

Professional Services Agreement

The City of Aurora (jointly known herein as the “CLIENT”), under this agreement, retains Kathryn Birkett (known herein as the “CONSULTANT”) as a consultant to provide consulting services for the City of Aurora’s Pathways to Prosperity initiative. The terms of this agreement are agreed by both parties to be the following:

SERVICES

The CONSULTANT will coordinate and provide support to the staff of the City of Aurora and Aurora Regional Chamber of Commerce (known herein as the “INTERMEDIARY”) that is responsible for facilitating the Aurora Regional Pathways to Prosperity initiative.

The goal of this consultant agreement will be the development and implementation of a plan for a Technical Training Center in Aurora in conjunction with the Pathways to Prosperity partners. The Center will provide training and credentialing in one or more of the Career Pathways identified through the Aurora Regional Pathways to Prosperity initiative. Such plan may include—but is not limited to: (a) staffing and teacher certification; (b) dual-credit provision; (c) local employer participation; (d) certificate/credential offerings; and (e) issues of initial and ongoing curriculum sourcing/development;

Activities and responsibilities in furtherance of this goal will include the following:

- a) Work to ensure that the Technical Training Center can serve as many Aurora students as possible and be accessible to students across school district boundaries by: (a) pursuing and identifying possible grant or funding resources to expand the capacity of the Center; and (b) identifying legislative solutions to obstacles to dual credit for some Aurora students.
- b) Research/conduct site visits, summarize and present "best practice" or “model” programs—focusing especially on the establishment and operation of regional or shared, public school technical training centers—and present a range of strategies available and/or viable for Aurora.
- c) Stakeholder Interviews & Site Visits: the CONSULTANT will work with the CLIENT and INTERMEDIARY organization to identify local educational and business entities including identifying the key opportunities and/or barriers related to Aurora's ability to maximize private sector (business) investment and involvement in training, curriculum development and the provision of work-based learning experiences.
- d) Explore options for weekend and evening funding and use of the facility in partnership with Waubensee Community College, so that the center could additionally serve as a valuable community resource for an adult population such as the long-term unemployed, veterans returning from active duty or simply those looking to enter a second career in one of the identified Pathways

EMPLOYMENT STATUS

The CONSULTANT is an independent contractor, hired under this agreement. The CONSULTANT is not considered an employee of the CLIENT and is not eligible for any benefits.

SUPERVISION

The CONSULTANT will work under the primary supervision of the Mayor's Office and work out of the office of the Aurora Regional Chamber of Commerce, which is acting as the INTERMEDIARY organization for the Aurora Regional Pathways to Prosperity initiative.

DISCLOSURE

The CONSULTANT shall initially disclose upon acceptance of this agreement, and update regularly, all other consulting contracts and/or involvement with agencies and/or projects that are related to activities in the fields of business or education in the City of Aurora and/or that might constitute a conflict of interest.

RECORDS, FILES AND COMPUTER DATA

The CONSULTANT will have access to existing records, files and computer data. The City of Aurora will remain the location for all permanent files and computer records. Computer data and other records updated off-site must be updated at the City of Aurora on an annual basis.

COMPENSATION

The CONSULTANT will be compensated an hourly rate of \$87.50, and will provide an average of 2.5 days of consulting services per week, as needed.

REIMBURSABLE EXPENSES

The CONSULTANT may bill the CLIENT for reimbursement of the following expenses:

- mileage at the approved City rate and not to exceed a \$100 monthly.
- other items with pre-approval from the City of Aurora

The CONSULTANT will be responsible for the following expenses:

- additional mileage
- telephone charges
- off-site computer, fax, copier and other equipment

LENGTH OF AGREEMENT

This agreement will be valid upon City Council approval through 2017 unless terminated by either party under the Severability section of this agreement.

SEVERABILITY

The CONSULTANT and the CLIENT have the right to terminate this agreement by written notice to the other parties. Such notice shall be given at least 30 days prior to the effective termination date.

SIGNATURES

This agreement is hereby agreed upon by:

Kathryn Birkett
221 South Second Street
Geneva, IL 60134

Sept. 30, 2015

Esther Phillips
Director – Purchasing, Finance Division
City of Aurora

Sept. 30, 2015