

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Apr 9, 2015

Action Requested By: Human Resources

Agenda Type: Resolution

Subject Matter:

Agreement between the City of Huntsville and Defense Acquisition University - South Region for faculty and facility use in support of the Mayor's Advanced Leadership Development Program.

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into an agreement between the City of Huntsville and Defense Acquisition University - South Region for faculty and facility use in support of the Mayor's Advanced Leadership Development Program.

Note: If amendment, Please state title and number of the original

Item to be considered for: Action

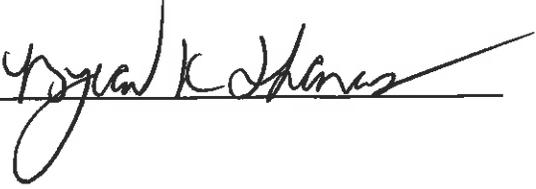
Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Associated Cost: N/A

Budgeted Item: Not Applicable

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: 

Date: Apr 2, 2015

**ROUTING SLIP
CONTRACTS AND AGREEMENTS**

Originating Department: Human Resources Council Meeting Date: 4/9/2015

Department Contact: Deloise Manning Phone # 256-427-5241

Contract or Agreement: Agreement

Document Name: Support Agreement with DAU

City Obligation Amount: N/A

Total Project Budget:

Uncommitted Account Balance:

Account Number:

Procurement Agreements

Not Applicable	Not Applicable
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Grant-Funded Agreements

Not Applicable	Grant Name: <input type="text"/>
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Department	Signature	Date
1) Originating	<i>Boyan K. Thomas</i>	4/2/15
2) Legal	<i>Debra Gates</i>	4/3/15
3) Finance	<i>[Signature]</i>	4/6/15
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO. 15-_____

WHEREAS the City of Huntsville wishes to enter into an agreement with Defense Acquisition University (DAU) - South Region located in Huntsville, Alabama;

WHEREAS the City desires the faculty of DAU - South Region to provide participants in the Mayor's Advanced Leadership Development program with advanced knowledge, additional skills and necessary aptitudes to assist them in their leadership position; and

WHEREAS DAU - South Region desires to provide such training and the use of their facility at no cost to the City of Huntsville or the participants in the Mayor's Advanced Leadership Development program.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Huntsville that the Mayor be, and he is hereby authorized to enter into an agreement with DAU - South Region, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as Support Agreement, consisting of 3 pages and the date of April 9, 2015, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being kept on file in the office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

ADOPTED this the _____ day of _____, 2015.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the _____ day of _____, 2015.

Mayor of the City of
Huntsville, Alabama

SUPPORT AGREEMENT

1. AGREEMENT NUMBER <i>(Provided by Supplier)</i> (eMTS Code): 51332C		2. SUPERSEDED AGREEMENT NO. <i>(If this replaces another agreement)</i>		3. EFFECTIVE DATE (YYYYMMDD) 20150101		4. EXPIRATION DATE <i>(May be "Indefinite")</i> 20151130	
5. SUPPLYING ACTIVITY				6. RECEIVING ACTIVITY			
a. NAME AND ADDRESS Defense Acquisition University - South Region POC: Mark Unger 7115 Old Madison Pike Huntsville, AL 35806				a. NAME AND ADDRESS City of Huntsville Attn: Byron Thomas Huntsville, AL byron.thomas@huntsvilleal.gov 256-427-5240			
b. MAJOR COMMAND DAU				b. MAJOR COMMAND City of Huntsville			
7. SUPPORT PROVIDED BY SUPPLIER							
a. SUPPORT <i>(Specify what, when, where, and how much)</i>				b. BASIS FOR REIMBURSEMENT		c. ESTIMATED REIMBURSEMENT	
<p>DESCRIPTION: Faculty to provide Huntsville City leaders and managers with advanced knowledge, additional skills and necessary aptitudes that will assist them in effectively and successfully function in a leadership capacity.</p> <p>Dates of Assistance: Monthly Jan - Nov, 2015</p> <p>Location(s) of Assistance: DAU-S Campus, Huntsville, AL</p> <p>Technical Lead: Faculty: Mark Unger Phone: 256-922-8741 Fax: 256-922-1077 mark.unger@dau.mil</p> <p>DAU South Budget POC: Allen Lawson Phone: 256-922-8775 Fax: 256-922-1077 allen.lawson@dau.mil</p>				<p>Details concerning costs in materials, service, and labor can be found on pages 2 and 3.</p> <p>Faculty Labor Cost: 50 hours (pro bono)</p> <p>Support Labor Cost: 12 hours (pro bono)</p> <p>Travel Cost: \$0.00 (pro bono)</p> <p>Other Direct Cost: \$0.00 (pro bono)</p> <p>TOTAL: Hours: 62 (pro bono) Cost: \$0.00 (pro bono)</p>		<p>Payment Method: PRO BONO</p> <p>Faculty Labor Cost: 50 hours (pro bono)</p> <p>Support Labor Cost: 12 hours (pro bono)</p> <p>Travel Cost: \$0.00 (pro bono)</p> <p>Other Direct Cost: \$0.00 (pro bono)</p> <p>TOTAL: Hours: 62 (pro bono) Cost: \$0.00 (pro bono)</p>	
ADDITIONAL SUPPORT REQUIREMENTS ATTACHED: <input type="checkbox"/> YES				<input checked="" type="checkbox"/> NO			
8. SUPPLYING COMPONENT				9. RECEIVING COMPONENT			
a. COMPTROLLER SIGNATURE NOT APPLICABLE		b. DATE SIGNED		a. COMPTROLLER SIGNATURE NOT APPLICABLE		b. DATE SIGNED	
c. APPROVING AUTHORITY				c. APPROVING AUTHORITY			
(1) TYPED NAME Scott D. Fouse, Deputy, Outreach & Mission Assistance				(1) TYPED NAME Tommy Battle, Mayor			
(2) ORGANIZATION DAU South Region		(3) TELEPHONE NUMBER 256-922-8714		(2) ORGANIZATION City of Huntsville		(3) TELEPHONE NUMBER 256-427-5240	
(4) SIGNATURE scott.fouse@dau.mil		(5) DATE SIGNED 3/10/15		(4) SIGNATURE		(5) DATE SIGNED	
<small>Digitally signed by scott.fouse@dau.mil DN: cn=scott.fouse@dau.mil Date: 2015.03.10 13:18:57 -0500</small>							
10. TERMINATION <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>							
a. APPROVING AUTHORITY SIGNATURE		b. DATE SIGNED		c. APPROVING AUTHORITY SIGNATURE		d. DATE SIGNED	

11. GENERAL PROVISIONS (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)

- a. The receiving components will provide the supplying component projections of requested support. (Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)
- b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of Byron Thomas / 256-427-5240 / byron.thomas@huntsvilleal.gov prior to changing or cancelling support.
- c. The component providing reimbursable support in this agreement will submit statements of costs to:

- d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.
- e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.
- f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

Customer will provide training/meeting attendee list with names, telephone numbers and email addresses at least one week prior to each session. If that is not feasible, an attendee list with name, telephone, numbers and email addresses will be provided to the on-site DAU instructor by the conclusion of the training/meeting. Certificates of completion will be sent to the attendees within two (2) weeks of completing the event and on receipt of the attendee list.

As part of DAU's dedication to continuously improving Mission Assistance outcomes and processes, DAU would like to receive feedback from the primary customers and/or attendees of the DAU event. The customer participants in the DAU event will be requested to complete a survey on completion of the training meeting event. DAU will provide the participants an online survey URL for the purpose of gathering their feedback.

ADDITIONAL GENERAL PROVISIONS ATTACHED: YES NO

12. SPECIFIC PROVISIONS (As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)

Product/Service Cost:

Targeted Training or Consulting: \$72.00/hour Faculty Preparation
\$72.00/hour Faculty Travel
\$72.00/hour Faculty Implementation
\$53.50/hour Staff Support

NOTE: All deviations of the rates identified above must be approved by the appropriate authority - Jack Cain, Associate Dean of Outreach and Mission Assistance, DAU South Campus.

Specifics of Support:

Faculty Preparation: 30.0 hours @ \$72.00/hour = \$0.00 (pro bono)
Faculty Travel: 0.0 Hours @ \$72.00/hour = \$0.00 (pro bono)
Faculty Implementation: 20.0 hours @ \$72.00/hour = \$0.00 (pro bono)
MA Administration Staff Support: 2.0 hour @ \$53.50/hour = \$0.00 (pro bono)
Education Technician Staff Support: 10.0 hour @ \$53.50/hour = \$0.00 (pro bono)

TOTAL LABOR: 50 Faculty hours (pro bono) + 12 Staff Support hours (pro bono) = \$ 0.00

ADDITIONAL SPECIFIC PROVISIONS ATTACHED: YES NO

13. ADDITIONAL PROVISIONS (Use this space to continue general and/or specific provisions, as needed.)

Specifics of Travel Costs:

No Travel - All sessions conducted at DAU-S Campus

*****TOTAL TRAVEL COSTS = \$0.00 (pro bono)

Specifics of Other Direct Costs (ODC):

Materials: All materials provided by DAU-S (general classroom supplies)

*****TOTAL OTHER DIRECT COSTS = \$0.00 (pro bono)

*****TOTAL ALL NON-LABOR COSTS = \$0.00*****