

Date: November 22, 2024

To: Shani Bradshaw, Executive Director
Sanger Economic Development Corporation
201 Bolivar Street
Sanger, TX 76266



Re: ***Economic Development - Professional Services Agreement***

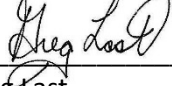
I appreciate the opportunity to provide this Agreement for the Services defined herein. This Service Agreement (Agreement) shall be between EDP Best Practices, LLC (Consultant) and the Sanger Economic Development Corporation (SEDC). Consultant and SEDC are sometimes hereinafter referred to collectively as the "Parties" or individually as a "Party."

1. **Services**: The Services (Services) shall be as requested by the Executive Director (Director), including but not limited to the services shown on the attached *Services Summary*. The intent of the Parties is to have an Agreement in place when services are desired. A more detailed Agreement may be desired by both Parties for individual projects.
2. **SEDC to provide**: SEDC shall provide the following.
 - 2.1. **Project Coordinator (Coordinator)**: Provide a staff liaison to work with Consultant to provide insights as to the desires of the SEDC and facilitate communication.
 - 2.2. **Meetings**: Coordination of any desired meetings.
 - 2.3. **Presentations / Memos**: Any briefing memos and / or PPT presentations to the Board / Council.
 - 2.4. **Printing**: Printing, binding, or distribution of any documents.
3. **Confidentiality**: Both parties agree to the following confidentialities.
 - 3.1. **Content**: The Consultant agrees to keep confidential any information related to the Services that is deemed confidential by the SEDC and communicated to the Consultant in writing.
 - 3.2. **Marketing Permission**: SEDC agrees to allow Consultant to reference the SEDC as a client and to allow Consultant to use a high-level explanation of Services provided.
 - 3.3. **Payment Disclosure**: SEDC agrees not to disclose the amount of payment included in the Agreement unless required by law.
4. **Documents**: All documents generated as a result of the Services shall be the property of the SEDC to use as needed. However, the SEDC agrees not to release an editable / original version of any of the documents except as required by law.
 - 4.1. **Proprietary Forms**: Original forms used by the Consultant are proprietary and will not be provided to the SEDC for their continued use.
5. **Payment**: The fee for the Services as defined herein shall be one-hundred and twenty dollars (\$120.00) per hour, billed monthly in quarter-hour increments. Travel time shall be billed at 50% of hourly rate. Out-of-pocket expenses shall be billed at cost (copies, lunch meetings, travel costs). The Consultant shall provide the SEDC with a summary of hours worked whenever requested. Payments shall be within 30 days of receipt of an invoice from the Consultant.
6. **Cancellation of Agreement**: Either Party may cancel this Agreement upon ten (10) calendar days notice in writing to the other Party. Should the SEDC elect not to continue with this Agreement at any point, the Consultant shall be paid for services rendered to that point in time.



Approval of this Agreement represented by:

Consultant: EDP Best Practices, LLC

Signed: 
Name: Greg Last
Title: Chief Executive Officer
Date: November 22, 2024
PH: (817) 992-6156
EM: glast@EDPBestPractices.com
Address: 4609 Shadycreek Lane
Colleyville, TX 76034

SEDC: Sanger Economic Development Corporation

Signed: _____
Name: Shani Bradshaw
Title: Executive Director
Date: _____
PH: (940) 458-2059
EM: sbradshaw@sangertexas.org
Address: 201 Bolivar Street
Sanger, TX 76266

Enc: Services Summary

Bio: Greg Last, CEO - For additional information see www.EDPBestPractices.com.

Greg Last is the Chief Executive Officer of EDP Best Practices, LLC, an economic development consulting firm focused on assisting municipalities and economic development organizations with **policies, programs and plans**. Greg has held certifications as a *Certified Economic Developer (CED)*, *Nationally Certified Planner (AICP)* and *Texas Registered Landscape Architect (RLA)*. A Master's Degree in Business Administration complements a diverse background with management and operations expertise.

Employment includes approximately ten years as a *Planner / Landscape Architect* with Civil Engineering / Planning firms prior to serving over twenty-two years as Southlake's *Director of Community Development* and *Director of Economic Development & Tourism*. Experience includes many aspects of economic development including marketing and promotion, business attraction, incentives and deal closing.

Greg served as the 2012 Chair of the Board of Directors for the *Texas Economic Development Council* and previously served on the Board of Directors for the *Texas Chapter of the American Planning Association* and was a Charter member of the *DFW Marketing Team*. He also has been an instructor for the *Texas Basic Economic Development Course* and the *IEDC Strategic Planning course*.

