

APPENDIX F
Last Revised 12-29-2023
Contract Templates

APPENDIX F-1
Standard Contract for Services Template

Note: Underlined italicized text within {____} should be replaced with the specific language of the individual contract.

Contract #*{VFHY Contract #}*

This contract entered into this *{day of month}* day of *{month}*, *{year}*, by *{Organization Name, Organization Address}*, hereinafter called the "Contractor" and the Virginia Foundation for Healthy Youth ("VFHY"), 701 E. Franklin Street, Suite 500, Richmond, Virginia 23219 called the "Purchasing Agency".

WITNESSETH That the Contractor and the VFHY, in consideration of the mutual covenants, promises and agreements, herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the VFHY as set forth in the Contract Documents that shall consist of:

- (1) This signed form;
- (2) The *{RFQ, or IFB, or RFP}*, #*{VFHY Contract #}* dated *{month day}*, *{year}*, including the General and Special Terms and Conditions and any modifications thereto;
- (3) The Contractor's quote, all of which documents are incorporated herein by reference.

Should there be any conflict in the terms set forth in the above documents, this form, then the *{RFQ, or IFB, or RFP}* (including the General and Special Terms and Conditions and any modifications), and then the Contractor's Quote shall govern in that order.

Contractor agrees to obtain all necessary releases for photographic images of program participants.

COMPENSATION: The VFHY shall issue funding to the Contractor on a reimbursement basis, via an invoice generated by the Contractor, utilizing a form provided by the VFHY. Compensation shall not exceed \$*{contracted amount}* without the written consent of the VFHY.

Failure of the Contractor to submit a final invoice within 15 days after the contract end date may forfeit the Contractor's right to payment from the VFHY.

PERIOD OF PERFORMANCE: From {month day, year} through {month day, year}.

TERMINATION: This contract may be terminated by VFHY upon thirty (30) days notice or immediately by VFHY in the event of a change in appropriations by the Commonwealth of Virginia or Master Settlement Agreement (MSA) with tobacco manufacturers.

FORCE MAJEURE: Neither party hereto will be liable for defaults or delays due to Acts of God, or the public enemy, acts or demands of any government or governmental agency, fires, floods, accidents, pandemics, epidemics, declaration that the country or the Commonwealth is under a state of emergency, or other unforeseeable causes beyond its control that are not due to its fault or negligence, and that cause performance under this Contract to be commercially impracticable.

POLICY REQUIREMENT: The Contractor certifies that it will comply with Section 32.1-361 of the Code of Virginia that requires contractors to establish and maintain policies restricting or preventing tobacco use by minors. The Contractor expressly acknowledges that Virginia law requires the establishment and maintenance of such policies by the Contractor as a condition precedent to the release or payment of any money from the Virginia Tobacco Settlement Fund to the Contractor under this agreement.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor Name

Virginia Foundation for Healthy Youth

By: _____ By: _____
(signature) (signature)

(printed name) (printed name)

Title: _____ Title: Executive Director

Date: _____ Date: _____

FEI/FIN: _____

Appendix F-2
Contract Modification Template

Note: Underlined italicized text within {____} should be replaced with the specific language of the individual contract.

Date: {date modification issued}

Contract No.: {VFHY Contract #}

Modification No.: {VFHY Modification #}

Issued by: VIRGINIA FOUNDATION FOR HEALTHY YOUTH

Contractor: {contractor's name}

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

Description of Modification:

{describe modification needed}

Except as provided herein, all terms and conditions of Contract Number {VFHY Contract #}, as heretofore changed, remain unchanged and in full force and effect.

CONTRACTOR:

VIRGINIA FOUNDATION FOR
HEALTHY YOUTH:

By _____

By _____

Type or Print Name

Type or Print Name

Title _____

Title _____

Date _____

Date _____

Commented [MP1]: MP added "Type or Print Name" and line

VIRGINIA FOUNDATION FOR HEALTHY YOUTH

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