

Contract #326-2013

# CODE *for* AMERICA

September 9, 2013

Mayor Jim Gray  
Office of the Mayor  
City of Lexington  
200 E Main St.  
Lexington, KY 40507

## STATEMENT OF WORK

Dear Mayor Gray,

Congratulations! We are pleased to inform you that Code For America Labs, Inc. ("CfA") has selected your application for participation in the 2014 Fellowship program ("Program"). CfA fellows will partner with your city on the proposed program focus outlined in your application or a mutually agreed upon program focus.

To move the process forward, this letter identifies the Statement of Work (SOW) and shall operate as a binding agreement ("Agreement") together with the Terms and Conditions. Please review this letter and if you consent to the SOW, provide your signature in the appropriate place at the end of the letter.

Should you have any questions or comments, feel free to contact us at any time.

### Section A: Elements of Fellowship Program

<b>2014 Program Selection</b>	CfA selects partners that demonstrate strong leadership, secured funding, and a dedication to building efficiencies, transparency and citizen participation into government.
<b>Fellow Recruitment</b>	CfA recruits and selects passionate individuals with skills in technology, design, and management who want to dedicate a year to public service. Fellow selection is highly competitive. Applicants are evaluated by a selection committee composed of CfA staff, and industry and government leaders.
<b>CfA Training</b>	CfA fellows participate in a one-month intensive training experience covering relevant topics associated with government, industry and technology and will do a deep dive into learning about you city. Training also continues throughout the year.
<b>Residency</b>	During February 2014 the fellows will be on site in Lexington, working with the designated team there. Goals during this month include learning how City of Lexington operates, gathering information about the proposed program focus, building a network of government, community and developer support, and brainstorming ideas and solutions with industry leaders and city staff. The City is expected to provide tours of major departments and training in the major functions of the city, set up appropriate meetings between the Fellows and staff, and to make the necessary introductions to city employees in order to ensure a successful Program. City will host the CfA Fellows on site in city

	offices and provide them with space to work.
<b>Solution Building</b>	Over the course of the Program, Fellows will conduct interviews and research to inform and drive solutions. They will focus on developing applications that drive engagement, transparency and efficiencies. They will also catalyze the community in addressing civic issues and facilitate collaborations between cities to leverage existing resources and share best practices.
<b>Program Conferences</b>	CfA will hold two conferences. One, in the fall of 2013, will introduce the City Coordinator (and other city staff as appropriate) to the 2014 program. The other, in the fall of 2014 will bring together all 2014 government partners, government, industry and tech leaders to review and share progress, stories and further opportunities.
<b>Wrap-Up &amp; Hand Off</b>	The last two months are dedicated to wrapping up the program and ensuring the City has a plan to sustain the solution(s) and continue collaboration going forward. Events may be scheduled in your City to formally transition the work accomplished during the Fellowship.

Section B: Projected Milestones

2014 Program Selection – Finalists Notified	July 1, 2013
Recruitment of Fellows for 2014 Program	January 1 – July 31, 2013
Contract Completed	September 15, 2013
2014 Program Begins	January 2014
CfA Training	January 2014
City Residency	February 2014
Solution Building	March 2014 – September 2014
Program Conferences	October 2013 & October 2014
Wrap-Up and Hand Off	October – November 2014
Program Completed	November 2014

Section C: City Expectations

<b>Program Coordinator</b>	City will designate a Program Coordinator that will work with CfA staff to execute the contract, ensure the success of the Residency, support Fellows throughout the Program, and participate in team meetings and other meetings, as needed.
<b>Contract Execution</b>	City will ensure timely execution of the contract. This will require contract to be signed and completed by September 15, 2013.
<b>CfA Training</b>	Lexington's City Team will participate in specific modules during CfA Training designed to introduce you to your assigned Fellows and help them understand program goals and objectives. These modules can be conducted via a video conference call.
<b>Host 2014 Residency</b>	City is expected to set up appropriate meetings between CfA Fellows and city staff and relevant community leaders and groups to ensure a successful Program. City will host the CfA Fellows on site in city offices and provide them with space to work. As necessary, City will also provide necessary access to government buildings and systems.
<b>City Support</b>	City will be prepared to designate 5% - 10% of one or two staff's time to help support the Fellows during the program including serving as an overall resource, participating in planning and organizing meetings, identifying project sponsors, helping with sustainability planning, etc..

<b>Team Meetings</b>	City will participate in regular team meetings as required. Team meetings may occur more frequently during the Residency month and occasionally throughout Program.
<b>Program Conferences</b>	City will participate in two Program Conferences in San Francisco, CA tentatively scheduled for October 2013 and October 2014.
<b>Program Sustainability</b>	City will plan for and ensure sustainability of the solution after the 2014 Program. This may require identifying city resources that can support, maintain, and grow the solution over time.

Section D: Code for America Expectations

<b>Fellow Recruitment and Selection</b>	CfA recruits and selects passionate technologists throughout the country who want to give a year to public service. Fellow selection is highly competitive. Fellows are evaluated by a selection committee made up of CfA staff, and industry and government leaders.
<b>CfA Head of Government Relations</b>	CfA's head of Government Relations will be the City's primary point person within CfA for issues associated with contracting, overall program performance, and other issues as they arise. Other CfA staff will interact with the cities periodically around City Residency planning and overall program execution.
<b>CfA Fellow Coordinator</b>	CfA will assign a Fellow Coordinator to serve as the primary contact for Fellows throughout the Program and serve as the primary contact for the City in all matters relating to Fellows.
<b>CfA Training</b>	CfA provides Fellows with a one-month intensive training experience. While the specific content and curriculum may vary from year to year, CfA Training will expose the Fellows to topics related to government, technology and industry - and will provide an opportunity for the Fellows to dive deep into specific information and context of your city. They will also spend time enhancing their skills in the general areas of project management, communication, client management, negotiation and team building.
<b>Residency</b>	CfA staff will partner with City's Program Coordinator to ensure the success of Residency. CfA provides travel and housing expenses for the Fellows during the Residency period.
<b>Solution Building</b>	CfA Fellows will partner with city staff to develop solution(s) to the proposed focus, as defined in the 2014 Program application, or other focus that is mutually determined during the Program.
<b>Program Conferences</b>	CfA will host two conferences - one in October 2013 to orient the City Coordinator (and other applicable staff) to the 2014 program. The other will be in October, 2014 that will bring together city staff, Fellows, government partners, and industry leaders, to review and share progress, stories and further opportunities.
<b>Wrap-up and Hand Off</b>	CfA will dedicate the last two months of the Program to wrap-up and hand off the solution to ensure City has the ability to sustain the solution. Events may be conducted in your city to formalize the transition.

Section E: Payments

**Program Fee.** City of Lexington shall pay to CFA a fee for the City's participation in our program in the amount of \$180,000. Invoices will be issued 30 days prior to the scheduled payment date. Payments are scheduled as follows:

1. \$60,000 on November 1, 2013
2. \$60,000 on February 1, 2014
3. \$60,000 on May 1, 2014

The City of Lexington is also making a commitment to provide matching funds in the amount of \$180,000 from private contributions.

Late Payments

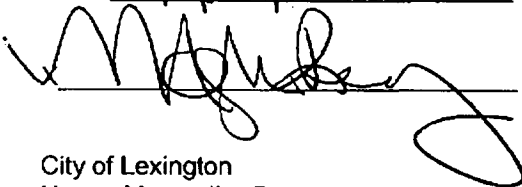
In the event that the City fails to pay when due any amounts set forth above, CFA shall send to City written notice of such failure. If the City fails to cure the breach by paying such amounts within fifteen (15) days after receipt of such written demand, then City shall be deemed to be in material breach of this Agreement and CFA shall have the right to take any of the following actions: (i) suspend its own performance under this Agreement until such payment has been received; or (ii) terminate the Agreement, in which case CFA shall be entitled to receive payment of all amounts due under this Agreement through the effective date of termination. Regardless of the action taken by CFA, any amounts owed to CFA by City shall be calculated from the date the last payment was made up to, and, including the last day of the notice period by calculating a pro rata portion of the Program Fee.

Code for America Labs, Inc.

Name: Meghan Reilly

Title: CFO

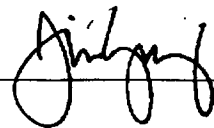
Date: 10/23/13

  
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City of Lexington

Name: Mayor Jim Gray

Date: SEPT 30, 2013

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