



**Agreement for Professional Services
Consultant Contract/Letter of Agreement
Between**

West Kentucky Educational Cooperative
201 Hogancamp General Services Building
Murray, KY 42071
EIN: 61-0908314
(Herein after referred to as WKEC)

Hopkins County Schools
320 South Seminary Street
Madisonville, KY 42431
(Herein after referred to as HCS)

WKEC and HCS hereby enters into an Agreement to facilitate and develop a strategic plan.

Responsibilities and Expectations:

- I. Duties to be completed by WKEC will include:
 - a. Facilitate strategic planning sessions, as described in the attached proposal, that respectfully allows full understanding of current and future issues and opportunities and engages each of the included stakeholders either in in-person sessions, focus groups or through surveys.
 - b. Validate current mission, vision and values for long range planning (5+ years)
 - c. Assist with the development of 3-5 key strategic priorities for the next 5+ years
 - d. Establish benchmarks for success for the established key priorities
 - e. Document all outcomes and action planning recommendations resulting from the strategic planning session
 - f. Provide a preliminary draft strategic plan report documenting discussion transcribed during the planning sessions that includes agreed upon goals, objectives, strategies and measurable outcomes. Report will include action item list with schedule of completion and responsible parties per planning session dialogue.
 - g. Coordinated review and editing of draft report with HCS.
 - h. Provide a final comprehensive report of the strategic plan.
- II. Duties to be completed by HCS include:
 - a. Providing location for the planning sessions
 - b. Providing preliminary materials to the facilitators to assure proper design of facilitated strategic planning sessions (including previous strategic plans and other departmental plans)
 - c. Offering direct feedback on all draft reports and findings to assure accurate and timely reporting for all key Hopkins County stakeholders.
 - d. Providing funding support for the project in the amount of \$24,500.00

Payment Terms:

HCS will receive an invoice for \$12,250 (50% of the amount due) upon contract execution. HCS will receive an invoice for \$6,125 (25% of the amount due) upon presentation of the Needs Assessment Report. HCS will receive a final invoice for the remaining \$6,125 (25%) upon delivery of the final strategic plan from WKEC.

Project Timeline of Activities:

See attached Proposal.

Signatures of Authorized Organization Representatives

Gretchen Wetzel
Executive Director
WKEC

Date

Shannon Embry
Board Chairman
Hopkins County Schools

Date