



## **Proposal for**

**Laura Chandler**

**Executive Director**

**Southwest Alabama Workforce Development Council**

605 Bel Air Blvd Suite 32

Mobile, Alabama 36606

**February 6, 2017**

**Karen K. Sock**

Sock Enterprises, Inc.

P.O. Box 8821

Biloxi, MS 39535-8821

901.651.7167

**Paige Roberts**

E.P.I.C. Enterprises, LLC

1421 Bay Ridge

Gautier, MS 39553

228.990.6712

# **Project Management Services Agreement**

## **OBJECTIVE**

Sock Enterprises, Inc. and E.P.I.C. Enterprises, LLC (hereafter referred to as (“Project Managers”)) will provide professional services to the Southwest Alabama Workforce Development Council Region 9, Inc. (hereafter referred to as (“SAWDC”)) a registered 501(c)3 for the purpose of delivering and managing all aspects of SAWDC Worlds of Opportunity (hereafter referred to as (“WoO”)) a 2-day interactive career expo for 8<sup>th</sup> grade students in the SAWDC nine-county region, which includes Baldwin, Choctaw, Clarke, Conecuh, Escambia, Mobile, Monroe, Washington, and Wilcox counties.

## **SUMMARY of ACTIVITIES- DELIVERABLES**

1. Work in partnership with SAWDC and WoO team serving as project managers and lead event coordinators to execute a highly successful expo
2. Coordinate and manage all aspects of WoO
3. Identify and recruit steering committee members and World leaders as necessary
4. Facilitate , coordinate and manage all regular meetings for all working committees to include the steering committee, sub committees, and World committees
5. Coordinate and manage all volunteers
6. Work with SAWDC to ensure sponsors receive full benefits of sponsorship levels
7. Oversee and manage vendor relationships and production of signage, student booklets, student backpacks, volunteer t-shirts and other event materials to ensure the timely completion and arrival of products prior to the event by deadlines as set by SAWDC
8. Submit estimated costs for all signage , backpacks, t-shirts, students booklets, and other event materials to SWADC for approval
9. Submit timely final drafts for signage, backpacks, t-shirts, students booklets, and other event materials to SAWDC
10. Develop and oversee communication and marketing plan to public and private middle school educators, students, and parents in the region to encourage event participation

11. Collaborate with school counselors or other points of contact to communicate all logistical and organizational messages leading up to and during the event
12. Coordinate with and maintain good relationships with event and venue staff
13. Maintain strong communications among all stakeholders
14. Provide regular progress reports to SAWDC
15. Present project updates at board meetings, quarterly council meetings and other committees as requested by the Executive Director of SAWDC
16. Work with SAWDC to ensure proper branding on all materials related to the SAWDC WoO.

## **RELATIONSHIPS**

The Project Managers understand and agree that they are retained by SAWDC as independent contractors with respect to all matters relating to this agreement, including, without limitation, the services performed hereunder. The Project Managers are not deemed to be employees in any respect, including, but not limited to, the meaning of or the application of any federal or state unemployment insurance law, social security law, workman's compensation law, industrial accident law, or other laws regarding work place safety or multi-employer work sites, or other industrial or labor law.

## **TERMS & CONDITIONS**

The Project Managers together will be compensated for their services at a contracted fee of a total of twenty thousand (\$20,000) dollars, to be paid monthly at (\$1,428.57) dollars to each Project Manager. The target start date is April 2017 through October 2017 for a period of seven (7) months. Payments will begin at the end of the first month after this agreement has been signed by all parties. All expenses must be pre-approved by SAWDC including lodging and meals associated with travel. Other costs such as advertising, printing and other extraordinary costs must be first approved and then paid directly by SAWDC.

This agreement may be terminated by either party upon submission of thirty (30) days written notice to the other party. SAWDC will pay the Project Managers any outstanding pro-rated fees and approved expenses through the end of the

termination period. No other compensation is expected or required to terminate the agreement.

**CONFIDENTIALITY**

In the course of performing contractual services, the parties recognize that the Project Managers may come in contact with or become familiar with information which the SAWDC, or affiliates, may consider confidential. The Project Mangers agree to keep all such information confidential and not to discuss or divulge it to anyone unless otherwise directed by the SAWDC.

**ACCEPTANCE**

Your signature indicates acceptance of this proposal and the terms and conditions herein.

**Sock Enterprises, Inc.**

**E.P.I.C. Enterprises, LLC**

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Karen Sock, President & CEO

Paige Roberts, Owner

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Southwest Alabama Workforce Development Council Region 9, Inc.**

Signed: \_\_\_\_\_

Laura Chandler, Executive Director

Date: \_\_\_\_\_