

Raymond Consulting, LLC
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Miami, Florida 33114-1679
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catherine@raymondconsulting.com

April 27, 2022

Kristy Goldwire, Acting Executive Director
Children's Trust of Alachua County
802 NW 5th Ave, Suite 100
Gainesville, FL 32601

Dear Kristy –

Please accept this proposed agreement to work with The Children's Trust of Alachua County (CTAC) to develop a strategic plan, as outlined below. This letter of agreement will serve as our contract beginning May 10, 2022 and ending on/about February 28, 2023. Based on our discussion of the work scope, my fee will be \$23,400 (plus pre-approved travel expenses) for the following scope of service.

My Role

1. Review relevant documents provided by CTAC that provide information needed for development of the strategic plan.
2. Assist with the Community Listening contractor selection process: Review work scope developed by CTAC staff and review prospective contractor applications.
3. Plan and facilitate 7 steering committee strategic planning meetings beginning in July 2022, according to the attached timeline.
4. Plan and facilitate 7 staff strategic planning meetings beginning in July 2022, according to the attached timeline.
5. Plan and facilitate 2 board strategic planning retreats, according to the attached timeline.
6. Develop a draft of the strategic plan.
7. Collect feedback on the draft plan and revise for final version.
8. Present the strategic plan to board and staff.

You are responsible for:

1. Coordination of location and attendance for all meetings and planning sessions.
2. Communication with participants.
3. All planning expenses: supplies, food, consultant travel, etc.
4. Provision of necessary information and documents for development of the strategic plan.
5. Working with RC to prepare materials for meetings and planning sessions (PowerPoint content, handouts, etc.).
6. Timely review of planning materials and documents.
7. Graphic design of the strategic plan.

Other additions to this scope will be charged at a rate of \$1,200/day of consultant time with your prior written approval.

For the purposes of this agreement:

1. Raymond Consulting, LLC (RC) is retained as an independent contractor. RC has all required permits and licenses needed to perform the services of this contract. CTAC assumes no responsibility for state or federal taxes, benefits, or insurance.
2. RC will maintain confidentiality surrounding the information CTAC provides directly to RC except where disclosure of such information is necessary in the performance of the services covered under this contract.
3. Reports produced under this contract will be CTAC's exclusive property. RC will not disseminate reports to anyone without CTAC's permission.
4. CTAC is responsible for all materials and expenses directly related to this contract. All expenses are subject to CTAC's prior approval. Any expenses related to the project will be billed at RC's cost.
5. CTAC is responsible for ensuring the accuracy of all products.
6. If time requirements or costs increase due to circumstances beyond RC's control or delays or changes caused by CTAC, RC will notify CTAC promptly in regards to modifying this contract.
7. Expansion of the scope or extent of this contract may be made only through written mutual agreement of both parties.
8. Either CTAC or RC can cancel this contract at any time with 15 business days written notification. In the event of cancellation, RC will be entitled to compensation for all services performed and outside expenses incurred prior to the termination date.
9. Terms of Payment: Invoices will be submitted at the end of each month beginning on May 31, 2022 through February 28, 2023. Payment is due upon receipt of invoice.
 - a. The consulting fee of \$23,400 will be divided into 10 equal installments of \$2,340.
 - b. Travel expenses will be paid in accordance with Sec. 112.061, Fla. Stat.
10. This agreement is governed by the provisions of Chapter 119, Fla. Stat. otherwise known as the Florida Public Records Law. Should RC have any documents or records which she believes are exempt, confidential or trade secrets under the Public Records Act, it will notify the CTAC of its position.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

E-MAIL: publicrecordrequests@childrenstrustofalachuacounty.us

PHONE: 352-374-1830

ADDRESS: P.O. Box 5669, Gainesville, FL 32627

Acceptance: The signatures below indicate acceptance of the details, terms and conditions in this agreement and provide approval to begin work as specified.

Catherine Raymond
President
Raymond Consulting, LLC

Kristy Goldwire
Acting Executive Director
Children's Trust of Alachua County

Attachments: CTAC Strategic Planning Timeline 042722