

PROFESSIONAL SERVICES AGREEMENT

Between Wenatchee Valley College Foundation (WVCF) and Donald A. Campbell and Company (Campbell & Company) for campaign advancement services

Campbell & Company will provide fundraising consulting services to WVCF as outlined in our proposal of April 5, 2019. This agreement may be modified in writing by both parties to include new services and levels of professional involvement with the appropriate adjustment in professional fees.

The term of this agreement will be for a period from July 1, 2019 through January 31, 2020.

PROJECT TEAM

The Campbell & Company professionals assigned to this project are listed below. Other members of the firm may be involved as necessary to complete our mutually agreed-upon objectives.

James Plourde, Vice President

Kate Effland, Consultant

Members of our Strategic Information Services team

Members of our Communications consulting team

An additional member of our Fundraising consulting team

FEES AND EXPENSES

Based on the level of staffing and time required for this project, professional fees are \$112,475, to be paid as follows:

July-December 2019

\$16,067 per month

January 2020

\$16,073 per month

Fee includes completion of professional services as described in the proposal, including electronic copies of presentations, reports, meeting agendas, and other materials as requested. Consulting fees will be payable as invoiced. Additional time requested will be billed at relevant prorated daily rate or portion thereof. Expenses will be billed the month after they are incurred, and a copy of our expense policy is attached. Costs related to travel, lodging and meals are estimated at \$10,000 during the life of this contract. A one-percent per month service charge will be added to all accounts more than sixty (60) days in arrears.

TIMELINE

	JULY 2019	AUGUST 2019	SEPTEMBER 2019	OCTOBER 2019	NOVEMBER 2019	DECEMBER 2019	JANUARY 2020
Phase 1:							
Kick-off Meeting							
Internal Assessment							
Case Development							
Data Analytics							
Phase 2:							
Board Focus Group							
Leadership Briefings							
Campaign Materials							
Campaign Operating Plan Development							

CONTRACTUAL CONDITIONS

The conditions of this agreement are as follows:

- In the event that WVCF finds it necessary to cancel a prescheduled meeting date and Campbell & Company is unable to schedule other client business for that time, WVCF will be billed for any additional expense incurred for out-of-town travel and according to the following schedule:
 - For meetings canceled within three to seven calendar days advance notice, one-half of the regular fee for scheduled time.
 - For meetings canceled within 48 hours of the prescheduled meeting, the full fee for the scheduled time.
- Campbell & Company will be appointed as fundraising counsel to WVCF for the duration of this agreement.
- Should the requirements for professional services expand to include fundraising and/or communications responsibilities not included in this agreement, this may be modified in writing by both parties to include new services and levels of professional involvement with the appropriate adjustment in professional fees.
- This agreement may be terminated at any time by either party by 30 days written notice. The agreement termination date will be 30 days from the date the other party receives the notice of termination. WVCF would owe prorated contracted fees, and Campbell & Company would provide its professional consulting services up to and including the agreement termination date.
- WVCF agrees not to recruit or to hire any employee of Campbell & Company, whether as an employee, consultant, or subcontractor, during the period of this agreement or for one year following its completion. In the event that the client breaches this provision, Campbell & Company will consider this a serious breach of contract and will seek any remedies available under the law.
- Professional fees are based on the needs of the project and are not contingent upon the achievements of any specific financial objective, nor shall they be increased if a specific goal is oversubscribed.
- Campbell & Company is proud of our clients' accomplishments and may, on occasion and with your approval, incorporate your achievements into our marketing efforts. Both during and after our engagement we may contact you for updates, photographs, and/or information about your advancement and fundraising results.
- Campbell & Company will at no time have custody or control of contributions, nor will Campbell & Company be involved in direct solicitation of contributions pursuant to this agreement.



your mission. our passion.

SIGNATURES

This agreement, when properly signed by an officer of Wenatchee Valley College Foundation, will confirm our services. Campbell & Company is registered as fundraising counsel with the Attorney General of the State of State and is required to place a copy of the agreement on file with that office. We welcome the opportunity to be of service to you and look forward to a mutually beneficial relationship.

Donald A. Campbell and Company

Accepted By: Wenatchee Valley College Foundation

Kate Roosevelt

Rachel Evey

Kate Roosevelt, Executive Vice President
June 12, 2019

Rachel Evey, Executive Director

June 18, 2019

Date

BILLING CONTACT INFORMATION

Note: Invoices will be delivered via email unless otherwise requested

Name and Title: Brenda ^{Galvan} Galvan, Accountant
Organization: Wenatchee Valley College Foundation
Address: 1300 5th Street
Wenatchee, WA 98801
Phone: (509) 682-6412
Email: bgalvan@wvc.edu

EXPENSE POLICY

AIR TRAVEL

Campbell & Company will charge for airfare at lowest coach rates available to accomplish client objectives; Penalties for changes requested by client will be charged. On flights with one way air time in excess of three hours the charge will be for premium seating in coach (e.g. economy plus). For international travel in excess of 8 hours the charge will be for business class. Penalties for changes requested by the client will also be charged.

GROUND TRANSPORTATION

Campbell & Company will charge for Ground Transportation utilized for client related activities, including taxi/limo, car rental expense, gasoline, parking and tolls. When using a personal vehicle, mileage will be charged at current IRS rate.

HOTEL/LODGING

Campbell & Company will charge for lodging at best rates available while conducting business on behalf of the client.

MEALS

Campbell & Company will charge for meals--reasonable in price for the area--when incurred for direct service to the client.

REPRODUCTION SERVICES

Campbell & Company will charge for black and white reproduction of all client-related documents at the rate of \$.10 per page and all color documents at \$1.00 per page. Outsource services will be billed at vendor rates.

OFFICE EXPENSE/TELEPHONE/POSTAL/COURIER SERVICES

Campbell & Company will charge for requested international telephone calls and for any office supplies requested by the client to accomplish agreed upon objectives. Campbell & Company will also charge for our cost to mail, messenger, or overnight express client-related correspondence.

RECEIPTS

Copies of receipts for expenses in excess of \$25.00 will be provided on request.