATED</u>		<u>FIRMS</u>	
	<u>AMOUNT</u>	<u>PERCENT</u>	<u>M</u>	<u>W</u>
Professional Services		0.00%		

Note: This project has been approved as a single source. Letter is attached.

TOTAL ESTIMATE

RECOMMENDED TOTAL MBE GOAL OF: 0%

RECOMMENDED TOTAL WBE GOAL OF: 0%

OR

RECOMMENDED TOTAL COMBINED M/WBE GOAL OF: _____

Single Source approved by [Signature]

APPROVED: [Signature]
Zandera Davidson, Interim Director OBDC or Designee

Date: 8/1/23

APPROVED: _____
Kristie Hardy, Purchasing Agent or Designee

Date: _____

APPROVED: _____
Michael Fletcher, Interim City Attorney

Date: _____

7/5/24, 11:11 AM

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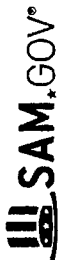
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Mar 1, 2024

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May 21, 2024

X



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Entity Information

+

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Entities

Disaster Response Registry

Responsibility / Qualification

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- Any Words 
- All Words 
- Exact Phrase 

e.g. 123456789, Smith Corp
 "University of Memphis" x

Entity

Location

Status

- Active
- Inactive



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Suppliers

Suppliers >

Update The University of Memphis - 114348: Business Classification

- Quick Update
- Company Profile

Organization

Tax Details

Address Book

Contact Directory

Business Classification

Products & Services

Banking Details

Surveys

Approval History

Terms and Control

Accounting

Tax and Reporting

Purchasing

Receiving

Payment Details

Relationship

Invoice Management

Certification

Last Certified By

✓ TIP Date format example: 20-Jun-2024

Classification

- Minority Owned
- Service-disabled Veteran Owned
- Small Business
- Veteran Owned
- Women Owned
- Women-owned small business eligible under the WOSB program

Applicable

Minority Type

Certificate Number

Certifying Agency

Expiration Date

Status

Cancel Save

Cancel Save

Business Classification

[Show directory information and instructions](#)

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CERTIFICATIONS

Minority Business Enterprise (MBE)
Small Business Enterprise (SBE)
Women Business Enterprise (WBE)
UNIVERSITY OF MEMPHIS

BUSINESS NAME/DBA

Search Results

0 firms with 0 certifications found

Your search parameters did not return any matches. Click **Edit Parameters**, modify the information in the fields above and click **Search Again**.



Jim Strickland - Mayor

DIVISION OF FIRE SERVICES
Gina Y. Sweat – Fire Chief

"Teamwork with Commitment to Excellence, Compassion, and Immediate Community Protection"

July 10, 2023

Kristie D. Hardy, Purchasing Agent
City of Memphis
125 N. Main Street
Memphis, TN 38103

Purchasing Approved
7-13-23

Ms. Hardy,

This letter is written in support of the contract with the University of Memphis to provide professional development assessment and training at the Memphis Fire Department Training Academy.

The University of Memphis has staff who processes unique knowledge and experience in substantive fields relating to such services. The scope of this agreement will include collaborative asset mapping, development of a professional development plan and implementation of the mutually agreed upon professional development plan.

The Division of Fire Services would appreciate your acceptance and processing of this request to work with University of Memphis as a single source agreement.

If you have any questions or need further information, please feel free to contact me.

Respectfully,

Gina Y. Sweat, Chief



Memphis, Tennessee 38152-3570

Phone: 901.941.1000
Fax: 901.941.1001
www.memphis.edu

July 12, 2023

Gina Y. Sweat
Fire Chief
Memphis Fire Department
2670 Avery Avenue
Memphis, TN 38112

Re: Sole Source Justification Letter
University of Memphis – Professional Development Assessment and Training

Chief Sweat:

I am pleased to provide the following information regarding the proposed Service Agreement between the City of Memphis and the University of Memphis (UofM) with Dr. Edith Gnanadass serving as Principal Investigator for the UofM team. We believe that Dr. Gnanadass and her Co-Investigator, Dr. Wendy Griswold, are uniquely qualified to conduct a collaborative asset mapping of the Memphis Fire Department Training Academy and to create a comprehensive long-term professional development plan.

Drs. Gnanadass and Griswold have extensive experience with adult and higher education, working with organizations to evaluate current practices and to recommend new curriculum based on current evolving needs. Their decades of expertise in literacy, curriculum evaluation and development, and adult and community education make them well qualified to provide the identified services for this project. Both individuals have worked with public organizations to help them analyze their educational programming and to subsequently implement new programs and/or components to better address the needs of participants. In addition, both Drs. Gnanadass and Griswold have extensive teaching, service, and research experience working with diverse populations based on age, ethnicity and gender, with a particular focus on inclusive practices that build productive community and interpersonal relationships.

A key component of their work will be to explore and contribute to the refinement of existing program components to build leadership capacity and to enhance the current program to comprehensively address the learning needs of current and future instructors. Based on their expertise and analysis, the resulting long-term professional development plan will address the socio-cultural context in which the Memphis Fire Department operates. The professional development plan will include training instructors on content and delivery and evaluating training materials with feedback from the instructors to provide the most robust and appropriate program for the Department.

The UofM team provides proven expertise in conducting both in-person and virtual training activities based on developmental theory and practice. The resulting trainings will be videotaped, providing the Department with a library of accessible resources not currently available. A key component of all proposed work is to facilitate connections to community-based resources to meet learner literacy and other needs. The team's qualifications are based on both research and practice experience, which provides a skill package not available from other resources

in Memphis. We believe this comprehensive program will enhance the expertise of Memphis Fire Department instructors to become better adult educators as they seek to improve the retention and completion rates of firefighters and EMS providers.

We appreciate the opportunity to present the UofM team's qualifications to the Memphis Fire Department for this important work.

Sincerely,

Sincerely,



Laura L. Wright
Senior Research Administrator
Office of Sponsored Programs/AOR
Division of Research and Innovation



OSP Administration Building
Memphis, Tennessee 38152-3320
Office: 901-678-4746
osp@memphis.edu

October 17, 2023

Grant Agency,

The University of Memphis is a public university of the State of Tennessee. The State of Tennessee is self-insured and does not carry or maintain commercial general liability insurance or medical, professional or hospital liability insurance. A copy of the certificate of self-insurance is attached.

Please let me know if you require additional information.

Sincerely,

A handwritten signature in black ink that reads "Terrice E. Watson".

Terrice E. Watson, DBA, CPA, CIA, CRA
Assistant Vice President for Research Administration and Compliance
Division of Research and Innovation
901-678-5133
twatheid@memphis.edu

State of Tennessee Certificate of Self-Insurance

Insured:
The State of Tennessee, its departments, agencies, institutions, including institutions of higher education, and any entity deemed by the General Assembly to be a state agency for the purpose of participating in the State of Tennessee self-insurance program.

The institutions of higher education include the University of Tennessee system and the Tennessee Board of Regents system, and subsidiaries, Austin Peay State University, East Tennessee State University, Middle Tennessee State University, Tennessee State University, Tennessee Technological University, and the University of Memphis.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not amend, extend or alter the liability coverage described below and defined in Title 9, Chapter 8 and Title 50, Chapter 6 of the Tennessee Code Annotated.

Persons wishing to file a claim for damages against the State of Tennessee arising from an act or omission of the State or its employees must file a claim with the State Treasury Department, Division of Claims and Risk Management, 15th Floor, Andrew Jackson State Office Building, 502 Deaderick Street, Nashville, Tennessee 37243-0202.

SOURCE OF COVERAGE

Coverage A
The State of Tennessee Department of Treasury
Division of Claims and Risk Management
502 Deaderick Street - 15th Floor
Nashville, Tennessee 37243

All coverages are per State Law

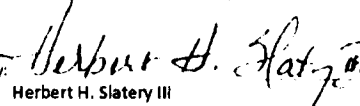
Coverages: THIS IS TO CERTIFY THAT THE STATE OF TENNESSEE SELF-INSURES ITS EXPOSURE IN GENERAL LIABILITY, AUTOMOBILE LIABILITY, PROFESSIONAL MALPRACTICE, AND WORKERS' COMPENSATION, SUBJECT TO THE STATUTORY LIMITATIONS CONTAINED IN TITLE 9, CHAPTER 8 AND TITLE 50, CHAPTER 6 OF THE TENNESSEE CODE ANNOTATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY WRITTEN CONTRACT OR DOCUMENT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS CONTROLLED AND LIMITED BY STATE LAW.

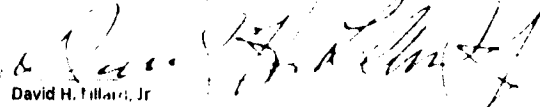
COV	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	STATUTORY LIMITS	
A	GENERAL LIABILITY	Self-Insured	January 1, 1985	Perpetual unless coverage is changed by statute	PER OCCURRENCE PER CLAIMANT As required by T.C.A. § 9-8-307	\$1,000,000 \$300,000
A	AUTOMOBILE LIABILITY ANY AUTO	Self-Insured	January 1, 1985	Perpetual unless coverage is changed by statute	PER OCCURRENCE PER CLAIMANT As required by T.C.A. § 9-8-307	\$1,000,000 \$300,000
	<input checked="" type="checkbox"/> ALL OWNED AUTOS					
	<input checked="" type="checkbox"/> SCHEDULED AUTOS					
	<input checked="" type="checkbox"/> HIRED AUTOS					
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
A	PROPERTY	Self-Insured	January 1, 1985	Perpetual unless coverage is changed by statute	PER OCCURRENCE PER CLAIMANT As required by T.C.A. § 9-8-307	\$1,000,000 \$300,000
A	PROFESSIONAL MALPRACTICE	Self-Insured	January 1, 1985	Perpetual unless coverage is changed by statute	PER OCCURRENCE PER CLAIMANT As required by T.C.A. § 9-8-307	\$1,000,000 \$300,000
A	WORKERS' COMPENSATION AND EMPLOYER LIABILITY	Self-Insured	January 1, 1985	Perpetual unless coverage is changed by statute	AS REQUIRED BY THE WORKERS' COMPENSATION LAW CREATED UNDER TITLE 50, CHAPTER 6 OF THE TENNESSEE CODE ANNOTATED	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:
NOT APPLICABLE

CERTIFICATE HOLDER:
NOT APPLICABLE

CANCELLATION: THE STATE OF TENNESSEE WILL UPDATE PROOF OF SELF-INSURANCE ON ITS WEBSITE.

By: 
Herbert H. Slatery III
Attorney General and Reporter

By: 
David H.illard, Jr.
Chairman, Tennessee Board of Claims

EXTENSION to CONTRACT NO. 40527

between

THE CITY OF MEMPHIS

and

THE UNIVERSITY OF MEMPHIS

THIS EXTENSION (the "First Extension") is made and entered into as of the date of execution by and between The City of Memphis, by and through its Fire Department ("MFD") and The University of Memphis ("University").

WHEREAS, MFD and University entered into a Service Agreement effective July 1, 2023, (the "Agreement") for University to provide MFD with services related to professional development assessment and training; and

WHEREAS, pursuant to the Agreement terms, the parties desire to exercise the first Option Period of the Agreement to extend the Agreement term for one additional year;

NOW, THEREFORE, the parties hereby agree as follows:

1. The Agreement term is extended until July 1, 2025.

All other terms and conditions set forth in the Agreement, not in conflict with this First Extension, shall remain in full force and effect. Nothing in this First Extension relieves either party of their respective obligations under the Agreement.

This First Extension, together with the Agreement, constitutes the entire agreement between the parties and supersedes all other prior or contemporaneous communication between the parties relating to the subject matter of the Agreement.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties, by and through their duly authorized representatives, have executed this First Extension effective as of the date of last signature below.

CITY OF MEMPHIS

DocuSigned by:
By: Paul A. Young
73A478EF48D4430...
Paul A. Young, Mayor

Date: 7/12/2024

THE UNIVERSITY OF MEMPHIS

By: [Signature]

Name: Dr. Jasbir Dhaliwal

Title: EVP for Research and Innovation

Date: 6/10/24

Approved as to Form:


DocuSigned by:
By: Tannera Gibson 7/10/2024 *mc*
E78D3A67E68D9432
Tannera Gibson, Chief Legal Officer/City Attorney

Attest:

DocuSigned by:
By: Kameteris Wyatt 7/17/2024
9219733DE70047F...
Comptroller

Certification of Signature

I, Jasbir Dhaliwal, hereby certify that the faxed/electronic/copied signature below is my legally enforceable signature.”



Signature

Executive Vice President for Research and Innovation

Title

May 16, 2024

Date