

# Statement of Work

City of Coppell: Allies in Community™ (SOW.Allies.5)

September 1, 2018 May 31, 2018

2018-2019 Allies

Allies Launch & Program Execution

**Date:** May 9, 2018

**Buyer Phone:** [972-304-3670](tel:972-304-3670) (office)

**Client Name:** City of Coppell, Texas

**Buyer Name:** City Manager

**Buyer Email:** [MLand@coppelltx.gov](mailto:MLand@coppelltx.gov)

**Bill to Name:** Mike Land

**Buyer Address:**

City of Coppell

255 Parkway Boulevard

Coppell, Texas 75019-9478

The Services provided pursuant to this Statement of Work shall be governed by the terms and conditions attached hereto:

## Summary of Work

This work is the final cohort communication, preparation, launch, and execution of the Coppell Allies Cohort from late September 2018 through mid-May, 2019. The focus of this work is to follow up with the cohort starting a month before the launch, preparing all the details of the Inaugural Weekend, the launch, and execution of the complete Allies program.

NOTE: Per your request, this Statement of Work removes certain services from the previously contemplated Statement of Work.. More specifically, these were the services under Items 1 and 2. Excluded items are listed in the attached Addendum. These items are now specifically the responsibility of the City of Coppell. DiversityWealth will provide support to the City of Coppell employees for these responsibilities.

## Objectives

### Scope of Work

1. Allies Launch and Program Execution
  - a. Tentative Launch Day Sept. 22 (Two Weekend Days: All sessions are 6 hours long)
  - b. Nov 3
  - c. Dec 18
  - d. Jan 12
  - e. Feb 23
  - f. Apr 6
  - g. May 8

*Estimated Cost: \$72,000.00*

### Expenses

- Printing Materials & Supplies/Shipping & Handling. Client will pay actual printing and shipping for additional materials requested from DiversityWealth, plus a 10% handling charge.
- Recommend client print workbooks on-site (in-house). Vendor volume print estimate @ \$10-25 per workbook.
- Any DiversityWealth consulting, facilitation, and travel expenses are additional and billed at actual cost, plus a 10% handling charge. Client is responsible for indicating any applicable travel caps.

**Requests for Changes** - The parties agree to the deliverables and schedule for the Products and Services described in this Statement of Work. Any changes and/or addition of new deliverables, to the Products and Services may require an adjustment to the schedule and/or result in additional fees. DiversityWealth will review requests for changes to determine if such changes can be accommodated within the schedule and for the fees provided herein. DiversityWealth will provide Client cost estimates for any changes that require additional time and/or fees and will require Client's approval in writing prior to beginning the work.

Client specifically represents and warrants that it either owns or uses with permission of the owner any models or data that will be provided to DiversityWealth for inclusion in the course materials. Client further represents that it has the requisite ownership or has obtained requisite permission to authorize DiversityWealth to incorporate such model or material into the customized materials to be provided pursuant to this Agreement. Client shall indemnify and hold DiversityWealth harmless from and against all costs arising out of or resulting from any action by a third party against DiversityWealth that is based upon any claim that DiversityWealth' use of materials provided by Client infringe a patent, copyright or other proprietary right or violate a trade secret.

**IN WITNESS WHEREOF**, the parties hereto have caused this SOW to be executed as of the day and year first written above.

**By:**

**By:**

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**Title: DiversityWealth, Tasnim Benhalim.  
Founder/Principal**

**Title: City of Coppell, Mike Land, City Manager**

Please sign above and return this document to **Omar Benhalim** at [Omar@DiversityWealth.com](mailto:Omar@DiversityWealth.com)

## Addendum to the City of Coppell: Allies in Community SOW 5 dated May 9, 2018

### “Excluded Items”

#### Objectives

#### Scope of Work

1. Allies Cohort Communication **(40 hours)**
  - a. 1 Month Reminder Email
  - b. 2 Weeks Reminder Email
  - c. Phone follow ups and answering all questions
  - d. Potential Webinar for a live Q&A and rundown of the program
2. Allies Inaugural Weekend Preparation **(60 hours)**
  - a. Coordinating communication with all stakeholders that need to be present to welcome the cohort
  - b. Coordinating Media & PR relations
  - c. Coordinating all event preparation including venue, food, and related prep
  - d. Preparing and coordinating all Cohort registration and welcome protocols/packets