

# Contract Abstract

## Contract Information

Contract & Solicitation Title:

Contract Summary:

Contract Number:  Solicitation Number:  Requisition Number:

Replaces Expiring or Expired Contract? (Enter "No" or Contract No and Expiration Date):

Type of Contract/PO:  **Requires Council Legislation:**

**High Risk Contract** (Per Finance Department Contract Risk Management Policy):

**Sexual Harassment Training Required** (per BL2018-1281):

Estimated Start Date:  Estimated Expiration Date:  Contract Term:

Estimated Contract Life Value:  Fund:\*  BU:\*

(\*Depending on contract terms, actual expenses may hit across various departmental BUs and Funds at PO Levels)

Payment Terms:  Selection Method:

Procurement Staff:  BAO Staff:

Procuring Department:  Department(s) Served:

## Prime Contractor Information

Prime Contracting Firm:  ISN#:

Address:  City:  State:  Zip:

Prime Contractor is a : SBE  SDV  MBE  WBE  LGBTBE  (select/check if applicable)

Prime Company Contact:  Email Address:  Phone #:

**Prime Contractor Signatory:**  **Email Address:**

## Business Participation for Entire Contract

*Small Business and Service Disabled Veteran Business Program:*

Amount:  Percent, if applicable:

*Equal Business Opportunity (EBO) Program:*

MBE Amount:  MBE Percent, if applicable:

WBE Amount:  WBE Percent, if applicable:

*Federal Disadvantaged Business Enterprise:*

Amount:  Percent, if applicable:

Note: Amounts and/or percentages are not exclusive.

B2GNow (Contract Compliance Monitoring):

## Summary of Offer

Offeror Name	MBE	WBE	SBE	SDV	LGBTBE	Score	Evaluated Cost	Result
	(check as applicable)					(RFP Only)		
<input type="text" value="The Rosen Publishing Group Inc"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>	<input type="text" value="Approved Sole Source Form"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select from the Following:"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select from the Following:"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select from the Following:"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select from the Following:"/>

## Terms and Conditions

### 1. GOODS AND SERVICES CONTRACT

#### 1.1. Heading

This contract is initiated by and between **The Metropolitan Government of Nashville and Davidson County** (METRO) and **The Rosen Publishing Group Inc** (CONTRACTOR) located at **2544 Clinton St, Buffalo, NY 14224**, resulting from an approved sole source signed by Metro's Purchasing Agent (made a part of this contract by reference). This Contract consists of the following documents:

- *Any properly executed contract amendment (most recent with first priority),*
- *This document, including exhibits,*
  - *Exhibit A - Pricing and Description*
  - *Exhibit B - Affidavits*
- *Purchase Orders (and PO Changes),*

In the event of conflicting provisions, all documents shall be construed in the order listed above.

### 2. THE PARTIES HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

#### 2.1. Duties and Responsibilities

CONTRACTOR agrees to licenses and database access renewals as outlined in Exhibit A (Pricing and Description).

#### 2.2. Delivery and/or Installation.

All deliveries (if provided by the performance of this Contract) are F.O.B. Destination, Prepaid by Supplier, Inside Delivery, as defined by METRO.

METRO assumes no liability for any goods delivered without a purchase order. All deliveries shall be made as defined in the solicitation or purchase order and by the date specified on the purchase order.

Installation, if required by the solicitation and/or purchase order shall be completed by the date specified on the purchase order.

### 3. CONTRACT TERM

#### 3.1. Contract Term

The Contract Term will begin on the date (the "Effective Date") of May 20, 2024, or the date this Contract is approved by all required parties and filed in the Metropolitan Clerk's Office, whichever date last occurs. . This Contract Term will end (60) months from the Effective Date. In no event shall the term of this Contract exceed sixty (60) months from the Effective Date.

#### **4. COMPENSATION**

##### **4.1. Contract Value**

This Contract has an estimated value of \$350,925.00. The pricing details are included in Exhibit A and are made a part of this Contract by reference. CONTRACTOR shall be paid as work is completed and METRO is accordingly, invoiced.

##### **4.2. Other Fees**

There will be no other charges or fees for the performance of this Contract. METRO will make reasonable efforts to make payments within 30 days of receipt of invoice but in any event shall make payment within 60 days. METRO will make reasonable efforts to make payments to Small Businesses within 15 days of receipt of invoice but in any event shall make payment within 60 days.

##### **4.3. Payment Methodology**

Payment in accordance with the terms and conditions of this Contract shall constitute the entire compensation due CONTRACTOR for all goods and/or services provided under this Contract.

METRO will compensate CONTRACTOR in accordance with Exhibit A of this Contract. Subject to these payment terms and conditions, CONTRACTOR shall be paid for delivered/performed products and/or services properly authorized by METRO in accordance with this Contract. Compensation shall be contingent upon the satisfactory provision of the products and/or services as determined by METRO.

##### **4.4. Escalation/De-escalation**

This Contract is not eligible for annual escalation/de-escalation adjustments.

##### **4.5. Electronic Payment**

All payments shall be effectuated by ACH (Automated Clearing House).

##### **4.6. Invoicing Requirements**

CONTRACTOR shall submit invoices for payment in a format acceptable to METRO and shall submit invoices no more frequently than monthly for satisfactorily and accurately performed services. CONTRACTOR shall be paid as work is completed and invoices are approved by METRO. Invoices shall detail this Contract Number accompanied by any necessary supporting documentation as required by METRO. CONTRACTOR shall submit all invoices no later than ninety (90) days after the services have been delivered/performed.

Payment of an invoice by METRO shall not waive METRO's rights of revocation of acceptance due to non-conformity or the difficulty of discovery of the non-conformance. Such revocation of acceptance shall occur within a reasonable time after METRO discovers or should have discovered the non-conforming product and/or service but prior to any substantial change in condition of the products and/or services caused by METRO.

#### **4.7. Subcontractor/Subconsultant Payments**

When payment is received from METRO, CONTRACTOR shall within fourteen (14) calendar days pay all subcontractors, subconsultants, laborers, and suppliers the amounts they are due for the work covered by such payment. In the event METRO becomes informed that CONTRACTOR has not paid a subcontractor, subconsultant, laborer, or supplier as provided herein, METRO shall have the right, but not the duty, to issue future checks and payments to CONTRACTOR of amounts otherwise due hereunder naming CONTRACTOR and any such subcontractor, subconsultant, laborer, or supplier as joint payees. Such joint check procedure, if employed by METRO, shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit METRO to repeat the procedure in the future. If persistent, this may be determined to be a material breach of this Contract.

### **5. TERMINATION**

#### **5.1. Breach**

Should CONTRACTOR fail to fulfill in a timely and proper manner its obligations under this Contract or if it should violate any of the terms of this Contract, METRO shall identify the breach and CONTRACTOR shall cure the performance within thirty (30) days. If CONTRACTOR fails to satisfactorily provide cure, METRO shall have the right to immediately terminate this Contract. Such termination shall not relieve CONTRACTOR of any liability to METRO for damages sustained by virtue of any breach by CONTRACTOR.

#### **5.2. Lack of Funding**

Should funding for this Contract be discontinued, METRO shall have the right to terminate this Contract immediately upon written notice to CONTRACTOR.

#### **5.3. Notice**

METRO may terminate this Contract at any time upon thirty (30) days written notice to CONTRACTOR. Should METRO terminate this Contract, CONTRACTOR shall immediately cease work and deliver to METRO, within thirty (30) days, all completed or partially completed satisfactory work, and METRO shall determine and pay to CONTRACTOR the amount due for satisfactory work.

### **6. NONDISCRIMINATION**

#### **6.1. METRO's Nondiscrimination Policy**

It is the policy of METRO not to discriminate on the basis of race, creed, color, national origin, age, sex, or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services, and activities.

## **6.2. Nondiscrimination Requirement**

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in METRO's contracted programs or activities, on the grounds of race, creed, color, national origin, age, sex, disability, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with METRO or in the employment practices of METRO's CONTRACTORS. **CONTRACTOR certifies and warrants that it will comply with this nondiscrimination requirement.** Accordingly, all offerors entering into contracts with METRO shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination.

## **6.3. Equal Business Opportunity (EBO) Program Requirement**

The Equal Business Opportunity (EBO) Program is not applicable to this Contract.

## **6.4. Covenant of Nondiscrimination**

All offerors have committed to the Covenant of Nondiscrimination when registering with METRO to do business. To review this document, go to METRO's website.

## **6.5. Americans with Disabilities Act (ADA)**

CONTRACTOR assures METRO that all services provided shall be completed in full compliance with the Americans with Disabilities Act ('ADA') 2010 ADA Standards for Accessible Design, enacted by law March 15, 2012, as has been adopted by METRO. CONTRACTOR will ensure that participants with disabilities will have communication access that is equally effective as that provided to people without disabilities. Information shall be made available in accessible formats, and auxiliary aids and services shall be provided upon the reasonable request of a qualified person with a disability.

## **7. INSURANCE**

### **7.1. Proof of Insurance**

During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension(s), the types and amounts of insurance identified below. Proof of insurance shall be required naming METRO as additional insured and identifying Contract number on the ACORD document.

### **7.2. Products Liability Insurance**

In the amount of one million (\$1,000,000.00) dollars.

### **7.3. Automobile Liability Insurance**

In the amount of one million (\$1,000,000.00) dollars.

#### **7.4. General Liability Insurance**

In the amount of one million (\$1,000,000.00) dollars.

#### **7.5. Worker's Compensation Insurance (if applicable)**

CONTRACTOR shall maintain workers' compensation insurance with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee.

#### **7.6. Technological Errors and Omissions Insurance**

In the amount of one million (\$1,000,000.00) dollars.

#### **7.7. Such insurance shall:**

Contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of CONTRACTOR including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

For any claims related to this Contract, CONTRACTOR's insurance coverage shall be primary insurance with respects to METRO, its officials, officers, employees, and volunteers. Any insurance or self-insurance programs covering METRO, its officials, officers, employees, and volunteers shall be in excess of CONTRACTOR's insurance and shall not contribute with it.

Automotive Liability insurance shall include vehicles owned, hired, and/or non-owned. Said insurance shall include coverage for loading and unloading hazards. Insurance shall contain or be endorsed to contain a provision that includes METRO, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of automobiles owned, leased, hired, or borrowed by or on behalf of CONTRACTOR.

CONTRACTOR shall maintain Workers' Compensation insurance (if applicable) with statutory limits as required by the State of Tennessee or other applicable laws and Employers' Liability insurance. CONTRACTOR shall require each of its subcontractors to provide Workers' Compensation for all of the latter's employees to be engaged in such work unless such employees are covered by CONTRACTOR's Workers' Compensation insurance coverage.

#### **7.8. Other Insurance Requirements**

Prior to commencement of services, CONTRACTOR shall furnish METRO with original certificates and amendatory endorsements effecting coverage required by this section and provide that such insurance shall not be cancelled, allowed to expire, or be materially reduced in coverage except on 30 days' prior written notice to:

**PROCUREMENTCOI@NASHVILLE.GOV**

Provide certified copies of endorsements and policies if requested by METRO in lieu of or in addition to certificates of insurance.

Replace certificates, policies, and/or endorsements for any such insurance expiring prior to completion of services.

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Maintain such insurance from the time services commence until services are completed. Failure to maintain or renew coverage and to provide evidence of renewal may be treated by METRO as a material breach of this Contract. Said insurance shall be with an insurer licensed to do business in Tennessee and having A.M. Best Company ratings of no less than A-. Modification of this standard may be considered upon appeal to the METRO Director of Risk Management Services.

Require all subcontractors to maintain during the term of this Contract, Commercial General Liability insurance, Business Automobile Liability insurance, and Worker's Compensation/ Employers Liability insurance (unless subcontractor's employees are covered by CONTRACTOR's insurance) in the same manner as specified for CONTRACTOR. CONTRACTOR shall require subcontractor's to have all necessary insurance and maintain the subcontractor's certificates of insurance.

Any deductibles and/or self-insured retentions greater than \$10,000.00 must be disclosed to and approved by METRO **prior to the commencement of services.**

If CONTRACTOR has or obtains primary and excess policy(ies), there shall be no gap between the limits of the primary policy and the deductible features of the excess policies.

## **8. GENERAL TERMS AND CONDITONS**

### **8.1. Taxes**

METRO shall not be responsible for any taxes that are imposed on CONTRACTOR. Furthermore, CONTRACTOR understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to METRO.

### **8.2. Warranty**

CONTRACTOR warrants that for a period of one year from date of delivery and/or installation, whichever is later, the goods provided, including software, shall be free of any defects that interfere with or prohibit the use of the goods for the purposes for which they were obtained.

During the warranty period, METRO may, at its option, request that CONTRACTOR repair or replace any defective goods, by written notice to CONTRACTOR. In that event, CONTRACTOR shall repair or replace the defective goods, as required by METRO, at CONTRACTOR's expense, within thirty (30) days of written notice.

Alternatively, METRO may return the defective goods, at CONTRACTOR's expense, for a full refund. Exercise of either option shall not relieve CONTRACTOR of any liability to METRO for damages sustained by virtue of CONTRACTOR's breach of warranty.

### **8.3. Software License**

CONTRACTOR warrants and represents that it is the owner of or otherwise has the right to and does hereby grant METRO a license to use any software provided for the purposes for which the software was obtained or proprietary material set forth in METRO's solicitation and/or CONTRACTOR's response to the solicitation.

#### **8.4. Confidentiality**

Tennessee Code Annotated § 10-7-504(i) specifies that information which would allow a person to obtain unauthorized access to confidential information or to government property shall be maintained as confidential. "Government property" includes electronic information processing systems, telecommunication systems, or other communications systems of a governmental entity subject to this chapter. Such records include: (A) Plans, security codes, passwords, combinations, or computer programs used to protect electronic information and government property; (B) Information that would identify those areas of structural or operational vulnerability that would permit unlawful disruption to, or interference with, the services provided by a governmental entity; and (C) Information that could be used to disrupt, interfere with, or gain unauthorized access to electronic information or government property.

The foregoing listing is not intended to be comprehensive, and any information which METRO marks or otherwise designates as anything other than "Public Information" will be deemed and treated as sensitive information, which is defined as any information not specifically labeled as "Public Information". Information which qualifies as "sensitive information" may be presented in oral, written, graphic, and/or machine-readable formats. Regardless of presentation format, such information will be deemed and treated as sensitive information.

CONTRACTOR, and its Agents, for METRO, may have access to sensitive information. CONTRACTOR, and its Agents, are required to maintain such information in a manner appropriate to its level of sensitivity. All sensitive information must be secured at all times including, but not limited to, the secured destruction of any written or electronic information no longer needed. The unauthorized access, modification, deletion, or disclosure of any METRO information may compromise the integrity and security of METRO, violate individual rights of privacy, and/or constitute a criminal act.

Upon the request of METRO, CONTRACTOR shall return all information in whatever form in a format chosen by METRO. In the event of any disclosure or threatened disclosure of METRO information, METRO is further authorized and entitled to immediately seek and obtain injunctive or other similar relief against CONTRACTOR, including but not limited to emergency and ex parte relief where available.

#### **8.5. Information Ownership**

All METRO information is and shall be the sole property of METRO. CONTRACTOR hereby waives any and all statutory and common law liens it may now or hereafter have with respect to METRO information. Nothing in this Contract or any other agreement between METRO and CONTRACTOR shall operate as an obstacle to such METRO's right to retrieve any and all METRO information from CONTRACTOR or its agents or to retrieve such information or place such information with a third party for provision of services to METRO, including without limitation, any outstanding payments, overdue payments and/or disputes, pending legal action, or arbitration. Upon METRO's request, CONTRACTOR shall supply METRO with an inventory of METRO information that CONTRACTOR stores and/or backs up.

Any information provided to the CONTRACTOR, including information provided by METRO customers or citizens, is only to be used to fulfill the contracted services. Any additional information that is inferred or determined based on primary information that is provided to the CONTRACTOR, i.e. "second-order data", is only to be used to fulfill the contracted services. This information is not to be used for marketing or commercial purposes and the CONTRACTOR asserts no rights to this information outside of fulfilling the contracted services. Storage of this information is not allowed outside United States' jurisdiction.



### **8.6. Information Security Breach Notification**

In addition to the notification requirements in any Business Associate Agreement with METRO, when applicable, CONTRACTOR shall notify METRO of any data breach within 24 hours of CONTRACTOR's knowledge or reasonable belief (whichever is earlier) that such breach has occurred (Breach Notice) by contacting the METRO ITS Help Desk. The Breach Notice should describe the nature of the breach, the scope of the information compromised, the date the breach occurred, and the identities of the individuals affected or potentially affected by the breach as well as specific information about the data compromised so that METRO can properly notify those individuals whose information was compromised. CONTRACTOR shall periodically update the information contained in the Breach Notice to METRO and reasonably cooperate with METRO in connection with METRO's efforts to mitigate the damage or harm of such breach.

### **8.7. Virus Representation and Warranty**

CONTRACTOR represents and warrants that Products and/or Services, or any media upon which the Products and/or Services are stored, do not have, nor shall CONTRACTOR or its Agents otherwise introduce into METRO's systems, network, or infrastructure, any type of software routines or element which is designed to or capable of unauthorized access to or intrusion upon, disabling, deactivating, deleting, or otherwise damaging or interfering with any system, equipment, software, data, or the METRO network. In the event of a breach of this representation and warranty, CONTRACTOR shall compensate METRO for any and all harm, injury, damages, costs, and expenses incurred by METRO resulting from the breach.

For CONTRACTOR managed systems, CONTRACTOR shall install and maintain ICSA Labs certified or AV-Test approved Antivirus Software and, to the extent possible, use real time protection features. CONTRACTOR shall maintain the Anti-virus Software in accordance with the Antivirus Software provider's recommended practices. In addition, CONTRACTOR shall ensure that:

- Anti-virus Software checks for new Anti-virus signatures no less than once per day, and;
- Anti-virus signatures are current and no less recent than two versions/releases behind the most current version/release of the Anti-virus signatures for the Anti-virus Software

### **8.8. Copyright, Trademark, Service Mark, or Patent Infringement**

CONTRACTOR shall, at its own expense, be entitled to and shall have the duty to defend any suit that may be brought against METRO to the extent that it is based on a claim that the products or services furnished infringe a Copyright, Trademark, Service Mark, or Patent. CONTRACTOR shall further indemnify and hold harmless METRO against any award of damages and costs made against METRO by a final judgment of a court of last resort in any such suit. METRO shall provide CONTRACTOR immediate notice in writing of the existence of such claim and full right and opportunity to conduct the defense thereof, together with all available information and reasonable cooperation, assistance and authority to enable CONTRACTOR to do so. No costs or expenses shall be incurred for the account of CONTRACTOR without its written consent. METRO reserves the right to participate in the defense of any such action. CONTRACTOR shall have the right to enter into negotiations for and the right to effect settlement or compromise of any such action, but no such settlement or compromise shall be binding upon METRO unless approved by the METRO Department of Law Settlement Committee and, where required, the METRO Council.

If the products or services furnished under this Contract are likely to, or do become, the subject of such a claim of infringement, then without diminishing CONTRACTOR's obligation to satisfy the final award, CONTRACTOR may at its option and expense:

- Procure for METRO the right to continue using the products or services
- Replace or modify the alleged infringing products or services with other equally suitable products or services that are satisfactory to METRO, so that they become non-infringing
- Remove the products or discontinue the services and cancel any future charges pertaining thereto

Provided; however, that CONTRACTOR will not exercise the Remove option above until CONTRACTOR and METRO have determined that the Procure and/or Replace options are impractical. CONTRACTOR shall have no liability to METRO; however, if any such infringement or claim thereof is based upon or arises out of:

- The use of the products or services in combination with apparatus or devices not supplied or else approved by CONTRACTOR;
- The use of the products or services in a manner for which the products or services were neither designated nor contemplated; or,
- The claimed infringement in which METRO has any direct or indirect interest by license or otherwise, separate from that granted herein.

### **8.9. Maintenance of Records**

CONTRACTOR shall maintain documentation for all charges against METRO. The books, records, and documents of CONTRACTOR, insofar as they relate to work performed or money received under this Contract, shall be maintained for a period of three (3) full years from the date of final payment and will be subject to audit, at any reasonable time and upon reasonable notice by METRO or its duly appointed representatives. The records shall be maintained in accordance with generally accepted accounting principles. In the event of litigation, working papers and other documents shall be produced in accordance with applicable laws and/or rules of discovery. Breach of the provisions of this paragraph is a material breach of this Contract.

All documents and supporting materials related in any manner whatsoever to this Contract or any designated portion thereof, which are in the possession of CONTRACTOR or any subcontractor or subconsultant shall be made available to METRO for inspection and copying upon written request from METRO. Said documents shall also be made available for inspection and/or copying by any state, federal or other regulatory authority, upon request from METRO. Said records include, but are not limited to, all drawings, plans, specifications, submittals, correspondence, minutes, memoranda, tape recordings, videos, or other writings or things which document the procurement and/or performance of this Contract. Said records expressly include those documents reflecting the cost, including all subcontractors' records and payroll records of CONTRACTOR and subcontractors.

### **8.10. Monitoring**

CONTRACTOR's activities conducted and records maintained pursuant to this Contract shall be subject to monitoring and evaluation by METRO, the Department of Finance, the Division of Internal Audit, or their duly appointed representatives.

METRO shall have the option of reviewing and performing a security assessment of the information security management practices of CONTRACTOR. METRO shall have the right, at its expense, during normal business hours and with reasonable advance notice, to evaluate, test, and review at CONTRACTOR's premises the Products and/or Services to ensure compliance with the terms and conditions of this Contract. METRO shall have the right to conduct such audits by use of its own employees and internal audit staff, or by use of outside consultants and auditors.

**8.11. METRO Property**

Any METRO property, including but not limited to books, records, and equipment that is in CONTRACTOR's possession shall be maintained by CONTRACTOR in good condition and repair, and shall be returned to METRO by CONTRACTOR upon termination of this Contract. All goods, documents, records, and other work product and property produced during the performance of this Contract are deemed to be METRO property. METRO property includes, but is not limited to, all documents which make up this Contract; all other documents furnished by METRO; all goods, records, reports, information, data, specifications, computer programs, technical reports, operating manuals and similar work or other documents, conceptual drawings, design documents, closeout documents, and other submittals by CONTRACTOR of any of its subcontractors; and, all other original works of authorship, whether created by METRO, CONTRACTOR or any of its subcontractors embodied in any tangible medium of expression, including, without limitation, pictorial, graphic, sculptural works, two (2) dimensional works, and three (3) dimensional works. Any of Contractor's or its subcontractors' works of authorship comprised within the Work Product (whether created alone or in concert with Metro or a third party) shall be deemed to be "works made for hire" and made in the course of services rendered and, whether pursuant to the provisions of Section 101 of the U.S. Copyright Act or other Applicable Law, such Work Product shall belong exclusively to Metro. Contractor and its subcontractors grant Metro a non-exclusive, perpetual, worldwide, fully paid up, royalty-free license, with rights to sublicense through multiple levels of sublicenses, to reproduce, make, have made, create derivative works of, distribute, publicly perform and publicly display by all means, now known or later developed, such rights.

Except as to Contracts involving sensitive information, CONTRACTOR may keep one (1) copy of the aforementioned documents upon completion of this Contract; provided, however, that in no event shall CONTRACTOR use, or permit to be used, any portion of the documents on other projects without METRO's prior written authorization. CONTRACTOR shall maintain sensitive information securely and if required by METRO, provide secured destruction of said information. Distribution and/or reproduction of METRO sensitive information outside of the intended and approved use are strictly prohibited unless permission in writing is first received from the METRO Chief Information Security Officer. The storage of METRO sensitive information to third-party hosted network storage areas, such as Microsoft Skydrive, Google Docs, Dropbox, or other cloud storage mechanisms, shall not be allowed without first receiving permission in writing from the METRO Chief Information Security Officer.

**8.12. Modification of Contract**

This Contract may be modified only by written amendment executed by all parties and their signatories hereto. All change orders, where required, shall be executed in conformance with section 4.24.020 of the Metropolitan Code of Laws.

**8.13. Partnership/Joint Venture**

This Contract shall not in any way be construed or intended to create a partnership or joint venture between the Parties or to create the relationship of principal and agent between or among any of the Parties. None of the Parties hereto shall hold itself out in a manner contrary to the terms of this paragraph. No Party shall become liable for any representation, act, or omission of any other Party contrary to the terms of this Contract.

**8.14. Waiver**

No waiver of any provision of this Contract shall affect the right of any Party to enforce such provision or to exercise any right or remedy available to it.

**8.15. Employment**

CONTRACTOR shall not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age, sex, or which is in violation of applicable laws concerning the employment of individuals with disabilities.

CONTRACTOR shall not knowingly employ, permit, dispatch, subcontract, or instruct any person who is an undocumented and/or unlawful worker to perform work in whole or part under the terms of this Contract.

Violation of either of these contract provisions may result in suspension or debarment if not resolved in a timely manner, not to exceed ninety (90) days, to the satisfaction of METRO.

**8.16. Compliance with Laws**

CONTRACTOR agrees to comply with all applicable federal, state and local laws and regulations.

**8.17. Iran Divestment Act**

In accordance with the Iran Divestment Act, Tennessee Code Annotated § 12-12-101 et seq., CONTRACTOR certifies that to the best of its knowledge and belief, neither CONTRACTOR nor any of its subcontractors are on the list created pursuant to Tennessee Code Annotated § 12-12-106. Misrepresentation may result in civil and criminal sanctions, including contract termination, debarment, or suspension from being a contractor or subcontractor under METRO contracts.

**8.18. Boycott of Israel**

The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

**8.19. Taxes and Licensure**

CONTRACTOR shall have all applicable licenses and be current on its payment of all applicable gross receipt taxes and personal property taxes.

**8.20. Ethical Standards**

It shall be a breach of the Ethics in Public Contracting standards in the Metropolitan Code of Laws for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation,

auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore. It shall be a breach of the Ethics in Public Contracting standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this contract, a breach of ethical and legal standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under METRO contracts.

Pursuant to Metropolitan Code of Laws, Section 4.48.020, entities and persons doing business with, or proposing to do business with, the Metropolitan Government of Nashville & Davidson County must adhere to the ethical standards prescribed in Section 4.48 of the Code. By signing this contract, you agree that you have read the standards in Section 4.48 and understand that you are obligated to follow them. Violation of any of those standards is a breach of contract and a breach of legal standards that may result in sanctions, including those set out in Section 4.48.

### **8.21. Indemnification and Hold Harmless**

CONTRACTOR shall indemnify and hold harmless METRO, its officers, agents, and employees from:

- A. Any claims, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of CONTRACTOR, its officers, employees, and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
- B. Any claims, damages, penalties, costs, and attorney fees arising from any failure of CONTRACTOR, its officers, employees, and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- C. In any and all claims against METRO, its officers, agents, or employees, by any employee of CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for CONTRACTOR or any subcontractor under workers' compensation acts, disability acts, or other employee benefit acts.
- D. METRO will not indemnify, defend, or hold harmless in any fashion CONTRACTOR from any claims arising from any failure, regardless of any language in any attachment or other document that CONTRACTOR may provide.
- E. CONTRACTOR shall pay METRO any expenses incurred as a result of CONTRACTOR's failure to fulfill any obligation in a professional and timely manner under this Contract.

### **8.22. Attorney Fees**

CONTRACTOR agrees that in the event either party takes legal action to enforce any provision of this Contract or to obtain a remedy for any breach of this Contract, and in the event METRO prevails in such action, CONTRACTOR shall pay all expenses of such action incurred at any and all stages of the litigation, including costs, and reasonable attorney fees for METRO.

**8.23. Assignment--Consent Required**

The provisions of this Contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Except for the rights of money due to CONTRACTOR under this Contract, neither this Contract nor any of the rights and obligations of CONTRACTOR hereunder shall be assigned or transferred in whole or in part without the prior written consent of METRO. Any such assignment or transfer shall not release CONTRACTOR from its obligations hereunder.

NOTICE OF ASSIGNMENT OF ANY RIGHTS TO MONEY DUE TO CONTRACTOR UNDER THIS CONTRACT MUST BE SENT TO THE ATTENTION OF:

**PRG@NASHVILLE.GOV (Preferred Method)**

**OR**

**METRO'S PURCHASING AGENT**

**PROCUREMENT DIVISION**

**DEPARTMENT OF FINANCE**

**PO BOX 196300**

**NASHVILLE, TN 37219-6300**

Funds Assignment Requests should contain complete contact information (contact person, organization name, address, telephone number, and email) for METRO to use to request any follow up information needed to complete or investigate the requested funds assignment. To the extent permitted by law, METRO has the discretion to approve or deny a Funds Assignment Request.

**8.24. Entire Contract**

This Contract sets forth the entire agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties.

**8.25. Force Majeure**

No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by *force majeure*, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

**8.26. Governing Law**

The validity, construction, and effect of this Contract and any and all extensions and/or modifications thereof shall be governed by the laws of the State of Tennessee. Tennessee law shall govern regardless of any language in any attachment or other document that CONTRACTOR may provide.

**8.27. Venue**

Any action between the Parties arising from this Contract shall be maintained in the courts of Davidson County, Tennessee.

**8.28. Severability**

Should any provision of this Contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this Contract.

[BALANCE OF PAGE IS INTENTIONALLY LEFT BLANK]

Contract Number: 6548210

**Notices and Designation of Agent for Service of Process**

All notices to METRO shall be mailed or hand delivered to:

**PURCHASING AGENT  
PROCUREMENT DIVISION  
DEPARTMENT OF FINANCE  
PO BOX 196300  
NASHVILLE, TN 37219-6300**

Notices to CONTRACTOR shall be mailed or hand delivered to:

CONTRACTOR: The Rosen Publishing Group Inc.

Attention: Miriam Gilbert  
Address: 2544 Clinton St, Buffalo NY 14224  
Telephone: 800-237-9932  
Fax: 888-436-4643  
E-mail: bids@rosenpub.com

CONTRACTOR designates the following as the CONTRACTOR's agent for service of process and will waive any objection to service of process if process is served upon this agent:

Designated Agent: Tennessee Secretary of State  
Attention: Tre Hargett  
Address: William R. Snodgrass Tennessee Tower, 312 Rosa L Parks Ave, Nashville, TN 37243  
Email:

**[SPACE INTENTIONALLY LEFT BLANK]**

**Notices & Designations**  
**Department & Project Manager**

<b>Contract Number</b>	6548210
------------------------	---------

The primary DEPARTMENT/AGENCY responsible for the administration of this contract is:

<b>DEPARTMENT</b>	Public Library
<b>Attention</b>	Jessica Horn
<b>Address</b>	615 Church Street, Nashville, TN 37219
<b>Telephone</b>	615-880-2118
<b>Email</b>	Jessica.Horn@nashville.gov

The primary DEPARTMENT/AGENCY responsible for the administration of this contract designates the following individual as the PROJECT MANAGER responsible for the duties outlined in APPENDIX – Z CONTRACT ADMINISTRATION:

<b>Project Manager</b>	Syreeta Butler
<b>Title</b>	Library Manager 3 - Limitless Libraries
<b>Address</b>	615 Church Street, Nashville, TN 37219
<b>Telephone</b>	615-862-5775
<b>Email</b>	Syreeta.Butler@nashville.gov



## **Appendix Z – Contract Administration**

Upon filing with the Metropolitan Clerk, the PROJECT MANAGER designated by the primary DEPARTMENT/AGENCY is responsible for contract administration. Duties related to contract administration include, but are not necessarily limited to, the following:

### **Vendor Performance Management Plan**

For contracts in excess of \$50,000.00, the project manager will develop a vendor performance management plan. This plan is managed by the primary department/agency and will be retained by the department/agency for their records. At contract close out, copies of all vendor performance management documents will be sent to [PRG@nashville.gov](mailto:PRG@nashville.gov).

For best practices related to vendor performance management, project managers will consult chapter eight of the PROCUREMENT MANUAL found on the division of purchases internal resources page: <https://metronashville.sharepoint.com/sites/IMFinanceProcurement>.

### **Amendment**

For all contracts, the project manager will notify [PRG@nashville.gov](mailto:PRG@nashville.gov) if changes to the term, value, scope, conditions, or any other material aspect of the contract are required. The email notification will include a complete CONTRACT AMENDMENT REQUEST FORM found on the division of purchases internal resources page: <https://metronashville.sharepoint.com/sites/IMFinanceProcurement>.

### **Escalation**

For contracts that include an escalation/de-escalation clause, the project manager will notify [PRG@nashville.gov](mailto:PRG@nashville.gov) when any request for escalation/de-escalation is received. The email notification will include any documentation required by the contract to support the request.

### **Contract Close Out – Purchasing**

For all contracts, the project manager will notify [PRG@nashville.gov](mailto:PRG@nashville.gov) when the work is complete and has been accepted by the department/agency. The email notification will include the contract number, contract title, date of completion, warranty start date and warranty end date (if applicable), and copies of all vendor performance management documents (if applicable).

### **Contract Close Out – BAO**

For contracts with compliance monitored by the Business Assistance Office (BAO), the project manager will notify the designated contract compliance officer via email when the contract is complete and final payment has been issued. The email notification will include the contract number, contract title, and the date final payment was issued.

### **Best Practices**

Project managers are strongly encouraged to consult chapter eight of the PROCUREMENT MANUAL for best practices related to contract administration. The manual is found on the division of purchases internal resources page:

<https://metronashville.sharepoint.com/sites/IMFinanceProcurement>

Contract Number 6548210

**Effective Date**

This contract shall not be binding upon the parties until it has been fully electronically approved by the CONTRACTOR, the authorized representatives of the Metropolitan Government, and filed in the office of the Metropolitan Clerk.

**THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

**APPROVED AS TO PROJECT SCOPE:**

Terri Luke SD  
Dept. / Agency / Comm. Head or Board Chair. Dept. Fin.

**APPROVED AS TO COMPLIANCE WITH PROCUREMENT CODE:**

Michelle R. Hernandez Lane ACC  
Purchasing Agent Purchasing

**APPROVED AS TO AVAILABILITY OF FUNDS:**

Kevin Crumboltz BB  
Director of Finance BA

**APPROVED AS TO FORM AND LEGALITY:**

Matthew Garth BL  
Metropolitan Attorney Insurance

**FILED BY THE METROPOLITAN CLERK:**

\_\_\_\_\_  
Metropolitan Clerk Date

**CONTRACTOR:**

Rosen Publishing  
Company Name

Miriam Gilbert  
Signature of Company's Contracting Officer

Miriam Gilbert  
Officer's Name

VP, Rosen Publishing  
Officer's Title



## Rosen Digital Product Descriptions

### ABOUT THE ROSEN PUBLISHING DIGITAL RESOURCES:

Rosen resources create future-ready students, K-1, with curriculum-aligned content across a range of subjects and formats that impact successful student learning outcomes.

Our digital portfolio provides media-rich Interactive eBooks and databases, including Teen Health & Wellness, PowerKnowledge Science, Report Builder, and the LevelUp Foundational Literacy Platform for emerging readers.

All offer LMS integration, including integration with ClassLink, Clever SSO, and Google SSO. All offer mobile-friendly display. Training, on-site or via Webinar, and on-demand tutorials are available.

### ROSEN DIGITAL Detailed Descriptions:

#### Teen Health & Wellness: Real Life. Real Answers.

#### All Learning is Social Emotional. Grades 7-12

Rosen's award-winning Teen Health & Wellness (THW) database provides students with up-to-date, nonjudgmental, straightforward curricular, and self-help support. Articles are correlated to Tennessee Academic Standards, including Health & PE, Language Arts, Science, and now to **the CASEL (Collaborative for Academic Social Emotional Learning) Framework**. Search by curriculum standards is available by selecting state, subject and grade from a drop-down menu. Educators can link from the correlated articles tool directly to the full-text of a given article.

Topics covered include: diseases, drugs, alcohol, sexuality & sexual health, nutrition, mental health, suicide, skills for school, work, and life, and more. New and expanded content includes COVID-19, racism, bullying, suicide, opioid abuse, gender identity, school safety, sexual consent, human trafficking, vaping, mindfulness/meditation, sports injuries, and more.

THW supports social emotional learning and trauma-informed practices with articles on relationship skills, decision-making, growth mindset, stress/academic anxiety, PTSD, social engagement, diversity, and family life. Teen Health and Wellness can be a resource in the community toolkit for supporting mental and emotional health and physical well-being. It can be a first responder tool to help frame community conversations and a point of need resource for educators, counselors and administrators.

The Personal Story Project and It's Your Cause Video Challenge invite student to create and publish, promoting empathy with stories from peers around the world, and video PSAs on issues they care about. Teen voices provide hope and comfort by saying, "You are not alone."

Features include: 24/7 hotlines, helplines and text lines; text-to-speech and enhanced text visibility (color, font, size) to ensure all learners read and succeed; Closed Captioning for videos; Instant translation into over 100 languages, including Spanish, and foreign language read-aloud in 13 languages, including Spanish; Free "Teen Hotlines" mobile app for 24/7 access to hotlines, helplines and websites; new poster and bookmark designs; NoodleTools citation generator.

Lesson plans, include the It's Your Voice PSA lesson plan and rubric created by Ruth Thoreson, MS/HS Information Literacy Specialist/Teacher Librarian.

**\*\*\*The New Virtual Calm Room feature is live and accessible from every page in the database. The Calm Room is a curated collection of videos, sounds, and resources to help educators and your students relax and refocus while providing social and emotional support. Everyone experiences stress and learning how to manage it is one of the best things you can do for mental and physical health. The Calm Room is THW's "care and self-care package" for you and your teens.\*\*\***

**PowerKnowledge Science Suite.****Life Science, Earth & Space Science, Physical Science. Grades 3-6+**

The PowerKnowledge Science Suite helps students gather, describe, and use information to understand the natural and designed world. Comprised of curriculum-correlated content, it features science fair projects and experiments, interactive games, scientist profiles, live video feeds, and nature cams. PK Science promotes STEM education, digital literacy, and 21<sup>st</sup>-century learning skills while offering research, report, and homework help. Instant article translation into over 100 languages, including Spanish, and foreign language read-aloud feature, in 13 languages, including Spanish, supports English Language Learners and family literacy programs. Text-to-speech and enhanced text visibility (color, font, size) to ensure all learners read and succeed; Closed Captioning for videos.

NoodleTools citation generator. Lesson plans, assessments, and enrichment activities. Correlations to NGSS, and the Tennessee Academic Standards in ELA, Math, and Science. Search by curriculum standards is available by selecting state, subject and grade from a drop-down menu. Educators can link from the correlated articles tool directly to the full-text of a given article.

**PK Science includes:**

- Lesson plans on digital literacy and 21st century learning skills.
- Lesson plans on science topics like animals, biomes, and body systems.
- Lesson plans using games to support the classroom science curriculum.
- Reproducibles like data charts, word sorts, web clusters, crossword puzzles, and more!
- Print-and-label sheets that highlight key animals and provide opportunity for further inquiry.
- Research worksheet that provides students with a tool to record their source, notes, and additional questions.

In addition, Teachers/Librarians and other educators can use PK Science lesson plans to integrate the database's educational games into classroom instruction. Games stimulate creative learning and help students to "Think Like a Scientist." All games are correlated to state and national science standards for grades 3 to 6+ and were designed specifically for PK Science.

**Report Builder: Grades K-4**

The ULTIMATE Resource for Beginning Researchers! Report Builder's interactive question-and-answer approach helps emerging 21<sup>st</sup> century researchers find the information they need to write reports. Curriculum-based topics are concise and supported by eye-catching visuals.

Features: Over 700 age-appropriate articles; 150-350 captivating images per module; downloadable copyright-cleared images for use on everything from posters to digital projects; smart keyword search to help emerging researchers find what they're looking for; read-along text highlighting and article citations; and intuitive browse feature for visual learners. Report Builder includes resources to support and reinforce multiple learning styles, including text-to-speech and printable articles.

11 modules include: Animal Habitats and Homes, Birds, Caring for Myself and Others (new), Dinosaurs and Fossils, Holidays and Celebrations, People in My Community, Reptiles and Amphibians, Solar System, U.S. Presidents, U.S. Symbols and Landmarks, and Weather and Seasons. Report Builder's articles are correlated to Next Generation Science Standards, the C3 Framework for Social Studies State Standards, and National Council for the Social Studies standards, and the CASEL Standards.

Lesson Plans, Reproducibles, and Rubrics: Educators can use Report Builder lesson plans and other learning material to support elementary social studies, science, and language arts curriculum and to teach digital literacy and 21<sup>st</sup>-century learning skills. For each topic category, Report Builder offers lesson plans complete with reproducibles, rubrics, and assessment tools. In addition, customizable PDF letters (English and Spanish) introduce Report Builder to parents and explain how to access the resource. MLA citations.



**LevelUp Reader:**  
**PreK-3 Foundational Literacy**

**INTRODUCTION**

Rosen's LevelUp Reader provides the resources that students need to support "learning to read" and transitioning to "reading to learn." A library filled with thousands of curated books to both engage young readers and support curriculum is the foundation of this adaptive platform. Interactive books and resources combined with printable books and resources ensure blended learning is supported at home and at the library; a gaming feature provides rewards and incentives to motivate and fascinate early learners. Unlimited access 24 x 7 and an easy-to-use interface make LevelUp an anytime, anywhere resource.

Parent Guides in English and Spanish, bilingual, and Spanish selections in the library and actor-narrated audio supports and ensures family literacy is both fun and attainable. With a strong start in Rosen LevelUp, Nashville early learners of today will become our graduates of the future.

The interactive phonics books include music, actor narrated audio, and animation. Traceable letters (online), game-like literacy activities and the LevelUp Land gaming component make learning and reading fun. High student engagement, creating the love of reading, is the key to success with young learners. They must want to read in order to learn to read.

LevelUp helps create a culture of reading with equitable access to books at the public library and home and is a customizable digital library that builds fluency and comprehension for lifelong readers.

**LevelUp Reader Offers:**

- >2,400 authentic fiction/nonfiction books
- >Interactive phonics practice
- >Audio narration and text highlighting
- >Children self-select books by interest, topic, or reading level
- >700+Spanish and bilingual titles
- >Parent guides in English, Spanish, Arabic
- >Read to play in LevelUp Land, an immersive 3D gaming environment
- >Books also available in paperback, hardcover, and printable editions.



**Rosen Digital Pricing**

<b>Product</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Teen Health & Wellness	\$9,295	\$9,295	\$9,295	\$9,595	\$9,595
PowerKnowledge Science	\$18,850	\$18,850	\$18,850	\$19,250	\$19,250
Report Builder	\$16,500	\$16,500	\$16,500	\$16,500	\$16,500
LevelUp Reader	\$25,000	\$25,000	\$25,000	\$25,650	\$25,650

## Affidavits

**Compliance with Laws:** After first being duly sworn according to law, the undersigned (Affiant) states that he/she and the contracting organization is presently in compliance with, and will continue to maintain compliance with, all applicable federal, state, and local laws.

**Taxes and Licensure:** Affiant states that Contractor has all applicable licenses, including business licenses. Affiant also states that Contractor is current on its payment of all applicable gross receipt taxes and personal property taxes. M.C.L. 4.20.065

**Nondiscrimination:** Affiant affirms that by its employment policy, standards and practices, it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age or sex, and are not in violation of, and will not violate, any applicable laws concerning the employment of individuals with disabilities. M.C.L. 4.28.020

**Employment Requirement:** Affiant affirms that Contactor's employment practices are in compliance with applicable United States immigrations laws. M.C.L. 4.40.060.

**Covenant of Nondiscrimination:** Affiant affirms that in consideration of the privilege to submit offers in response to this solicitation, we hereby consent, covenant, and agree as follows:  
To adopt the policies of the Metropolitan Government relating to equal opportunity in contracting on projects and contracts funded, in whole or in part, with funds of the Metropolitan Government;  
- To attempt certain good faith efforts to solicit Minority-owned and Woman-owned business participation on projects and contracts in addition to regular and customary solicitation efforts;  
- Not to otherwise engage in discriminatory conduct;  
- To provide a discrimination-free working environment;  
- That this Covenant of Nondiscrimination shall be continuing in nature and shall remain in full force and effect without interruption;  
- That the Covenant of Nondiscrimination shall be incorporated by reference into any contract or portion thereof which the Supplier may hereafter obtain; and  
- That the failure of the Supplier to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract. M.C.L. 4.46.070

**Contingent Fees:** It is a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a Metro contract upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. After first being duly sworn according to law, the undersigned Affiant states that the Contractor has not retained anyone in violation of the foregoing. M.C.L. 4.48.080

**Iran Divestment Act Affidavit:** By submission of this offer and in response to the solicitation, Contractor(s) and each person signing on behalf of Contractor(s) affirm, under penalty of perjury, that to the best of their knowledge and belief, neither the Contractor(s), nor proposed subcontractors, subconsultants, partners and any joint venturers, are on the list created pursuant to the Tennessee Code Annotated § 12-12-106 (Iran Divestment Act). Referenced website:

<https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/library/2022/>

List\_of\_persons\_pursuant\_to\_Tenn.\_Code\_Ann.\_12-12-106\_Iran\_Divestment\_Act\_updated\_with%20NY05.04.22.pdf

**Sexual Harassment:** Affiant affirms that should it be awarded a contract with the Metropolitan Government for a period of more than twelve (12) months and/or valued at over five hundred thousand (\$500,000) dollars, affiant shall be required to provide sexual harassment awareness and prevention training to its employees if those employees:

1. Have direct interactions with employees of the Metropolitan Government through email, phone, or in-person contact on a regular basis;
2. Have contact with the public such that the public may believe the contractor is an employee of the Metropolitan Government, including but not limited to a contractor with a phone number or email address associated with Metropolitan government or contractors with uniforms or vehicles bearing insignia of the Metropolitan Government; or
3. Work on property owned by the metropolitan government.

Such training shall be provided no later than (90) days of the effective date of the contract or (90) days of the employee's start date of employment with affiant if said employment occurs after the effective date of the contract. M.C.L. 2.230.020.

Affiant affirms that Contractor is not currently, and will not for the duration of the awarded Contract, engage in a boycott of Israel for any awarded contract that meets the following criteria:

- Has total potential value of two hundred fifty thousand (\$250,000) or more;
- Affiant has ten (10) or more employees.

Affiant affirms that offeror is and will remain in compliance with the provisions of Chapter 4.12 of the Metro Procurement Code and the contents of its offer as submitted. Affiant further affirms that offeror understands that failure to remain in such compliance shall constitute a material breach of its agreement with the Metropolitan Government.

**And Further Affiant Sayeth Not:**

Organization Name: The Rosen Publishing Group Inc.

Organization Officer Signature: *Arlene Riley*

Name of Organization Officer: Arlene Riley

Title: Director, Customer Care





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**2/22/2024**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> NFP Property & Casualty Services, Inc. 45 Executive Drive Plainview, NY 11803	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>(516) 327-2700</b>	<b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A : Great Northern Insurance Company</b>	<b>20303</b>
	<b>INSURER B : Federal Insurance Company</b>	<b>20281</b>
	<b>INSURER C : At-Bay Specialty Insurance Company</b>	<b>19607</b>
	<b>INSURER D : Federal Insurance Company</b>	<b>20281</b>
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES                                  CERTIFICATE NUMBER:                                  REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<b>X</b>		<b>36028806</b>	<b>1/8/2024</b>	<b>1/8/2025</b>	EACH OCCURRENCE	<b>\$ 1,000,000</b>
							DAMAGE TO RENTED PREMISES (Ea occurrence)	<b>\$ 1,000,000</b>
							MED EXP (Any one person)	<b>\$ 10,000</b>
							PERSONAL & ADV INJURY	<b>\$ 1,000,000</b>
							GENERAL AGGREGATE	<b>\$ 2,000,000</b>
							PRODUCTS - COMP/OP AGG	<b>\$ 2,000,000</b>
								<b>\$</b>
<b>B</b>	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			<b>73593216</b>	<b>1/8/2024</b>	<b>1/8/2025</b>	COMBINED SINGLE LIMIT (Ea accident)	<b>\$ 1,000,000</b>
							BODILY INJURY (Per person)	<b>\$</b>
							BODILY INJURY (Per accident)	<b>\$</b>
							PROPERTY DAMAGE (Per accident)	<b>\$</b>
								<b>\$</b>
<b>B</b>	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>			<b>79896179</b>	<b>1/8/2024</b>	<b>1/8/2025</b>	EACH OCCURRENCE	<b>\$ 15,000,000</b>
							AGGREGATE	<b>\$</b>
							<b>Aggregate</b>	<b>\$ 15,000,000</b>
								<b>\$</b>
<b>D</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		<b>N / A</b>	<b>71750496</b>	<b>1/8/2024</b>	<b>1/8/2025</b>	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	<b>\$ 500,000</b>
							E.L. DISEASE - EA EMPLOYEE	<b>\$ 500,000</b>
							E.L. DISEASE - POLICY LIMIT	<b>\$ 500,000</b>
<b>C</b>	<b>Tech E&amp;O Liability -</b>			<b>AB-6642895-01</b>	<b>1/22/2024</b>	<b>1/22/2025</b>	<b>Tech E&amp;O</b>	<b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**RE: Contract 6548210**  
 Metropolitan Government of Nashville and Davidson County, its officials, officers, employees, and volunteers are named as additional insureds per general liability additional insured endorsement per written contract and automobile liability additional insured endorsement per written contract.

<b>CERTIFICATE HOLDER</b>  Purchasing Agent Metropolitan Government of Nashville and Davidson County Metro Courthouse Nashville, TN 37201	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY  
DEPARTMENT OF FINANCE – PROCUREMENT  
SOLE SOURCE JUSTIFICATION FORM



SS #: SS2023190

Date Received: June 16, 2023

Send an email to [PRG@nashville.gov](mailto:PRG@nashville.gov) and attach completed sole source form and supporting documentation.

**Proposed supplier MUST be Registered in iProcurement**

Date: 3/16/2023 Requesting Department/Agency/Commission: Public Library

Requesting Official: Jessica Horn Telephone #: 615-880-2118 This is for a multi-year contract.

Product/Service Description: Licenses and Database Renewals through Rosen Publishing **Approval of Changes**

Total Purchase (Enter the value for the entire contract life) Price: ~~\$460,000.00~~ 350,925.00 MLL 3/13/2024 | 5:12 PM CDT

BU Number: 39101090 Fund #: 10101 Object Account: 503330 Any Other Accounting Info: \_\_\_\_\_

Proposed Supplier: Rosen Publishing

Proposed Supplier Contact: Miriam Gilbert

Supplier Address: PO Box 29278

City: New York

ST: NY

Zip: 10087

Supplier Telephone #: 1-303-818-7187

Supplier Email: miriamg@rosenpub.com

**Metro Code: 4.12.060 Sole Source Procurement.**

A contract may be awarded for a supply, service or construction item without competition when, under regulations promulgated by the standards board, the purchasing agent determines in writing that there is only one source for the required supply, service or construction item. The standards board may, by regulation, establish specific categories of supplies, services, or construction items as sole source items. (Ord. 92-210 § 1 (3-205), 1992)

**R4.12.060.02 Conditions for Use of Sole Source Procurement.**

Other, see explanation below

If Other, Explain Request: Rosen Publishing is an independent educational publishing house that provides online databases utilized by MNPS educators and students. Their resources provide schools and libraries access to Gareth Report Builder Interactive (curriculum software for researchers and report writing), Rosen Power Knowledge Science Suite (educational software), Rosen Digital Teen Health and Wellness Research and Curriculum Software, and LevelUp Student Core (online course). Rosen specifically focuses on the sciences - earth, physical, life, and health. There are no other databases that support all aspects of science specifically geared towards children.

Signatures will be gotten by Procurement in DocuSign

Department Requester's Initials: JH

Requesting Department Director's Signature of Approval: Terri Luke

SS2023190

SS #: \_\_\_\_\_

June 16, 2023

Date Received: \_\_\_\_\_

**To be completed by the Procurement Division**

See attached

**Vetting & Research Needed; Date Requested by Purchasing Agent** \_\_\_\_\_

multi-year contract

**Sole Source is Approved for:** \_\_\_\_\_

**Sole Source is Denied (See determination summary for denial reason)**

7/12/2023 | 1:19 PM

**PURCHASING AGENT:** Michelle A. Hernandez Lane **Date:** \_\_\_\_\_



## Sole Source Review

<b>Reviewed By:</b>	Zak Kelley		
<b>Recommendation:</b>	Approve	<b>Department:</b>	Libraries
<b>Supplier:</b>	Rosen Publishing	<b>Pricing:</b>	\$460,000.00
<b>Description:</b>	Subscription to Online Services	<b>Method:</b>	Multi-Year Contract

---

Procurement Code: MC 4.12.060

Procurement Regulations: R4.12.060.05 – Items Approved for Sole Source Procurement

Department Justification: Subscription to Newspapers, Periodicals, & Online Services.

---

**Review:** Under section R4.12.060.05 of the procurement regulations, a contract may be awarded without competition when the item(s) is approved for sole source procurement.

This is a request to sole source subscriptions to the following databases from Rosen Publishing:

- Gareth Report Builder - <https://garethreportbuilder.com/>.
- Rosen Power Knowledge Science Suite - <https://rosendigital.com/resources/thw.php>.
- Rosen Teen Health & Wellness - <https://garethreportbuilder.com/>.
- Level Up Student Core - <https://levelupreader.com/>;

R4.12.060.05(e)viii approves subscriptions to newspapers, periodicals, and online services for sole source procurement. The division of purchases has long held that the reference to online services is intended to include online repositories of news, information, and curriculum. Based on a review of the subscriptions cited above, this request meets the standard set by R4.12.060.05(e)viii.

A sole source is recommended.



## Contract Standards Deviations

## Contract Purchase Agreement 6548210,0: Contract Standards Deviations - 13-Mar-2024

Supplier	The Rosen Publishing Group Inc	Supplier Site	NEW YORK
Buyer	Ray, Terri Lynn	Amount	0.00
Contract Template	Master Goods and Services Contract		

## Deviation Summary

## Clause Deviations

Category Non-Standard clauses		
Deviation	Section	Clause Title
Standard clause modified	1. GOODS AND SERVICES CONTRACT	<a href="#">1.1. 37:Heading</a>
Standard clause modified	2. THE PARTIES HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS:	<a href="#">2.1. 35:Duties and Responsibilities</a>
Standard clause modified	3. CONTRACT TERM	<a href="#">3.1. 36:Contract Term</a>
Standard clause modified	4. COMPENSATION	<a href="#">4.1. 38:Contract Value</a>
Standard clause modified	4. COMPENSATION	<a href="#">4.4. 27:Escalation/De-escalation</a>
Standard clause modified	6. NONDISCRIMINATION	<a href="#">6.3. 230:Equal Business Opportunity (EBO) Program Requirement</a>
Standard clause modified	7. INSURANCE	<a href="#">7.1. 49:Proof of Insurance</a>
Category Standard clauses missing		
Deviation	Section	Clause Title
Optional clause removed	7. INSURANCE	<a href="#">7.3. 188:Professional Liability Insurance</a>
Optional clause removed	7. INSURANCE	<a href="#">7.7. 253:Abuse and Molestation Insurance</a>
Optional clause removed	7. INSURANCE	<a href="#">7.8. 251:Cyber Liability Insurance</a>

## Policy Deviations

Deviation	Description	Line	Item	Item Description
	The contract has no Policy Deviations			

## Contract Standards Deviations

Deviation Category	Non-Standard clauses
Clause Title	1.1. 37:Heading
Section	1. GOODS AND SERVICES CONTRACT
Deviation	Standard clause modified

**Clause Text**

This contract is initiated by and between **The Metropolitan Government of Nashville and Davidson County (METRO)** and **The Rosen Publishing Group Inc (CONTRACTOR)** located at **2544 Clinton St, Buffalo, NY 14224**, resulting from an approved sole source signed by Metro's Purchasing Agent (made a part of this contract by reference). This Contract consists of the following documents:

- **Any properly executed contract amendment (most recent with first priority),**
- **This document, including exhibits,**
  - **Exhibit A - Pricing and Description**
  - **Exhibit B - Affidavits**
- **Purchase Orders (and PO Changes),**

In the event of conflicting provisions, all documents shall be construed in the order listed above.

**Comparison to Standard**

This contract is initiated by and between The Metropolitan Government of Nashville and Davidson County (METRO) and - ~~Enter Legal Name (CONTRACTOR)~~  
~~The Rosen Publishing Group Inc (CONTRACTOR)~~ located at ~~Enter Address, City, ST ZIP.~~  
~~2544 Clinton St, Buffalo, NY 14224, resulting from an approved sole source signed by Metro's Purchasing Agent (made a part of this contract by reference).~~ This Contract consists of the following documents:

- ~~• Any~~
- ~~• Any~~ properly executed contract amendment (most recent with first priority),
- ~~•~~
- ~~•~~ This document, including exhibits,
- ~~•~~
- ~~•~~ Exhibit A - ~~{Enter Pricing and Description (i.e. Hourly Rates)}~~
- ~~•~~ Exhibit B ~~{Enter Description (i.e. Task Details)}~~
- ~~•~~ Exhibit C - ~~{Enter Description (i.e. ISA Terms and Conditions)}~~
- ~~•~~ The solicitation documentation for RFQ# ~~{Enter Number}~~ and affidavit(s) (all made a part of this contract by reference),  
Affidavits



## Contract Standards Deviations

- ~~• Purchase~~
- Purchase Orders (and PO Changes), -
- ~~• CONTRACTOR's response to the solicitation,-~~
- ~~• Equal Business Opportunity (EBO) Program forms (incorporated by reference)-~~



## Contract Standards Deviations

Deviation Category	Non-Standard clauses
Clause Title	2.1. 35:Duties and Responsibilities
Section	2. THE PARTIES HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS:
Deviation	Standard clause modified

### Clause Text

---

CONTRACTOR agrees to licenses and database access renewals as outlined in Exhibit A (Pricing and Description).

### Comparison to Standard

---

CONTRACTOR agrees to ~~provide the goods and/or services as fully defined in the solicitation~~ licenses and database access renewals as outlined in Exhibit ~~B—Scope of Services.~~ A (Pricing and Description).





## Contract Standards Deviations

Deviation Category	Non-Standard clauses
Clause Title	3.1. 36:Contract Term
Section	3. CONTRACT TERM
Deviation	Standard clause modified

### Clause Text

---

The Contract Term will begin on the date (the "Effective Date") of May 20, 2024, or the date this Contract is approved by all required parties and filed in the Metropolitan Clerk's Office, whichever date last occurs. This Contract Term will end (60) months from the Effective Date. In no event shall the term of this Contract exceed sixty (60) months from the Effective Date.

### Comparison to Standard

---

The Contract Term will begin on the date (the "Effective Date") of ~~-[insert date here]~~, May 20, 2024, or the date this Contract is approved by all required parties and filed in the Metropolitan Clerk's Office, whichever date last ~~-occurs. This~~ occurs. This Contract Term will end (60) months from the Effective Date. -

~~-This Contract may be extended by Contract Amendment. The option to extend may be exercised by and at the discretion of the Purchasing Agent. However, in~~  
In no event shall the term of this Contract exceed sixty (60) months from the Effective Date.



## Contract Standards Deviations

Deviation Category	Non-Standard clauses
Clause Title	4.1. 38:Contract Value
Section	4. COMPENSATION
Deviation	Standard clause modified

### Clause Text

---

This Contract has an estimated value of \$350,925.00. The pricing details are included in Exhibit A and are made a part of this Contract by reference. CONTRACTOR shall be paid as work is completed and METRO is accordingly, invoiced.

### Comparison to Standard

---

This Contract has an estimated value of ~~-\${Agreement Amount}.~~  
\$350,925.00. The pricing ~~details are~~  
details are included ~~in Exhibit~~  
in Exhibit A and are made a part of this Contract by reference. ~~CONTRACTOR~~  
CONTRACTOR shall be paid as work is completed and METRO is accordingly, invoiced.



## Contract Standards Deviations

Deviation Category	Non-Standard clauses
Clause Title	4.4. 27:Escalation/De-escalation
Section	4. COMPENSATION
Deviation	Standard clause modified

### Clause Text

---

This Contract is not eligible for annual escalation/de-escalation adjustments.

### Comparison to Standard

---

This Contract is not eligible for annual escalation/de-escalation ~~adjustments. The request for adjustment must be in accordance with Exhibit A and submitted by CONTRACTOR to the Purchasing Agent no less than sixty (60) days prior to the annual anniversary of the Effective Date of this Contract. Any such adjustment, if approved by the Purchasing Agent, shall become effective on the anniversary of the Effective Date of this Contract.~~ adjustments.



## Contract Standards Deviations

Deviation Category	Non-Standard clauses
Clause Title	6.3. 230:Equal Business Opportunity (EBO) Program Requirement
Section	6. NONDISCRIMINATION
Deviation	Standard clause modified

### Clause Text

---

The Equal Business Opportunity (EBO) Program is not applicable to this Contract.

### Comparison to Standard

---

~~The consideration and contact of minority owned and/or woman owned business enterprises is required for a responsive offer to most solicitations. The provision of the Equal Business Opportunity (EBO) Program documents shall be part of each solicitation response and incorporated herein by reference. CONTRACTOR agrees to comply with the~~ is not applicable ~~solicitation response and incorporated herein by reference. CONTRACTOR agrees to comply with the~~ Equal Business Opportunity (EBO) Program, if applicable, in the execution of this Contract.

## Contract Standards Deviations

Deviation Category	Non-Standard clauses
Clause Title	7.1. 49:Proof of Insurance
Section	7. INSURANCE
Deviation	Standard clause modified

**Clause Text**

---

During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension(s), the types and amounts of insurance identified below. Proof of insurance shall be required naming METRO as additional insured and identifying Contract number on the ACORD document.

**Comparison to Standard**

---

During the term of this Contract, for any and all awards, CONTRACTOR shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension(s), the types and amounts of insurance identified ~~below.~~

below. Proof of insurance shall be required naming METRO as additional insured and identifying ~~either the project name, RFQ, Purchase Order, or~~ Contract ~~number on~~ number on the ACORD document.



## Contract Standards Deviations

Deviation Category	Standard clauses missing
Clause Title	7.3. 188:Professional Liability Insurance
Section	7. INSURANCE
Deviation	Optional clause removed

### Clause Text

---

In the amount of one million (\$1,000,000.00) dollars.



## Contract Standards Deviations

Deviation Category	Standard clauses missing
Clause Title	7.7. 253:Abuse and Molestation Insurance
Section	7. INSURANCE
Deviation	Optional clause removed

### Clause Text

---

In the amount of one million (\$1,000,000.00) dollars.



## Contract Standards Deviations

Deviation Category	Standard clauses missing
Clause Title	7.8. 251: Cyber Liability Insurance
Section	7. INSURANCE
Deviation	Optional clause removed

### Clause Text

---

In the amount of four million (\$4,000,000.00) dollars.



**Certificate Of Completion**

Envelope Id: F305728314494759A2DC7B270B392BB6	Status: Sent
Subject: Metro Contract 6548210 with The Rosen Publishing Group Inc (Library)	
Source Envelope:	
Document Pages: 43	Signatures: 10
Certificate Pages: 18	Initials: 4
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185


**Record Tracking**

Status: Original 3/20/2024 8:56:56 AM	Holder: Procurement Resource Group prg@nashville.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Gary Clay Gary.Clay@nashville.gov Asst. Purchasing Agent Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 170.190.198.185	Sent: 3/20/2024 9:05:54 AM Viewed: 3/20/2024 10:33:33 AM Signed: 3/20/2024 10:33:44 AM


**Electronic Record and Signature Disclosure:**  
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Susan Drye Susan.Drye@nashville.gov Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 3/20/2024 10:33:50 AM Viewed: 3/20/2024 11:06:52 AM Signed: 3/20/2024 11:07:02 AM
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**Electronic Record and Signature Disclosure:**  
Accepted: 3/20/2024 11:06:51 AM  
ID: a0088aa9-3c3e-4161-9ad0-a2564dbddf69


Brittany Bryant brittany.bryant@nashville.gov Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 3/20/2024 11:07:05 AM Viewed: 3/20/2024 3:47:21 PM Signed: 3/21/2024 9:04:21 AM
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**Electronic Record and Signature Disclosure:**  
Accepted: 3/20/2024 3:47:21 PM  
ID: 904f3c27-eaba-45bc-ae1c-8b2dfbb48f27

Miriam Gilbert miriamg@rosenpub.com VP, Rosen Publishing Rosen Publishing Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 71.211.233.25	Sent: 3/21/2024 9:04:25 AM Viewed: 3/21/2024 12:50:16 PM Signed: 3/21/2024 12:56:35 PM
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**Electronic Record and Signature Disclosure:**

Signer Events	Signature	Timestamp
<p>Accepted: 3/21/2024 12:50:16 PM ID: bd11824c-a450-4ecd-a96a-6d41549a9aa2</p> <p>Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)</p>	<p><i>Michelle A. Hernandez Lane</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185</p>	<p>Sent: 3/21/2024 12:56:39 PM Viewed: 3/29/2024 8:21:04 PM Signed: 4/5/2024 8:14:49 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>		
<p>Terri Luke terri.luke@nashville.gov Security Level: Email, Account Authentication (None)</p>	<p><i>Terri Luke</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 69.130.147.77 Signed using mobile</p>	<p>Sent: 4/5/2024 8:14:53 PM Viewed: 4/5/2024 10:55:18 PM Signed: 4/6/2024 8:51:38 AM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 4/5/2024 10:55:18 PM ID: 24754434-bad7-410a-ac8e-a286a14593d7</p>		
<p>Kevin Crumbo/tlo talia.lomaxodneal@nashville.gov Dep Dir of Finance Security Level: Email, Account Authentication (None)</p>	<p><i>Kevin Crumbo/tlo</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 136.58.18.164 Signed using mobile</p>	<p>Sent: 4/6/2024 8:51:42 AM Viewed: 4/7/2024 12:41:07 PM Signed: 4/7/2024 12:41:47 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 4/7/2024 12:41:07 PM ID: 91a55dff-8593-46aa-9b62-c2d9c81e8b99</p>		
<p>Kevin Crumbo/mjw MaryJo.Wiggins@nashville.gov Security Level: Email, Account Authentication (None)</p>	<p><i>Kevin Crumbo/mjw</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.100</p>	<p>Sent: 4/7/2024 12:41:51 PM Viewed: 4/8/2024 1:10:43 PM Signed: 4/8/2024 1:11:39 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 4/8/2024 1:10:43 PM ID: 032d0913-342b-4d66-9f51-be592485c0e5</p>		
<p>Balogun Cobb balogun.cobb@nashville.gov Security Level: Email, Account Authentication (None)</p>	<p><i>BC</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.144</p>	<p>Sent: 4/8/2024 1:11:43 PM Viewed: 4/8/2024 1:21:39 PM Signed: 4/8/2024 1:21:48 PM</p>
<p><b>Electronic Record and Signature Disclosure:</b> Accepted: 4/8/2024 1:21:39 PM ID: 9fa88ff9-33c4-4a0d-ac8c-d11b9a72e2d1</p>		

Signer Events	Signature	Timestamp
Matthew Garth matthew.garth@nashville.gov Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.144	Sent: 4/8/2024 1:21:51 PM Viewed: 4/9/2024 8:56:03 AM Signed: 4/9/2024 8:56:42 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 4/9/2024 8:56:03 AM  
 ID: 2539468e-4e4b-44ba-8cb3-c7da06e34bb9

Procurement Resource Group  
 prg@nashville.gov  
 Metropolitan Government of Nashville and Davidson County  
 Security Level: Email, Account Authentication (None)

Sent: 4/9/2024 8:56:53 AM

**Electronic Record and Signature Disclosure:**  
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In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>

Terri L. Ray  
 Terri.Ray@nashville.gov  
 Finance Manager  
 Metropolitan Government of Nashville and Davidson County  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 3/20/2024 9:05:53 AM

**Electronic Record and Signature Disclosure:**  
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Sally Palmer  
 sally.palmer@nashville.gov  
 Security Level: Email, Account Authentication (None)

**COPIED**

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**Electronic Record and Signature Disclosure:**  
 Accepted: 4/9/2024 8:18:26 AM  
 ID: 03d5fffb-4dd6-48d5-9c94-d50059e08a73

Matthew Garth  
 matthew.garth@nashville.gov  
 Security Level: Email, Account Authentication (None)

**COPIED**

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Carbon Copy Events	Status	Timestamp
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Jeremy Frye  
jeremy.frye@nashville.gov  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 3/14/2024 8:19:38 AM  
ID: 81bda5e9-601f-479a-bf99-144bac270f1a

Syreeta Butler  
syreeta.butler@nashville.gov  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 4/17/2023 2:27:39 PM  
ID: 89c7d660-4381-4532-a840-8235c7018361

Amber Gardner  
Amber.Gardner@nashville.gov  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 2/29/2024 8:09:04 AM  
ID: cd8aa37d-a7aa-4bf0-b2b8-ccdcdcb0adb

Austin Kyle  
publicrecords@nashville.gov  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 4/5/2024 8:59:41 AM  
ID: 4e99f292-f578-4d68-bdde-bdb9243150d0

Zak Kelley  
Zak.Kelley@Nashville.gov  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Jessica Horn  
Jessica.Horn@nashville.gov  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 4/5/2024 9:24:12 AM  
ID: 4dea8828-a703-46d2-a7dd-b6ba4817527f

Arlene Riley  
arlener@rosenpub.com  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Jack daSilva  
jackd@rosenpub.com  
Security Level: Email, Account Authentication  
(None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	3/20/2024 9:05:53 AM
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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