



SERVICE AGREEMENT

Small Business Workshop Series – BOW Institute

This Service Agreement (“Agreement”) is entered into by and between:

Client: The City of Bladensburg, MA
Address: 4229 Edmonston Road,
Bladensburg, MD 20710
(Hereinafter referred to as the “Client”)

AND

Service Provider: The BOW Collective
Address: 1500 K Street NW, Suite 261
Washington, DC 20005
(Hereinafter referred to as the “Provider”)

Collectively referred to as the “Parties.”

1. Purpose

The BOW Collective “BOW Institute” agrees to deliver a **Small Business Workshop Series** consisting of 4 total sessions (2 delivered in-person and 2 delivered virtually), designed to equip entrepreneurs and small business owners with practical tools, expert strategies, and business coaching through a curated training curriculum led by top-tier faculty.

2. Scope of Services

The Provider will offer:

- **Workshop Sessions:**
A series of high-impact training sessions conducted either in person or virtually. Each session will be led by a **Master Faculty Member**, a distinguished expert with significant industry experience, responsible for delivering the core content, guiding group engagement, and offering thought leadership throughout the session. In-person sessions include higher facilitation and travel logistics, reflected in rate differential.
 - 4 total sessions (2 delivered in-person, and 2 delivered virtually).
 - In-Person Rate: \$3,500 per session.
 - Virtual Rate: \$1,500 per session.
- **Faculty Role & Expertise:**
Each Master Faculty Member is selected based on their proven success in business, coaching, and leadership. Faculty will bring subject-matter expertise, customized instructional materials, and actionable insights tailored to small business challenges and opportunities.
- **Subject Matter Experts:**



Each Subject Matter Experts and Faculty Member is selected based on their proven success in business, coaching, and leadership. Faculty will bring subject-matter expertise, customized instructional materials, and actionable insights tailored to small business challenges and opportunities.

- **Training Topics May Include:**

- Business Planning & Strategy
- Marketing & Branding for Growth
- Financial Management & Access to Capital
- Digital Transformation & E-Commerce
- Leadership Development
- Government and Corporate Contracting Readiness

- **Training Materials:**

Provider will supply all instructional content, slides, workbooks, and reference materials in digital or printed format as applicable.

3. Client Requirements & Termination

Termination Without Cause by Client:

In the event of early termination by the Client for any reason unrelated to the Provider's failure to perform, the following will apply:

- Client will be responsible for payment of all completed sessions.
- Client will also be responsible for 100% of any non-recoverable costs incurred by the Provider, including materials, faculty preparation, and booked travel.
- No pro-rated refund will be issued for incomplete sessions (i.e., completion of 5 out of 10 sessions does not return 50% of total contract value).
- Any scheduled but undelivered sessions may be subject to a cancellation fee or rescheduling surcharge at the discretion of the Provider.

Termination by Provider:

Provider may terminate the Agreement with 14 days' notice. In such cases, Client will be refunded for any sessions not yet delivered, minus incurred non-recoverable costs.

4. Materials & Session Delivery Format

- **Training Materials Provided:** Digital copies of slides, workbooks, and content are included in the standard workshop fee.
- **Printed Materials:** Provided upon request and billed separately with prior Client approval.

Sessions will be delivered based on the Client's preference and logistical needs:



- **In-Person:** At a mutually agreed-upon venue. Client to provide location and coordinate participant attendance.
- **Virtual:** Via secure and professional virtual platforms such as Zoom or Microsoft Teams.

5. Session Dates and Schedule

Specific workshop dates, session durations, and follow-up coaching sessions will be mutually agreed upon in writing and attached as **Exhibit A** to this agreement prior to the session.

6. Compensation

The Client agrees to compensate the Provider as follows:

- **Workshop Fee (In-Person):** \$3,500 per workshop session
- **Workshop Fee (Virtual):** \$1,500 per workshop session
- **Total Contract Amount:** \$10,000
- **Payment Terms:** Client shall remit payment of Seven Thousand Five Hundred Dollars (\$7,500) upon execution of this Agreement. The remaining Two Thousand Five Hundred Dollars (\$2,500) shall be due and payable upon completion of the Accelerator Program. Any travel or material costs, if applicable, will be invoiced separately and must receive prior written approval from Client.

7. Term & Termination

- **Term:** This Agreement shall begin on September 19th and conclude on November 1st, unless extended or terminated in writing.
- **Termination:** Either party may terminate this Agreement with written notice of at least 14 days. The Client will be responsible for any completed or partially completed work and non-refundable costs incurred up to the date of termination.

8. Intellectual Property

All materials developed by the Provider remain the intellectual property of The BOW Collective "Institute Faculty". The Client may not use materials for internal, unless otherwise agreed in writing.

9. Confidentiality

Both Parties agree to maintain confidentiality of any proprietary or sensitive information shared during the term of this Agreement.

10. Liability

The Provider shall perform services in a professional and diligent manner. However, the Provider is not liable for any indirect, incidental, or consequential damage arising out of participation in the workshops.

11. Miscellaneous

This Agreement constitutes the entire agreement between the Parties and supersedes any prior discussions or understandings. Amendments must be in writing and signed by both Parties.



IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date below.

Effective Date: _____

CLIENT

Signature: _____

Name: _____

Title: _____

Date: _____

THE BOW INSTITUTE

Signature: _____

Name: Ticki Favaro

Title: VP & COO

Date: _____

Exhibit A