

PURCHASE OF SERVICE AGREEMENT

THIS PURCHASE OF SERVICE AGREEMENT, made and entered into on the 17th day of September, 2021, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, ("Government") at 200 East Main Street, Lexington, Kentucky 40507, and **THE LEXINGTON HISTORY MUSEUM, INC.**, ("Organization") at P.O. Box 788, Lexington, Kentucky 40588.

WITNESSETH

That for and in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. Government hereby retains Organization for the period of twelve (12) months beginning on July 1, 2021 and ending June 30, 2022. unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.

2. Government shall pay the Organization the sum of Fifty Thousand Dollars (\$50,000.00) for services required by this Agreement, one twelfth (1/12th) of which shall be payable each month.

3. In the event of termination of this Agreement by Government as provided for in Paragraph 1 above, Organization shall be entitled to that portion of total Compensation due under this Agreement, as the service rendered bears to the total service required hereunder.

1.1. Organization shall provide the following services: Develop a new website design and communications plan, continue to update and upgrade its collection management system, including consolidating the collection into a temporary,

centralized location, and continue to provide community outreach and educational opportunities in interim, temporary, rotating spaces for LexHistory programs and exhibits.

Organization shall use compensation paid to it under this Agreement to fulfill its obligations under this Agreement only, and for no other purposes. Organization shall keep itself fully informed of all national and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulation, whether or not such laws, ordinances or regulations are mentioned herein and shall indemnify Government, its officers, agents and employees against any claim or liability arising from and based on Organization's violation of any such laws, ordinances or regulations. In addition, Organization shall provide Government with timely and satisfactory evidence that it has fulfilled any underlying lease obligations that it has for the rental or lease of any space related to the provision of its services upon the request of Government.

4. Organization represents that it has filed any federal, state or local tax returns or IRS 501 3C annual reporting required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned documents filed for the Organization's most recent or current tax year are registered by the Organization in the Department of General Services, and the Organization shall not be compensated unless and until such registration has taken place.

5. The Organization shall, at the end of each quarter and by no later than the 10th working day of the succeeding quarter, on the form attached as Exhibit A, submit to the Department of General Services a report containing, for each of the services enumerated herein that were provided in the preceding quarter: (a) a description of the service provided, including the costs of providing services and the quantity and quality of the service provided, and (b) the additional information requested on the form(s) provided

by the Department of General Services.

6. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization relating to the LFUCG funds provided hereunder at all reasonable times, and if it desires, it may have said books and papers of the Organization audited and examined by auditors, accountants or attorneys at least once every three years. Any examination shall be at the expense of the Government.

7. Government may designate such persons as may be necessary to monitor and evaluate the services rendered hereunder by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the responsibility or obligations of Organization, or to constitute Organization an agent of the Government.

8. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex, age, sexual orientation or gender identity, or handicap, shall promote equal employment through a positive, continuing program of equal employment, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

9. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to the Department of General Services for review within thirty (30) days of the execution of this Agreement.

10. The Organization agrees that all revenue and expenditures shall be audited at least once every three years by independent certified public accountants who shall express an opinion as to whether or not revenue and expenditures during the year audited have conformed to state and local law and regulation. A copy of this audit shall be submitted to the Department of General Services within ten (10) days of completion.

12. Any notice or consent required to be given by or on behalf of either party upon the other shall be in writing and shall be given by hand delivery or U.S. Mail. If mailed, such notice shall be via certified mail, return receipt requested.

Notice shall be sent to the Government at the following:

Lexington-Fayette Urban County Government
Attn: Commissioner of General Services
200 East Main Street
Lexington, KY 40507

Notice shall be sent to the Organization at the following:

Lexington History Museum, Inc.
PO Box 788
Lexington, KY 40588

13. This instrument contains the entire agreement between the parties,

and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

LEXINGTON-FAYETTE URBAN COUNTY
GOVERNMENT

BY: 

LINDA GORTON, MAYOR

THE LEXINGTON HISTORY MUSEUM, INC.

BY: 

Foster Ockerman, Jr.
President & chief Historian

EXHIBIT A

**LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT
DEPARTMENT OF GENERAL SERVICES
FISCAL YEAR 2022**

Agency:

The Lexington History Museum, Inc.

Reporting Quarter:

1

2

3

4

Form Submission Date:

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Outcome Evaluation

Using this Quarterly Form for The Lexington History Museum Purchase of Service Agreement, please demonstrate progress towards stated goals and initiatives.

NOTE: If there have been changes to your Lexington-Fayette Urban County Government funded program(s) necessitating amendment of your approved outcomes, please contact the Dept. of General Services @ 859.258.3900, or email slopez@lexingtonky.gov to discuss the proposed amendments.

Services

1. Provide details of special exhibits held/hosted during this quarter by The Lexington History Museum:

Number of exhibits:

Locations held:

Event descriptions:

Estimated attendance:

2. Provide an overview (by location) of each pocket museum that is currently in place:

This program has been discontinued during the pandemic and is being re-evaluated.

3. Describe other programs that were held by The Lexington History Museum for the benefit and education of the public this quarter:

Number of other programs:

Locations held:

Program descriptions:

Estimated attendance:

Outreach

1. Describe the community outreach efforts provided by The Lexington History Museum this quarter.

Type of effort:

Target audience:

Program descriptions:

Estimated attendance (as applicable):

2. Describe all efforts provided by The Lexington History Museum this quarter to expand existing educational outreach programs within Fayette County's public and private schools.

Number of public schools contacted:

Number of private schools contacted:

Name of each school:

Outcome of contact:

Strategic Plan

1. Describe strategies that were used by The Lexington History Museum during the most recent quarter to better engage the community.

2. Describe efforts used to strengthen fundraising and financial solvency during the most recent quarter for The Lexington History Museum:

3. Describe efforts to increase attendance at exhibits and events during the most recent quarter:

4. Describe all marketing efforts that were used to raise awareness of The Lexington History Museum during the most recent quarter:

Mission Statement

1. Provide the Lexington History Museum's measures of success during the most recent quarter based on the mission statement:

2. Describe how these measures have changed (improved/declined) compared with the previous quarter:

CERTIFICATION

As the President (or equivalent) of this entity, I certify that the information provided in this Quarterly Report is true and complete to the best of my knowledge and belief. I further agree that funds received from Lexington-Fayette Urban County Government are used for the purposes for which they were requested and approved, and that The Lexington History Museum will comply with the requirements set forth in the approved Purchase of Service Agreement.

Name:

Title:

Date:

THIS REPORT AND ANY REQUIRED ATTACHMENT(S) ARE DUE IN THE OFFICE OF THE DEPARTMENT OF GENERAL SERVICES NO LATER THAN:

1ST QUARTER: OCTOBER 10, 2021

2ND QUARTER: JANUARY 10, 2022

3RD QUARTER: APRIL 10, 2022

4TH QUARTER: JULY 10, 2022

THIS REPORT SHOULD BE COMPLETED AND SUBMITTED VIA EMAIL TO THE DEPARTMENT OF GENERAL SERVICES AS NOTED BELOW:

Sandra Lopez
Administrative Officer Senior
Lexington-Fayette Urban County Government

slopez@lexingtonky.gov

NOTE: All quarterly reports will be electronically date stamped by email receipt record to ensure submission by organization is on time and in accordance with the FY2022 Purchase of Service Agreement with Lexington-Fayette Urban County Government.



STRATEGIC PLAN 2021-2025

MISSION:

Inspire our future by collecting and preserving Lexington's history and telling our stories.

VISION:

Be the recognized and respected leader on Lexington's history.

GOALS:

- 1. PRESERVATION - Collect, archive, and preserve the essential, relevant, and accurate records and artifacts of Lexington's history.**

OBJECTIVES/OUTCOMES

1.1. Develop a LexHistory Collection Management System

- 1.1.1. Create and adopt a board policy and procedures on collection, archiving, and deaccessioning.
- 1.1.2. Acquire and install a museum software, with the necessary equipment, training, and support.

1.2. Complete an inventory and catalogue for the current collection.

- 1.2.1. Engage a vendor/person to inventory/catalogue the collection.
- 1.2.2. Build structure/classification/documentation for creating inventory/catalogue of the collection based on museum software requirements.
- 1.2.3. Input collection into museum software.

1.3. Consolidate collection into a temporary, centralized location.

- 1.3.1. Define necessary and appropriate storage and preservation spaces.
- 1.3.2. Secure and configure new space.
- 1.3.3. Move collection.

2. PARTNERSHIPS - Form and lead strategic partnerships that maximize our capacity, resources, outreach, and impact.

OBJECTIVES/OUTCOMES

2.1 Create the LexHistory Partnership Council

- 2.1.1. Organize to define LexHistory's community role, relationships, networking, and engagement that leads to external advocacy and support, and to assist LexHistory in playing a key role in Lexington's 250th anniversary celebration in 2025.
- 2.1.2. Define Council charge, structure, roles, responsibilities, scope, and desired outcomes.
- 2.1.3. Identify and recruit target government, business, educational, civic organizations, and other community groups to form membership.
- 2.1.4. Host inaugural meeting.

2.2 Create the Lexington History Collective

- 2.2.1. Organize to connect LexHistory with diverse and inclusive groups that collect/preserve/exhibit unique aspects of Lexington's history to ensure they are incorporated into the LexHistory mission and vision, that their stories are told, and to assist LexHistory in playing a key role in Lexington's 250th anniversary celebration in 2025.
- 2.2.2. Define charge, structure, roles, responsibilities, scope, and desired outcomes.
- 2.2.3. Identify and recruit target history-related organizations and groups to form membership.
- 2.2.4. Host inaugural meeting.

3. PROGRAMMING - Offer diverse and inclusive educational and engagement opportunities to the broadest possible audiences using multiple methods of communication, settings, and formats.

OBJECTIVES/OUTCOMES

3.1. Create LexHistory Press and Productions

- 3.1.1. Establish new LexHistory division and define charge, structure, roles, responsibilities, scope, and desired outcomes.
- 3.1.2. Identify and enter into agreements with professional partners to format, produce, and/or distribute print, video, audio, and digital content.
- 3.1.3. Develop content for all formats, mediums, and platforms.
- 3.1.4. Develop educational curriculum for schools/colleges/universities and community organizations.
- 3.1.5. Plan, design and create exhibits and event spaces.

3.2. Enhance LexHistory Speakers Bureau

- 3.2.1. Define the charge, structure, roles, responsibilities, scope, and desired outcomes of a formal Speakers Bureau program
- 3.2.2. Identify and enlist internal and external subject matter experts to become part of the LexHistory Speakers Bureau.
- 3.2.3. Determine the speakers' specific topics, presentation titles, formats, methodologies, and availability.
- 3.2.4. Create, promote, and manage an ongoing roster of speakers and topics that are available for internal purposes and externally for the community.

4. PRESENCE - Be the most visible and accessible resource on the history of Lexington for all residents and tourists...anytime, anywhere, and on any device.

OBJECTIVES/OUTCOMES

4.1. Create Temporary LexHistory Museum

- 4.1.1. Define the space needs, characteristics, and desired outcomes for a temporary LexHistory museum.
- 4.1.2. Establish the proposed topics and calendar for programs and events.
- 4.1.3. Identify and reserve interim/temporary/rotating spaces for potential LexHistory programs and exhibits.
- 4.1.4. Design, promote, and manage programs and exhibits.
- 4.1.5. Launch and promote new LexHistory Temporary Museum

4.2. Create Virtual LexHistory Museum

- 4.2.1. Define the characteristics, scope, and desired outcomes for a LexHistory Virtual Museum.
- 4.2.2. Update and upgrade LexHistory website/external online sites to maximize audience reach and engagement.
- 4.2.3. Research and select preferred virtual/digital platforms.
- 4.2.4. Design content and images for selected virtual/digital platforms.
- 4.2.5. Launch and promote new LexHistory Virtual Museum

4.3. Create Permanent LexHistory Museum

- 4.3.1. Define the desired, state-of-the-art characteristics, scope, space configurations, and projected costs to store, exhibit, and program around the LexHistory collection and archives.
- 4.3.2. Plan and design the phases, timetables, and resource needs to build and/or renovate acquired space for a permanent museum.
- 4.3.3. Execute the required contracts and agreements and raise the necessary funds to implement the final museum plans and design.
- 4.3.4. Plan and promote the grand opening of the new museum.

APPROVED MAY 27, 2021