

**PFLUGERVILLE COMMUNITY DEVELOPMENT
CORPORATION**

**STANDARD PROFESSIONAL SERVICES AGREEMENT FOR
TIP Strategies, Inc.**

THE STATE OF TEXAS §
 §
TRAVIS COUNTY §

This Professional Services Agreement (“Agreement”) is made and entered by and between the Pflugerville Community Development Corporation, a Texas non-profit community development corporation (the “PCDC”) and TIP Strategies, Inc. (“Professional”).

Section 1. Duration.

This Agreement shall become effective upon execution by the PCDC and approval of both the Agreement and its related expenditures by the City of Pflugerville City Council. This Agreement shall remain in effect until satisfactory completion of the Scope of Work unless terminated as provided for in this Agreement.

Section 2. Scope of Work.

- (A) Professional shall perform the Services as more particularly described in the Scope of Work attached hereto as Exhibit “A”. The work as described in the Scope of Work constitutes the “Project”. Unless otherwise provided in the Scope of Work, the anticipated submittal of all Project deliverables is immediately upon completion of the Project.
- (B) The Quality of Services provided under this Agreement shall be performed with the professional skill and care ordinarily provided by competent Professionals practicing in the same or similar locality and under the same or similar circumstances and professional license, and as expeditiously as is prudent considering the ordinary professional skill and care of a competent Professional holding the same professional license.
- (C) The Professional shall perform its Services for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.
- (D) The Professional may rely upon the accuracy of reports and surveys provided to it by the PCDC except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

Section 3. Compensation.

- (A) The Professional shall be paid in the manner set forth in Exhibit “B” and as provided herein.

- (B) *Billing Period:* The Professional may submit monthly, or less frequently, an invoice for payment based on the estimated completion of the described tasks and approved work schedule as provided for in Exhibit “B” to PCDC, 3801 Helios Way, Ste. 130 Pflugerville, Texas 78660. Subject to Chapter 2251, Texas Government Code (the “Prompt Payment Act”), payment is due within thirty (30) days of the PCDC’s receipt of the Professional’s invoice. Interest on overdue payments shall be calculated in accordance with the Prompt Payment Act.
- (C) *Reimbursable Expenses:* All reimbursable expenses related to the Project must be approved in writing and in advance by PCDC and shall be accounted for in Exhibit “B”.

Section 4. Changes to the Project Work; Additional Work.

- (A) *Changes to Work:* Professional shall make such revisions to any work that has been completed as are necessary to correct any errors or omissions as may appear in such work. If the PCDC finds it necessary to make changes to previously satisfactorily completed work or parts thereof, the Professional shall make such revisions if requested and as directed by the PCDC and such services will be considered as additional work and paid for as specified under the following paragraph.
- (B) *Additional Work:* The PCDC retains the right to make changes to the Scope of Work at any time by a written order. Work that is clearly not within the general description of the Scope of Work and does not otherwise constitute special services under this Agreement must be approved in writing by the PCDC by supplemental agreement before the additional work is undertaken by the Professional. If the Professional is of the opinion that any work is beyond that contemplated in this Agreement and the Scope of Work governing the project and therefore constitutes additional work, the Professional shall promptly notify the PCDC of that opinion, in writing. If the PCDC agrees that such work does constitute additional work, then the PCDC and the Professional shall execute a supplemental agreement for the additional work and the PCDC shall compensate the Professional for the additional work on the basis of the rates contained in the Scope of Work. If the changes deduct from the extent of the Scope of Work, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement. Any work undertaken by Professional not previously approved as additional work shall be at risk of the Professional.

Section 5. Time of Completion.

The prompt completion of the services under the Scope of Work is critical to the PCDC. Unnecessary delays in providing services under a Scope of Work shall be grounds for dismissal of the Professional and termination of this Agreement without any or further liability to the PCDC other than a prorated payment for necessary, timely, and conforming work done by Professional prior to the time of termination. The Scope of Work shall provide, in either calendar days or by providing a final date, a time of completion prior to which the Professional shall have completed all tasks and services described in the Scope of Work.

Section 6. Insurance.

Before commencing work under this Agreement, Professional shall obtain and maintain the liability insurance provided for in attached Exhibit “C” throughout the term of this Agreement and thereafter as required herein.

In addition to the insurance provided for in Exhibit “C”, Professional shall maintain the following limits and types of insurance:

Workers Compensation Insurance: The Professional shall carry and maintain during the term of this Agreement, workers compensation and employers liability insurance meeting the requirements of the State of Texas on all the Professional’s employees carrying out the work involved in this contract.

General Liability Insurance: The Professional shall carry and maintain during the term of this Agreement, general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 for each occurrence and for fire damage. For Bodily Injury and Property Damage, coverage shall be no less than \$1,000,000. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be \$2,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Professional or its employees carrying out the work involved in this Agreement. The general aggregate shall be no less than \$2,000,000.

Automobile Liability Insurance: Professional shall carry and maintain during the term of this Agreement, automobile liability insurance with either a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage or split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Professional or its employees.

Subcontractor: In the case of any work sublet, the Professional shall require subcontractor and independent contractors working under the direction of either the Professional or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Professional.

Qualifying Insurance: The insurance required by this Agreement shall be written by a non-assessable insurance company licensed to do business in the State of Texas and currently rated “B+” or better by the A.M. Best Companies. All policies shall be written on a “per occurrence basis” and not a “claims made” form.

Evidence of such insurance shall be attached as Exhibit “D”.

Section 7. Miscellaneous Provisions.

- (A) *Subletting.* The Professional shall not sublet or transfer any portion of the work under this Agreement, or any Scope of Work issued pursuant to this Agreement unless specifically approved in writing by the PCDC, which approval shall not be unreasonably withheld. Subcontractors shall comply with all provisions of this Agreement and the applicable Scope of Work. The approval or acquiescence of the PCDC in the subletting of any work shall not relieve the Professional of any responsibility for work done by such subcontractor.

- (B) *Ownership of Documents.* Upon completion or termination of this Agreement, all documents prepared by the Professional or furnished to the Professional by the PCDC shall be delivered to and become the property of the PCDC. All drawings, charts, calculations, plans, specifications and other data, including electronic files and raw data, prepared under or pursuant to this Agreement, shall be made available, upon request, to the PCDC without restriction or limitation on the further use of such materials; PROVIDED, HOWEVER, THAT SUCH MATERIALS ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY THE PCDC OR OTHERS. ANY REUSE WITHOUT PRIOR VERIFICATION OR ADAPTATION BY THE PROFESSIONAL FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT THE PCDC'S SOLE RISK AND WITHOUT LIABILITY TO THE PROFESSIONAL. Where applicable, Professional shall retain all pre-existing proprietary rights in the materials provided to the PCDC but shall grant to the PCDC a non-exclusive, perpetual, royalty-free license to use such proprietary information solely for the purposes for which the information was provided. The Professional may, at Professional's expense, have copies made of the documents or any other data furnished to the PCDC under or pursuant to this Agreement.
- (C) *Professional's Seal.* To the extent that the Professional has a professional seal, it shall be placed on all documents and data furnished by the Professional to the PCDC. All work and services provided under this Agreement will be performed in a good and workmanlike fashion and shall conform to the accepted standards and practices of the Professional's industry. The plans, specifications and data provided by Professional shall be adequate and sufficient to enable those performing the actual work to perform the work as and within the time contemplated by the PCDC and Professional. The PCDC acknowledges that Professional has no control over the methods or means of work nor the costs of labor, materials or equipment. Unless otherwise agreed in writing, any estimates of costs by the Professional are for informational purposes only and are not guarantees.
- (D) *Compliance with Laws.* The Professional shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, workers compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Professional shall furnish the PCDC with satisfactory proof of compliance.
- (E) *Independent Contractor.* Professional acknowledges that Professional is an independent contractor of the PCDC and is not an employee, agent, official or representative of the PCDC. Professional shall not represent, either expressly or through implication, that Professional is an employee, agent, official or representative of the PCDC. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Professional.
- (F) *Non-Collusion.* Professional represents and warrants that Professional has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the PCDC under this Agreement. Professional further agrees that Professional shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the PCDC pursuant to this Agreement) for any of the

services performed by Professional under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Professional, Professional shall immediately report that fact to the PCDC and, at the sole option of the PCDC, the PCDC may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Professional under or pursuant to this Agreement.

- (G) *Force Majeure*. If the performance of any covenant or obligation to be performed hereunder by any party is delayed as a result of circumstances which are beyond the reasonable control of such party (which circumstances may include, without limitation, pending litigation, acts of God, war, acts of civil disobedience, fire or other casualty, shortage of materials, adverse weather conditions [such as, by way of illustration and not of limitation, severe rain storms or below freezing temperatures, or tornados] labor action, strikes or similar acts, moratoriums or regulations or actions by governmental authorities), the time for such performance shall be extended by the amount of time of such delay, but no longer than the amount of time reasonably occasioned by the delay. The party claiming delay of performance as a result of any of the foregoing force majeure events shall deliver written notice of the commencement of any such delay resulting from such force majeure event not later than seven (7) days after the claiming party becomes aware of the same, and if the claiming party fails to so notify the other party of the occurrence of a force majeure event causing such delay and the other party shall not otherwise be aware of such force majeure event, the claiming party shall not be entitled to avail itself of the provisions for the extension of performance contained in this subsection.
- (H) In the case of any conflicts between the terms of this Agreement and wording contained within the Scope of Services, this Agreement shall govern. The Scope of Services and other exhibits to this Agreement are intended to detail the technical scope of services, fee schedule, and contract time only and shall not dictate Agreement terms.

Section 8. Termination.

- (A) This Agreement may be terminated:
- (1) By the mutual agreement and consent of both Professional and PCDC;
 - (2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;
 - (3) By the PCDC, immediately upon notice in writing to the Professional, as consequence of the failure of Professional to perform the services contemplated by this Agreement in a timely or satisfactory manner;
 - (4) By the PCDC, at will and without cause upon not less than thirty (30) days written notice to the Professional.
- (B) If the PCDC terminates this Agreement pursuant to Section 5 or subsection 8(A)(2) or (3), above, the Professional shall not be entitled to any fees or reimbursable expenses other than the fees and reimbursable expenses then due and payable as of the time of termination and only then for those services that have been timely and adequately performed by the

Professional considering the actual costs incurred by the Professional in performing work to date of termination, the value of the work that is nonetheless usable to the PCDC, the cost to the PCDC of employing another Professional to complete the work required and the time required to do so, and other factors that affect the value to the PCDC of the work performed at time of termination. In the event of termination that is not the fault of the Professional, the Professional shall be compensated for all basic, special, and additional services actually performed prior to termination, together with any reimbursable expenses then due.

Section 9. Indemnification. Professional shall indemnify and hold harmless the Pflugerville Community Development Corporation and its officials, employees and agents (collectively referred to as “Indemnitees”) and each of them from and against all loss, costs, penalties, fines, damages, claims, expenses (including reasonable attorney’s fees) or liabilities (collectively referred to as “Liabilities”) by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (i) the performance or non-performance of Services contemplated by this Agreement but only to the extent caused by the negligent acts, errors or omissions, intentional torts, intellectual property infringement, or a failure to pay a sub-contractor or supplier committed by Professional or Professional’s agent, consultant under contract, or another entity over which Professional exercises control (whether active or passive) of Professional or its employees, agents or sub-contractors (collectively referred to as “Professional”), (ii) the failure of Professional to comply with any of the paragraphs herein or the failure of Professional to conform to statutes, ordinances, or other regulations or requirements of any governmental authority, federal, state or local, in connection with the performance of this Agreement. Professional expressly agrees to indemnify and hold harmless the Indemnitees, or any one of them, from and against all liabilities which may be asserted by an employee or former employee of Professional, or any of its sub-contractors, as provided above, for which Professional’s liability to such employee or former employee would otherwise be limited to payments under State Workers Compensation or similar laws. Nothing herein shall require Professional to indemnify, defend, or hold harmless any Indemnitee for the Indemnitee’s own negligence or willful misconduct. Any and all indemnity provided for in this Agreement shall survive the expiration of this Agreement and the discharge of all other obligations owed by the parties to each other hereunder and shall apply prospectively not only during the term of this Agreement but thereafter so long as any liability could be asserted in regard to any acts or omissions of Professional in performing Services under this Agreement.

For Professional Liability Claims, Professional shall be liable for reasonable defense costs incurred by Indemnitees but only after final adjudication and to the extent and percent that Professional or Professional’s agents are found negligent or otherwise at fault. As used in this Agreement, final adjudication includes any negotiated settlement and release of claims, without limitation as to when a negotiated settlement and release of claims occurs.

Section 10. Notices. Any notice required or desired to be given from one party to the other party to this Agreement shall be in writing and shall be given and shall be deemed to have been served and received (whether actually received or not) if (i) delivered in person to the address set forth below; (ii) deposited in an official depository under the regular care and custody of the United States Postal Service located within the confines of the United States of America and sent by certified mail, return receipt requested, and addressed to such party at the address hereinafter specified; or (iii) delivered to such party by courier receipted delivery. Either party may designate

another address within the confines of the continental United States of America for notice, but until written notice of such change is actually received by the other party, the last address of such party designated for notice shall remain such party's address for notice.

Section 11. No Assignment. Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party.

Section 12. Severability. If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, there shall be added automatically to this Agreement a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

Section 13. Waiver. Either PCDC or the Professional shall have the right to waive any requirement contained in this Agreement that is intended for the waiving party's benefit, but, except as otherwise provided herein, such waiver shall be effective only if in writing executed by the party for whose benefit such requirement is intended. No waiver of any breach or violation of any term of this Agreement shall be deemed or construed to constitute a waiver of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation.

Section 14. Governing Law; Venue. This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. The provisions and obligations of this Agreement are performable in Travis County, Texas, such that exclusive venue for any action arising out of this Agreement shall be in Travis County, Texas.

Section 15. Paragraph Headings; Construction. The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the negotiation and preparation of this Agreement and this Agreement shall not be construed either more or less strongly against or for either party.

Section 16. Binding Effect. Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

Section 17. Gender. Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the context otherwise requires.

Section 18. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

Section 19. Exhibits. All exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

Section 20. Entire Agreement. It is understood and agreed that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally.

Section 21. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement.

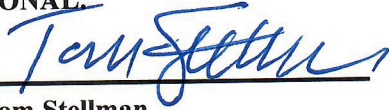
[signature page follows]

EXECUTED on this the _____ day of _____, 2024.

PCDC:

By: _____
Name: _____
Title: _____

PROFESSIONAL:

By: 
Name: Tom Stellman
Title: CEO

ADDRESS FOR NOTICE:

PCDC:

PCDC
3801 Helios Way, Suite 130
Pflugerville, Texas 78660

PROFESSIONAL:

TIP Strategies, Inc.
13492 N Hwy 183, Suite 120-254
Austin, Texas 78750
[Click here to enter text.](#)

With a copy to:

PCDC Attorney
Attn: Josh Brockman-Weber
Messer Fort, PLLC
4201 W. Parmer Lane, Ste. C-150
Austin, Texas 78727

Exhibit “A”
SCOPE OF WORK

1. DISCOVERY | STARTUP & PLANNING

1.1 PROJECT LAUNCH. At the outset of the engagement, Professional will focus on establishing clear and effective communication, which is the cornerstone of a successful project.

- ▶ **Kickoff.** The kickoff meeting provides the opportunity to discuss objectives, define success factors, identify stakeholders and partners, formalize the outreach strategy, and review staff expectations for the engagement.
- ▶ **Point of contact.** Professional recommends PCDC designates a point person responsible for assisting with scheduling project meetings, helping with stakeholder input (meeting logistics, advertising, and translation services), and coordinating deliverables review.
- ▶ **Background materials.** Professional will ask the PCDC staff to provide any relevant plans, budget and staffing information, recent surveys, and existing data; a major employer list; and a list of partners and initiatives.
- ▶ **Team meetings.** Professional will meet regularly with PCDC staff to report on findings and upcoming tasks, as well as review and discuss drafts. These meetings will allow Professional to achieve consensus on specific goals; discuss organizational, technical, documentation, and other substantive issues in a timely manner; and provide the opportunity to refine Professional’s work product as they go. The frequency of these meetings will be agreed upon during the project launch.

1.2 PLANNING ALIGNMENT. Professional will examine the initiatives, programs, relationships, and organizational priorities that will influence the planning process. This task will allow Professional to build on their existing knowledge, avoid the duplication of efforts, and lay the groundwork for making informed decisions about the most strategic workforce development investment opportunities for Pflugerville (e.g., potential options for training facilities).

1.3 STAKEHOLDER ENGAGEMENT. Professional will design a custom input process that engages the appropriate groups, provides meaningful information, raises awareness of economic and workforce issues, and builds support for the outcome of the planning process. Input will help supplement and validate quantitative analysis of Pflugerville’s workforce. To assist with scheduling, Professional anticipates a combination of virtual and in-person activities.

- ▶ **Focus group.** Professional will facilitate up to four input sessions comprised of senior hiring managers and HR officials representing companies in the PCDC’s target industries to leverage on-the-ground expertise. The goal will be to gain insights into hiring difficulties, required skills and training, and opportunities for improving regional workforce development efforts.
- ▶ **Interviews.** Professional will conduct four to six interviews with other key stakeholders, including industry and business association leaders, education leaders, workforce

development board leaders, and key elected officials. Interviews will be used to gather additional information about trends, barriers, opportunities, and assets, pointing to strategic opportunities.

Professional's role in stakeholder input sessions would be to prepare the materials and facilitate the discussion. Logistics for the meetings, including arranging the location(s), advertising the sessions, and the provision of any translation services, would be the responsibility of PCDC.

1.4 WORKFORCE ANALYSIS. This task will use a variety of public and proprietary data to profile relevant characteristics of the regional workforce and to quantitatively establish the regional demand for workers in Pflugerville's target industries.

- ▶ **Commuting patterns.** To understand Pflugerville's laborshed, Professional will illustrate regional commuting patterns through an analysis of LEHD Origin-Destination Employment Statistics (LODES) data. Professional uses data visualizations to show geographic differences between place of employment and place of residence.
- ▶ **Baseline employment analysis.** Professional will analyze the industry and occupational composition of Pflugerville's residents and its job base to establish a foundational understanding of workforce dynamics.
- ▶ **Target alignment.** Professional will identify leading occupations in the target industries. Professional's analysts will compare this information with the region's occupational composition to understand demographic aspects of the workforce, including age cohorts, gender, race, and ethnicity. This will provide an understanding of growth trends, workforce capacity for expansion, and regional workforce strengths. An analysis of real-time job postings in leading occupations in Pflugerville's target industries will yield insights regarding the skills and positions currently in demand by employers, the wage rates requested, and the certifications being sought.

1.5 EDUCATION AND TRAINING ASSETS. Professional will inventory existing regional training programs and educational resources to determine the extent to which existing offerings align with current and future employer needs. Findings from this task will inform Professional's recommendations for implementing a comprehensive workforce development strategy for Pflugerville.

- ▶ **Quantitative.** To document available training and degree programs in the regional labor shed and illustrate the potential supply of workers, Professional's analysts will begin by compiling published data from the National Center for Education Statistics' Integrated Postsecondary Education Data System (IPEDS). To the extent that information is available, Professional can also compile published data on federally designated apprenticeship programs and relevant Texas Education Agency reporting.
- ▶ **Qualitative.** Building on this quantitative work, Professional will reach out to service providers to attain additional information about training and certification programs that are not captured in IPEDS. The resulting inventory will help clarify existing pathways and highlight any program and resource gaps.

2. OPPORTUNITY | STRATEGY DEVELOPMENT & VETTING

2.1 STRATEGIC DIRECTION. Based on the strategic direction that emerges from the Discovery phase, Professional will work closely with PCDC to craft a framework that establishes priorities and points to recommended actions. The result of this task will be draft goals that will help drive strategy development.

2.2 USE CASES. Professional will draw on the team’s extensive network to identify best practices that may be a fit for Pflugerville. Of particular interest will be any examples of the successful creation of training facilities. Based on Professional’s work in prior tasks, Professional will select use cases that are aligned with Pflugerville’s workforce development needs and that include strategies which can be feasibly adapted for local implementation. Insights into selected programs or initiatives will help shape recommendations and will be integrated into the final deliverable where appropriate.

2.3 OPPORTUNITY WORKSHOP. Professional will facilitate a workshop with key stakeholders to prioritize strategies, gather additional feedback, and ensure alignment with regional initiatives. The session will include a presentation of draft plan components and a discussion of strategies, opportunities, and the tools needed for implementation. The outcome of this task will be a set of prioritized, consensus-based strategies and focus areas, along with a collaborative framework for aligning available resources to accomplish them.

3. IMPLEMENTATION | REPORT & GOALS

3.1 WORKFORCE DEVELOPMENT STRATEGY. Using findings and feedback from prior phases, coupled with the experience of the consulting team, Professional will prepare a concise workforce development strategy. In addition to outlining specific goals and strategies, the plan will highlight key findings from Professional’s quantitative analyses and stakeholder input. The resulting document will provide specific recommendations and tools needed to successfully implement a workforce development strategy in Pflugerville. Professional anticipates the final report would address a number of topics, including the following.

- ▶ Examining current and future employer demand for the PCDC’s target industries and potential future strategic growth areas
- ▶ Identifying local high-demand, middle-skill occupations in the target industries.
- ▶ Aligning secondary and postsecondary education and workforce training with the needs of current and future employers.
- ▶ Assessing realistic and effective options for a training facility (including mobile).
- ▶ Ensuring jobs and career pathways are accessible.
- ▶ Reducing barriers to obtaining skilled jobs.

3.2 IMPLEMENTATION MATRIX. Professional will prepare a matrix that accomplishes the following.

- ▶ Identifies responsible parties and potential partnership opportunities.
- ▶ Establishes timelines and sets priorities.
- ▶ Includes budget estimates (where applicable) and identifies potential funding sources.

- ▶ Defines meaningful and realistic performance metrics.

3.3 PUBLIC MEETINGS. Professional will participate in up to two public meetings to present draft and final plans to the PCDC Board and City Council.

DELIVERABLES

In the execution of this scope of work, Professional will provide the following deliverables in the formats indicated in parentheses.

- ▶ Facilitation of project meetings, such as team meetings and workshops, including electronic versions of any presentations (PowerPoint) or other materials.
- ▶ Facilitation of stakeholder input sessions, such as roundtables, interviews, public meetings, and stakeholder workshops, including electronic versions of any presentations (PowerPoint) or other materials.
- ▶ Interactive data visualizations (Tableau Public) of the analyses outlined in the scope of work.
- ▶ Workforce development strategy (PDF of Word document) highlighting findings and recommendations, including selected graphics as applicable.
- ▶ Implementation matrix (Excel) with goals, strategies, and actions for use assigning roles and timeframes.

PROJECT SCHEDULE

The estimated timeline for the project assumes a start of March 1, 2024 and end of June 30, 2024. However, Professional recognizes that the timeline may be extended due to availability of PCDC staff for meeting scheduling and document review. Therefore, final deliverables may be submitted after June 30. The timeline below is intended to provide an overview of the process and can be adjusted to meet project objectives.

TASK	2024			
	MAR	APR	MAY	JUN
DISCOVERY				
1.1 Project launch	①			
1.2 Planning alignment				
1.3 Stakeholder engagement				
1.4 Workforce analysis				
1.5 Education & training assets				
OPPORTUNITY				
2.1 Strategic direction		②		
2.2 Use cases				
2.3 Opportunity workshop			③	
IMPLEMENTATION				
3.1 Workforce dev strategy			④	⑤
3.2 Implementation matrix				

3.3 Public meetings				
ONGOING MEETINGS				
Staff team meetings				

SELECTED MILESTONES

- ① Kickoff meeting
- ② Strategic direction
- ③ Opportunity workshop
- ④ Draft strategic plan
- ⑤ Final deliverables

***NOTE:** TIP has a production process that should be factored into timelines for the development of deliverables. This process includes professional proofreading and design. The time required for production may vary based on the type of deliverable, planned uses and audiences, and amount of content.*

Exhibit “B”
COMPENSATION

The total not-to-exceed cost for completion of this work is \$75,000.00, inclusive of expenses. The timing and number of trips would be discussed as part of the development of a project work plan.

Monthly Invoices

Professional will submit an invoice at the end of each month. Billing will be based on percentage complete of each high level task (such as 1.1 or 2.2 per Exhibit A) during that billing period. The invoice will include a progress report describing tasks completed, milestones, and expectations for the next period.

Hourly Rates

Professional’s hourly billing rates are provided below should the PCDC determine that additional services are necessary.

- Principal\$275
- SVP/VP/Senior.....\$200
- Professional.....\$150
- Associate\$125

Document Format

All deliverables will be in electronic format. TIP uses Tableau as the primary deliverable format for all visualizations. If requested by PCDC, Professional will also provide one (1) original and eight (8) hard copies of both the draft and final version of the plan. All deliverables will be provided in Professional's color scheme and fonts. Requests for custom branding must be agreed upon in advance and may be subject to an additional fee.

Exhibit "C"

REQUIREMENTS FOR ALL INSURANCE DOCUMENTS

The Professional shall comply with each and every condition contained herein. The Professional shall provide and maintain the minimum insurance coverage set forth below during the term of its agreement with the PCDC. Any Subcontractor(s) hired by the Professional shall maintain insurance coverage equal to that required of the Professional. It is the responsibility of the Professional to assure compliance with this provision. The Pflugerville Community Development Corporation accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

INSTRUCTIONS FOR COMPLETION OF INSURANCE DOCUMENT

With reference to the foregoing insurance requirements, Professional shall specifically endorse applicable insurance policies as follows:

1. The Pflugerville Community Development Corporation shall be named as an additional insured with respect to General Liability and Automobile Liability **on a separate endorsement.**
2. A waiver of subrogation in favor of Pflugerville Community Development Corporation shall be contained in the Workers Compensation and all liability policies and must be provided **on a separate endorsement.**
3. All insurance policies shall be endorsed to the effect that Pflugerville Community Development Corporation will receive at least thirty (30) days written notice prior to cancellation or non-renewal of the insurance.
4. All insurance policies, which name Pflugerville Community Development Corporation as an additional insured, must be endorsed to read as primary and non-contributory coverage regardless of the application of other insurance.
5. **Chapter 1811 of the Texas Insurance Code, Senate Bill 425 82(R) of 2011, states that the above endorsements cannot be on the certificate of insurance. Separate endorsements must be provided for each of the above.**
6. All insurance policies shall be endorsed to require the insurer to immediately notify Pflugerville Community Development Corporation of any material change in the insurance coverage.
7. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
8. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
9. Professional may maintain reasonable and customary deductibles, subject to approval by Pflugerville Community Development Corporation.
10. Insurance must be purchased from insurers having a minimum A.M. Best rating of B+.
11. All insurance must be written on forms filed with and approved by the Texas Department of Insurance. (ACORD 25 2010/05). Coverage must be written on an occurrence form.
12. Contractual Liability must be maintained covering the Professional's obligations contained in the contract. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting all endorsements and insurance coverages according to requirements and instructions contained herein.

13. Upon request, Professional shall furnish Pflugerville Community Development Corporation with certified copies of all insurance policies.
14. A valid certificate of insurance verifying each of the coverages required above shall be issued directly to the Pflugerville Community Development Corporation within ten (10) business days after contract award and prior to starting any work by the successful Professional's insurance agent of record or insurance company. Also, prior to the start of any work and at the same time that the Certificate of Insurance is issued and sent to the Pflugerville Community Development Corporation, all required endorsements identified in this Agreement and in Exhibit "C" above shall be sent to the Pflugerville Community Development Corporation. The certificate of insurance and endorsements shall be sent to:

Pflugerville Community Development Corporation
Attn: Amy Madison
3801 Helios Way, Suite 130
Pflugerville, Texas 78660

Exhibit “D”
EVIDENCE OF INSURANCE