

**INCUMBENT WORKER TRAINING SERVICES  
AGREEMENT**

STATE OF TEXAS           §  
  §  
COUNTY OF BEXAR       §

This Agreement is entered into by and between the City of San Antonio (“City”), a Texas Municipal Corporation acting by and through its City Manager or designee, pursuant to Ordinance No. XYZ, passed and approved on XYZ, 2025 and XYZ (“Employer”), a for-profit/non-profit entity registered in the State of Texas. Each of the City and Employer may be referred to as the ‘Party’ or collectively as the “Parties.”

**RECITALS**

WHEREAS, on November 3, 2020, City of San Antonio voters approved the SA: Ready to Work ballot initiative, authorizing a 1/8<sup>th</sup> cent sales and use tax for a period of four years to provide workforce development training and higher education to unemployed, underemployed, or underserved residents to obtain high-demand, well-paid careers, in accordance with Chapter 379A of the Texas Local Government Code (“the Better Jobs Act” or “Act”); and

WHEREAS, the SA: Ready to Work program (the “Program”, (“Ready to Work”, or “RTW”) includes the following objectives: increase access to industry-recognized certification training and college; provide wraparound services and emergency funding to ensure successful completion of training and career placement; increase collaboration within the workforce ecosystem; and promote accountability and adaptability throughout the process; and

WHEREAS, City wishes to partner with Employer to provide services necessary to support the Program, namely incumbent worker training (“IWT”) for current employees (“Trainees”); and

WHEREAS, the purpose of this Agreement is to establish the terms and conditions under which Employer and its subcontractors, if any, will provide the aforementioned training.

NOW THEREFORE; the Parties agree, and by the execution of this Agreement are bound, to the mutual obligations herein contained and to the performance and accomplishment of the tasks described in this Agreement.

**I. DEFINITIONS**

As used in this Agreement, the following terms shall have meanings as set out below:

- 1.1 “City” is defined in the preamble of this Agreement and includes its successors and assigns.
- 1.2 “Employer” is defined in the preamble of this Agreement and includes its successors.
- 1.3 “Director” shall mean the director of City’s Workforce Development Office.

**II. TERM**

2.1. This Agreement shall commence upon execution date by both parties and continue until September 30, 2026 unless extension or earlier termination shall occur pursuant to any of the provisions hereof.

2.2 It is expressly understood and agreed by Employer that City is providing funding under this Agreement from current revenues available to City, specifically through a 1/8th cent sales tax collected in accordance with the voter-approved sales tax initiative for workforce training and tuition reimbursement. City may terminate a contract at any time if funds are restricted, withdrawn, not approved or service is unsatisfactory.

### **III. SCOPE OF WORK**

3.1 Employer agrees to provide IWT trainings in accordance with the Training Log, which is attached and incorporated into this Agreement as Exhibit II, in exchange for the compensation described in Article IV. Payment to Employer. Exhibit II shall be submitted prior to training commencement.

3.2 Trainees must be current, full-time W-2 employees of Employer receiving wages paid through the Employer's normal and customary pay procedures. Trainees shall be paid no less than a minimum wage rate of \$20.00 per hour. Trainees will be provided with all necessary instruction, equipment, and materials by Employer. Trainee must be 18 years old and eligible to work in the United States. Employer, through its independent determination and discretion, shall work to remove any barriers for trainees impeding successful completion of training.

3.3 Employer shall maintain for Trainees an accurate log of training achieved. Employer agrees to retain these records for four (4) years after the completion of this Agreement.

3.4 Employer shall ensure Workers' compensation or comparable accident or liability insurance coverage for work-related injury or illness is in place for Trainees.

- Employer shall notify the City when dismissing current Trainees within five working days after dismissal. In the event of dismissal, the Employer retains ability to fill remaining training slot term with another incumbent worker.

3.5 Employer shall submit monthly "Training Logs" that detail reimbursable costs and a final closeout report at the end of the agreement term. Trainee information will be requested during the training cycle to monitor progress. Information may consist of trainee names, hire dates (termination dates, if applicable), IWT completion dates, contact information, trainees job titles, credentials earned, starting hourly wages, and wages at six-months post training. A final closeout report will be due 45 days after the final training.

3.6 Employer is required to submit a minimum of one participant success story or employer testimonial, on a bi-annual basis (no more than 2x per year), regarding the impact of the program.

3.7 City will not require Employers to conduct business on City premises in relation to the Scope of Services.

3.8 City shall have authority to inspect the Employer's contribution to the Program throughout the Agreement term to ensure compliance with this Agreement and ensure proper usage of City Funds as prescribed by the Scope of Work. All work performed by Employer hereunder shall be performed to the satisfaction of Director. The determination made by Director shall be final, binding and conclusive on all Parties. City shall be under no obligation to pay for any work performed by Employer, which is not satisfactory to Director. City shall have the right to terminate this Agreement, in accordance with Article VII. Termination, in whole or in part, should Employer's work not be satisfactory to Director, however, the City shall have no obligation to terminate and may withhold payment for any unsatisfactory work, should the City elect not to terminate.

3.9 In performing the services required hereunder, Employer shall:

- 3.10.1 Process, store, and transmit all sensitive data (particularly Sensitive PII as defined in Section 521 of the Texas Business And Commerce Code) captured in the performance of this Agreement in a secure manner and with appropriate technical and procedural controls. All file transmission shall be protected using a mutually-agreed-upon transmission method, which must be proposed to and approved by City within 15 days of execution of this Agreement. At any time, the City may request that Contractor provide evidence of its technical and procedural controls in a timely fashion, including but not limited to security awareness training programs, encryption protocols, and cybersecurity policies and procedures.
- 3.10.2 Ensure that any organizations or agencies that Employer works with to perform the services required hereunder also adhere to and implement the technical requirements set out in this Article III.
- 3.10.3 Extend its full cooperation in sharing data and materials produced under this Agreement with SA: Ready to Work Program partners as needed for the success of the Program.

#### **IV. PAYMENT TO EMPLOYER**

4.1 In consideration of Employer's performance in a satisfactory and efficient manner, as determined solely by Director, of all obligations, services and activities set forth in this Agreement, City agrees to pay **Employer an amount not to exceed XYZ THOUSAND DOLLARS AND XYZ CENTS (\$XX,XXX.XX)**, to be disbursed as follows:

- a. Upon submission and approval of an invoice, for the duration of the agreement as noted in Article II above, to reimburse Training costs in accordance with Exhibit I. Scope of Work and Exhibit II. Training Log.

4.2 Employer shall submit invoices no later than the 15<sup>th</sup> of every month to the Workforce Development Office at an email address as determined by WDO, which WDO shall pay within 30 days of receipt and approval by Director. Once an invoice is reviewed and approved by WDO staff, WDO will send the invoice to COSA's Accounts Payable team for official payment processing.

4.3 No additional fees or expenses of Employer shall be charged by Employer nor be payable by City. Total payments to Employer from City for the contract cannot exceed that amount set forth in Section 4.1 above, without prior approval and agreement of all Parties, subject to Article XV. Amendments.

4.4 Final acceptance of work products and services require written approval by City. The approval official shall be Director. City shall not be obligated or liable under this Agreement to any party, other than Employer, for the payment of any monies or the provision of any goods or services.

4.5 For any sum of funds paid by City later determined to have not been spent in accordance with the terms of the Agreement, City reserves the right to request return of said funds to City, which shall be returned within ten (10) working days, or shall be proportionately held from future disbursement, as decided by City.

#### **V. OWNERSHIP OF DOCUMENTS AND CONFIDENTIALITY**

5.1 With the exception of proprietary trainings or curriculum developed as a part of this Agreement to meet employer workforce needs, any and all writings, documents or information in whatsoever form and character produced by Employer pursuant to the provisions of this Agreement is the exclusive property of City; and no such writing, document or information shall be the subject of any copyright or proprietary claim by Employer.

5.2 Employer understands and acknowledges that as the exclusive owner of any and all such writings, documents and information, City has the right to use all such writings, documents and information as City desires, without restriction.

5.3 Notwithstanding anything to the contrary contained herein, all previously owned intellectual property of Employer, including but not limited to writings, documents and information used by Employer in the course of delivering the services hereunder, and any know-how, methodologies, or processes used by the Employer to provide the services or protect deliverables to City, including without limitation, all copyrights, trademarks, patents, trade secrets, and any other proprietary rights inherent therein and appurtenant thereto shall remain the sole exclusive property of Employer. This includes any proprietary trainings or curriculum developed as a part of this agreement to meet employer workforce needs.

5.4 No reports, information, project evaluation, project designs, data or any other documentation developed by, given to, prepared by, or assembled by Employer under this Agreement, with the exception of proprietary trainings or curriculum developed as a part of this agreement to meet employer workforce needs, shall be disclosed or made available to any individual or organization by Employer without the express prior written approval of City, except as may be required by law or judicial or regulatory order. In the event Employer receives any such request or order, Employer shall forward such request to City immediately.

5.5 Employer shall establish a method to secure the confidentiality of records and information that Employer may have access to in accordance with the applicable federal, state, and local laws, rules and regulations. This provision shall not be construed as limiting City's right of access to records or other information under this Agreement.

## **VI. RECORDS RETENTION**

6.1 Employer and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered under this Agreement ("documents"), and shall make such materials available to the City at their respective offices, at all reasonable times and as often as City may deem necessary during the Agreement period, including any extension or renewal, and the record retention period established, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.

6.2 Employer shall retain any and all documents produced as a result of services provided hereunder for a period of four (4) years ("retention period") from the date of termination of the Agreement. If, at the end of the retention period, there is litigation or other questions arising from, involving or concerning this documentation or the services provided, Employer shall retain the records until the resolution of such litigation or other such questions. Employer acknowledges and agrees that City shall have access to any and all such documents at any and all times, as deemed necessary by City, during said retention period. City may, at its election, require Employer to return said documents to City prior to or at the conclusion of said retention at Employer's expense.

6.3 Employer shall notify City, immediately, in the event Employer receives any requests for information from a third party, which pertain to the documentation and records referenced in this Agreement. Employer understands and agrees that City will process and handle all such requests.

## **VII. TERMINATION**

7.1 For purposes of this Agreement, "termination" of this Agreement shall mean termination by expiration of the Agreement term as stated in Article II. Term, or earlier termination pursuant to any of the provisions of this Agreement.

7.2 Termination Without Cause. This Agreement may be terminated by either Party upon 30 calendar days' written notice to the other Party, which notice shall be provided in accordance with Article VIII. Notice.

7.3 Termination For Cause. Upon written notice, which notice shall be provided in accordance with Article VII. Notice, City may terminate this Agreement as of the date provided in the notice, in whole or in part, upon the occurrence of one or more of the following events, each of which shall constitute an Event for Cause under this Agreement:

- 7.3.1 The sale, transfer, pledge, conveyance or assignment of this Agreement without prior approval, as provided in Article XII. Assignment and Subcontracting;
- 7.3.2 Violation by Employer of any law, rule, or regulation to which Employer is bound or shall be bound under the terms of this Agreement; or
- 7.3.3 Bankruptcy or selling substantially all of Employer's assets.

7.4 Defaults With Opportunity for Cure. Should Employer default in the performance of this Agreement in a manner stated in this section 7.4 below, same shall be considered an event of default. City shall deliver written notice of said default specifying such matter(s) in default. Employer shall have 15 calendar days after receipt of the written notice, in accordance with Article VIII. Notice, to cure such default. If Employer fails to cure the default within such fifteen-day cure period, City shall have the right, without further notice, to terminate this Agreement in whole or in part as City deems appropriate, and to contract with another Employer to complete the work required in this Agreement. City shall also have the right to offset the cost of said new Agreement with a new Employer against Employer's future or unpaid invoice(s), subject to the duty on the part of City to mitigate its losses to the extent required by law.

- 7.4.1 Failing to perform or failing to comply with any covenant or provision required under this Agreement; or
- 7.4.2 Performing unsatisfactorily.

7.5 Termination By Law. If any state or federal law or regulation is enacted or promulgated which prohibits the performance of any of the duties required under this Agreement, or, if any law is interpreted to prohibit such performance, this Agreement shall automatically terminate as of the effective date of such prohibition.

7.6 Regardless of how this Agreement is terminated, Employer shall return all unearned payments to City within 30 calendar days of such termination. Payments shall be deemed unearned if they are for work not accepted by City under Sections 3.2 and 4.4.

7.7 Regardless of how this Agreement is terminated, Employer shall affect an orderly transfer to City or to such person(s) or firm(s) as the City may designate, at no additional cost to City, all completed or partially completed documents, papers, records, charts, reports, and any other materials or information produced as a result of or pertaining to the services rendered by Employer, or provided to Employer, hereunder, regardless of storage medium, if so requested by City, or shall otherwise be retained by Employer in accordance with Article VI. Records Retention. Any record transfer shall be completed within 30 calendar days of a written request by City and shall be completed at Employer's sole cost and expense. Payment of compensation due or to become due to Employer is conditioned upon delivery of all such documents, if requested.

7.8 Within 45 calendar days of the effective date of completion, or termination or expiration of this Agreement, Employer shall submit to City its claims, in detail, for the monies owed by City for services performed under this Agreement through the effective date of termination. Failure by Employer to submit its claims within

said 45 calendar days shall negate any liability on the part of City and constitute a **Waiver** by Employer of any and all right or claims to collect moneys that Employer may rightfully be otherwise entitled to for services performed pursuant to this Agreement.

7.9 Upon the effective date of expiration or termination of this Agreement, Employer shall cease all operations of work being performed by Employer or any of its subcontractors pursuant to this Agreement.

7.10 Termination not sole remedy. In no event shall City's action of terminating this Agreement, whether for cause or otherwise, be deemed an election of City's remedies, nor shall such termination limit, in any way, at law or at equity, City's right to seek damages from or otherwise pursue Employer for any default hereunder or other action.

### VIII. NOTICE

Except where the terms of this Agreement expressly provide otherwise, any election, notice or communication required or permitted to be given under this Agreement shall be in writing and deemed to have been duly given if and when delivered personally (with receipt acknowledged), or 3 calendar days after depositing same in the U.S. mail, first class, with proper postage prepaid, or upon receipt if sending the same by certified mail, return receipt requested, or upon receipt when sent by a commercial courier service (such as Federal Express or DHL Worldwide Express) for expedited delivery to be confirmed in writing by such courier, at the addresses set forth below or to such other address as either Party may from time to time designate in writing.

If intended for City, to:

City of San Antonio  
Attn: Workforce Development Office  
100 W. Houston Street, suite 1800  
San Antonio, Texas 78205  
Email: workforce@sanantonio.gov

If intended for Employer, to:

XYZ  
XYZ  
XYZ  
Email: XYZ

### IX. NONDISCRIMINATION

Non-Discrimination. As a party to this contract, Employer understands and agrees to comply with the Non-Discrimination Policy of the City of San Antonio contained in Chapter 2, Article X. of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein.

### X. INSURANCE

10.1 No later than 30 days before the scheduled services under this Agreement, EMPLOYER must provide a completed Certificate(s) of Insurance to City's am Development Office. The certificate must be:

- clearly labeled with the legal name of the agreement in the Description of Operations block (SA Ready to Work IWT Training Program);
- completed by an agent and signed by a person authorized by the insurer to bind coverage on its behalf (CITY will not accept Memorandum of Insurance or Binders as proof of insurance);
- properly endorsed and have the agent's signature, and phone number,

10.2 Certificates may be mailed or sent via email, directly from the insurer’s authorized representative. CITY shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by City’s Workforce Development Office. No officer or employee, other than CITY’S Risk Manager, shall have authority to waive this requirement.

10.3 If the City does not receive copies of insurance endorsement, then by executing this Agreement, EMPLOYER certifies and represents that its endorsements do not materially alter or diminish the insurance coverage for the Agreement.

10.4 The City’s Risk Manager reserves the right to modify the insurance coverages, their limits, and deductibles prior to the scheduled event or during the effective period of this Agreement based on changes in statutory law, court decisions, and changes in the insurance market which presents an increased risk exposure.

10.5 Employer shall obtain and maintain in full force and effect for the duration of this Agreement, at EMPLOYER’S sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and with an A.M. Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below. If the LICENSEE claims to be self- insured, they must provide a copy of their declaration page so the CITY can review their deductibles:

TYPE	AMOUNTS
*1. Workers' Compensation *2. Employers' Liability	Statutory \$500,000/\$500,000/\$500,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury d. Contractual Liability	For Bodily Injury and Property Damage of \$500,000 per occurrence; \$1,000,000 General Aggregate, or its equivalent in Umbrella Liability Coverage
*If Applicable	

10.6 EMPLOYER must require, by written contract, that all subcontractors providing goods or services under this Agreement obtain the same insurance coverages required of EMPLOYER and provide a certificate of insurance and endorsement that names EMPLOYER and CITY as additional insureds. Respondent shall provide CITY with subcontractor certificates and endorsements before the subcontractor starts work.

10.7 If a loss results in litigation, then the CITY is entitled, upon request and without expense to the City, to receive copies of the policies, declaration page and all endorsements. EMPLOYER must comply with such requests within 10 days by submitting the requested insurance documents to the CITY at the following address:

City of San Antonio  
Workforce Development Office  
100 W. Houston Street, Suite 1800  
San Antonio, Texas 78205

10.8 EMPLOYER’s insurance policies must contain or be endorsed to contain the following provisions:

- Name CITY and its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with CITY. The endorsement requirement is not applicable for workers’ compensation

and professional liability policies.

- Endorsement that the “other insurance” clause shall not apply to CITY where CITY is an additional insured shown on the policy. CITY’s insurance is not applicable in the event of a claim.
- Employer shall submit a waiver of subrogation to include, workers’ compensation, employers’ liability, general liability and auto liability policies in favor of CITY; and
- Provide 30 days advance written notice directly to CITY of any suspension, cancellation, non-renewal or materials change in coverage, and not less than ten (10) calendar days advance written notice for nonpayment of premium.

10.9 Within five (5) calendar days of a suspension, cancellation, material change in coverage, or non-renewal of coverage, EMPLOYER shall provide a replacement Certificate of Insurance and applicable endorsements to CITY. CITY shall have the option to suspend EMPLOYER’S performance should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

10.10 In addition to any other remedies CITY may have upon EMPLOYER’S failure to provide and maintain any insurance or policy endorsements to the extent and within the time required, CITY may order EMPLOYER to stop work and/or withhold any payment(s) which become due to LICENSEE under this Agreement until EMPLOYER demonstrates compliance with requirements.

10.11 Nothing contained in this Agreement shall be construed as limiting the extent to which EMPLOYER may be held responsible for payments of damages to persons or property resulting from EMPLOYER’S or its subcontractors’ performance of the work covered under this Agreement.

10.12 EMPLOYER’S insurance shall be deemed primary and non-contributory with respect to any insurance or self - insurance carried by City for liability arising out of operations under this Agreement.

10.13 The insurance required is in addition to and separate from any other obligation contained in this Agreement and no claim or action by or on behalf of City shall be limited to insurance coverage provided.

10.14 EMPLOYER and any subcontractor are responsible for all damage to their own equipment and/or property result from their own negligence.

## XI. INDEMNIFICATION

11.1 **EMPLOYER covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death, property damage and intellectual property right infringement, made upon the CITY directly or indirectly arising out of, resulting from or related to EMPLOYER’S activities under this AGREEMENT, including any acts or omissions of EMPLOYER, any agent, officer, director, representative, employee, Employer or subcontractor of EMPLOYER, and their respective officers, agents employees, directors and representatives while in the exercise of performance of the rights or duties under this AGREEMENT. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its elected officials, employees, officers, directors, volunteers and representatives, in instances where such negligence causes**

**personal injury, death, or property damage. IN THE EVENT EMPLOYER AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.**

**11.2 The provisions of this INDEMNIFICATION are solely for the benefit of the Parties and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.**

**11.3 EMPLOYER shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or EMPLOYER known to EMPLOYER related to or arising out of EMPLOYER'S activities under this AGREEMENT.**

11.4 Defense Counsel - City shall have the right to select or to approve defense counsel to be retained by Employer in fulfilling its obligation hereunder to defend and indemnify City, unless such right is expressly waived by City in writing. Employer shall retain City approved defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this Agreement. If Employer fails to retain Counsel within such time period, City shall have the right to retain defense counsel on its own behalf, and Employer shall be liable for all costs incurred by City. City shall also have the right, at its option, to be represented by advisory counsel of its own selection and at its own expense, without waiving the foregoing.

11.5 Employee Litigation – In any and all claims against any party indemnified hereunder by any employee of Employer, 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 provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Employer or any subcontractor under worker's compensation or other employee benefit acts.

## **XII. ASSIGNMENT AND SUBCONTRACTING**

12.1 Employer shall supply qualified personnel as may be necessary to complete the work to be performed under this Agreement. Persons retained to perform work pursuant to this Agreement shall be the employees or subcontractors of Employer. Employer, its employees or its subcontractors shall perform all necessary work.

12.2 The use of any subcontractor(s) requires the prior written approval of Director.

12.3 Any work or services approved for subcontracting hereunder shall be subcontracted only by written contract and, unless specific waiver is granted in writing by the City, shall be subject by its terms to each and every provision of this Agreement. Compliance by subcontractors with this Agreement shall be the responsibility of Employer. City shall in no event be obligated to any third party, including any subcontractor of Employer, for performance of services or payment of fees.

12.4 Except as otherwise stated, Employer may not sell, assign, pledge, transfer or convey any interest in this Agreement, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the prior written consent of Director. As a condition of such consent, if such consent is granted, Employer shall remain liable for completion of the services outlined in this Agreement in the event of default by the successor contractor, assignee, transferee or subcontractor.

12.5 Any attempt to transfer, pledge or otherwise assign this Agreement without said written approval,

shall be void ab initio and shall confer no rights upon any third person. Should Employer assign, transfer, convey, delegate, or otherwise dispose of any part of all or any part of its right, title or interest in this Agreement, City may, at its option, cancel this Agreement and all rights, titles and interest of Employer shall thereupon cease and terminate, in accordance with Article VII. Termination, notwithstanding any other remedy available to City under this Agreement. The violation of this provision by Employer shall in no event release Employer from any obligation under the terms of this Agreement, nor shall it relieve or release Employer from the payment of any damages to City, which City sustains as a result of such violation.

### **XIII. INDEPENDENT CONTRACTOR**

Employer covenants and agrees that he or she is an independent contractor and not an officer, agent, servant or employee of City; that Employer shall have exclusive control of and exclusive right to control the details of the work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and Employers; that the doctrine of respondent superior shall not apply as between City and Employer, its officers, agents, employees, contractors, subcontractors and Employers, and nothing shall be construed as creating the relationship of employer-employee, principal-agent, partners or joint venturers between City and Employer. The Parties understand and agree that the City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by the Employer under this Agreement and that the Employer has no authority to bind the City.

### **XIV. CONFLICT OF INTEREST**

14.1 The Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as defined in Section 2-52 of the Ethics Code, from having a financial interest in any contract with the City or any City agency such as city owned utilities. An officer or employee has a “prohibited financial interest” in a contract with the City or in the sale to the City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale:

- (i) a City officer or employee;
- (ii) his parent, child or spouse;
- (iii) a business entity in which the officer or employee, or his parent, child or spouse owns (i) 10% or more of the voting stock or shares of the business entity, or (ii) 10% or more of the fair market value of the business entity;
- (iv) a business entity in which any individual or entity above listed is a (i) subcontractor on a City contract, (ii) a partner, or (iii) a parent or subsidiary business entity.

14.2 Employer warrants and certifies as follows:

- (i) Employer and its officers, employees and agents are neither officers nor employees of the City.

14.3 Employer acknowledges that City’s reliance on the above warranties and certifications is reasonable.

### **XV. AMENDMENTS**

15.1 Except where the terms of this Agreement expressly provide otherwise, any alterations, additions, or deletions to the terms hereof, shall be effected by amendment, in writing, executed by both City and Employer and subject to City Council approval when required, as evidenced by passage of an ordinance. The City Manager or designee shall have the authority to execute amendments of this Agreement.

15.2 It is understood and agreed by the Parties hereto that changes in local, state and federal rules,

regulations or laws applicable hereto may occur during the term of this Agreement and that any such changes shall be automatically incorporated into this Agreement without written amendment hereto, and shall become a part hereof as of the effective date of the rule, regulation or law.

## **XVI. SEVERABILITY**

If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of San Antonio, Texas, then and in that event it is the intention of the Parties that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained; it is also the intention of the Parties that in lieu of each clause or provision of this Agreement that is invalid, illegal, or unenforceable, there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

## **XVII. LICENSES/CERTIFICATIONS**

Employer warrants and certifies that Employer and any other person designated to provide services under this Agreement has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided under this Agreement.

## **XVIII. STATE PROHIBITIONS ON CERTAIN CONTRACTS**

18.2 "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. This term does not include a sole proprietorship.

### 18.3 Prohibition on Contracts with Companies Boycotting Israel.

Texas Government Code §2271.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

Employer hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

### 18.4 Prohibition on Contracts with Companies Boycotting Certain Energy Companies

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract.

"Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or

limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described in (A).

Employer hereby verifies that it does not boycott energy companies and will not boycott energy companies during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

#### 18.5 Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries.

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

"Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

Employer hereby verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

#### 18.6 Contracts with Companies Engaged in Business with Iran, Sudan, or Foreign Terrorist Organization Prohibited.

Texas Government Code §2252.152 provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §2270.0201 or 2252.153. Vendor hereby certifies that it is not identified on such a list and that it will notify City should it be placed on such a list while under contract with City. City hereby relies on Vendor's certification. If found to be false, or if Vendor is identified on such list during the course of its contract with City, City may terminate the Contract for material breach.

### **XIX. NONWAIVER OF PERFORMANCE**

Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee contained in this Agreement. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either Party of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the Party to be charged. In case of City, such changes must be approved by the City Council, when required. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party under this Agreement or by law or in equity.

**XX. LAW APPLICABLE**

**20.1 THIS AGREEMENT SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS AND ALL OBLIGATIONS OF THE PARTIES CREATED HEREUNDER ARE PERFORMABLE IN BEXAR COUNTY, TEXAS.**

20.2 Any legal action or proceeding brought or maintained, directly or indirectly, as a result of this Agreement shall be heard and determined in the City of San Antonio, Bexar County, Texas.

20.3 The Parties here to expressly agree that, in the event of litigation, each party hereby waives its right to payment of attorneys' fees.

**XXI. LEGAL AUTHORITY**

The signer of this Agreement for Employer represents, warrants, assures and guarantees that the signer has full legal authority to execute this Agreement on behalf of Employer and to bind Employer to all of its terms, conditions, provisions and obligations.

**XXII. PARTIES BOUND**

This Agreement shall be binding on and inure to the benefit of the Parties and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for.

**XXIII. CAPTIONS**

The captions contained in this Agreement are for convenience of reference only, and in no way limit or enlarge the terms and/or conditions of this Agreement.

**XXIV. INCORPORATION OF EXHIBITS**

Each of the Exhibits listed below is an essential part of the Agreement, which governs the rights and duties of the Parties, and shall be interpreted in the order of priority as appears below:

- Exhibit I. Scope of Work
- Exhibit II. Training Log

**XXV. ENTIRE AGREEMENT**

This Agreement, together with its exhibits, if any, constitute the final and entire agreement between the Parties and contain all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the Parties, unless same be in writing, dated subsequent to the effective date, and duly executed by the Parties, in accordance with Article XV. Amendments.

-----Signature Page to follow-----

**EXECUTED** and **AGREED** to by the Parties to be effective upon the date of signature of the last Party to sign.

**CITY OF SAN ANTONIO**

**XYZ**

\_\_\_\_\_  
**XYZ**  
**XYZ**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name:  
Title:

\_\_\_\_\_  
Date

Approved as to Form:

\_\_\_\_\_  
Assistant City Attorney

## **Exhibit I**

### **SCOPE OF WORK**

#### **Background**

In 2022, the City of San Antonio (“City”) established the \$235M+ Ready to Work Workforce Development Program (“RTW”), which aims to train 28,800 qualifying San Antonio residents and place 15,600 in qualifying jobs through 2029. The City engaged with employers throughout San Antonio to execute Incumbent Worker (IWT) Training to reimburse businesses for the costs associated with training incumbent employees.

IWT is a type of work-based learning focused on upskilling current employees to ensure they can acquire the skills necessary to retain employment and advance within the company or to acquire the skills necessary to avert a layoff. This IWT program will help local businesses upgrade the skills of current employees or support the retention and growth of new hires.

#### **IWT Training Program**

Employer may contract with a training provider to provide appropriate training, as described below, to XYZ anticipated employees with the goal of acquiring new or improved skills by earning a credential. Training will be provided at the Employer’s site or virtually.

For this program, an eligible IWT trainee is:

- At least 18 years old
- Eligible to work in the United States
- Employed by the same SA Ready to Work Pledged Employer for greater than 6 months
- Undergoing training that pertains to a WDO pre-approved SOC or NAICS code
- A full-time, W-2 employee (1099 employees ineligible); and
- Paid a minimum of \$20.00 per hour.

The City will reimburse the following related costs below. Employers will be provided a slot cost calculator in which to submit their reimbursement:

1. Tuition
2. Training (Must be a skills or technical based training, not soft skills, with the aspirational goal that an eligible employee will wage and/or positional increase. Training is allowable for all employees outside of employer ownership)
3. Course
4. Instructor and/or instructor wages allowable, for time spent training and prep; and
5. Curriculum development in alignment with occupation.

The City will reimburse Employer no more than \$5,000 per incumbent worker trained during the award period.

Employer must only build in curriculum development costs once and billed accordingly.

Employer is required to submit a minimum of one participant success story or employer testimonial, on a bi-annual basis (no more than 2x per year), regarding the impact of the program.

Disallowed Costs:

- Employee/trainee wages and fringe benefits of any kind

- Compensation or consultant fees
- Capital improvements
- Employee/trainee travel
- Food
- Membership fees/dues
- Conferences; and
- Company website design and development, website hosting and maintenance, software.

The following are examples of training that cannot be funded:

- CPR and first aid
- New hire orientation
- Diversity and sexual harassment
- English as a second language
- Workplace literacy or soft skills; and
- Training that uses grant funding for the purchase of equipment (such as iPads or other equipment/supplies/devices that can be used outside of training) in the cost of the training.

**EXHIBIT II  
TRAINING LOG**

1. Training Course Cost Information\*

<b>Incumbent Worker Training Cost</b>	
Employer:	
Award Year:	
Training Course Name:	
Training Provider Name:	
Curriculum Cost:	
Course Material Cost:	
Instructor Cost:	
Post-credential Certification Cost:	
Certification Earned (Y/N):	
If so, Certification Earned:	
Tuition Cost:	
Total Overall Costs:	
Number of Participants:	
Cost Per Participant:	
Date:	

\*The above will need to be filled out for each individual training course offered