

**Attachment A: Sample Contract**

**CONTRACT FOR PROFESSIONAL SERVICES  
WITH \_\_\_\_\_**

In consideration of the mutual promises herein, ANCHORAGE and (Insert Contractor Name Here) agree as follows. This contract consists of:

- A. Part I, consisting of 14 sections of Special Provisions;
- B. Part II, consisting of 11 sections of General Provisions;
- C. Appendix A: Scope of Work; and
- D. Appendix B: Schedule of Payment
- E. Appendix C: Business Associate Agreement, HIPAA Compliance Act

**PART I  
SPECIAL PROVISIONS**

Section 1. Definitions. In this contract:

- A. "Administrator" means the Anchorage Fire Department Chief or his designee.
- B. "Anchorage" means the Municipality of Anchorage.
- C. "Contractor" means the Fire Inspection and EMS Billing and Collection service provider.

Section 2. Scope of Services.

- A. The Contractor shall perform professional services in accordance with Appendix A, which is attached hereto and incorporated in this section by reference.
- B. Anchorage shall not allow any claim for services other than those described in this section. However, the Contractor may provide, at its own expense, any other services that are consistent with this contract.

Section 3. Time for Performance.

- A. This contract becomes effective when signed on behalf of Anchorage.
- B. The Contractor shall commence performance of the work described in Part I Section 2 on \_\_\_\_\_, 2022, and complete that performance on or before \_\_\_\_\_, 2024.
- C. This contract may be extended for three (3) one year option periods upon mutual consent of the parties.

Section 4. Compensation; Method of Payment.

- A. Subject to the Contractor's satisfactory performance, Anchorage shall pay the Contractor no more than \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) in accordance with this section.
- B. Anchorage shall pay the Contractor in accordance with the schedule of professional fees attached as Appendix B and incorporated herein by reference for services actually performed under this contract.
- C. Each month; the Contractor shall present a bill to the Administrator describing the work for which it seeks payment and documenting expenses and fees to the satisfaction of the Administrator. If any payment is withheld because the Contractor's performance is unsatisfactory, the Administrator must, within 30 days of the payment denial, notify the Contractor of the payment denial and set forth, with reasonable specificity, what was unsatisfactory and why.
- D. The Contractor is not entitled to any compensation under this contract, other than is expressly provided for in this section.
- E. As a condition of payment, the Contractor shall have paid all municipal taxes currently due and owing by the Contractor.

Section 5. Termination of the Contractor's Services.

The Contractor's services under Section 2 may be terminated:

- A. By mutual consent of the parties.
- B. For the convenience of Anchorage, provided that Anchorage notifies the Contractor in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination.

C. For cause, by either party where the other party fails in any material way to perform its obligations under this contract. Termination under this subsection is subject to the condition that the terminating party notifies the other party of its intent to terminate, stating with reasonable specificity the grounds therefor, and the other party fails to cure the default within thirty (30) days after receiving the notice.

#### Section 6. Duties Upon Termination.

A. If Anchorage terminates the Contractor's services for convenience, Anchorage shall pay the Contractor for its actual costs reasonably incurred in performing before termination. Payment under this subsection shall never exceed the total compensation allowable under Section 4. All finished and unfinished documents and materials prepared by the Contractor shall become the property of Anchorage.

B. If the Contractor's services are terminated for cause, Anchorage shall pay the Contractor the reasonable value of the services satisfactorily rendered prior to termination less any damages suffered by Anchorage because of the Contractor's failure to perform satisfactorily. The reasonable value of the services rendered shall never exceed the contract rate for such services, and payment under this subsection shall not exceed ninety percent (90%) of the total compensation allowable under Section 4. Any finished or unfinished documents or materials prepared by the Contractor under this contract shall become the property of Anchorage at its option.

C. If the Contractor receives payments exceeding the amount to which it is entitled under subsections A or B of this section, he shall remit the excess to the Administrator within thirty (30) days of receiving notice to do so.

D. The Contractor shall not be entitled to any compensation under this section until the Contractor has delivered to the Administrator all documents, records, work product, materials and equipment owned by Anchorage and requested by the Administrator.

E. If the Contractor's services are terminated, for whatever reason, the Contractor shall not claim any compensation under this contract, other than that allowed under this section.

F. Except as provided in this section, termination of the Contractor's services under Section 5 does not affect any other right or obligation of a party under this contract.

#### Section 7. Insurance.

A. The Contractor shall maintain in good standing, for the entire period of the contact, the insurance described in subsection B of this section. Before rendering any services under this contract, the Contractor shall furnish the Administrator with a Certificate of Insurance in accordance with subsection B of this section in a form acceptable to the Risk Manager for Anchorage.

- B. The Contractor shall provide the following insurance:
- 1.) \$500,000 Employers Liability and Workers Compensation as required by Alaska Law.
  - 2.) Commercial Automobile Liability in the amount of \$1,000,000 combined single limit to include: owned, hired, and non-owned.
  - 3.) Commercial General Liability including:
    - \$2,000,000 General Aggregate
    - \$2,000,000 Products/Completed Operations
    - \$1,000,000 Personal & Advertising Injury
    - \$1,000,000 Each Occurrence
    - \$5,000 Medical Payments
  - 4.) Professional Liability insurance with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
  - 5) Cyber/Privacy Liability insurance with limits not less than \$3,000,000. The Cyber coverage shall include, but not be limited to, claims involving invasion of privacy violations (including HIPAA), Information theft, and release of private information. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses.
- C. Policies written on a "claims-made basis" must have a two (2) year tail of coverage, or an unbroken continuation of coverage for two (2) years from the completion of the contract requirements.
- D. Each policy of insurance required by this section shall provide for advance notice to the MOA/Contract Administrator prior to cancellation in accordance with the policy. If the insurer does not notify the MOA on policy cancellation it shall be the contractor's responsibility to notify the MOA of such cancellation.
- E. With the exception of Workers Compensation and Professional Liability each policy shall name The Municipality as an "additional insured" and the actual policy endorsement shall accompany each Certificate of Insurance.
- F. General Liability, Workers Compensation, and Automobile policies shall be endorsed to waive all rights of subrogation against the Municipality of Anchorage by reason of any payment made for claims under the above coverage. This policy endorsement shall accompany each Certificate of Insurance.
- G. All policies for general liability shall be primary and noncontributing with any insurance that may be carried by the Municipality.

- H. If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Municipality requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Municipality.
- I. Contractor shall require and verify that all subcontractors maintain insurance meeting all requirements stated herein, and Contractor shall ensure that the Municipality is an additional insured on insurance required from subcontractors.

Section 8. Assignments.

Unless otherwise allowed by this contract or in writing by the Administrator, any assignment by the Contractor of its interest in any part of this contract or any delegation of duties under this contract shall be void, and an attempt by the Contractor to assign any part of its interest or delegate duties under this contract shall give Anchorage the right immediately to terminate this contract without any liability for work performed.

Section 9. Ownership; Publication, Reproduction and Use of Material.

- A. Except as otherwise provided herein, all data, documents and materials produced by the Contractor under this contract shall be the property of Anchorage, which shall retain the exclusive right to publish, disclose, distribute and otherwise use, in whole or in part, any such data, documents or other materials. Exclusive rights shall not be attributed to portions of such materials presently in the public domain or which are not subject to copyright.

Section 10. Notices.

Any notice required pertaining to the subject matter of this contract shall be either sent via facsimile (FAX) or mailed by prepaid first class registered or certified mail, return receipt requested to the following addresses:

Anchorage: Municipality of Anchorage  
Anchorage Fire Department  
P.O. Box 196650  
Anchorage, AK 99519-6650  
FAX: (907) 267-4977

Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
FAX: (907) \_\_\_\_\_

Notices are effective upon the earlier of receipt, proof of good transmission (facsimiles only), or five (5) days after proof of proper posting.

Section 11. Contract Budget.

In connection with its performance under this contract the Contractor shall not make expenditures other than as provided in line items in the contract budget.

Section 12. Force Majeure.

- A. Any failure to perform by either party due to force majeure shall not be deemed a violation or breach hereof.
- B. As used in this contract, force majeure is an act or event of substantial magnitude, beyond the control of the delayed party, which delays the completion of this contract, including without limitation:
  - 1. Any interruption, suspension or interference resulting solely from the act of the Municipality or negligent act(s) of the Municipality not otherwise governed by the terms of this contract.
  - 2. Strikes or work stoppages.
  - 3. Any interruption, suspension or interference with the project caused by acts of God, or acts of a public enemy, wars, blockades, insurrections, riots, arrests or restraints of governments and people, civil disturbances or similar occurrences.
  - 4. Order of court, administrative agencies or governmental officers other than the Municipality.

Section 13. Financial Management System.

The Contractor shall establish and maintain a financial management system that:

- A. Provides accurate, current, and complete disclosure of all financial transactions relating to the contract;
- B. Maintains separate accounts by source of funds for all revenues and expenditures and identifies the source and application of funds for the Contractor's performance under this contract, including information pertaining to

- subcontracts, obligations, unobligated balances, assets, liabilities, outlays and income;
- C. Effectively controls and accounts for all municipal funds and contract property;
  - D. Compares actual expenditures with budgeted amounts and relates financial information to performance or productivity data including unit cost information where applicable;
  - E. Allocates administrative costs to direct service delivery units;
  - F. Minimizes the time between receipt of funds from Anchorage and their disbursement by the Contractor;
  - G. Provides accounting records supported by source documentation; and
  - H. Provides a systematic method assuring the timely and appropriate resolution of audit findings and recommendations.

#### Section 14. Funding Requirements.

In the event that any funding source for this contract should impose additional requirements upon Anchorage for the use of those funds, the Contractor agrees to abide by those additional requirements immediately upon receipt of written notice thereof from Anchorage.

#### Section 15. Subcontracts.

The Contractor may enter into subcontracts for the purchase of goods and services necessary for the performance of this contract, provided:

- A. Every subcontract shall be reduced to writing and contain a precise description of the services or goods to be provided and the nature of the consideration paid therefore.
- B. Every subcontract under which the Contractor delegates the provision of services shall be subject to review and approval by the Administrator before it is executed by the Contractor.
- C. Every subcontract in an amount exceeding \$1,000.00 shall require reasonable access to business records of the subcontractor relating to the purchase of goods or services pursuant to the subcontract.

## PART II

### GENERAL CONTRACT PROVISIONS

#### Section 1. Relationship of Parties.

The Contractor shall perform its obligations hereunder as an independent contractor of Anchorage. Anchorage may administer the contract and monitor the Contractor's compliance with its obligations hereunder. Anchorage shall not supervise or direct the Contractor other than as provided in this section.

#### Section 2. Nondiscrimination.

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, or marital status, or who is a "qualified individual with a disability", as that phrase is defined in the Americans With Disabilities Act of 1990. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, mental or physical disability, sexual orientation or gender identity. Such action shall include, without limitation, employment, upgrading, demotion or transfer, recruitment or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- B. The Contractor shall state, in all solicitations or advertisements for employees to work on contract jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or mental or physical disability.
- C. The Contractor shall comply with any and all reporting requirements that may apply to it which the Anchorage Office of Equal Employment Opportunity Contract Compliance may establish by regulation. The contract compliance officer may accept the contractor's compliance with federal requirements or the contractor's federal reporting documents in lieu of reporting under this section.
- D. The Contractor shall include the provisions of subsections A through C of this section in every subcontract or purchase order under this contract, so as to be binding upon every such subcontractor or vendor of the Contractor under this contract. The contract compliance officer may accept the contractor's compliance with federal requirements or the contractor's federal reporting documents in lieu of reporting under this section.

- E. The Contractor shall comply with all applicable federal, state and municipal laws concerning the prohibition of discrimination including, but not limited to Title 5 and Title 7, Chapter 7.50 of the Anchorage Municipal Code.

Section 3. Permits, Laws and Taxes.

The Contractor shall acquire and maintain in good standing all permits, licenses and other entitlements necessary to its performance under this contract. All actions taken by the Contractor under this contract shall comply with all applicable statutes, ordinances, rules and regulations. The Contractor shall pay all taxes pertaining to its performance under this contract.

Section 4. Nonwaiver.

The failure of either party at any time to enforce a provision of this contract shall in no way constitute a waiver of the provision, nor in any way affect the validity of this contract or any part hereof, or the right of such party thereafter to enforce each and every provision hereof.

Section 5. Amendment.

- A. This contract shall only be amended, modified or changed by a writing, executed by authorized representatives of the parties, with the same formality as this contract was executed.
- B. For the purposes of any amendment modification or change to the terms and conditions of this contract, the only authorized representatives of the parties are:

Contractor:

*(title of position)*

Anchorage: **Mayor, Municipal Manager or Approved Designee**

- C. Any attempt to amend, modify, or change this contract by either an unauthorized representative or unauthorized means shall be void.

Section 6. Jurisdiction; Choice of Law.

Any civil action arising from this contract shall be brought in the Superior Court for the Third Judicial District of the State of Alaska at Anchorage. The law of the State of Alaska shall govern the rights and obligations of the parties under this contract.

Section 7. Severability.

Any provision of this contract deemed invalid by a court of competent jurisdiction shall not invalidate the remaining provisions of the contract.

Section 8. Integration.

This instrument and all appendices and amendments hereto embody the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein; and this contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties hereto.

Section 9. Liability.

The Contractor shall indemnify, defend, save and hold Anchorage (or Municipality) harmless from any and all claims, lawsuits or liability, including attorney fees and costs, allegedly arising out of loss, damage or injury to persons or property or from any wrongful or negligent act, error or omission of Contractor, Contractor's agents, employees, subcontractors or invitees, occurring during the course of, or as a result of the Contractor's, Contractor's agents, employees, contractors, subcontractors or invitees performance pursuant to this contract.

Section 10. Inspection and Retention of Records.

The Contractor shall, at any time during normal business hours and as often as Anchorage may deem necessary, make available to Anchorage, for examination, all of its records with respect to all matters covered by this contract for a period ending three years after the date the Contractor is to complete performance in accordance with Section 2 of the Special Provisions. Upon request, and within a reasonable time, the Contractor shall submit such other information and reports relating to its activities under this contract, to Anchorage, in such form and at such times as Anchorage may reasonably require. The Contractor shall permit Anchorage to audit, examine and make copies of such records, and to make audits of all invoices, materials, payrolls, records of personnel and other data relating to all matters covered by this contract. Anchorage may, at its option, permit the Contractor to submit its records to Anchorage in lieu of the retention requirements of this section.

Section 11. Availability of Funds.

Payments under this contract require funds from future appropriations and are subject to future appropriations. If sufficient funds are not appropriated for payments required under this contract, this contract shall terminate without penalty to Anchorage and Anchorage shall not be obligated to make payments under this contract beyond those which have previously been appropriated.

IN WITNESS WHEREOF, the parties have executed this contract on the date and at the place shown below.

**MUNICIPALITY OF ANCHORAGE**

**CONTRACTOR**

\_\_\_\_\_  
Mayor, Municipal Manager or Approved Designee

Date: \_\_\_\_\_

\_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

IRS Tax Identification No. \_\_\_\_\_  
Tax Status: Taxable [ ] Non-Taxable [ ]

**RECOMMEND FOR APPROVAL:**

\_\_\_\_\_  
Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix A: Scope of Work**

(This section to be completed based on RFP requirements and contractor's proposal.)

**Appendix B: Schedule of Payment**

Contractor shall be compensated \_\_\_\_\_ percent of all monies the Contractor collects, less any refunds issued, on EMS transport billings.

Contractor shall be compensated \_\_\_\_\_ percent of all monies the Contractor collects, less any refunds issued, on FIN billings.

## **Appendix C: Business Associate Agreement, HIPAA Compliance Act**

### Section 13 1996 HIPPA COMPLIANCE ACT RECITALS

1. The Anchorage Fire Department provides ambulance services to patients for which (CONTRACTOR NAME) provides medical billing services.
2. (CONTRACTOR NAME) is considered a Business Associate within the meaning of HIPAA by virtue of providing such services to the Municipality.
3. HIPAA mandates that Contractors and Covered Entities, such as (CONTRACTOR NAME) and the Municipality, enter into a business associate contract, governing the use and disclosure of individually identifiable health information to which the Contractor may have access in the course of providing services to the Municipality of Anchorage or its Administrator, the Anchorage Fire Department.

### AGREEMENT

The parties agree to the following:

- A. Definitions. Capitalized terms when used herein shall have the following meaning, provided that such terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in 45 CFR 160.103 and 164.501.
- a) Contractor. “Contractor” shall mean \_\_\_\_\_.
  - b) Municipality. “Municipality” shall mean Municipality of Anchorage.
  - c) Administrator. “Administrator” shall mean the Fire Department Chief or his designee.
  - d) Individual. “Individual” shall have the same meaning as the term “individual” in 45 CFR 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 16.
  - e) Privacy Notice. “Privacy Notice” shall mean the Notice of Privacy Practices issued by the AFD describing the uses and disclosures that may be made by the Municipality, the Individual’s rights, and the Municipality’s legal duties with respect to Protected Health Information.
  - f) Privacy Rule. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR part 160 and part 164, subparts A and F.
  - g) Protected Health Information. “Protected Health Information” shall have the same meaning as the term “protected health information” in 45 CFR 164.501, limited to the information created or received by Contractor from or on behalf of Municipality.
  - h) Red Flag Rules. Red Flag Rules shall mean the Identity Theft Red Flag Rules promulgated under the Fair and Accurate Credit Transactions Act of 2003, found at 16 CFR Part 681.
  - i) Required By Law. “Required By Law” shall have the same meaning as the term “required by law” in 45 CFR 164.501.
  - j) Secretary. “Secretary” shall mean the Secretary of the Department of Health and Human Services or his designee.

## B. Obligations and Activities of Contractor

- a) Contractor agrees to not use or further disclose Protected Health Information other than as permitted or required by the Agreement, the Privacy Notice or as Required By Law.
- b) Contractor agrees to use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement or the Privacy Notice, including, but not limited to: instituting appropriate HIPAA privacy policies and procedures, providing appropriate HIPAA training to its workforce, and instituting reasonable security measures to avoid access by persons not permitted to use or disclose Protected Health Information created or received by Contractor for purposes of providing services to the Municipality or the Administrator.
- c) Contractor agrees to mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of Protected Health Information by Contractor in violation of the requirements of this Agreement.
- d) Contractor agrees to report to Municipality any use or disclosure of the Protected Health Information not provided for by this Agreement.
- e) Contractor agrees to ensure that any agent, including a subcontractor, to whom it provides Protected Health Information received from, or created or received by Contractor on behalf of Municipality, agrees to the same restrictions and conditions that apply through this Agreement to Contractor with respect to such information.
- f) Contractor agrees to make internal practices, books, and records relating to the use and disclosure of Protected Health Information received from, or created or received by Contractor on behalf of, Municipality available to the Municipality, or at the request of the Municipality to the Secretary, in a time and manner designated by the Municipality or the Secretary, for purposes of the Secretary determining Municipality's compliance with the Privacy Rule.
- g) Contractor agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Municipality to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.
- h) Contractor agrees to provide to Municipality or an Individual in time and manner designated by Municipality, information collected in accordance with Section B, subpart (g) of this Agreement, to permit Municipality to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR 164.528.

The following items identified as i) – n) are pursuant to the requirements of the Identity Theft Red Flag Rules.

- i) Contractor agrees to ensure that its activities for Municipality are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.
- j) Contractor agrees to have in place policies and procedures to detect relevant Red Flags that may arise in the performance of services on behalf of Anchorage.

- k) Contractor agrees that it has received a copy of the Municipality's Identity Theft Prevention Program and that it will take all steps necessary to comply with the policies and procedures therein.
- l) Contractor will ensure that any agent or third party who performs services on its behalf in connection with Anchorage's covered accounts, including a subcontractor, agrees to implement reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.
- m) Contractor agrees to alert Anchorage of any Red Flag incident (as defined by the Red Flag Rules) of which it becomes aware, and the steps it has taken to mitigate any potential security compromise that may have occurred, and provide a report to Anchorage of any threat of identity theft as a result of the incident.
- n) Contractor authorizes termination of the Business Associate Agreement if Anchorage reasonably determines that Business Associate has violated a material term of this amendment.

#### C. Permitted Uses and Disclosures by Contractor

Contractor shall be permitted to use and disclose Protected Health Information for purposes of providing medical billing services to the Anchorage Fire Department, Chugiak Volunteer Fire and Rescue Department, and Girdwood Volunteer Fire Department ambulance services or as reasonable and necessary to perform functions, activities or services for, or on behalf of, Municipality as specified in the Original Agreement, or to effectuate the purposes of this Agreement.

#### D. General Use and Disclosure Provisions

Except as otherwise limited in this Agreement, Contractor may use or disclose Protected Health Information on behalf of, or to provide services to, the Municipality as described in Section C, provided that such use or disclosure of Protected Health Information would not violate the Privacy Rule if done by the Municipality.

#### E. Specific Use and Disclosure Provisions

Except as otherwise limited in this Agreement, Contractor may use Protected Health Information for the proper management and administration of the Contractor or to carry out the legal responsibilities of the Contractor.

#### F. Obligations of Municipality

- a) Municipality shall provide Contractor with the Privacy Notice that Municipality produces in accordance with 45 CFR 164.520, as well as any changes to such Privacy Notice.
- b) Municipality shall provide Contractor with any changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, if such changes affect Contractors permitted or required uses and disclosures.
- c) Municipality shall notify Contractor of any restriction to the use or disclosure of Protected Health Information that Municipality has agreed to in accordance with 45 CFR 164.522.

#### G. Permissible Requests by Municipality

Municipality shall not request Contractor to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Municipality; provided, however that Contractor shall be permitted to use or disclose Protected Health Information for management and administrative activities of Contractor

#### H. Miscellaneous

- a) Regulatory References. A reference in this Agreement to a section in the Privacy Rule means the section as in effect or as amended, and for which compliance is required.
- b) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for the Municipality to comply with the requirements of the Privacy Rule and HIPAA.
- c) Interpretation. Any ambiguity in this Agreement shall be resolved in favor of a meaning that permits the Municipality to comply with the Privacy Rule.

