****

City of Somerville, Massachusetts

**Katjana Ballantyne**

**Mayor**  
**PURCHASING AGREEMENT**

**FROM** **INSERT NAME OF DEPARTMENT**

**INSERT NAME OF PURCHASE OR SERVICES PROVIDED**

|  |  |  |  |
| --- | --- | --- | --- |
| Vendor’s Name: | INSERT VENDOR NAME | Telephone No.: | INSERT PHONE NUMBER |
| Address: | INSERT ADDRESS | Email: | INSERT EMAIL ADDRESS |



Amount: INSERT AMOUNT Start Date: Click here to enter a date. End Date: Click here to enter a date.

The value of the work outlined below shall not exceed $9,999.00.

Background

INSERT A FEW SENTENCES OF BACKGROUND OF WHAT THE PROJECT ENTAILS, IF APPROPRIATE

Scope of Work

INSERT A DETAILED SCOPE OF WORK OUTLINING WHAT THE VENDOR IS RESPONSIBLE FOR DOING, WHAT DELIVERABLES WILL RESULT,

**Payment Schedule**

INSERT DETAIL HOW THE VENDOR WILL BE PAID – IS IT AN HOURLY RATE? FLAT FEE? PAYMENT UPON DELIVERABLES LIKE REPORTS? LIST ALL FEES AND EXPENSES THAT WILL BE ON AN INVOICE

Vendor Conduct

The Vendor shall comply with all City regulations, policies and procedures. The vendor shall ensure that they present professional work attire at all times. The authorized contracting body of the City may, at his/her sole discretion, remove the Vendor from city facilities for misconduct or safety reasons. Such rule does not relieve the vendor of their responsibility to provide sufficient and timely service. The City will provide the vendor with immediate written rationale notice for removal of employee through the Procurement Department. Vendors must be knowledgeable of the conflict of interest law found on the Commonwealth’s website <http://www.mass.gov/ethics/laws-and-regulations-/conflict-of-interest-information/conflict-of-interest-law.html>. Vendors may be required to take the Conflict of Interest exam.

Confidentiality

The Vendor agrees that it will ensure that its employees and others performing services under this contract will not use or disclose any non-public information unless authorized by the City of Somerville. That includes confidential reports, information, discussions, procedures, and any other data that are collected, generated or results from the performance of this SOW.

All documents, photocopies, computer data and any other information of any kind collected or received by the Vendor in connection with the contract work shall be provided to the Procurement Department upon request at the termination of the contract (i.e., the date on which final payment is made on the contract or at such other time as may be requested by the Chief Procurement Officer or as otherwise agreed by Chief Procurement Officer and the Vendor).

The Contractor may not discuss the contract work in progress with any outside party, including responding to media and press inquiries, without the prior written permission of the Procurement Department. In addition, the Vendor may not issue news releases or similar items regarding contract award, any subsequent contract modifications, or any other contract-related matter without the prior written approval of the Chief Procurement Officer. Requests to make such disclosure should be addressed in writing to the Chief Procurement Officer.

|  |  |  |
| --- | --- | --- |
| **DEPARTMENT CONTACT** |  | **NAME OF COMPANY / INDIVIDUAL:** |
| **TITLE** |  | **TITLE:** |
| **SIGNATURE** |  | **SIGNATURE OF AUTHORIZED INDIVIDUAL:** |