PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made and entered into at Menlo Park, California, this 1st day of August, 2019, by and between the CITY OF MENLO PARK, a Municipal Corporation, hereinafter referred to as "CITY," and PATRICIA HADDOCK, hereinafter referred to as "FIRST PARTY."

It is agreed between the CITY and FIRST PARTY as follows:

1. SERVICES TO BE PERFORMED BY FIRST PARTY

In consideration of the payment by CITY to FIRST PARTY, as hereinafter provided, FIRST PARTY agrees to perform all the services for the City of Menlo Park as set forth in Exhibit "A," Scope of Services, attached hereto.

2. AGREEMENT TERM

The term of this agreement shall be from August 23, 2019 to November 15, 2019 unless mutually agreed upon by CITY and FIRST PARTY in writing.

3. COMPENSATION AND PAYMENT

In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A," CITY shall make payment to FIRST PARTY in the manner specified herein and in Exhibit "A." This compensation shall be based on the rates described in Exhibit "A." Payments shall be monthly for the invoice amount or such other amount as approved by CITY. CITY shall have the discretion to approve the invoice and the work competed statement. CITY shall have the right to receive, upon request, documentation substantiating charges billed to CITY. CITY shall have the right to perform an audit of the FIRST PARTY's relevant records pertaining to the charges. In the event that the CITY makes any advance payments, FIRST PARTY agrees to refund any amounts in excess of the amount owed by the CITY at the time of agreement termination. CITY reserves the right to withhold payment if the CITY determines that the quantity or quality of the work performed is unacceptable. In no event shall total payment for all services under this agreement exceed $2,000 unless mutually agreed upon in writing by the CITY and FIRST PARTY.

4. RELATIONSHIP OF THE PARTIES

FIRST PARTY agrees and understands that the work/services performed under this agreement are performed as an Independent Contractor and not as an employee of the City of Menlo Park and that FIRST PARTY acquires none of the rights, privileges, powers or advantages of City employees.
5. INSURANCE AND INDEMNITY

1. General liability insurance:
FIRST PARTY, at its own expense, shall provide and keep in force, commercial general liability insurance insuring against liability for bodily injury and property damage arising out of its work in an amount of not less than one million dollars ($1,000,000) for injury to, or death of one person in any one accident or occurrence, and in an amount of not less than one million dollars ($1,000,000) for injury to, or death of more than one person in any one accident or occurrence, and in the amount of not less than one million dollars ($1,000,000) per occurrence in respect to damage to property. CITY shall be named as an additional insured on Contractor's commercial general liability insurance policy. FIRST PARTY shall provide CITY with a certificate of insurance coverage evidencing said coverage, including a copy of all declarations of exclusions, before commencing work.

2. Automobile liability insurance:
The FIRST PARTY shall maintain automobile liability insurance pursuant to this agreement in an amount of not less than one million dollars ($1,000,000) for each occurrence combined single limit or not less than one million dollars ($1,000,000) for any one (1) person, and one million dollars ($1,000,000) for any one (1) accident, and three hundred thousand dollars, ($300,000) property damage. To the full extent permitted by law FIRST PARTY agrees to defend, indemnify and hold CITY, its employees, agents, officials, and officers, harmless from any and all claims, liability for damages caused by contractor's negligent performance of services under this agreement.

3. Professional liability insurance:
FIRST PARTY shall maintain a policy of professional liability insurance, protecting it against claims arising out of the negligent acts, errors, or omissions of FIRST PARTY pursuant to this agreement, in the amount of not less than one million dollars ($1,000,000) per claim and in the aggregate. Said professional liability insurance is to be kept in force for not less than one (1) year after completion of services described herein.

4. Indemnity:
The FIRST PARTY shall defend, indemnify and hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants from all claims, suits or actions that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the FIRST PARTY brought for, or on account of, injuries to or death of any person or damage to property resulting from the performance of any work required by this agreement by FIRST PARTY, its officers, agents, employees and servants. Nothing herein shall be construed to require the FIRST PARTY to defend, indemnify or hold harmless the CITY, its subsidiary agencies, their officers, agents, employees and servants against any responsibility to liability in contravention of Section 2782.8 of the California Civil Code.

6. NON-ASSIGNABILITY

FIRST PARTY shall not assign this agreement or any portion thereof to a third party without the prior written consent of CITY, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this agreement.

7. TERMINATION OF AGREEMENT

The CITY may, at any time, terminate this agreement, in whole or in part, for the convenience of CITY, by giving written notice specifying the effective date and scope of such termination. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereinafter referred to as materials) prepared by FIRST PARTY under this agreement shall become the property of the CITY upon FIRST PARTY’S receipt of final payment and shall be promptly delivered to the CITY. Upon termination, the FIRST PARTY may make and retain a copy of such materials. FIRST PARTY shall be entitled to receive payment for work/services provided before termination of the agreement. Such payment shall be that portion of the full payment, which is determined by comparing the work/services completed to the work/services required by the agreement.
8. **WORKERS’ COMPENSATION INSURANCE**

FIRST PARTY agrees and understands that the CITY does not provide workers’ compensation insurance to, or on behalf of, the FIRST PARTY for the work/services performed, but that said insurance is the sole responsibility of the undersigned.

9. **PAYMENT OF PERMITS/LICENSES**

FIRST PARTY shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, before commencement of said work/services or forfeit any right to compensation under this agreement.

10. **NON-DISCRIMINATION**

No person shall illegally be excluded from participation in, denied the benefits of, or be subjected to discrimination under this agreement on account of their race, sex, color, national origin, religion, age, or disability. FIRST PARTY shall ensure full equal employment opportunity for all employees under this agreement.

11. **RETENTION OF RECORDS**

FIRST PARTY shall maintain all required records for three years after the CITY makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the CITY, a federal agency, and the State of California.

12. **MERGER CLAUSE**

This agreement, including Exhibit “A” attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document’s date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the CITY. In the event of a conflict between the terms, conditions, or specifications set forth herein and those in Exhibit “A” attached hereto, the terms, conditions, or specifications set forth herein shall prevail.

SIGNATURE PAGE TO FOLLOW
This agreement is not valid until signed by both parties.

FOR FIRST PARTY:

[Signature]

Date: 8-13-19

Printed name: PATRICIA A. HADDOCK

Title: [Title]

Tax ID#: [Redacted]

APPROVED AS TO FORM:

[Signature]

William L. McClure, City Attorney

Date: 3/24/19

FOR CITY OF MENLO PARK:

[Signature]

Theresa DellaSanta, Human Resources Manager

Date: 8-19-19

ATTEST:

[Signature]

Judi A. Herren, City Clerk

Date: 8/22/19
W-9 Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)
Patricia A Haddock

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ☐ Other (see instructions) ☐ ☐ Exempt payee

Address (number, street, and apt. or suite no.)
3193 16th Street
City, state, and ZIP code
San Francisco CA 94103
List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Social security number
568 70 2357

or

Employer identification number

Part II Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Signature of U.S. person: Patricia Haddock
Date: 5-22-14

FOR COUNTY DEPARTMENT USE ONLY

I approve this addition of a new PEID/vendor record or requested changes to existing PEID record.

Date Requested: ___________________________
Requester Name: ___________________________
Authorized A/P Approver Signature: ___________________________
CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Clauson Insurance Agency
859 Clay Street
Oakland CA 94607

CONTACT NAME: Mike Clauson
PHONE: 510-839-3276
FAX: 510-839-3275
ADDRESS: clausoninsuranceagency@outlook.com
INSURER(S) AFFORDING COVERAGE: Farmers Insurance Exchange
NAC # 21652

INSURED
HADDOCK, PATRICIA
3193 16TH ST
SAN FRANCISCO CA 94103

INSURER A: Farmers Insurance Exchange
21652

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

3193 16TH ST, SAN FRANCISCO, CA 94103

SEE ATTACHEDENDORSEMENTS: BP04480197

CERTIFICATE HOLDER
COUNTY OF SAN MATEO
455 COUNTY CENTER, 4TH FLOOR
REDWOOD CITY, CA 94063

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS POLICY

SCHEDULE*

Name Of Person Or Organization: COUNTY OF SAN MATEO

* Information required to complete this Schedule, if not shown on this endorsement, will be shown in the Declarations.

The following is added to Paragraph C. Who Is An Insured in the Businessowners Liability Coverage Form:

4. Any person or organization shown in the Schedule is also an insured, but only with respect to liability arising out of your ongoing operations or premises owned by or rented to you.
BUSINESS LICENSE

The person, firm or corporation named herein is hereby granted license as shown hereon, pursuant to City ordinances. To verify the validity of this Business License, please contact the City of Menlo Park.

BUSINESS NAME: Patricia Haddock
BUSINESS OWNER: Patricia Haddock
BUSINESS LOCATION: 3193 16th ST San Francisco, CA 94103-3362

TO BE POSTED IN A CONSPICUOUS PLACE

CITY OF MENLO PARK
Civic Center • 701 Laurel Street • Menlo Park, CA 94025
Phone: (650) 329-4642 • FAX (650) 327-5391

BUSINESS PHONE NO: (415) 710-2733
BUSINESS DESCRIPTION: Management Consulting Services

PLEASE DISPLAY THIS LICENSE AS PROOF OF BUSINESS LICENSE. A BUSINESS LICENSE EXPIRES AT THE END OF EACH CALENDAR YEAR. FEES MUST BE PAID EACH YEAR TO RENEW THIS BUSINESS LICENSE. THIS LICENSE IS NOT VALID UNTIL FEES ARE PAID.

Business License Number: 72395
Effective Date: 1/2/2019
Without Annual Renewal This License Expires December 31st each year.
Code Section No.: 5.12

NOT A SOLICITOR'S LICENSE - THIS LICENSE IS NON TRANSFERABLE
Response to Request for Proposals (RFP)
Professional Consulting Services for
City of Menlo Park’s 2019 Employee Training and Quarterly Mini-conference Series

Human Resources
Lenka Diaz—Administrative Services Director
701 Laurel Street
Menlo Park, CA 94025

Submitted
January 8, 2019
By
Patricia Haddock
Consultant, Signatory, Contact

Patricia Haddock serves all these functions:
1. The person authorized for contractual obligations
2. The person authorized to negotiate the contract
3. The persons to be contacted for clarification

No confidential or proprietary information from any client is enclosed
Statement of Qualifications and Experience

My business is organized as a sole-proprietorship ("Patricia Haddock") as defined by the IRS. I am the only principal, and there are no employees.

Highlights of Relevant Experience

- Workforce development training and communications consulting for more than 25 years, working primarily in the Bay Area
- Preferred vendor for workforce development with the Counties of Santa Clara and San Mateo
- Extensive experience in developing and delivering my own proprietary programs and customized programs, specializing in serving the needs of government entities
- Primary instructor for the County of Santa Clara Skillful Business Writing Certificate, the writing programs of Patelco and Technology Credit Unions, and the VA Palo Health System, among others
- Instructor for an agency-wide change management training program for County of Santa Clara
- Consultant for developing managerial change management communications and training for a county-wide, software rollout
- Presented at multiple conferences and retreats for a variety of government agencies and departments with a focus on breakout sessions
- Lead consultant for organizational change management messaging and training for organizational mergers and acquisitions within several financial institutions

My client list includes the County of San Mateo; the cities of Mountain View, Sunnyvale, Burlingame, Daly City, South San Francisco, and others; the County of Santa Clara and several of its departments and agencies, including Clerk Recorder Office, Parks, Technology Services, Social Services Agency, and others; Patelco and Technology Credit Unions; CPUC, the IRS, NASA; Stanford University and UC Extension; and other organizations. I have served on the faculties of the National Judicial College, UC Berkeley Extension, Foothill-DeAnza Business and Industry, and the American Management Association.

Before starting my business, I was an assistant vice president and senior communications officer for Bank of America where I was responsible for developing and delivering organizational communications to 95,000 employees and 5,000 retirees worldwide. My published books:
- Developing as a Professional
- Leadership Skills for Women
- Office Management: A Productivity and Effectiveness Guide
- The Time Management Workshop
- Starting Your Own Business
Process

My programs use an interdisciplinary approach that includes best practices, academic research, and information from other, relevant resources, all focused on the working professional in government or non-profit organizations.

I meet with the client by phone to discuss desired outcomes for the training and identify specific areas/problems to be addressed. The client is presented with a detailed outline of course content for review. Upon client acceptance of the content outline, materials are finalized. All materials, such as participant handouts and PPTs, are provided at no additional cost. Participant evaluations are provided either by the client or the instructor, based on client preferences. All evaluations are reviewed and appropriate adjustments to content are made in response to input from participants and the client.

Unless otherwise noted, all training programs:
• Are delivered by Patricia Haddock
• Are onsite at the client’s location
• Include curriculum, outcomes, agendas, and additional resources
• Use a variety of training methods, including lecture; individual, small group, and large group activities; case studies; journaling; assessments; and others
• Use PPT presentations (projector and PC provided by client or Patricia Haddock, based on client’s preferences)

Available Training Topics
Subject Area 1: Trust Building Examples

Developing as a Professional

Objectives
• Understand the importance of professional development for long-term career success
• Assess core competencies and areas that need improvement
• Build effective networks for greater effectiveness
• Showcase abilities and demonstrate professionalism
• Become more influential and persuasive
• Create a plan for short-term, mid-term, and long-term development
Working with Multi-generations

Objectives
- Understand the primary work ethic of each generation
- Be more accepting of generational differences, preferences, and expectations about work ethic, work styles, interpersonal relationships, values, and communication
- Anticipate and proactively respond to generational conflicts that affect workplace relationships
- Gain awareness of how and why each generation reacts as it does to certain situations

Building Effective Workplace Relationships

Objectives
- Create credibility, build trusting relationships, and engender confidence from others
- Reframe events to improve relationships and minimize conflicts
- Understand the role of emotional intelligence in the workplace
- Apply active listening and questioning techniques for improved communication
- Build and maintain rapport with others

Subject Area 2: Communication Examples

Time Management and Organization

Objectives
- Plan actions to achieve results
- Set priorities and focus on what is most important
- Manage projects and assignments
- Identify and remove obstacles to productivity
- Save and invest time
- Eliminate clutter

Getting Results Through Influence and Persuasion

Objectives
- Understand the roles of influence and persuasion to gain the approval, collaboration, and support of others
- Positively affect professional and organizational performance
- Develop and strengthen collaborative relationships for greater synergy
- Understand and use motivation and decision-making styles to produce results
- Anticipate and address objections
- Focus on benefits and solutions, not features and problems
Subject Area 5: Middle Manager and Supervisor Development Examples

Building High Performance Teams

Objectives
- Focus on the factors that contribute to high performance teams
- Understand the stages required for team building
- Know what to expect in each stage and how to lead the team through it
- Hire the right team players for the team
- Integrate team members into a cohesive unit
- Gain skills for conflict resolution, team motivation, and performance improvement
- Improve collaboration among team members

Mentoring and Coaching Younger Employees for Leadership Roles

Objectives
- Understand the learning styles, preferences, and expectations of Gen Y and Gen Z populations
- Create learning opportunities that appeal to Gen Y and Z
- Customize development plans to cultivate leadership skills in younger staff
- Use feedback that resonates with different generations to produce results

Develop the Right Mindset for Leadership

Objectives
- Gain insights into the relationship between mindset and personal and professional success
- Discover the differences between fixed and growth mindsets
- Understand how each mindset influences behavior, decision making, attitude, and leadership
- Apply strategies for moving from a fixed mindset to a growth mindset

Leading Through Change

Objectives
- Understand the roles and responsibilities of leadership for change management
- Lessen the drama around change
- Overcome resistance
- Use emotional intelligence and the power of communication to gain support and commitment
- Know how to use motivational factors to get needed results
- Get and sustain team members’ involvement
Subject Area 7: Professional Business Writing Examples

Writing for the Workplace

Objectives
- Determine content before writing
- Focus on reader benefits
- Write more easily and confidently
- Apply journalistic solutions to business writing problems
- Revise for clarity and understanding
- Identify and correct wordiness

Editing and Proofreading

Objectives
- Edit for content and logical flow
- Identify and correct errors in grammar and punctuation
- Eliminate unnecessary words
- Ensure subject–verb and noun–pronoun agreement
- Improve proofreading skills

Writing and Managing Email

Objectives
- Understand email requirements
- Write useful, compelling subject lines
- Target email content to get your message across
- Understand and apply email etiquette
- Use the right tone
- Create a process for managing the inbox

Writing Content for Legislative Files and Staff Reports (includes customization for the City's staff report requirements)

Objectives
- Determine content before writing
- Focus on purpose and audience
- Write more easily and confidently
- Write clearly and persuasively
- Adhere to organizational guidelines
Subject Area 8: Project Management Examples

Project Management Basics for Non-Project Managers

Objectives
- Benefit from planning the work and setting metrics
- Get and stay organized during the work
- Anticipate and manage work stoppages to keep the project on track
- Use easy project management tools, such as Gantt and PERT charts
- Ensure milestones and critical deadlines are met

Consulting Services

- Writing and Editing
- Communications Planning and Implementation
- Change Management Communication Planning and Development
- Manager and Stakeholder Messaging

Certificates of Insurance

General liability insurance through the Farmers Insurance Company:
LIMITS OF INSURANCE
$2,000,000 PER OCC
$4,000,000 GEN AGG
$5,000 PER PERSON
$75,000 PER OCCURRENCE

Licenses

Business license for the City of Menlo Park was submitted on 12-26-18; the license has not been received.

References

1. Kathleen Sexton, Manager, Learning & Employee Development, Office of the County Executive, County of Santa Clara, 2310 N. First Street, Ste 102, San Jose, CA 95131, (408)993-4831, Kathleen.sexton@ceo.sccgov.org. Preferred vendor instructor for more than 8 years.
2. Gabe Aponte, Acting Training and Development Manager, County of San Mateo, 455 County Center, 5th Floor Redwood City, CA 94063, (650) 363-4845. gaponte@smcgov.org. I have been a contract instructor for the County of San Mateo and its consortium for more than 10 years, teaching around 10 workshops per semester.

3. Gioia Perez, HR Analyst II, City of Burlingame, 501 Primrose Road, Burlingame, CA 94010, (65)558-7297 gperez@burlingame.org. For several years, I have taught time management and organization for her under the auspices of the Regional Training and Development Consortium and currently am scheduled to teach again in 2019.
## Pricing (Exhibit B)

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<td>$2,000</td>
</tr>
<tr>
<td>Working with Multi-generations</td>
<td>Half-day</td>
<td>1</td>
<td>$1,000</td>
</tr>
<tr>
<td>Building Effective Workplace Relationships</td>
<td>Half-day</td>
<td>1</td>
<td>$1,000</td>
</tr>
<tr>
<td>Time Management and Organization</td>
<td>Half-day</td>
<td>1</td>
<td>$1,000</td>
</tr>
<tr>
<td>Getting Results through Influence and Persuasion</td>
<td>Half-day</td>
<td>1</td>
<td>$1,000</td>
</tr>
<tr>
<td>Building High-Performance Teams</td>
<td>Half-day</td>
<td>1</td>
<td>$1,000</td>
</tr>
<tr>
<td>Motivating and Coaching Younger Employee for Leadership Roles</td>
<td>Half-day</td>
<td>1</td>
<td>$1,000</td>
</tr>
<tr>
<td>Developing the Right Mindset for Leadership</td>
<td>Half-day</td>
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<td>$1,000</td>
</tr>
<tr>
<td>Leading through Change</td>
<td>Half-day</td>
<td>1</td>
<td>$1,000</td>
</tr>
<tr>
<td>Writing for the Workplace</td>
<td>Half-day</td>
<td>1</td>
<td>$1,000</td>
</tr>
<tr>
<td>Editing and Proofreading</td>
<td>Half-day</td>
<td>1</td>
<td>$1,000</td>
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<tr>
<td>Writing and Managing Email</td>
<td>Half-day</td>
<td>1</td>
<td>$1,000</td>
</tr>
<tr>
<td>Writing Content for Legislative Files and Staff Reports (customized for the requirements of City of Menlo Park)</td>
<td>Half-day</td>
<td>1</td>
<td>$1,500</td>
</tr>
<tr>
<td>Project Management for Non-Project Managers</td>
<td>Full-day</td>
<td>1</td>
<td>$2,000</td>
</tr>
<tr>
<td>All Consulting Services</td>
<td>Per hour</td>
<td>1</td>
<td>$150</td>
</tr>
<tr>
<td>Conference Breakout Session</td>
<td>Up to 2 hours</td>
<td>1</td>
<td>$500</td>
</tr>
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*Terms: 5%/10 net 30

**TOTAL**

$17,000 + Consulting Fees AQ