

Stephanie Harvey Consulting

469 South Cherry Street, Suite 100
Denver, Colorado 80246
phone 720-889-2754
fax 720-889-2752
StephHarvey@comcast.net
EIN #: 26-1585619

December 1, 2017

Kelly Hornby
Assistant Superintendent
Campbell County School District
525 West Lakeway Drive
Gillette, WY 82718

Dear Kelly:

I'm delighted to confirm the planned work between Stephanie Harvey Consulting and the Campbell County School District in 2018. Please accept this letter as a formal statement of my intent to send Lynette Emmons for 6 days of professional development (two trips of three days each) with six secondary schools in CCSD. Dates for the visits are tentatively set as:

Tues.-Thurs., Jan. 23-Jan. 25, 2018

Tues.-Thurs., March 13-15, 2018

The remainder of this letter provides detailed information regarding professional fees, invoicing procedures, travel arrangements, and audio-visual needs. In return, Stephanie Harvey Consulting will need you to countersign this letter acknowledging the pertinent details of our agreement, which should be mailed to the above address as soon as possible in order to secure our engagement. Of course, if necessary, you may generate a more formal contract in lieu of signing this letter of confirmation.

Lynette's daily professional fees are \$2,700, plus expenses, which include round-trip airfare, baggage fees, hotel, meals (at GSA per diem), ground transportation, and parking fees at the home airport. We typically book airline tickets at least 30 days in advance to obtain the best possible price for the client. This is particularly important when traveling to Gillette, as flights in and out are limited, and therefore expensive. Normally our consultants fly in the day before the work begins, and depart at night after the final day of work. *Because of the limited flights, Lynette will likely have to stay in Gillette one extra night and depart the morning after the work is finished—so, for these three day visits, we have included the costs of four nights in a hotel.* Finally, an administrative fee of 7.5 percent will be added to the net total of fees and expenses. The total costs (professional fees plus expenses) for the work will not exceed \$23,000. I have attached an estimated budget for this work, with details of expenses. Please let me know if you have questions.

Stephanie Harvey Consulting will invoice you for the work within a week of completion. Itemized receipts will be included, and you will only be invoiced for actual expenses incurred. Payment of the invoice will be due within 30 days of receipt.

In the event of flight cancellations due to weather problems, acts of God or other travel issues that result in additional nights in the hotel, days with the car, meals, etc., Campbell County would be responsible for these costs. Stephanie Harvey Consulting will take care of rescheduling and rebooking hotel and flights, and invoicing Campbell County for the extra costs. If our consultant or Stephanie Harvey Consulting cancels the visit, Campbell County would *not* be responsible for paying extra costs due to the last-minute cancellation.

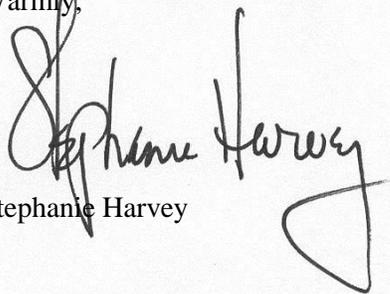
The EIN for Stephanie Harvey Consulting is 26-1585619. Tax reporting for any payments should use this EIN. As a Colorado corporation, Stephanie Harvey Consulting will file income tax returns to appropriate state and Federal agencies. If your district or entity requires withholding tax for out-of-state contractors without exception, we will require that the tax be added to the contract fee up front. If your district or entity requires that Stephanie Harvey Consulting pay sales taxes, that will be added to the contract fee up front as well.

Our audio-visual needs primarily consist of an LCD projector with sound capability, a cordless lavalier microphone (for larger groups), and a small table set up next to the projector for materials. We will bring our own laptop computers. We would also appreciate having on hand some bottled water and post-it notes.

Finally, we would like to discuss our workshop and classroom demonstration content in detail over the phone 4-6 weeks prior to our arrival. This discussion will help us to customize our work to your particular goals and needs. Also, if applicable, please be aware that the maximum number of classroom demonstrations we conduct in one day is two — one demonstration in the morning and one in the afternoon. These demonstrations should include a prebrief and a debrief of approximately one hour each (as described in the attached proposal) to assure our ability to deliver a high quality product to Campbell County.

I look forward with enthusiasm to our upcoming work together!

Warmly,



Stephanie Harvey

Kelly Hornby, Assistant Superintendent, Campbell County SD

STEPHANIE HARVEY CONSULTING
Estimated Budget for Campbell County 2017-18

Item	Description	Amount
<u>Consulting Days</u>		<u>\$16,200.00</u>
	Lynette Emmons, 6 days at \$2,700	\$16,200.00
<u>Airfare</u>		<u>\$2,500.00</u>
	Tampa-Gillette (2 round trips @ \$1,200)	\$2,400.00
	Baggage Fees, 2 trips @ \$50 ea	\$100.00
<u>Hotel</u>		<u>\$907.20</u>
	\$105 per night at 8 nights (Hampton Inn Gillette)	\$840.00
	Sales & Lodging Taxes, 8%	\$67.20
<u>Meals</u>		<u>\$346.00</u>
	\$51 per day at 6 days	\$306.00
	\$20 per travel day at 2 days	\$40.00
<u>Ground Transportation</u>		<u>\$900.00</u>
	Rental Car, Gas (\$450/visit @ 2 visits)	\$900.00
<u>Parking/transport home airport</u>		<u>\$240.00</u>
	Approximate Parking Fees (home airport)	\$180.00
	Mileage (to and from home airport)	\$60.00
<u>Administration</u>		<u>\$1,581.99</u>
	7.5% Net Fees and Expenses	\$1,581.99
GRAND TOTAL		<u><u>\$22,675.19</u></u>