

**PROFESSIONAL SERVICES AGREEMENT
SISTER CITIES INTERNATIONAL OKC
July 1, 2024 – June 30, 2025**

This AGREEMENT is made and entered into by and between **The City of Oklahoma City**, a municipal corporation (hereinafter referred to as "The City"), and **Sister Cities International OKC**, a nonprofit corporation, (hereinafter referred to as "SCI OKC").

WITNESSETH:

WHEREAS, for the purpose of establishing, maintaining, and coordinating international relationships for the furtherance of economic development, trade, and cultural/educational exchanges and enrichment, The City has entered into formal relationships with eight Sister Cities; and

WHEREAS, The City's eight Sister Cities and the dates of the formal actions with each city are as follows:

Taipei, Taiwan, February 1981

Tainan, Taiwan, August 1986

Haikou, People's Republic of China, November 1992

Puebla, Mexico, October 1993

Ulyanovsk, Russia, June 1996 (suspended)

Rio de Janeiro, Brazil, August 2004

Kigali City, Rwanda, initiated April 2010 and finalized May 2019

Piura, Peru, December 2019; and

WHEREAS, Sister Cities International OKC is a non-profit corporation organized and existing under the laws of the State of Oklahoma whose stated purpose is to establish, maintain, and coordinate international relationships in economic, trade, cultural and educational areas between The City and the Sister Cities and the citizens and civic organizations of the cities; and

WHEREAS, The City desires to see the development of a stronger, more active local Sister Cities organization to strengthen The City's cultural and educational relationships and exchanges with the eight Sister Cities; and

WHEREAS, The City desires to utilize the experience and knowledge of SCI OKC to attain these goals and services and to assist SCI OKC as it works to become a self-sustaining nonprofit organization drawing support from the community.

NOW, THEREFORE, in exchange for the consideration, covenants, Agreements, and premises set forth herein, the parties hereto agree as follows:

SECTION 1. DEFINITIONS The following words and phrases, when used in this Agreement, shall have the following meanings:

- A. "Budget" and "Budgeted Amount(s)" shall mean the not-to-exceed compensation amounts for the Scope of Work and Program Services stated in this Agreement and such sums are available only as claims for reimbursement that are properly filed and approved.
- B. "Mayor" and "City Manager" shall mean the Mayor of the City of Oklahoma City and the City Manager of the City of Oklahoma City, respectively.
- C. "Performance Measures" shall mean the objective measures by which the accomplishment of the Scope of Work and Program Services are reported and measured.
- D. "Program Services" shall mean the services to be performed by SCI OKC, as identified in this Agreement.
- E. "Program Coordinator" shall mean the City employee designated by the City Manager to administer the provisions of this Agreement on behalf of The City.
- F. "Sister City" shall mean a city with which The City has entered into a Sister-City relationship by formal resolution of the Council or with which The City has approved a formal memorandum of understanding with the intent of pursuing a formal Sister-City relationship.
- G. "Scope of Work" shall mean the collective work and services necessary for all Program Services.
- H. "The City" shall refer to the Mayor and City Council of The City of Oklahoma City unless the duties are designated to the Committee, City Manager or the Program Coordinator.

SECTION 2. COUNCIL AND CITY MANAGER

- A. The Council shall review the progress of SCI OKC in accomplishing the Scope of Work and Performance Measures and of each of the Program Services; receive copies of the Reports; receive the Final Report; and review other issues and topics relevant to the Scope of Work and Program Services and the work of SCI OKC under this Agreement.
- B. The Council shall receive requests from SCI OKC to contract with the City for the provision of professional services and will consider amendments to the Agreement, as needed.

C. Should SCI-OKC desire to continue to provide services to the City, the Council shall review the proposed Budget, Scope of Work, Program Services and Performance. In considering whether to renew the contract, the Council shall also consider the SCI-OKC's annual budget and financial resources, its capacity to provide the proposed work and services, and whether or not the proposed work or services are duplicated by other providers within the community.

D. During the term of the Agreement, the City Manager or his designee may amend the budgeted amounts for the Program Services so long as such changes do not increase the total compensation amount of this Agreement. The City Manager or his designee may direct that no final payment for the Agreement year shall be made until the Council has accepted the Final Report.

SECTION 3. SCOPE OF WORK AND SERVICES

The Scope of Work to be provided by SCI OKC in performance of this Agreement shall consist of the provision of the Scope of Work and Program Services set forth in Attachment "A" hereto together with the Reports and other obligations set forth herein. SCI OKC shall perform the Program Services and timely provide the Reports listed herein. SCI OKC is not authorized to perform, and shall not be compensated for, any other additional work or Program Services except as approved in writing by the parties to this Agreement, and at compensation negotiated therein.

SECTION 4. REPORTS

As a part of the Scope of Work and Program Services specified in this Agreement and in order to keep The City informed of progress and accomplishments for each element of the Program Services and Performance Measures, SCI OKC shall provide the following Reports. All of the specified reports in this section shall be in writing, unless otherwise directed by the Committee or the City Manager.

Final Report and Requests for Payment will be submitted to The City's Program Coordinator. The Final Report is due by August 1, 2025.

B. Final Report

1. A Final Report in writing and an oral summary for the Council on the entire Scope of Work will be developed and presented at the end of the term of this Agreement to detail the year's accomplishments under each Program Service and Performance

Measure; document the year's reimbursement of funds from The City; compare actual activities and accomplishments with the stated Performance Measures; identify and explain any failure to obtain a stated goal or objective; and outline recommendations, plans, and projections for each Program Service for the next Agreement year.

2. The Council shall consider the Final Report and either approve the Final Report and receive the Program Services and the work there under as acceptable and complete or reject the Final Report and return it for additional information and/or documentation. In the event the Council rejects the material presented, SCI OKC shall amend, clarify, and/or update the Final Report in response to any questions, concerns or deficiencies detailed by the Council as a condition of acceptance of the Program Services as complete. The Council shall accept the Scope of Work for the Agreement year as complete upon approval of the Final Report.

SECTION 5. DOCUMENTS TO BE PROVIDED

Before commencing work under this Agreement, SCI OKC shall provide The City with the following:

1. A list of the present Officers and Members of the Board including, name, office held, address, and daytime phone number for each person listed
2. A list of SCI OKC's present members; and
3. A copy of SCI OKC's most recently adopted budget.

SECTION 6. COMPENSATION

Payment for work under the Scope of Work and Services section of this Agreement shall be as follows:

A. Payment on Reimbursement Basis. It is expressly understood and agreed that payments made by the City under this Agreement are for reimbursement of expenses made under the terms and conditions of this Agreement.

B. Compensation. Under the terms of this Agreement, SCI OKC agrees to perform the work described in the Scope of Work and Program Services and to provide the Reports and other materials required herein. The City agrees to reimburse SCI OKC in an amount not to exceed fifteen thousand (\$15,000) Dollars for the work and services performed.

SECTION 7. SUBMISSION OF REQUESTS FOR PAYMENT

A. Request for Payment. SCI OKC shall submit to The City a Request for Payment and an invoice for the Program Services performed and paid for by SCI OKC during the reporting period and requests for payment shall conform to the schedule for Quarterly Reports as provided in this Agreement and shall be in a form and format acceptable to the Program Coordinator. The first Request for Payment shall cover the period beginning July 1, 2024. All Requests for Payment will be signed in ink by the SCI OKC President or his/her designee and sent to the attention of the Program Coordinator.

B. Attachment with Cost Detail Required. The Request for Payment will have an attachment listing the claims under each Program Service. Each item claimed will be sequentially numbered and for each item the attachment will clearly identify invoice date, name of the provider or vendor, and amount, and will show the beginning and ending balances for each Program Service. Invoices or other documentation for each claim will be attached and the invoice or supporting document shall show the date the invoice was paid. Each item of supporting detail will be clearly labeled to correspond to the list of claims for each Program Service. Claims submissions must be in substantial compliance with the directions provided by the Program Coordinator.

C. Other Requirements.

- 1) No request shall be submitted for any beer or alcoholic beverages costs.
- 2) No request shall be submitted for any personal items.
- 4) The City will not reimburse for late charges on any items.
- 5) Reimbursement for travel in a private vehicle is limited to the cost per mile specified in the IRS regulations in effect at the time the vehicle was used and the claim must include the number of miles driven.
- 6) All air travel shall be by coach fare unless a lesser fare is available.

D. Claims for Travel. All requests for travel shall be directly related to a Program Service and SCI OKC Board of Directors shall have approved the travel and that approval shall have been recorded in its official Minutes and a copy provided with the request for reimbursement. Each request shall use the cover sheet provided by the Program Coordinator to show the name and title of the person(s) traveling, the dates of departure and return, destination and purpose of the trip and an itemization of the charges. Receipts for claimed expenses will be attached to the

cover sheet. No request shall be submitted for a spouse's or companion's expenses unless the Minutes of the Board of SCI OKC show those from whom reimbursement is claimed were selected as official delegates or representatives for the function. Reimbursements for lodging, meals and related expenses will be only for the days directly associated with the authorized trip.

F. Excessive, Irregular or Late Claims may be Denied. The City reserves the right to deny reimbursement for any claims it deems irregular or excessive. The City is not required to accept and process for payment any Invoice or Request for Payment received more than ninety (90) days after the close of the quarterly reporting period.

G. Requests Shall Not Exceed Available Funds. All Requests for Payment forms shall provide sufficient detailed documentation for adequate evaluation and audit, and shall not exceed the available funds budgeted for each Program Services as set forth in Attachment "A" to this Agreement. If there is a need to reapportion the Program Services funds within the budgeted amount for the Scope of Work, SCI OKC will send a letter to the Program Coordinator requesting approval of a reallocation of funds among the Program Services. The Coordinator may approve or disapprove the request for reallocation, if funds are available within the total budgeted for the Scope of Work.

SECTION 8. APPROVAL OF CLAIMS

Upon submittal of the quarterly invoice and Request for Payment by SCI OKC, The City shall review, and approve or reject the payment request as appropriate. If approved, The City shall pay the invoice in accordance with its purchasing policies and procedures. If the invoice is rejected, the Program Coordinator shall notify SCI OKC of the reasons for the rejection. SCI OKC shall then provide the necessary information, or make the necessary corrections or adjustments, to gain approval of the invoice and payment request.

The Program Coordinator is authorized to approve claims for payment. If the Program Coordinator has reason to question the appropriateness of any item in the Request for Payment, or is considering payment of an amount over the budget for the Program Service as provided in Section 7 herein, he/she will first discuss it with the Committee Chairperson and obtain his/her approval before approving the Request for Payment.

SECTION 9. RECOVERY OF FUNDS

It is expressly understood and agreed The City may recover from SCI OKC any funds paid to SCI OKC under this Agreement that are later documented to have been improperly claimed or paid. This right shall not expire upon the termination or expiration of this Agreement.

SECTION 10. DISCLOSURE

A. SCI OKC hereby agrees to create, collect and maintain, and to present upon request of the Program Coordinator, the Committee, the City Manager, or the City Auditor, any and all financial records, documentation, invoices, agreements and other detailed information relating to this Agreement. SCI OKC shall provide any and all documentation of any and all compensation for Program Services and any other services and expenses provided or to be provided, directly or indirectly, as a whole or as a part, to The City in connection with the performance of this Agreement. B. To the extent possible under law, The City shall assist SCI OKC in protecting confidential, trade secret and copyrighted documents, whether disclosed or not under the terms hereof by notifying SCI OKC of any such request and providing SCI OKC the reasonable opportunity to file an appropriate action precluding the release of such documents by the City. Provided, however, SCI OKC shall intervene on its own behalf to establish all grounds for protecting its confidential, trade secret and copyrighted documents at any hearing to determine same.

C. SCI OKC hereby agrees to collect and maintain records and to provide to the Program Coordinator, the Committee, the City Manager or the City Auditor upon request information related to the documentation of the accomplishment of and reporting on the Performance Measures under this Agreement.

D. SCI OKC agrees the retention period for all documents required to be maintained under this Agreement shall be five years from the expiration or termination of this Agreement.

E. All reports and other information submitted by SCI OKC in fulfillment of this Agreement are public records.

SECTION 11. TERMINATION

A. The City may terminate this Agreement, or any portion of this Agreement, upon written notice to SCI OKC. Such notice shall be deemed to have been received when deposited in the

United States certified mail, with proper address and sufficient postage thereon, or upon being faxed to SCI OKC, whichever comes first.

B. After the date of termination hereof, The City shall reimburse SCI OKC for services and work actually provided or incurred, and appropriately and properly documented by SCI OKC, for Program Services provided while this Agreement was in effect and all costs and expenses incurred up to date of termination, contracted for and yet payable prior to termination, all in accordance with the billing procedure and the provisions of this Agreement.

C. SCI OKC will turn over to The City any and all files, materials and work products requested by Program Coordinator or City Manager pertaining to the Program Services rendered or to be rendered hereunder.

D. The City may cancel any Program Service or Project to be performed by SCI OKC without affecting any other Program Service, or the rights of The City hereunder.

SECTION 12. PROGRAM PROPOSALS

Should SCI OKC desire to continue to provide economic development services to The City for the next fiscal year, SCI OKC will work with City staff to develop and evaluate the scope of services to be provided in the future. SCI OKC is expected to submit timely response to any request for information and/or proposals upon written request from the Program Coordinator. SCI OKC will be expected to meet with City representatives as requested to discuss future Program Proposals and the economic development services to be provided to The City.

SECTION 13. COMPLIANCE WITH ORDINANCES, REGULATIONS, AND STATE LAW

A. SCI OKC shall comply with all existing codes and ordinances of The City, the laws of the State of Oklahoma, and the laws of the United States of America relating or pertaining in any manner to this Agreement.

B. The laws of the State of Oklahoma shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. The parties agree that any action, at law or in equity, regarding or relating to this Agreement shall be in a court of appropriate jurisdiction in Oklahoma County.

SECTION 14. CERTIFICATE OF NONDISCRIMINATION

In connection with the performance of work and services under this Agreement SCI OKC has executed a Certificate of Nondiscrimination which is attached hereto and made a part of this Agreement as if set forth in its entirety herein.

SECTION 15. NOTICES

A. Notices to The City shall be in writing personally served, faxed, or sent by certified mail to:

Craig Freeman, City Manager
The City of Oklahoma City
200 North Walker Avenue, 3rd Floor
Oklahoma City, OK 73102

or to such other official and/or address as The City may from time to time specify in writing.

B. Notice to SCI OKC shall be in writing, personally served or sent by fax or certified mail to the following addresses:

Mary Blankenship Pointer, Presidential Advisor
Sister Cities OKC
PO Box 581
Oklahoma City, OK 73101

or to such other official addresses as SCI OKC may from time to time specify in writing.

SECTION 16. DEFEND, INDEMNIFY AND SAVE HARMLESS

SCI OKC hereby agrees to release, to defend, to indemnify and to save harmless The City and its officers, employees, trustees, agents, and volunteers from and against any and all claims, suits, costs, expenses, liability, actions, or proceedings of any kind or nature whatsoever for loss or damage to property or injuries to, or death of, any person, or persons, including without limitation, officers, employees, trustees, agents, and volunteers of The City, caused by the negligent or intentional acts or omissions of SCI OKC and the parties for whom either entity is legally responsible. The minimum insurance requirements prescribed herein shall not be deemed to limit or define the obligations of SCI OKC or any entity thereof herein. The provisions of this section shall not limit, restrict, or prohibit The City from enforcing its rights under any other section herein. The provisions of this paragraph or section shall survive the expiration or termination of this Agreement.

SECTION 17. TRANSPORTATION FOR VISITING DELEGATIONS

When SCI OKC is hosting a person or delegation from a Sister City, SCI OKC shall ensure that any rented vehicle or any personal vehicle used for this purpose is driven by a person who has a current, valid Operator's License issued by the State of Oklahoma and vehicle insurance covering the vehicle he or she is driving that meets the following standard: Combined Single Limit of \$1,000,000 to include \$25,000 for loss of property; \$175,000 single occurrence; and \$1,000,000 for any number of claims arising out of a single accident or occurrence.

SECTION 18. WORKER'S COMPENSATION INSURANCE

SCI OKC, as a volunteer organization with no full-time employees, is not required to provide evidence of Worker's Compensation Insurance. It is expressly provided that no claim under the City's Worker's Compensation coverage may be filed by SCI OKC or any person representing or acting on behalf of SCI OKC.

SECTION 19. AGREEMENT DOCUMENTS

- A. This Agreement and the appended SCI OKC's Program Services and Budget, Certificate of Insurance and Certificate of Nondiscrimination contain the complete Agreement between The City and SCI OKC.
- B. The City and SCI OKC each certify that all conditions precedent to the valid execution of this Agreement on its part have been satisfied.
- C. It is agreed that this Agreement will not be assigned or amended, in whole or in part, without written consent of The City.

SECTION 20. EFFECTIVE DATE, AGREEMENT TERM

- A. This Agreement shall be effective July 1, 2024. All Work and Services to be performed hereunder to be completed by June 30, 2025, except as otherwise specifically provided.
- B. It is provided that this Agreement may be subsequently renewed annually upon mutual agreement of the parties.

SECTION 21. IMMIGRATION COMPLIANCE

If at any time during the term of this Agreement, The City, in its sole discretion, determines that the parties to this Agreement must provide evidence of compliance with the provisions of the "Oklahoma Taxpayer and Citizen Protection Act of 2007," (Act) codified in part at 25 O.S. §§ 1312 and 1313 or any other such implemented legislation, SCI OKC agrees that it will complete and submit to the City an Immigration Affidavit, on a form prepared by the City, stating that SCI OKC has registered with and will participate in the Status Verification System, as defined in the Act, to verify the work eligibility status of all new employees hired on or after January 1, 2011 to perform services on this agreement within the State of Oklahoma. SCI OKC agrees that it will timely complete and submit the Immigration Affidavit to the City. SCI OKC's failure to timely complete and tender the Immigration Affidavit will be a basis for termination of the Agreement.

SCI OKC's statement in any Immigration Affidavit submitted pursuant to this section will be deemed to be incorporated into this Agreement and will be deemed to be material to the Agreement. Any intentional or material misrepresentation by SCI OKC in the Immigration Affidavit, or failure during the term of this Agreement to comply with the Status Verification requirements, will be deemed to be a material breach of the Agreement for which the City, in its discretion, may withhold payments, and/or recover losses, expenses, and damages, and/or cancel, suspend or terminate the Agreement without liability upon the City for any losses, expenses, or damages incurred by SCI OKC, and will remain suspended, canceled or terminated until such time that said misrepresentation, or failure to comply, is corrected and compliance by SCI OKC is obtained and reinstatement approved by the City.

The City Council agrees and consents that administration and compliance enforcement of this provision is hereby delegated to the Program Coordinator.

SECTION 22. SCI OKC INDEPENDENT CONTRACTOR

The parties hereby acknowledge and covenant that SCI OKC is an independent contractor and will act exclusively as an independent contractor and not as an employee of the City in performing the duties hereunder. The parties do not intend and will not hold out that there exists, any corporation, joint venture, undertaking for a profit or other form of business venture or any employment relationship among the parties other than that of an independent contractor relationship. The City will not withhold any social security tax, Medicare tax, federal unemployment tax, federal income tax, or state income tax from any compensation paid to the

SCI OKC. All such taxes, if due, are the responsibilities of SCI OKC and will not be charged to the City. SCI OKC agrees not to make any claims to any welfare or retirement benefits available to qualified employees of the City, for work done in relation to this Agreement.

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This Agreement approved by the Sister Cities International of Oklahoma City this 10th day of June, 2024.

Sister Cities International of Oklahoma City

By: Mary Blankenship Pointer, Mayoral Adv.
(Print name and Title of Person who Signed)

STATE OF OKLAHOMA)
COUNTY OF OKLAHOMA) SS.

SUBSCRIBED and SWORN to before me this 10th day of June, 2023. 24

Johnetta Strong
Notary Public



(SEAL)
My Commission expires: 4/24/26

My Commission Number: 18004152

This Agreement is approved by The City of Oklahoma City this 2ND day of JULY, 2024.

ATTEST:

Amy K. Simpson
City Clerk



THE CITY OF OKLAHOMA CITY

Burhan Peak
VICE Mayor

REVIEWED for form and legality.

Laura K. McDevitt
Assistant Municipal Counselor

Attachment A

**Sister Cities International of Oklahoma City
Program Services and Budget for City Funds
July 1, 2024 – June 30, 2025**

I. Developing and Maintaining an Effective Volunteer Organization \$5,000

Provide for the operation of SCI OKC in accordance with its adopted by-laws, including electing officers, holding an annual meeting and regular business and membership meetings, raising funds, and consistently working to fulfill the stated purpose of the organization.

City funds may be used for expenses necessary to the development and furtherance of the organization including internet/website charges, postage, stationery, basic office supplies, and purchase of insurance that the organization is required to maintain under the contract. Other expenses include annual dues to the National Sister Cities Organization, dues to area Chambers of Commerce, and costs for maintaining and growing the organization.

II. Hosting Sister City Delegations \$7,000

Further cultural, educational, and economic development exchanges between Oklahoma City and its Sister Cities by hosting delegations from those Cities. City funds may be used for reasonable expenses for hosting delegates, which may include but are not limited to receptions, meals, admissions to cultural and educational attractions, provision of appropriate gifts for members of delegations, and rental of cars or vans for transporting delegates from the Sister Cities.

III. Attending Sister Cities International Conference \$3,000

Increase knowledge of and participation in the Sister Cities International Organization in order to foster the development of effective local programs. City funds may be used to reimburse registration and travel expenses for officers or members of SCI OKC who are selected by the Board to represent SCI OKC. Estimated expenses include (for 1 attendee): Registration cost for the Annual National Conference, Airline tickets to the conference, Hotel room for 4 nights for the conference

Total	\$15,000
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Sister Cities International of Oklahoma City, Inc.

Performance Measures

Increased Awareness of the Oklahoma City Sister Cities Program: SCI OKC will continue The Global Vision Award, to be given out annually to at least one individual and when applicable to one company or business. Criteria will be determined, nominees will be accepted, winners will be selected, and a luncheon to honor recipients will be planned. Invitations will be sent and the Mayor of OKC (Honorary Chairperson of SCI OKC) will present the Awards.

Membership/Recruitment: SCI OKC will attract and retain individual, family and corporate/business members. Once identified, new members will be able to pay dues using checks or cash and SCI OKC will track all payments and send electronic invoices to dues paying members on their anniversaries.

Exchange: The National Sister Cities Organization promotes exchange student programs to advance the mission of Sister Cities' relationships. SCI OKC will work with the Oklahoma City Public School system to craft a future exchange student program. The goal will be to locate a host family to welcome a student or students into their home(s) for a school year while they attend and successfully complete their junior year of high school in an OKC public school. Additionally, the students would need to have fun, embrace the American culture, and take back memories of their lifetime to share with their families and friends.

Event Participation: SCI OKC will continue to participate in at least four local international events.

Effective Sister City Support Groups: Maintain an effective support group for each Sister City or officially declare the Sister City inactive.

NON-COLLUSION AFFIDAVIT

The undersigned, of lawful age, being duly sworn, upon oath, deposes and says: That the undersigned has the lawful authority to execute the within and foregoing proposal/bid for, and on behalf of, the Proposer/Bidder; that the Proposer/Bidder has not, directly or indirectly, entered into any agreement, express or implied, with any Proposer/Bidder, having for its object the controlling of the price or amount of such proposal/bid, the limiting of the proposals/bids or the Proposers/Bidders, the parceling or farming out to any Proposer/Bidder or other persons, of any part of the Agreement or any part of the subject matter of the proposal/bid, or of the profits thereof, and that Proposer/Bidder has not and will not divulge the sealed proposal/bid to any person whomsoever, except those having a partnership or other financial interest with the Proposer/Bidder in the said proposal/bid, until after the said sealed proposals/bids are opened.

The undersigned further states that the Proposer/Bidder has not been a party to any collusion: among Proposer/Bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement, or any other terms of the said prospective Agreement; or in any discussions between the Proposers/Bidders or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement. The Proposer/Bidder states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement pursuant to this Proposal/Bid.

Witness the hands of the parties hereto:

The undersigned states that the Proposer/Bidder will be bound by its proposal/bid, the specification, the terms and conditions of the Agreement, and the Requirements for Proposer/Bidders.

→ THIS FORM TO BE COMPLETED BY THE PROPOSER/BIDDER PRIOR TO AGREEMENT APPROVAL ←

Mary Blankenship Pointer, Mayoral Advisor
Type Name of Authorized Agent/Representative Title

[Signature], Mayoral Advisor
Signature

Sister Cities International, LLC
Company Name

P O Box 581 Oke 73101
Address Zip Code

405 886 2886
Telephone Number and Fax Number, if any

TO BE COMPLETED BY THE NOTARY:

State of * Oklahoma

County of * Oklahoma

[*State and County where notarized must be written in for bid/proposal to be considered.]

Signed and sworn to before me on this 10th day of Jun, 2024 by Mary Blankenship Pointer,
[Day] [Month] [Year] [Print the name of the agent/representative who signed above.]

My Commission Number: 18004152
[Oklahoma]

My Commission Expires: 4/24/26
[Date Year]



Johnetta Strong
Type Name of Notary Public
[Signature]
Signature of Notary Public

[49 Okla. Stat. 2011 §119]

NON-DISCRIMINATION STATEMENT

The Proposer agrees, in connection with the performance of work under this Agreement/Contract:

a. That the Proposer will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The Proposer shall take affirmative action to insure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Proposer agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contracting Entity setting forth the provisions of this section, and;

b. That the Proposer agrees to include this non-discrimination clause in any subcontracts connected with the performance of this Agreement/Contract.

c. In the event of the Proposer's non-compliance with the above non-discrimination clause, this Agreement/Contract may be canceled or terminated by the Contracting Entity. The Proposer may be declared by the Contracting Entity ineligible for further Agreement[s]/Contract[s] with the Contracting Entity until satisfactory proof of intent to comply is made by the Proposer.

THIS FORM MUST BE COMPLETED BY THE PROPOSER PRIOR TO AGREEMENT/CONTRACT AWARD

Sign Here ☒

Signature of Individual

Title

Printed Name of Individual

Company Name and Address

Zip Code

Telephone Number and Fax Number if any