



THE CITY OF SAN DIEGO
COMMISSION FOR ARTS AND CULTURE

MEMORANDUM

DATE: September 25, 2015

TO: Fiscal Year 2016 Arts and Culture Contractors

FROM: Dana Springs, Executive Director

SUBJECT: Instructions for Completing Contract Kits

Congratulations on your Fiscal Year 2016 funding award from the City of San Diego Commission for Arts and Culture! Nonprofits that are awarded funds from the City of San Diego (City) are required to enter into a contract with the City. Following are important instructions and notes pertinent to completing and returning your contract kits.

1. Review all the materials in the packet to understand what is enclosed.
2. Follow the instructions provided and return complete and accurate kits to the Commission by **October 30, 2015**.
3. Read the contract and confirm that the pre-populated information for your organization is correct. Our returning contractors may notice that the contract now looks different from prior years because the City has updated its standard terms and conditions and, additionally, I have elected to modify some terms in the contract to better suit the work we do. The most significant changes in the contract include:
 - 1) Addition of language related to Intellectual Property Rights;
 - 2) Addition of language related to Mandatory Assistance;
 - 3) Addition of language related to Licenses and Permits;
 - 4) Addition of language related to Representations and Warranties;
 - 5) Addition of “Primary and Non-Contributory Coverage” and “Severability of Interest” endorsements for Commercial General Liability insurance and Commercial Automobile Liability
 - 6) Switch of the “old” Exhibit A form to the Contractor’s FY16 application for funding;
 - 7) Elimination of the “old” Work Force Report form; and
 - 8) Elimination of the “old” Equal Benefits Ordinance form.

FY16

4. Sign up for office hours to get help with completing your contract kit, if needed. A flier with the dates and times for office hours is enclosed.
5. Contract kits returned to the Commission will be processed in the following order of priorities:
 - 1) First Priority – CCSD projects occurring in chronological order (e.g. a CCSD project occurring in July will be processed first and a CCSD project occurring in October will be processed next, etc.)
 - 2) Second Priority – Contracts for the largest awards. Encumbering the greatest amount of money in the Commission’s annual budget is our best way of protecting your awards and demonstrating good fiscal stewardship.
 - 3) Third Priority – Any contractor that has been promised a FY16 TOT augmentation from the Mayor or a City Councilmember.
 - 4) Fourth Priority – First-in-first-processed.
 - 5) Last Priority – Contractors with unresolved financial disclosures leftover from FY15
6. If your insurance policies are scheduled to expire within 90 days after you submit the requisite certificates and endorsements to the City, there is a high probability that you will be contacted and asked to resubmit new certificates and endorsements reflecting current coverage and this will delay the processing of your contract. I recommend that you submit insurance materials that will not expire within 90 days of submittal whenever possible. Also, be prepared to submit fresh insurance materials as soon as – or before – they expire.
7. We will no longer accept and hold invoices (a.k.a. Requests for Payment) that have been submitted prematurely. Submit your first invoice only after you have been given 1) a purchase order number and 2) a fully signed contract. Submit subsequent invoices according to the schedule given in the contract. The Commission is responsible for meeting the City Comptroller’s guidelines for paying invoices within 30 days of receipt, which we cannot do if we accept premature, incomplete or inaccurate invoices.
8. Any organization that has been promised a FY16 TOT augmentation from the Mayor or a City Councilmember will receive a separate contract amendment from the Commission to secure those funds.
9. This year, Commission staff has established a new performance goal of returning fully executed contracts and purchase order numbers to 90% of FY16 TOT contractors by December 31, 2015. If achieved, this will be a 33% reduction in turnaround time from the prior year. I extend my appreciation in advance for the parts you play in helping us achieve this goal.
10. Teresa Monillas is the Commission’s Contracts Coordinator and is the point-of-contact for inquiries related to FY16 contract and invoice processing. She can be contacted at TMonillas@sandiego.gov or (619) 236-6803.