

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

| Fiscal Years | <u>20 08</u> | <u>20 09</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> |
|--|----------------|--------------|-------------|-------------|-------------|
| Capital Expenditures | — | — | — | — | — |
| Operating Costs | <u>\$3,000</u> | — | — | — | — |
| External Revenues | — | — | — | — | — |
| Program Income (County) | — | — | — | — | — |
| In-Kind Match (County) | — | — | — | — | — |
| NET FISCAL IMPACT | <u>3000</u> | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| # ADDITIONAL FTE POSITIONS (Cumulative) | — | — | — | — | — |

Is Item Included In Current Budget? Yes x No

Budget Account No.: Fund 3900 Department 366 Unit X089 Object 4801

Reporting Category

B. Recommended Sources of Funds/Summary of Fiscal Impact: Funds will be appropriated from the REAP Program. Fiscal Impact will be a reduction of funds allocated to the program.

C. Departmental Fiscal Review: *Pat D'Agostino*

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

| | |
|---|--|
| <p><u><i>Jim Bul</i></u> 4/29/08 4/29/08 OFMB SK CN 4/23/08 4/28/08</p> | <p><u><i>J. A. S. Jacob</i></u> 5/1/08 4/30/08 Contract Dev. and Control</p> |
|---|--|

B. Legal Sufficiency:

This Contract complies with our contract review requirements.

Anne Delgust 5/1/08
 Assistant County Attorney

C. Other Department Review:

 Department Director

CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

This Contract is made as of the _____ day of _____, 200__, by and between Palm Beach County, a Political Subdivision of the State of Florida, by and through its Board of Commissioners, hereinafter referred to as the COUNTY, and Regina J. Blair an individual authorized to do business in the State of Florida, hereinafter referred to as the CONSULTANT.

In consideration of the mutual promises contained herein, the COUNTY and the CONSULTANT agree as follows:

ARTICLE 1 - SERVICES

The CONSULTANT'S responsibility under this Contract is to facilitate a Building Sustainable Neighborhood Public Workshop, conduct OCR Strategic Program Development Training, and present the Keynote Speech and assist with the award and certificate ceremony for the Resident Education to Action Program (REAP) Graduation Ceremony on May 9 & 10, 2008, as more specifically set forth in the Scope of Work detailed in Exhibit "A".

The COUNTY'S representative/liaison during the performance of this Contract shall be Houston Tate, Telephone no. (561) 233-5303.

The CONSULTANT'S representative/liaison during the performance of this Contract shall be Regina J. Blair, telephone no. (817) 703-6830.

ARTICLE 2 - SCHEDULE

The CONSULTANT shall commence services on May 09, 2008 and complete all services by May 11, 2008.

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in Exhibit "A".

ARTICLE 3 - PAYMENTS TO CONSULTANT

A. The total amount to be paid by the COUNTY under this Contract for all services and materials including, if applicable, "out of pocket" expenses (specified in paragraph C below) shall not exceed a total contract amount of Three Thousand Dollars (\$ 3,000 _____). The CONSULTANT shall notify the COUNTY's representative in writing when 90% of the "not to exceed amount" has been reached. The CONSULTANT will bill the COUNTY on a monthly basis, or as otherwise provided, at the amounts set forth in Exhibit "A" and Exhibit "B", attached hereto and incorporated herein by reference, for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date.

B. Invoices received from the CONSULTANT pursuant to this Contract will be reviewed and approved by the COUNTY's representative, to verify that services have been rendered in conformity with the Contract. Approved invoices will then be sent to the Finance Department for payment. Invoices will normally be paid within thirty (30) days following the COUNTY representative's approval.

C. "Out-of-pocket" expenses will be reimbursed up to an amount not to exceed One Thousand Five Hundred Dollars (\$1,500), and in accordance with the list of the types and amounts of expenditures eligible for reimbursement as set forth in Exhibit "A" and "B". All requests for payment of "out-of-pocket" expenses eligible for reimbursement under the terms of this Contract shall include copies of paid receipts, invoices, or other documentation acceptable to the Palm Beach County Finance Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in this Contract. Any travel, per diem, mileage, meals, or lodging expenses, which may be reimbursable under the terms of this Contract, will be paid in accordance with the rates and conditions set forth in Section II2.06I, Florida Statutes.

D. Final Invoice: In order for both parties herein to close their books and records, the CONSULTANT will clearly state "final invoice" on the CONSULTANT'S final/last billing to the COUNTY. This shall constitute CONSULTANT'S certification that all services have been properly performed and all charges and costs have been invoiced to Palm Beach

County. The CONSULTANT waives any other charges not properly included on this final invoice.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the CONSULTANT shall also act as the execution of a truth-in-negotiation certificate certifying that the wage rates, over-head charges, and other costs used to determine the compensation provided for in this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the CONSULTANT'S most favored customer for the same or substantially similar service.

The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The COUNTY shall exercise its rights under this Article 4 within three (3) years following final payment.

ARTICLE 5 - TERMINATION

This Contract may be terminated by the CONSULTANT upon sixty (60) days' prior written notice to the COUNTY's representative in the event of substantial failure by the COUNTY to perform in accordance with the terms of this Contract through no fault of the CONSULTANT. It may also be terminated, in whole or in part, by the COUNTY, with or without cause, immediately upon written notice to the CONSULTANT. Unless the CONSULTANT is in breach of this Contract, the CONSULTANT shall be paid for services rendered to the COUNTY'S satisfaction through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the COUNTY the CONSULTANT shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other materials related to the terminated work to the COUNTY.
- D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

The CONSULTANT represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required hereinunder shall be performed by the CONSULTANT or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the CONSULTANT'S key personnel, as may be listed in Exhibit "A", must be made known to the COUNTY'S representative and written approval must be granted by the COUNTY's representative before said change or substitution can become effective.

The CONSULTANT warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

All of the CONSULTANT'S personnel (and all Subcontractors) while on County premises will comply with all COUNTY requirements governing conduct, safety and security.

ARTICLE 7 - SUBCONTRACTING

Subcontracting is not permitted under this Contract.

ARTICLE 8 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual

obligations with the COUNTY, nor is the CONSULTANT authorized to use the COUNTY'S Tax Exemption Number in securing such materials.

The CONSULTANT shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this contract.

ARTICLE 9 - AVAILABILITY OF FUNDS

The COUNTY'S performance and obligation to pay under this contract for subsequent fiscal years is contingent upon annual appropriations for its purpose by the Board of County Commissioners.

ARTICLE 10 - INDEMNIFICATION

CONSULTANT shall protect, defend, reimburse, indemnify and hold COUNTY, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, cost, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance of the terms of this Contract or due to the acts or omissions of CONSULTANT.

ARTICLE 11 - SUCCESSORS AND ASSIGNS

The COUNTY and the CONSULTANT each binds itself and its partners, successors, executors, administrators and assigns to the other party and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the COUNTY nor the CONSULTANT shall assign, sublet, convey or transfer its interest in this Contract without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the COUNTY, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY and the CONSULTANT.

ARTICLE 12 - REMEDIES

The laws of the State of Florida shall govern this Contract. Any legal action necessary to enforce the Contract will be held in Palm Beach County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity, by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

ARTICLE 13 - CONFLICT OF INTEREST

The CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in Chapter 112, Part III, Florida Statutes. The CONSULTANT further represents that no person having any such conflict of interest shall be employed for said performance of services.

The CONSULTANT shall promptly notify the COUNTY's representative, in writing, by certified mail, of all potential conflicts of interest of any prospective business association, interest or other circumstance, which may influence or appear to influence the CONSULTANT'S judgments or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CONSULTANT. The COUNTY agrees to notify the CONSULTANT of its opinion by certified mail within thirty (30) days of receipt of notification by the CONSULTANT. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONSULTANT, the COUNTY shall so state in the notification and the CONSULTANT shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the COUNTY by the CONSULTANT under the terms of this Contract.

ARTICLE 14 - EXCUSABLE DELAYS

The CONSULTANT shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the CONSULTANT or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God, force majeure, natural or public health emergencies, labor disputes, freight embargoes, and abnormally severe and unusual weather conditions.

Upon the CONSULTANT'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the CONSULTANT'S failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly, subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 15 - ARREARS

The CONSULTANT shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgments, lien, or any form of indebtedness. The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 16 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The CONSULTANT shall deliver to the COUNTY's representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Contract.

To the extent allowed by Chapter 119, Florida Statutes, all written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the CONSULTANT and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent unless required by a lawful court order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the COUNTY'S expense shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated hereby.

ARTICLE 17 - INDEPENDENT CONTRACTOR RELATIONSHIP

The CONSULTANT is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the CONSULTANT'S sole direction, supervision, and control. The CONSULTANT shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONSULTANT'S relationship and the relationship of its employees to the COUNTY shall be that of an Independent Contractor and not as employees or agents of the COUNTY.

The CONSULTANT does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 18 - CONTINGENT FEES

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract.

ARTICLE 19 - ACCESS AND AUDITS

The CONSULTANT shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three (3) years after completion or termination of this Contract. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the CONSULTANT'S place of business.

ARTICLE 20 - NONDISCRIMINATION

The CONSULTANT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

ARTICLE 21 - AUTHORITY TO PRACTICE

The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required conducting its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the COUNTY's representative upon request.

ARTICLE 22 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 23- PUBLIC ENTITY CRIMES

As provided in F.S. 287.132-133, by entering into this contract or performing any work in furtherance hereof, the CONSULTANT certifies that it, its affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the convicted vendor list maintained by the State of Florida Department of Management Services within the 36 months immediately preceding the date hereof. This notice is required by F.S. 287.133(3)(a).

ARTICLE 24 - MODIFICATIONS OF WORK

The COUNTY reserves the right to make changes in Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the CONSULTANT of the COUNTY'S notification of a contemplated change, the CONSULTANT shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY if the contemplated change shall affect the CONSULTANT'S ability to meet the completion dates or schedules of this Contract.

If the COUNTY so instructs in writing, the CONSULTANT shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall initiate a Contract Amendment and the CONSULTANT shall not commence work on any such change until such written amendment is signed by the CONSULTANT and approved and executed on behalf of Palm Beach County.

ARTICLE 25 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, hand delivery or other delivery service requiring signed acceptance. If sent to the COUNTY, notices shall be addressed to:

Houston L. Tate, Manager
County Administration
Office of Community Revitalization,
2300 North Jog Road, 2nd Floor East
West Palm Beach, Florida 33411

With copy to:

Palm Beach County Attorney's Office
301 North Olive Ave.
West Palm Beach, Florida 33401

If sent to the CONSULTANT, notices shall be addressed to:

Regina "R.J." Blair, Neighborhood Coordinator
2701 Lena Street
Fort Worth, TX 76105

ARTICLE 26 - ENTIRETY OF CONTRACTUAL AGREEMENT

The COUNTY and the CONSULTANT agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25- Modifications of Work.

ARTICLE 27 - CRIMINAL HISTORY RECORDS CHECK

The CONSULTANT shall comply with the provisions of Ordinance 2003-030, the Criminal History Records Check Ordinance ("Ordinance"), if CONSULTANT'S employees or subcontractors are required under this contract to enter a "critical facility" as identified in Resolution R-2003-1274. The CONSULTANT acknowledges and agrees that all employees and subcontractors who are to enter a "critical facility" will be subject to a fingerprint based criminal history records check. Although COUNTY agrees to pay for all applicable FDLE/FBI fees required for criminal history record checks, the CONSULTANT shall be solely responsible for the financial, schedule, and staffing implications associated in complying with Ordinance 2003-030.

ARTICLE 28 - REGULATIONS; LICENSING REQUIREMENTS:

The CONSULTANT shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. CONSULTANT is presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may in any way affect the services offered.

The Remainder of this Page is intentionally left blank

IN WITNESS WHEREOF, the Board of County Commissioners of Palm Beach County, Florida has made and executed this Contract on behalf of the COUNTY and CONSULTANT has hereunto set its hand the day and year above written.

ATTEST:
SHARON R. BOCK
CLERK AND COMPTROLLER


PALM BEACH COUNTY BY ITS
BOARD OF COUNTY COMMISSIONERS:

By: _____
Deputy Clerk

By: _____
Addie L. Greene, Chairperson

WITNESS:

Signature


CONSULTANT:

Regina J. Blair


Name (type or print)


Signature


Signature

Regina J. Blair
Typed Name


Name (type or print)

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By 
County Attorney

APPROVED AS TO TERMS
AND CONDITIONS

By 
Department Director



**Palm Beach County
Office of Community Revitalization
Resident Education to Action Program (REAP)**

SCOPE OF WORK

Applicant Name:

Regina "RJ" Blair

Project Title:

Neighborhood Coordination Facilitator & Keynote Speaker

Date of Service: May 9-11, 2008

Description: Regina Blair shall provide professional services as a Certified Neighborhood Coordinator. Ms. Blair will facilitate a Building Sustainable Neighborhood Public Workshop, conduct OCR Strategic Program Development Training, as well as present the Keynote Speech and assist with the award and certificate ceremony for the Resident Education to Action Program (REAP) Graduation Ceremony.

Ms. Blair will facilitate a public workshop entitled "Building Sustainable Neighborhood". The Building Sustainable Neighborhood Workshop is a free public workshop aimed to help promote economic development, environmental health and social equity for all communities throughout Palm Beach County. Residents will be given techniques to identify priorities for developing practical strategies to build safer, stronger, healthier, and more vibrant neighborhoods. The free public workshop shall be held at the Palm Beach County Vista Center on May 09, 2008 and 6:00pm-7:30pm, and shall be open to all residents of Palm Beach County.

Ms. Blair will also conduct a programmatic review of all Office of Community Revitalization Programs and develop Strategic Program Development Training. The Strategic Program Development Training analyzes four key areas to focus future OCR efforts: Marketing, Outreach, Funding, and Streamlining processes. The Strategic Program Development Training will further define initiative goals and strategies and preliminarily identify some of the opportunities, challenges and potential implementing mechanisms to secure revitalization of the Countywide Community Revitalization Team's (CCRT) areas. Ms Blair will conduct exercises and/or information on internal communication and staff development. The Strategic Program Development Training will be presented to the OCR Staff and held at the Palm Beach County Office of Community Revitalization on May 09, 2008 at 3:30pm-5:30pm.

Ms. Blair shall also perform the Keynote Speech and assist with the awards and certificate presentation to the REAP graduates, during the REAP Graduation Ceremony at Palm Beach Airport Hilton on May 10, 2008 at 11:00am-2:00pm. The Keynote Speech shall be at least 30 minutes, and the awards presentation shall be 30-40 minutes in length.

Background: Regina "R.J." Blair serves as the Neighborhood Coordinator for City of Arlington, TX with impressive neighborhood development credentials. She has a Bachelor of Architecture from Prairie View A&M University, Masters Degrees in Architectural Studies and City Planning from Massachusetts Institute of Technology and an MBA from Texas Christian University. She serves as president of the Stop Six Sunrise Edition Neighborhood Association, COPS Coordinator and President/CEO of Sunrise Edition Redevelopment Organization, a non-profit capacity building organization in Fort Worth.

Ms. Blair's role as Arlington's Neighborhood Coordinator is to help realize council's priority of "reinvigorating neighborhoods". Strategies for reinvigorating neighborhoods focus on civic engagement, reintroduction of the Neighborhood Academy and capacity building. Part of building capacity is citizens knowing who to call for help with resolving neighborhood issues comprehensively and quickly.

Over the past year Ms. Blair has worked with council and neighborhood stakeholders to develop and further define neighborhood initiative goals and strategies. Input from the broader community is needed and welcomed.

Terms of Contract:

Professional Services:

Ms. Blair will facilitate a Building Sustainable Neighborhood Public Workshop and conduct OCR Strategic Program Development Training on May 9, 2008. Ms. Blair will also perform the Keynote Speech as Certified Neighborhood Coordinator for the REAP Graduation Ceremony and assist with the award and certificate ceremony for the REAP graduates on May 10, 2008.

Transportation Services:

Airfare- Coach only (No 1st class, no business class); flight itinerary and original proof of payment required

Car rental, if applicable- Justification and cost comparison (vs. taxi fares) required; compact or intermediate car only

Taxi fares, if applicable- Original receipts required; for county business only; no tips

Lodging Services:

Hotel- Original hotel invoice required. Reimbursable: single room rate + hotel taxes; phone charges and Internet access with justification; non reimbursable: double room rate, movie, room service, tips, etc.

Meal:

Allowance per county rates- Breakfast = \$6.00; lunch = 12.00; dinner = 22.00; no receipts required. A short note giving us the beginning and ending times and dates of county business to help us to determine the legitimacy of the meal allowances is required

Total Cost: Not to exceed \$ 3,000.00



**Palm Beach County
Office of Community Revitalization
Resident Education to Action Program (REAP)**

SCHEDULE OF PAYMENTS

The Scope of Work to be completed by CONSULTANT as defined in Exhibit "A" consists of specific completion phases which shall be clearly identified on a phase-by-phase basis upon submission to the COUNTY of certain "deliverables"* as expressly indicated below. Compensation for the work tasks stated herein shall be in accordance with the following Schedule of Payments:

PHASE 1

Task(s) to be Completed: Ms. Blair will facilitate a Building Sustainable Neighborhood Public Workshop and conduct OCR Strategic Program Development Training on May 9, 2008. Ms. Blair will also perform the Keynote Speech for the REAP Graduation Ceremony and assist with the award and certificate ceremony for the REAP graduates on May 10, 2008.

Completion Time: May 10, 2008

Compensation for Phase 1: Not to exceed \$ 3,000.00

Deliverable(s) Required:

- Submit flight itinerary and original proof of payment required
- Submit Invoice for *Car rental, if applicable*- Justification and cost comparison (vs. taxi fares) required; compact or intermediate car only
- *Taxi fares, if applicable*- Original receipts required; for county business only; no tips *Hotel*- Original hotel invoice required. Reimbursable: single room rate + hotel taxes; phone charges and Internet access with justification; non reimbursable: double room rate, movie, room service, tips, etc.
- Meal Allowance per county rates- Breakfast = \$6.00; Lunch = 12.00; Dinner = 22.00; no receipts required. Submit a short note giving us the beginning and ending times and dates of county business to help us to determine the legitimacy of the meal allowances is required

* "Deliverables" shall be defined as progress reports, prepared maps, bid documents, completed drawings, specific reports, work plans, documentation of meetings attended, assessment study reports, analysis reports, summary reports, recommendation reports and related draft reports and verifiable deliverables.