

General Contract for Services

This contract for Services is made effective as of _____, by and between _____ of _____, _____, _____, and _____ of _____, _____, _____.

1. **SCOPE OF SERVICES.** Beginning on _____, _____ will provide to _____ the following services (collectively, the "Services"):

LDDs shall have the following scope of services pertaining the Grant Administration:

- Quarterly Reporting: Ensure that the grantee files quarterly reports on time and enough information to provide a meaningful outline of where the project is at in the process.
- Reimbursement Requests: Provide guidance to grantees on filing reimbursements requests and ensure that reimbursement requests are accurate, within approved budget and contain all the necessary documentation to provide evidence of match and reimbursements that are expected to be paid by NBRC. (check the math!!)
- Final Reporting: Ensure that the grantee has filed their final report and financial report in a timely manner after the project is complete.
- General Assistance: Be available to provide guidance to the grantee with other issues such as what their responsibilities are regarding procurement of goods and services and contractors. Have a general knowledge base about federal grant programs, specifically NBRC. (NOTE: it is not expected for the contract length, that the LDD conduct bid processes, assessing bid documents for completion, interviewing potential consultants or other procurement processes. If a grantee wishes to engage the LDD in these processes they may enter a separate Grant Management contract with the grantee.)

2. **PAYMENT.** Payment shall be made to _____, in an amount not to exceed, _____ upon completion of the services described in this Contract. Payments will be made on a reimbursable basis, based on the # of hours worked. Charges may include wages & fringe plus the Indirect Cost Rate (ICR) as approved by a Federal Cognizant Agency. Approved ICR will be maintained on record by the LDD.

3. **TERM.** This Contract will terminate automatically upon completion of the contract date as listed within the Grant Agreement between the Grantee and Northern Border Regional Commission or the completion of the project, whichever comes first.

4. **INDEMNIFICATION.** _____ agrees to indemnify and hold _____ harmless from all claims, losses, expenses, fees including attorney fees, costs, and judgements that may be asserted against _____ that results from the acts or omissions of _____ and/or 's employees, agents, or representatives.
5. **DEFAULT.** The occurrence of any of the following shall constitute a material default under this Contract:
 - The failure to make a required payment when due.
 - The insolvency or bankruptcy of either party.
 - The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.
 - The failure to make available or deliver the Services in the time and manner provide for in the Contract.
6. **REMEDIES.** In addition to all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Contract, the other part may terminate the Contract.
7. **ENTIRE AGREEMENT.** This Contract contains the entire contract of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Contract. This Contract supersedes any prior written or oral agreements between the parties.
8. **SEVERABILITY.** If any provisions of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable.
9. **AMENDMENT.** The Contract may be modified or amended in writing by mutual agreement between the parties, and by notifying Northern Border Regional Commission.
10. **GOVERNING LAW.** This Contract shall be construed in accordance with the laws of the state of _____.
11. **CONSTRUCTION AND INTERPRETATION.** The rule requiring construction of interpretation against the drafter is waived. The document shall be deemed as if it were drafted by both parties in a mutual effort.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date the second party signs.

Service Recipient (Grantee): _____

Signature: _____

Date: _____

Service Provider (LDD): _____

Signature: _____

Date: _____