

Pre-Contract Materials Execution Instructions For Cultural Expansion Program

Read Carefully Before Proceeding

(Pre-Contracts are due by 11/16/12)

1. Fill out the Insurance Information Form and return to Carol Vance.
2. Print one (1) set of all pages of all documents:
 - Work Statement (Attachment A)
 - Revised Narrative (Attachment A)
 - Revised Budget(Attachment B)
 - Budget Itemization (Attachment B)
 - Mandatory Publicity Statement (Attachment C)

Instructions for filling out the above attachments can be found in the “FY 13 CEP Pre-Contract Attachment Instructions” document

3. Place a copy of the Revised Narrative for your organization behind the cover page: “Attachment A” and the document page labeled “Attachment A, Work Statement.”
4. Place a copy of the Revised Budget for yourself behind the cover page: “Attachment B (Budget).”
5. “Attachment C,” Mandatory Publicity Statement, prints as a part of the contract. This follows immediately after “Attachment B” and should be **kept in that order within the contract set.**
6. Using a paper clip, attach the contract attachment set together. **DO NOT STAPLE.**
7. Re-check contents of the contract attachment set for completeness-- You should have a page of each of the following for yourself in the contract attachment set:
 - Work Statement
 - Revised Narrative
 - Revised Budget
 - Itemization
 - Mandatory Publicity Statement
8. *Carefully read over the contract attachment set. Be sure you understand all provisions. If you find errors, omissions, or have questions, please contact Jesús Pantel at 974-9315.
9. Make a copy of your executed contract attachment set for your records.
10. Please **hand-deliver** the executed contract attachment set to:

Economic Growth and Redevelopment Services Office
Cultural Arts Division
201 East 2nd Street
Austin, Texas, 78701

“What Happens Next?”

1. EGRSO, Cultural Arts Division will check your contract attachment set for completeness, including all signatures. **NOTE: If anything is missing or incorrect, you have until December 7, 2012 to correct.** Once the documents are in proper order, EGRSO, Cultural Arts Division will attach your application form on file and forward to the City Purchasing Department for processing [**estimated maximum lead time (assuming all is correct): 3 working days**].
2. City Purchasing Department will process your contract and authorize creation of a Purchase Order from which your payments will be made during the contract term.
3. EGRSO, Cultural Arts Division will create your organization’s Request for Payment Form and forward it on to the City Controller for payment.
4. City Controller will mail a check directly to the address listed with their office as you had previously supplied.
5. Your first payment will be upon processing of your contract. **Future payments will be processed based on the following schedule:**

Payment Date	% of Award
Upon processing of the contract	75%
Upon processing of the final report	25%

***Your application form on file will now serve as your contract document. The application form will be attached to your completed packets when delivered.**

Note: All “estimated lead times” are approximate, and will vary according to factors such as: *your accuracy and response times, EGRSO Cultural Arts Division Staff’s workload, City Purchasing Department’s workload, and the U.S. Mail Service. EGRSO Cultural Arts Division Staff is committed to expediting turnaround times for all contracts and payment requests.*