CONTRACT FOR SERVICE

BETWEEN KATIE LOVELAND/LOVELAND CONSULTING LLC

AND CARBON COUNTY PUBLIC HEALTH

This contract is made \_\_\_DATE\_\_\_\_\_between Carbon County Public Health hereafter referred as the Client, and Katie Loveland through Loveland Consulting LLC, referenced hereafter as the Consultant.

In consideration of payment not to exceed $5,000\_\_, the Consultant agrees to complete the services described between and:

**SECTION A. Scope of Services**

1. **Update quantitative data on crisis system in Carbon County**. Billable activities to support facilitation will include but not be limited to:

\*Compiling and analyzing data

\*Conducting interviews with key stakeholders

\*Developing a survey of key stakeholders to assess crisis system

1. **Facilitate one full day and two half days SIM meetings in the community**
2. **Develop and up date with new information from Crisis Meeting**
3. **Finalize and publicize SIM Plan as a report.**
4. **Provide documentation of all meetings and planning sessions to the client within 14 days.**
5. **Other duties and task as mutually agreed.**

**SECTION B. Fees and Billing**

Hourly fee: $100

Hours to be billed in 2020 not to exceed 50 HRS

TOTAL Fees and Expenses Not to exceed $5,000

**Section C. Payment and Tax Reporting:**

Monthly invoices will be issued by the Consultant by the 5th business day of each month for the preceding month. The final invoice will be sent after completion of the contract. Payment will be made to Loveland Consulting LLC. and is due within 30 calendar days of receipt of the invoice.  An IRS W-9 form will be provided as evidence of the corporate status of Loveland Consulting, LLC.

**SECTION D. Termination of this Agreement**

Either the Consultant, or the Client, may terminate this contract, with or without cause, by providing 15 days written notice to the other party. Should this occur, payment for work satisfactorily completed shall be adjusted according.

**SECTION E. Confidential Information**

During the course of performance of the Scope of Work (above), the Consultant may have access to materials, data, strategies, systems, or other information related to the Client and its programs, clients, and funding sources. Any such information acquired by the Consultant shall not be used, published, or divulged to any person, firm, governmental entity, organization, or corporation without first having

obtained the written permission of the Client, except where required by law or appropriate subpoena from a court of law.

**SECTION F. Documentation of the Work Performance**

Within 10 calendar days following completion of the Scope of Work (above), the Consultant shall provide to the Client electronic documentation of the work, in a format mutually agreeable to the Client and the Consultant, allowing the Client to print the document from their computer, and distribute electronically to appropriate persons within the organization.

**SECTION G. Independent Contractor Relationship**

It is understood by the Consultant (as an independent business owner) and the Client (the contracting authority) that their relationship is not of employee to employer. The Consult acknowledges and understand that provisions od law, including workers’ compensation, unemployment insurance, wage and hour as well as all applicable taxes are the responsibility of the contractor/ independent business owner and not the Client (the contracting authority). As evidence of the same the Consultant had supplied the Client with a letter of exemption for the corporation officer issues by the State of Montana, Department of Labor and Industry, a copy of which is incorporated as part of this understanding.

The Client (contracting authority) acknowledges and understands that in order to maintain an independent contractor relationship between the Consultant and Client (the contracting authority), the Client may not exercise control over the manner and detail in which the work is performed. The contracting authority shall be concerned only with the delivery of the finished product within the timeframes agreed to by the parties. The contracting authority recognizes that by exercising control over the established profession/occupation free from exercise of control by the Client other than a delivery of a finished product in the timeframes. Agreed to by the parties with payment to be made as further agreed by the parties.

**SECTION H. Indemnification**

The Client agrees to defend, indemnify and hold Client harmless from any and all losses and claims that may result to Client because of negligent activity of Consultant, its’ agents and/or employees.

**SECTION I. Liability Insurance**

At the request of the Client, Loveland Consulting. Has agreed to secure coverage of $1 million per incident.