



Amendment #1  
Contract 20170519

### City of Springfield Contract Tracer Document

The purpose of this document is to provide continuous responsibility for the custody of **CONTRACTS** during the processing period.

**INSTRUCTIONS:** Upon receipt, please initial and write in the date of receipt. When your department has approved and signed the contract, please initial and date in the forwarding section and deliver to the next department.

DEPARTMENT	DATE RECEIVED		DATE FORWARDED TO NEXT DEPT.	
	Initials	Date	Initials	Date
Community Development			M.L.	5/21/18
Planning	CM	5/23/18	CM	5/24/18
City Comptroller	LKL	5/25/18	LKL	5/25/18
Law	AF	5/30/18	AF	5/30/18
CAFO	JMM	6/1/18	JMM	6/1/18
Mayor	AG	6/1/18	AG	6/1/18
City Comptroller				
Community Development				

Vendor No.: 14731    Contract No.: 20170519    Contract Date: 02/02/2017

Contract Amt.: \$0.00    Issue Date: 05/17/2018    Renewal Date:

Appropriation Code1: 26451817-530105-64516  
Appropriation Code2:  
Appropriation Code3:  
Appropriation Code4:

Description of Funding Source: CDBG-NDR

Bid No.:                      Requisition No.: 17009049    PO No.: 17009198

Vendor Name: Tech Foundry

Contract Type: CDBG-NDR

Contract Purpose: IT Workforce Program

Originating Dept.: Office of Disaster Recovery & Compliance

Expiration Date: 09/30/2018    Amendment Date:                      Extension Date:

TYPE OF DOCUMENT (Please select at least one):  
 New             Renewal             Amendment #1             Extension

**AMENDMENT #1 to CITY CONTRACT #20170519**

**SUBRECIPIENT PARTNERSHIP AGREEMENT WITH TECH FOUNDRY.  
FOR INFORMATION TECHNOLOGY JOB TRAINING PROGRAM**

**WHEREAS**, on or about February 2, 2017, the City of Springfield, Massachusetts, acting by and through its Office of Community Development and Disaster Recovery & Compliance, with the approval of its Mayor (hereinafter referred to as the "City"), entered into an Agreement referred to as City Contract No. 20170519 ("Agreement") with the **Tech Foundry.**, with an address of **1391 Main Street, 2<sup>nd</sup> Floor, Springfield, Massachusetts** (hereinafter referred to as the "Sub recipient"), to offer a Information Technology Job Training Program ("Program"); and

**NOW, THEREFORE**, the parties hereto agree to amend the Agreement on the following terms and conditions:

- 1) The budget will be amended as detailed in Attachment A. The total contract amount of \$300,000.00 remains the same.
- 2) All other terms and conditions of the Agreement, not amended herein, shall remain the same.

**IN WITNESS WHEREOF**, the Borrower and the City have executed this Amendment on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

**SUBRECIPIENT**

By: 

Its: Director of Strategic Partnerships

Date: 16 May 2018

**CITY OF SPRINGFIELD**

By: 

Kevin E. Kennedy

Chief Development Officer



Tina Quagliato Sullivan  
Office of Disaster Recovery

KKL 2645 1817-530105-64516 \$0.00

**APPROVED AS TO APPROPRIATION:**

James D. Pina 5/25/18  
City Comptroller

Reviewed:

T. J. Galt  
Chief Administrative and Financial Officer

**APPROVED AS TO FORM:**

[Signature]  
City Solicitor  
Law Department

**APPROVED:**

Domenic J. Sarno  
Mayor  
Date Signed 6/1/18

# TECH FOUNDRY

TESTED  PROVEN

5/8/2018

Dear Mike,

Attached you will find a proposed budget amendment for Tech Foundry's contract with the City of Springfield as it relates to the NDR HUD contract.

Over the past 12 months we have been submitting monthly invoices for our workforce training program, and as enter the final few months, we have evaluated several categories that we over anticipated our funding needs. In addition, we have encountered that much more of our staff time than originally anticipated would go into this project. Attached you will find out proposed budget amendment, which moves some of the funds from the general overhead category into the staff category.

For any questions or concerns please don't hesitate to reach out to me. I am happy to go over this amendment in further detail.

Best,

Natalie Miknaitis

Director of Operations

## 2-Year Tech Foundry/NDRC Budget (Revised)

<b>Revenues</b>	Original Budget	Proposed Budget	Amendment
City of Springfield/CDBG	\$ 300,000	\$	300,000
In-Kind Leverage/Volunteer Instructors	\$ 60,000	\$	60,000
<b>Total Revenue (including leverage)</b>	<b>\$ 360,000</b>	<b>\$</b>	<b>360,000</b>
<b>Expenses</b>			
<b>Staff</b>			
<b>Total Salary</b>	<b>\$ 158,900</b>	<b>\$</b>	<b>167,600</b>
<b>Fringe (28%)</b>	<b>\$ 38,050</b>	<b>\$</b>	<b>46,900</b>
<b>Total Salary &amp; Fringe</b>	<b>\$ 196,950</b>	<b>\$</b>	<b>214,500</b>
<b>General Overhead:</b>			
Rent	\$ 34,650	\$	35,000
Parking & Transportation	\$ 4,600	\$	3,500
Professional Costs	\$ 2,500	\$	2,500
Utilities	\$ 4,000	\$	7,280
Phone	\$ 3,200	\$	1,800
Travel & Entertainment	\$ 4,200	\$	195
Marketing & Outreach	\$ 13,500	\$	8,600
Insurance	\$ -	\$	-
Supplies	\$ 4,000	\$	2,500
Food for Students	\$ 8,000	\$	3,000
Furniture and Fixtures	\$ 2,000	\$	600
Equipment & Tools (computers)	\$ 20,400	\$	20,000
Events	\$ 2,000	\$	525
<b>Total Operating Expenses</b>	<b>\$ 103,050</b>	<b>\$</b>	<b>85,500</b>
<b>Sub-Total</b>	<b>\$ 300,000</b>	<b>\$</b>	<b>300,000</b>
<b>Indirect Costs (10%)</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>
<b>Total Expenses</b>	<b>\$ 300,000</b>	<b>\$</b>	<b>300,000</b>