



July 15, 2021

Joelle Landers, Personnel Director
City of Bisbee
915 Tovreaville Rd.
Bisbee, AZ 85603

Re: Project Agreement and Engagement

Dear Director Landers,

Thank you for choosing Revolutionary HR Consulting to assist with human resources investigations and related matters for the City of Bisbee. We are delighted to work with the City in this capacity.

For purposes of this engagement letter, services to be provided by Revolutionary HR Consulting and any of its representatives will herein be referred to as “the Consultant” and the City of Bisbee as “the Client”.

This letter of engagement serves to outline and affirm the scope of work discussed, which entails:

- ⌘ Review of all pertinent documents or other materials related to the incident(s) in question.
- ⌘ Providing appropriate investigation notices to interviewees, if applicable.
- ⌘ Interviewing witnesses and other appropriate parties either via video conference or phone.
- ⌘ Providing a comprehensive *Report of Findings*.
- ⌘ Conducting an executive briefing or presentation of findings, if desired.
- ⌘ Follow-up as needed related to the any of the above.

In providing these services, the following is not included:

- ⌘ Providing counsel or guidance to Client’s employees regarding the investigation or any aspect of their employment with the Client.

COMPENSATION

For the services outlined above the rate of compensation is \$250/hour.

While it is estimated that this investigation will take approximately 50 hours to complete, this is a preliminary estimate. The actual number of hours will depend on the trajectory of the investigation as details are uncovered. Consultant will notify the Client in advance should the number of projected hours be anticipated to exceed this amount.

The Consultant will submit a final invoice to the Client following the delivery of the completed report. Invoices are due and payable upon receipt thereof by the Client.





Consultant may request reimbursement for expenses reasonably incurred in the performance of the scope of work. Such expenses must be pre-approved by the Client prior to the Consultant submitting a request for reimbursement.

PERFORMANCE

Both Parties agree to do everything necessary to ensure the scope of work for this engagement is met.

Consultant will provide own tools, instruments, equipment, and place of performing the services, unless otherwise agreed between the Parties. The Client will provide access to pertinent information reasonably required to permit the Consultant to perform the scope of work outlined above.

All services to be provided by Consultant shall be performed with promptness and diligence in a high-quality manner and at a level of proficiency to be expected of one with the background and experience of which this Consultant has.

Consultant will not be held liable for the outcome of court or legal proceedings.

NON-DISCLOSURE & WORK PRODUCT

Unless otherwise agreed to in advance and in writing by the Client, Consultant will not use the confidential information for any purpose whatsoever other than the performance of the services; or disclose the confidential information to any third party.

All materials and information provided to the Consultant in connection with this engagement will be used for the expressed and sole purpose of completing the outlined scope of work.

Upon conclusion of this engagement, Consultant will maintain any documentation or records provided by the Client in connection with this assignment for a period of one year.

FUTURE CONTRACTING

Desired additional engagements, within two years of the service rendered date, with any Revolutionary HR Consulting team member for which services have been rendered to the Client must be negotiated through Revolutionary HR Consulting.

TERMINATION

This engagement may be terminated by either party at any time with 5 days advance written notice.

Signatures of Acceptance:


Joelle Landers (344) 231-2023 | 1021019975

Joelle Landers, Personnel Director
City of Bisbee
Client



LaCoya S. Shelton, Chief Executive Officer
Revolutionary HR Consulting, LLC
Consultant

