LIBERTY PARTNERS
of Tallahassee, LLC

October 1, 2026

Mrs. Patrice A. Tanner
City Administrator
City of Chipley
1442 W. Jackson Avenue
Chipley, FL 32425

Dear Patti:

We would like to thank the City Council for their confidence in Liberty Partners of Tallahassee, LLC (FEI/EIN #271494189). We are pleased to continue to provide governmental consulting services to the City of Chipley pursuant to RFP number 2021-01.

2026-27 CONTRACT FOR SERVICES

1. *Client; Scope of Services.* Our client in this matter will be the City of Chipley (the "Organization"). We will be engaged to advise the Organization in connection with advocacy issues relating to the interest of the Organization, including but not limited to: seeking identified state funding for Council-approved projects through Legislative appropriations or other agreed-upon identified funding sources. The scope of services in **Attachment A** will also include monitoring and reporting on the 2027 Legislative Session. The firm will be available for any and all in-person Council or one-on-one meetings and will provide regular written reports on a monthly basis or more frequently as needed. The scope of services in Attachment B will be determined on a case-by-case basis as potential grants become available or the need arises.

2. *Term of Engagement.* The term of the engagement will be for twelve (12) months beginning on November 1, 2026 and ending on October 31, 2027 with the option of one additional one-year term as agreed to by both parties. It is not the intent of either the Organization or the firm to terminate this contract prior to October 31, 2027, but either of us may terminate the engagement for cause by a 30-day written notice. In the event that we terminate the engagement, we will take such steps as are reasonably practicable to protect the Organization's interests in the above matter and, if you so request, we will suggest to you a possible successor firm and provide it with whatever papers you have provided to us.

Unless previously terminated, our representation of the Organization will terminate upon our sending you a final statement for services rendered in this matter. Following such termination, otherwise non-public information you have supplied to us which is retained by us will be kept confidential. At your request, your papers and property will be returned to you promptly upon receipt of payment for outstanding fees and costs.

3. *Monthly Retainer.* Based on the scope of services outlined in **Attachment A**, these services shall be retained at a rate of $3,000 per month for the first twelve (12) months. Travel, entertainment and/or other direct expenses related to these services shall be pre-approved by the Organization, billed on a monthly basis and not exceed $2,000 per year. Full payment is due promptly upon receipt of our statement. If this statement remains unpaid for more than 30 days, we may cease performing services for you until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees.

4. *Grant Writing*. Based on the scope of services outlined in **Attachment B**, within 30-days of the Organization's interest in engaging the firm to pursue a specific grant opportunity, the Organization and the firm shall agree to a fee based on two types of services: Grant Strategy, Research and Prioritization (included in fees in paragraph 3); Grant Writing (included in fees in paragraph 3 unless otherwise agreed-upon by both parties). This written agreement shall be on a case-by-case basis and include the specific grant, time frame for application, grant services selected and fees for such services. Full payment for all services is due promptly upon receipt of our statement. If this statement remains unpaid for more than 30 days, we may cease performing services for you until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees.

5. *Confidentiality.* From time to time, the firm may be provided with non-public or statutorily exempt information related to the Organization in order to assist the firm in performing the services outlined in this contract. All such information, whether provided orally or in writing, shall be considered confidential unless specifically subject to Florida public records laws. The firm agrees not to disclose any such information to any person without your prior written consent and will provide prompt notice to you of any judicial or quasi-judicial demand for such information.

6. *Client Responsibilities.* You agree to cooperate fully with us and to provide promptly all information known or available to you relevant to our representation including contact from members of the Florida Legislature, staff from the Legislature or Executive Branch Agencies or members of the press. You also agree to pay our statements for services and expenses in accordance with paragraph 3 above.

7. *Conflicts.* As we have discussed, you are aware that the firm represents many other companies, organizations and individuals. It is possible that during the time that we are representing the Organization, some of our present or future clients will have disputes or

transactions with the Organization. The Organization agrees that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our scope of services outlined in paragraph 1 above even if the interests of such clients in those other matters are directly adverse to you. We agree, however, that your prospective consent to conflicting representations contained in the preceding sentence shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a nonpublic nature, which, if known to such other client, could be used in any such other matter by such client to your material disadvantage. You should know that, in similar engagement letters with many of our other clients, we have asked for similar agreements to preserve our ability to represent you.

Once again, we are pleased to have the opportunity to work with you and the City of Chipley. I will be the primary contact for the representation of your Organization before the Florida Legislature and Florida Executive Branch. Vice President Tim Parson, Director of Governmental Affairs Adam Potts and Governmental Affairs Manager Ethan Merchant will be actively involved in this engagement and are available to assist you as needed. In addition, we will be offering the services of our Director of Grants Management James Sowinski. All of the professional advocates associated with our firm are members of the Florida Association of Professional Lobbyists (FAPL), have earned their DPL (designated professional lobbyist) and adhere to a strict code of professional conduct.

Please do not hesitate to contact me at (850) 528-8809 or (850) 841-1726 should you have any questions regarding the terms of our engagement. If you are in agreement with these provisions, please sign the contract and return it to my attention: Liberty Partners of Tallahassee, LLC, P. O. Box 390, Tallahassee, FL 32302.

Sincerely,



Jennifer J. Green, CAE, DPL
President/Owner

AGREED TO AND ACCEPTED:

By: _____
Patrice A. Tanner, City Administrator

Date: _____

Attachment A

SCOPE OF SERVICES – GOVERNMENTAL CONSULTING

Liberty Partners will offer the City of Chipley governmental consulting services to achieve its advocacy goals by providing **legislative and regulatory services for the 2027 Legislative Session.** This will include working cooperatively with City staff and other consultants and developing a strategy to position the City and its legislative and regulatory agendas through both offensive and defensive advocacy efforts. We will focus on the introduction of legislation, procurement of state funding and monitor the Legislature as well as regulatory activity at key Executive Branch agencies, other appropriate governmental entities and statewide organizations that might align with the goals and objectives of the City.

Liberty Partners will actively advise the City on any proposed legislation with the potential to affect municipal government. A major objective will be to utilize the firm's extensive experience in organizational advocacy and political strategy to leverage public perception and key policy-maker support. Our strategy will focus on developing both an offensive and defensive plan; focusing on pre-emptive outreach and education of appointed and elected officials, extensive monitoring, third-party relationship building, deploying defensive tactics, and advising on earned media within key Florida markets.

Liberty Partners will deliver the stated Scope of Services contained in the RFP number 2021-01 and shall work closely with City staff in the development and ongoing implementation of programs and shall provide, at a minimum, the following services:

1) Meet with City staff and members of the Chipley City Council to assist in the development of the City's list of goals, priorities and specific projects. Identify which of these goals, priorities, and specific projects could be addressed at the State level and assist in developing written material on each request to assist the consultant in advancing the City's efforts.
2) Provide City staff and members of the Chipley City Council with any new information that may impact, and actively seek funding opportunities to enhance the City's State legislative program and provide options as to legislative strategy, when necessary.
3) Monitor current State legislation and the State budget process and report to the City, both orally and in writing, any legislative events that may directly or indirectly impact the City.
4) Provide the City with regular reports and updates on all legislative and budgetary issues that may impact the City.
5) Advocate the Florida Legislature in support of the City's goals, priorities and projects.

6) At the conclusion of the session, prepare a final report, including the final status of the City's priorities and a summary of the impact of major legislative changes to the City of Chipley.
7) Advocate positions before the State Legislature, its committees, and agencies that are beneficial to the City as well as oppose harmful measures.
8) Identify and pursue grant funding opportunities to promote the City's priorities.

The general timeline for these services includes:

A. Strategy development, grassroots activities and in-district meetings.

- Provide strategic planning to formulate successful legislative and regulatory goals and strategies including identifying or drafting legislation that could impact the City.
- Identify potential bill sponsors, co-sponsors, assisting with drafting proposed legislation, amendments and if needed, state appropriation proviso language.
- Develop and coordinate efficient online communications and provide monthly updates leading up to the legislative session and weekly updates during the legislative or as needed.
- Work to ensure the City's message is heard clearly and yields positive results.
- Focus on bringing together stakeholders to develop solid public policy.
- Begin meetings with members of the Legislature to discuss the City's goals and objectives for the 2027 Legislative Session.
- Schedule meetings with any potential candidates running for open House and Senate seats to educate them on the City's goals and objectives.

B. Interim committee meetings for the 2027 Legislative Session: Begin weekly calls and updates.

- Finalize draft legislation and secure House and Senate bill and appropriations sponsors.
- Work with bill sponsors and appropriation project request (APR) and local funding initiative request (LFIR) sponsors to draft and file appropriations requests.
- Monitor interim committee meetings and all legislation; continue weekly calls and updates.
- Work with bill sponsors to finalize proposed legislation, amendments, budget funding requests and if needed, state appropriation proviso language.
- Prepare white papers and talking points on substantive issues.
- Provide public testimony before state and local governmental entities, public hearings and legislative committees to persuade legislators to support public policy that will benefit the City.
- Develop and coordinate efficient online communications and provide weekly updates during the legislative session or as needed.
- Work to ensure that the City's message is heard clearly and yields positive results.
- Focus on bringing together stakeholders to develop and support solid public policy.

- Monitor proposed legislation, amendments or state appropriations.
- Analyze and report the potential impact of proposed legislation, proposed regulatory changes and state agency appropriations and develop specific policy positions in accordance with the City's goals and objectives.

C. 2027 Legislative Session: Continue to monitor all legislation and committee meetings and continue weekly calls and updates.

- Advocate for or against proposed legislation, amendments or state appropriations.
- Coordinate a legislative visit to the Capitol for City advocates including parents, students and staff, if needed.
- Analyze and report the impact of legislation, proposed regulatory changes and state agency appropriations and develop specific policy positions in accordance with the City's goals and objectives.
- Provide public testimony when necessary and appropriate, before state and local governmental entities, public hearings and legislative committees to persuade legislators to support public policy that will benefit the City.
- Continue to develop and coordinate efficient online communication and provide weekly updates during the legislative session.
- Work closely with Executive and Legislative Branch leadership to secure funding and successful passage of priority legislation for the City.
- Work with the Governor's office to advocate on behalf of the City's priorities through approval or veto of key budget items and legislation.

Attachment B

SCOPE OF SERVICES – GRANTS CONSULTING

Recognizing the unique needs of the City of Chipley as it relates to funding opportunities, Liberty Partners would offer the following scope of services related to grant research and grant writing. These services will be coupled with appropriations fulfill the City's overall priorities for infrastructure, water, sewer, recreation or other funding projects to meet the Council's future economic development goals.

A. Grant Strategy, Research and Prioritization:

- Meet with the City's staff and Council to assist in the development of a list of priorities and specific project funding requests (grants) for programs and priorities.
- Identify which of these priorities and specific project funding requests should be addressed at the federal or state level and assist in developing written material on each request detailing the project scope, budgetary impact and the funding request amount sought after by the City and, as appropriate, enlist support from third parties.
- These services will be included in the monthly retainer for services outlined in Attachment A.

B. Grant Writing:

- Assist the City's staff and coordinate monthly with other consultants in drafting and submitting grant applications.
- City staff will provide the contractor with all pertinent information for the firm to draft grant applications, sign off on final grant applications before submission and designate the firm as the point of contact for each grant application as appropriate.
- The City will maintain the role of awardee for all grant applications and adhere to any requirements as such.
- These services will be included in the monthly retainer for services outlined in Attachment A unless otherwise agreed upon by both parties.