

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

AGREEMENT FOR PROFESSIONAL SERVICES

WITH

UNIVERSITY CONSULTANTS, INC.

THIS AGREEMENT is made and entered into as of the **1st day of November, 2019**, by and between the **MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY**, a public body corporate and politic ("**Authority**") and **UNIVERSITY CONSULTANTS, INC.**, a Michigan for-profit company doing business as Association Management Resources, ("**Contractor**") to provide the Authority with planning and hosting services for the Building Michigan Communities Conference (BMCC) (The Authority and the Contractor are collectively referred to as the "Parties").

WITNESSETH THAT:

The Authority and the Contractor do mutually agree as follows:

1. **Services Rendered/Scope of Work.** The Contractor shall, in a satisfactory and proper manner as determined by the Authority, render the services described in Exhibit A, which is attached and made a part of this Agreement.
2. **Term.** TIME IS OF THE ESSENCE to this Agreement in connection with the delivery of the products or services or both ("Products and Services") described in the Scope of Work attached and incorporated into this Agreement as Exhibit A. The performance of Products and Services shall begin on or after the execution of this Agreement by the Authority and shall be completed no later than **October 30, 2020**. *At its discretion, the Authority may extend this Agreement for up to two one-year periods.*

3. **Contract. Price and Payment.**
 - a. The total amount to be paid by the Authority to the Contractor under this Agreement shall not exceed **One Hundred Two Thousand Five Hundred Dollars (\$102,500.00)**.
 - b. Billings for Products and Services will be based on a fixed rate not to exceed **\$102,500.00** for professional services. Out-of-pocket expenses are to be reimbursed at the regular per diem rate and Authority policy in effect when Products and Services are rendered.
 - c. Payment will be made upon presentation of invoices submitted periodically for work performed. Final payment shall be made upon the satisfactory completion and submission of all required work and documents.
 - d. WORK PERFORMED OR PROVIDED PRIOR TO THE TERMS OF THIS AGREEMENT SHALL NOT BE ELIGIBLE FOR PAYMENT UNDER THIS AGREEMENT.

4. **Permits and Licenses.** The Contractor shall be responsible for obtaining any and all permits, licenses, and other proper authorization or permission-related documents required for the performance of this Agreement.

5. **Insurance.** The Contractor shall maintain professional liability or self-insurance sufficient in the amount to provide coverage for any errors or omissions arising out of the performance of this Agreement. If, during the term of this Agreement, changed conditions should, in the judgment of the Authority, render inadequate the Contractor's current insurance or self-insurance limits, the Contractor will furnish to the Authority proof of additional insurance or self-insurance as may be required. All insurance or self-insurance required under this Agreement shall be acquired at the Contractor's expense, under valid and enforceable policies, issued by insurers of recognized responsibility. The Authority

reserves the right to reject as unacceptable any insurer.

6. **Record Keeping.** The Contractor and the Authority shall maintain such personnel records as are deemed necessary by the Authority to assure a proper account for all engagement costs. These records will be made available for audit purposes to the Authority and the Auditor General of the State of Michigan, or any authorized representative, and will be retained for seven years after the expiration of the Agreement unless permission to destroy them is granted by both the Authority and the State of Michigan.

7. **Reports.** The Contractor shall promptly submit to the Authority's Contract Administrator (see Section 11) any monthly reports prescribed in Exhibit A, attached and incorporated into this Agreement.

8. **Nondiscrimination.** In accordance with the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., and Executive Directive 2019-09, the Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of this Agreement.

9. **Failure to Perform.** In the event the Contractor fails to perform Products and Services required under this Agreement or performs Products and Services in an improper manner, the Parties agree that the damage that the Authority will sustain as a result thereof will be

substantial and difficult, if not impossible, to ascertain. Therefore, the Parties agree that in the event the Contractor either fails to completely perform Products and Services or performs Products and Services in an improper manner, the Authority shall be entitled to a credit against the Contractor's current unpaid billings for amounts previously paid to the Contractor after the Contractor's non-performance or improper performance. For the purposes of the foregoing, the Parties agree that the Authority shall have sole discretion in determining the adequacy of the Contractor's performance and the amount of credit to be taken. The damages for the Contractor's inadequate or improper performance, as provided in this Agreement, shall not be exclusive but shall be in addition to any other damages which the Authority may be entitled to for the Contractor's default under this Agreement.

10. **Assigned Personnel.** The Contractor warrants that the personnel it will assign to perform the Products and Services under this Agreement shall possess the requisite education, competence and experience. The Contractor further acknowledges and agrees that such personnel may be subject to the evaluation and approval of the Authority, who shall retain the right to determine the sufficiency of the education, competence and experience of the personnel assigned to perform the Products and Services identified in Exhibit A attached and incorporated into this Agreement.

11. **Project Representatives.** The Contractor designates the following individual as project representative for all matters concerning this Agreement:

Jennifer Dickie
Vice President, Client Management
1390 Eisenhower Place
Ann Arbor, MI 48108
Phone: 734.677.2270
Email: jdickie@managedbyamr.com

The Authority designates the following individual as **Contract Administrator**/project

representative to be the initial point of contact for all matters concerning this Agreement:

Dace Koenigsknecht
Authority Buyer
735 East Michigan Avenue
Lansing, MI 48912
Email: KoenigsknechtD1@michigan.gov

The Contractor shall contact only the designated Contract Administrator with any Authority-related questions, work requests, etc., as described in this Agreement, as well as any Authority-related questions, work requests, etc., falling outside the scope of this Agreement.

Except for changes to the performance schedule (not including the project's completion date), the designated project representatives shall have no authority to make promises or binding obligations on behalf of the Authority, as such authority rests with the duly authorized persons executing this Agreement.

12. Employees of Contractor or Project Persons.

- a. Definition of Project Persons. “**Project Persons**” shall be defined in this Agreement as individuals performing the Products and Services pursuant to this Agreement, and/or signed this Agreement on behalf of the Contractor. Project Persons include the names of all employees, agents and independent contractors of the Contractor who perform or render Products and Services pursuant to this Agreement.
- b. Performance of Products and Services. The Contractor acknowledges that only Project Persons shall perform the Products and Services under this Agreement.
- c. Exhibit B - Project Personnel. If the Contractor (or Subcontractor) wishes to add an agent, employee, or independent contractor as Project Persons during the term

of this Agreement, the Contractor shall complete and submit to the Authority an additional or revised Certificate Verifying Project Personnel of the Contractor / Subcontractor ("Certificate"), attached to this Agreement as Exhibit B, for that employee, agent, or independent contractor.

- d. 2007 PA 95, MCL 38.68c. The Contractor and its employees, agents, and independent contractors acknowledge 2007 PA 95, MCL 38.68c, as amended, requires retirees of the State Employees Retirement System (i.e., former state employees who have pensions with the State of Michigan) ("Pensioned Retirees") who become employed by the State, either directly or indirectly through a contractual arrangement with another party, on or after October 1, 2007, to forfeit their state pension for the duration of their reemployment. Effective October 2, 2010, "employed by the state" includes engagements of pensioned retirees as independent contractors.

Pensioned retirees who provide or render Products and Services under this Agreement as Project Persons must forfeit their pensions during the term of this Agreement if the pensioned retiree (a) is employed by the State, (b) is employed by the Contractor, (c) is a holder of an ownership interest in the Contractor, (d) is a subcontractor of the Contractor, or (e) is an employee of a subcontractor.

The Contractor acknowledges and agrees to secure the Authority's prior written consent before retaining, employing or subcontracting with a pensioned retiree to perform Products and Services under this Agreement. Retaining, employing or subcontracting with a pensioned retiree to perform Products and Services under this Agreement without the Authority's prior written consent shall be (a) a material

breach of this Agreement and (b) grounds for the Authority to terminate this Agreement and provide notice to the Office of Retirement Services that the retiree has received pension payments and payments directly or indirectly through this Agreement.

If the Contractor employs or retains a pensioned retiree as Project Persons or subcontracts with a pensioned retiree, the Contractor must submit a copy of the pensioned retiree's directions to the Office of Retirement Services ("ORS") to withhold the retiree's pension payments during the term of this Agreement. Find more information on the ORS website: <http://michigan.gov/ORS>.

The Contractor and the pensioned retirees it employs acknowledge and agree that neither the State, nor the Authority, nor its employees, directors, agents nor board shall be liable to the Contractor or pensioned retiree for the forfeiture of the retiree's pension payments during or after the term of this Agreement. The Contractor and pensioned retiree acknowledge that the Authority has no responsibility to confirm whether the ORS has or will forfeit the retiree's pension.

13. **Conflicts of Interest.** The Contractor acknowledges that its employees, members, shareholders, agents, or independent contractors, or subcontractors and their employees, members, shareholders and agents, prior to or during the term of this Agreement are not employees of the State of Michigan or its units. Prior to the execution of this Agreement, the Contractor acknowledges and confirms that it has delivered to the Authority a written list of all interests of the Contractor, or its officers and employees, which may create conflicts between the interests of those entities or parties and the interests of the Authority.

Should a constructive or actual conflict of interest arise during the term of this Agreement, the Contractor shall contact the Authority's Director of Legal Affairs immediately and describe in detail the conflict of interest.

14. **Prohibited Methods and Procedures.** The Contractor and its agents, subcontractors, employees, and representatives, in the course of the performance of Products and Services under this Agreement, shall not specify, recommend, use, or permit the use of any system, method, plan, design, process, procedure, patent, or copyright which, if used, infringes upon a proprietary interest or necessitates the payment of any royalty, fee, or commission. The Contractor shall not use or permit the solicitation for or securing of any agreement or employment in connection with this Agreement upon an agreement or arrangement for payment, either directly or indirectly, of a commission, percentage, brokerage, or contingent fee.

If Federal funds are used to pay the Contractor under this Agreement, no part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to members of Congress on the request of any member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business. 18 U.S.C. § 1913 (2002).

15. **Participation in Other Authority Programs.** With the exception of providing Products and Services to the Authority as described in Exhibit A of this Agreement, neither the Contractor nor the Contractor's employees, agents, officers, directors, shareholders, members or subcontractors will participate in Authority housing programs or do business with the Authority under any program in which the Authority has a direct or indirect relationship without securing approval from the Authority's Director of Legal Affairs.
16. **Indemnity and Non-Limitation. Mich. Const. art. IX, § 18.** The Contractor agrees to defend, indemnify and hold harmless the Authority from any claims, damages or expenses, including reasonable attorneys' fees, arising or alleged to arise in whole or in part from damage or injury caused by or resulting from any action or inaction of the Contractor, its agents or employees, or sustained in connection with the violation of any law, statute, ordinance or regulation by the Contractor, its agents or employees, or sustained in connection with the performance of this Agreement by the Contractor, its agents or employees, or sustained as a result of any breach of this Agreement by Contractor.

In any and all claims against the Authority or any of its officers, agents, or employees by an employee of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation in the amount or type of damages, compensation, or benefits payable by or for the Contractor or by or for any subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts..

17. **Nonassignability and Delegation.**

- a. The Contractor shall not assign or otherwise transfer any interest in this Agreement or in the project in any manner not provided for in this Agreement.
- b. The Contractor shall not delegate any duties or obligations under this Agreement to a subcontractor or independent contractor unless the Authority's Contract Administrator and Director of Legal Affairs has given written consent to the delegation. When submitting the request to subcontract, the Contractor shall include the following information about the subcontractor:
 - i. Name of Subcontracting Firm;
 - ii. Work that will be subcontracted;
 - iii. Names of individuals who will perform the subcontracted work;
 - iv. Subcontractors project representative and/or Project Person (See Section 12); and
 - v. List any and all Authority programs through which the subcontractor or the subcontractor's employees, officers, directors, members, shareholders or officeholders participate.
- c. In the event the Contractor retains a subcontractor in accordance with Section 17b above, the Contractor shall insert into each subcontract executed in connection with this Agreement appropriate and enforceable provisions requiring compliance with this Agreement by the subcontractor and the persons acting for it. Throughout the performance of any subcontracts, the Contractor shall monitor and verify the compliance of all subcontractors and persons acting for them and shall immediately take any affirmative or remedial measures prescribed by the Authority or otherwise deemed necessary in the opinion of the Contractor for enforcing compliance under such subcontracts.
- d. **Delegation of duties or obligations under this Agreement to a subcontractor or independent contractor without the prior written consent of the Authority's Contract Administrator or Director of Legal Affairs shall be a material breach of this Agreement.** In the event a subcontractor is approved by the Authority's Contract Administrator and Director of Legal Affairs, the Project

Persons for the subcontractor shall be subject to the requirements set forth in Section 12 (Employees of Contractor or Project Persons) of this Agreement, including, but not limited to, the restrictions on pension payments if a pensioned retiree is a Project Person of the subcontractor or an independent contractor retained by the Contractor.

Subcontracting work to be performed under this Agreement without the prior written consent of the Authority's Contract Administrator and Director of Legal Affairs shall be a material breach of this Agreement.

18. **Suspension and Debarment.** Pursuant to 1980 PA 278; MCL 423.322 *et seq.*, the Contractor, in performing this Agreement, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name has been listed in the register maintained by the State of Michigan, Department of Licensing and Regulatory Affairs, of employees who have been found in contempt of court by a federal court of appeals, on not less than three occasions involving different violations during the preceding seven years, for failing to correct an unfair labor practice as prohibited by Section 8 of Chapter 372 of the National Labor Relations Act, 29 U.S.C § 158.

The Authority may void this Agreement if the name of the Contractor or the name of a subcontractor, manufacturer, or supplier used by the Contractor in performing this Agreement subsequently appears in the register during the period of this Agreement.

The Contractor certifies, by signing this Agreement, that it possesses business integrity and that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in grants or

contracts by any federal, state, or local department or agency.

The suspension of the Contractor by the State of Michigan, an agency of the State, or a department of the Federal Government, shall be at the option of the Authority, a material breach and grounds for the immediate termination of this Agreement.

19. **Independence of Contractors.** The Authority shall retain the Contractor as an independent contractor, and the Contractor hereby accepts such independent contractor relationship, upon the terms and conditions set forth in this Agreement. Nothing in this Agreement shall be construed to create the relationship of employer and employee between the Authority and the Contractor or any of its employees or agents. **The Contractor, its employees and subcontractors, shall be deemed at all times and for all purposes to be independent contractors.** The Contractor acknowledges and agrees that all payments by the Authority to the Contractor shall be made without deduction for federal, state or local income taxes, social security taxes and similar items, and that the Contractor shall be solely responsible to report income under this Agreement to the Internal Revenue Service and other appropriate taxing authorities and to pay such taxes (including, without limitation, being solely responsible to make periodic estimated payments of such taxes in accordance with applicable law). The Contractor further acknowledges and agrees that all payments under this Agreement to the Contractor by the Authority shall be reported to the Internal Revenue Service and other appropriate taxing authorities on Form 1099 (or equivalent or replacement forms). Finally, the Authority acknowledges that the manner and means of producing the Products and Services described in Exhibit A are under the control and at the discretion of the Contractor.

20. **Ownership of Documents, Reports and Other Products.** All documents, reports and any other products developed and/or delivered to the Authority under this Agreement shall become and be the property of the Authority.

21. **Disclosure of Information.** Other than as contemplated by this Agreement, the Contractor, its agents, and subcontractors, without the prior consent of the Authority shall not:

- a. disclose information or documents created or maintained in connection with this Agreement to anyone;
- b. use information or documents created or maintained in connection with this Agreement to further any private interest.

Use or disclosure of documents or information without the prior written consent of an authorized officer of the Authority shall be a material breach of this Agreement.

22. **Modifications.** The Authority or the Contractor may request modification of the scope of work, products, budget, or project work schedule to be performed by the Contractor. Modifications shall comport with the intent and purpose of this Agreement and shall be consistent with applicable state and federal regulations, limitations, guidelines, policies, and interpretations prescribed by the Authority pursuant to law. All requests for modification shall be submitted in written form by the duly authorized representative, as specified in Section 11, of the party requesting modification prior to modification implementation. Failure to obtain prior approval will result in the disallowance of expenditures.

No verbal representation, understanding, agreement, or interpretation of any officer, agent, employee of the Authority or Contractor, either before or after execution of this Agreement, shall modify any of the terms of this Agreement, unless such representation, understanding, agreement, or interpretation is

expressly stated in this Agreement or an amendment to this Agreement executed by both parties.

23. **Termination of Agreement.** Termination is the cancellation of this Agreement, in whole or in part, at any time prior to the date of completion.

a. Termination for cause. The Authority may terminate this Agreement, in whole or in part, at any time before the date of completion, whenever it is determined that the Contractor has failed to comply with the terms and conditions of this Agreement. The Authority will promptly notify the Contractor in writing of the termination and the reasons for the termination, together with the effective date. Payments made to the Contractor or recoveries by the Authority under this Agreement when it is terminated for cause will be in accordance with the legal rights and liabilities of the parties.

b. Termination for convenience. The Authority or the Contractor may terminate this Agreement in whole or in part when the Parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The Parties will agree upon the termination conditions, including the effective date, and in the case of partial terminations, the portion to be terminated. An amendment of the terms of this Agreement is required for all terminations for convenience.

c. Termination by Contractor. At any time prior to the first payment on the Agreement, the Contractor may, with written notification to the Authority, unilaterally cancel this Agreement. Once initiated, no Product or Services financed with Authority assistance shall be terminated by the Contractor prior to satisfactory completion without approval of the Authority. After the first payment, the Product or Services may be terminated, modified, or amended by the Contractor only by mutual agreement of the Parties. Termination requests prior to completion of the Product

or Services must fully explain the reasons for the action and detail the proposed disposition of the uncompleted Product or Services.

d. Termination of Agreement for Unavailability of Authority or Federal Funds.

It is the intent and understanding of the Parties that this Agreement is contingent upon the availability of Authority or Federal funds or the receipt by the Authority of Federal funds. If Authority funds or Federal funds approved or obligated by the Authority in connection with this Agreement are at any time rendered unavailable, the Authority shall then have the right to terminate this Agreement by the giving of a written notice, the basis, and the effective date of the termination to the Contractor. Should this Agreement be terminated by reason of the unavailability of Authority or Federal funds for the purposes of this Agreement, all finished or unfinished documents, data, studies, reports, and other materials prepared by the Contractor under this Agreement prior to the effective date of the termination shall be delivered in a format specified by the Authority.

In the event of termination under this section for lack of Authority or Federal funds, the Contractor shall be entitled to receive payment for Products and Services incurred under this Agreement prior to the effective date of termination.

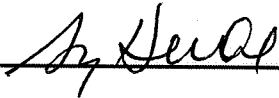
- e. Commitments. If this Agreement is terminated, the Contractor will not incur new obligations for the terminated portion after the effective termination date. The Contractor will at its own expense cancel any outstanding obligations. Costs incurred after the effective date of the termination will be disallowed. In the event of termination, all finished or unfinished documents, data, studies, reports, and other materials prepared by the Contractor under this Agreement prior to the effective date of termination shall become the property of the Authority. The Contractor will provide all finished and unfinished material as previously described within 30 days of

terminating. However, the Contractor will be entitled to retain copies. The Contractor, in the event of termination under this provision, is entitled to receive reimbursement for Products and Services satisfactorily performed under this Agreement prior to the effective date of such termination. Notwithstanding the foregoing, the Contractor shall not be relieved of its liability to the Authority for the damages sustained by the Authority as the result of any breach of this Agreement until the Authority so releases the Contractor and has determined for the purpose of set-off the exact amount of damages due the Authority.

24. **Severability of Provisions.** It is declared to be the intent of the parties that if any provision of this Agreement executed by both parties or its application to any persons or circumstances is adjudged by any court of competent jurisdiction to be invalid, the court's judgment shall not affect or invalidate the remainder of this Agreement nor its application to other persons or circumstances, unless so provided by the court or unless the severance of the invalid provision alters the basic intent or purpose of this Agreement, would cause an increase of the Authority's financial obligation, or renders impossible the compliance with any applicable statute, regulation, limitation, guideline, policy.
25. **Michigan Law.** This Agreement shall be governed by the laws of the State of Michigan and shall be binding upon the Contractor's successors, assigns, and legal representatives. All records pertinent to this Agreement are subject to public disclosure under the Michigan Freedom of Information Act; 1976 PA 442; MCL 15.231 *et seq.* The Contractor shall insert the provisions of this section into any subcontract entered into to accomplish the terms of this Agreement.

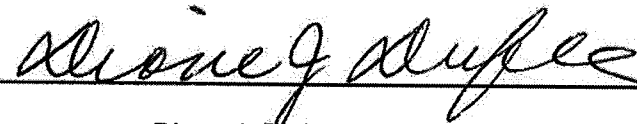
IN WITNESS WHEREOF the Authority and the Contractor have executed this Agreement as of the date first above written.

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

By: 

Gary Heidel
Acting Executive Director

UNIVERSITY CONSULTANTS, INC.

By: 

Diane J. Dufek
President / CEO

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

EXHIBIT A

Scope of Work

I. Overview

By way of background, the Authority's core mission is to provide financial and technical assistance through private and public partnerships to create and preserve safe and decent affordable housing. To accomplish this mission, the Authority has established numerous programs that include funding for multi-family housing, mortgages for single-family housing, efforts to end homelessness, homeownership counseling, neighborhood enhancements, and other housing programs. The Authority works with a number of partners to further the mission. One of the partnership efforts that supports these programs and this mission is the annual Building Michigan Communities Conference.

The BMCC draws over 1,300 attendees representing developers (nonprofit and for-profit), investors, lenders, builders, homeless service providers, housing counseling agencies, and housing agencies (state, county, and local). The conference offers informative educational sessions covering real estate development, preventing and ending homelessness, social and supportive services, community economic development, organizational best practices, and other related topics. It also offers networking opportunities that can strengthen existing relationships and create new partnerships that can endure beyond the conference.

Previous conferences have started on Monday (sometimes early morning, sometimes at lunch) and lasted until Wednesday lunch or mid-afternoon. There can be between 7 and 12 breakout sessions occurring during each session time slot. Future conferences may differ, depending upon the results of the planning efforts.

II. Service Requirements

A. Summary

The Contractor will provide, as needed, planning services that may include some or all tasks and activities required to execute the BMCC. The Contractor will complete the duties as described below, in a timely manner to ensure that activities will be carried out to achieve a successful conference (i.e., smooth registration, appropriate room set-up, helpful materials (paper and/or electronic), positive and inviting exhibitor room layout, etc.).

B. Requirements

Contractor duties will include, but may not be limited to, working collaboratively with appropriate Authority staff and partners (together they comprise the "Committee") in pre-conference planning, administering participant registration, venue logistics and management, sponsorship and exhibitor support, panelists and speaker support, marketing, onsite support, conference evaluations, post conference support, financial

services, and reporting. The primary contact will be the BMCC Planning Committee Chairperson.

III. Objectives, Tasks, and Activities

The Contractor will provide services and staff, and otherwise do all things necessary to the performance of work as provided below. The Authority will use the Contractor's services to perform some or all following tasks in the planning and execution of the BMCC. The lists of services to be performed will ultimately be determined in consultation with the Contractor and the BMCC Planning Committee Chairperson.

A. Pre-conference planning – The Contractor will:

1. **Timeline.** Prepare an outline of activities, timeline and deliverables. The Contractor will update and maintain the project timeline, as well as track responsibilities and deadlines of all parties involved in the BMCC. Support the Committee as it develops program content to ensure full development in accordance with overall timelines;
2. **Budget.** In consultation with the BMCC Planning Committee Chairperson, establish a budget for the BMCC.
3. **Site Selection.** The Lansing Center is already selected as the venue for the 2020 BMCC. If requested for future conferences, the Contractor will research (which may include site visits to potential venues) potential BMCC venues, to include evaluation, assessment and availability of state facilities, according to the specifications provided by the Authority. The Contractor will solicit quotes and prepare a comparison and recommendations on the choice of venue. The Contractor will negotiate contracts for BMCC space, food and beverage services, and lodging for BMCC participants.
4. **Committee Coordination.** The Contractor will attend (in person or via conference systems) monthly or quarterly meetings with the Committee, take meeting notes if requested and distribute those notes to Committee members.
5. **Session Proposals.** The Contractor will create and maintain an online session proposal form and an online session manager site for input of sessions.
6. **Continuing Education Credits.** Coordinate with the governing body, sign-in and sign-out sheets, tabulations of credits, and sending certificates to participants.
7. **Database Management.** The Contractor will serve as the overall administrative coordinator for BMCC database management ensuring it is up-to-date, including new requests and editing "bad addresses" for mailings.
8. **Conference App.** The Contractor will ensure there is a mobile app (compatible with Apple and Android devices) that can be used for registration, session listing, and other uses as requested by the Committee.
9. **Conference Scholarships.** Coordinate, as appropriate, system for obtaining and administering registration and expense scholarships to an agreed-to number of organizations. Act as the central liaison for all scholarship recipients, coordinating at least two mailings, fielding phone calls and tracking recipient expenses.
10. **Subcontracts.** If appropriate, the Contractor will research, competitively bid, identify and negotiate contracts with outside vendors and sponsors. This may include but is not limited to graphic designers, printers, transportation services, venues for social events, parking, entertainment, exhibit set-up, computer and copying equipment, audio visual, soft seating, flowers, transportation, award videos, and others required for the BMCC.

11. **Brochures and materials.** Develop and produce a conference registration brochure, onsite program, awards booklet if requested by the Committee, signage, etc. In consultation with the selected venue, obtain and arrange for the display of all appropriate onsite signs, markers, banners, etc., required for the BMCC. Order basic items including but not limited to conference bags, name badge stock, name badge holders, ribbons, lanyards, etc.
12. **Awards.** The Contractor will, in consultation with the Planning Committee, write the profile for the award(s) winner(s), including interviews of award recipient(s), writing and editing the award. Coordinate framing and engraving of the Duvernay Award. (Presented in memory of Terrence R. Duvernay, former MSHDA Executive Director, the Duvernay Award goes to a person who reflects both the ideals and personal qualities of Mr. Duvernay. The award recipient receives a painting of Mr. Duvernay from an artist commissioned by the Authority). Contractor will work with Committee to plan and coordinate the timing of the award presentations. Contractor will arrange for award videos and posters, if requested by the Committee.
13. **Moderator Training.** The Contractor will provide session moderator training to Committee members to assure sessions run smoothly for panelists and attendees.

B. Registration – The Contractor will:

1. Design and layout full-color pre-registration brochure including letterhead folder, etc., with print and mailing coordination.
2. Disseminate registration materials to conference contact list.
3. Post online registration pages on an external accessible website for use by attendees registering for the BMCC.
4. Receive registrations and payments from registrants via mail, fax and online; provide registrants with receipts for payment.
5. Enter all data (manually enter from hard-copy submissions and download all online registrations) and maintain database of participant information
6. Update the online registration system for the BMCC, as needed. The Contractor will be responsible for the oversight and maintenance of the registration system. The Contractor will provide for the ability for attendees to pay by credit card, PayPal, etc., as well as traditional, “paper” registration, if necessary. Both forms of registration and payment options should be available for pre-registration, as well as onsite registration the day(s) of the BMCC.
7. The Contractor will provide pre-registration and final registration reports as requested by the Authority.
8. The Contractor will serve as the primary liaison to all registrants and speakers, including but not limited to sponsors and exhibitors if and when appropriate, and will be available via email, phone/video conference to answer questions and problem-solve all BMCC-related registration issues that may develop.
9. Develop, produce and distribute, in collaboration with the Committee, confirmation materials for BMCC registrants (e.g., mail and email confirmation to registrants), including changes to registration confirmations

C. Venue Logistics and Management – The Contractor will:

1. Work with venue and outside service providers to provide carpeting, furniture, backdrops, staging, flowers & plants, pipe & drape, signage, etc.
2. Work with venue to ensure accessibility so that everyone can participate fully, including people with disabilities and sensory or neurological differences.

3. Perform catering selection and oversight, ensuring best meals and breaks possible for participants, including taste testing of mainstream menu options, as well as vegetarian and other dietary restricted foods; Review banquet orders from the venue to ensure accuracy, then edit and sign corrected orders. Place final guaranteed numbers of guests for all meals and breaks.
4. Plan for any off-site events including hiring of caterer, ordering of tables, chairs, food, special meals, etc.
5. Arrange all decorating, audiovisual and room set-up requirements. Obtain audiovisual needs from conference presenters, place orders and manage onsite to add or cancel audiovisual equipment as necessary; work within budgeted amount ordering onsite computer equipment, fax and copy machines as necessary. To include break out rooms, exhibit hall, and main hall (meals and keynotes).
6. Perform maintenance and oversight of guest room lists;
7. Arrange for and provide oversight of a master account for speaker and staff charges at the hotel.
8. Arrange for onsite parking for attendees.
9. Act as pre-BMCC liaison and follow-up with venue vendors.
10. Be onsite liaison with the facility and all vendors during the BMCC.
11. Work with venue to assure appropriate number and layout of breakout rooms, and to meet audiovisual needs of panelists.
12. Be onsite the day prior to the conference start to assure the registration area, exhibit hall, main hall and staging, and other logistics are appropriately ready for the start of the conference.

D. Sponsors and Exhibitors – The Contractor will:

1. Work with the Committee to solicit sponsors and exhibitors for the BMCC, including development of sponsor and exhibitor benefit packages, if appropriate. Develop a sponsor list and handle all mailings (electronic and hardcopy) to entire sponsor list.
2. Determine floor plan and booth assignments.
3. Follow-up pertaining to sponsorship commitments.
4. Develop Sponsor PowerPoint Presentation for General Sessions including all project management, design, photo enhancement and production layout.
5. Develop sponsorship packets, including design, layout, copywriting and sponsorship level breakdown.
6. Prepare and distribute thank-you letters to sponsors following conclusion of the BMCC.

E. Panelists and Keynote speakers – The Contractor will:

1. Assist in collecting all contact information for panelists, moderators, keynotes and speakers (“Speakers”) for all sessions.
2. Establish and maintain an online session manager; coordinate and post Speaker handouts, biographies and contact information on website.
3. Work with the Committee to confirm Speakers for the BMCC (anticipated is a minimum of 2 speakers). Serve as the primary liaison to the Speakers, confirming all details of their participation, including contracts with Speakers, BMCC registration, travel and lodging arrangements in accordance with pre-approved State of Michigan travel policy, honorariums, session titles and descriptions, disclosures, and obtaining all relevant releases, information and materials (e.g., biographies, hand-outs, audiovisual requirements, etc.), and all other logistical and

programmatic arrangements. The Authority will provide guidelines with regards to an overall line item amount for fees and expenses for Speakers for each BMCC.

4. Coordinate registration, reimbursement processes, complimentary registration forms, audiovisual requests, and logistical assistance to Speakers, etc. Follow-up with confirmation as appropriate, including any packets and information related to the BMCC.
5. Serve as primary contact for Speakers etc., regarding their BMCC needs.
6. Prepare and distribute thank-you letters to Keynote Speakers and panelists, including results of evaluations, etc., as appropriate, following the BMCC.

F. Marketing – The Contractor will:

1. Consult and work with the Committee to compose and edit text required for marketing materials; develop camera-ready copy and graphics with the assistance of graphic designers (if appropriate); arrange for the printing (if appropriate); distribution and electronic posting of materials.
 - a. It is anticipated that a minimum of two marketing pieces will be developed for the BMCC.
2. Competitively bid, negotiate and contract with vendors to provide video-recording services at the BMCC in accordance with specifications provided by the Committee (if requested).
3. Support the Authority's communications staff in pre- and post-conference media relations, assisting with overall media relations and development of public relations materials (e.g., press releases, press kit, daily news, etc.), and handle media logistics (if requested).
4. Review marketing materials to ensure diverse representation.

G. Onsite Support – The Contractor will:

1. Provide onsite support during the BMCC for registration, audiovisual, meeting room setup, as well as sponsor and exhibitor management. This may include using Authority staff to assist in the effort.
2. Manage the BMCC onsite, serving as a liaison to the venue, participants, exhibitors and speakers. The Contractor will provide staff as needed to manage the registration desk, oversee all room set-ups and audiovisual arrangements, and organize and oversee volunteers from the Authority and participating partner organizations. The Contractor will provide staff to serve as room monitors and will provide training and support to moderators (selected from the planning committee organizations). The Contractor will work with the Committee to organize and, as appropriate, instruct onsite staff with regard to their BMCC-related responsibilities. The Contractor will ensure a timely and organized conference flow.
3. Provide staff as necessary to conduct onsite registration which will consist of printing a name tag for each onsite registrant on stock, collecting registration fees, and assisting volunteers with distributing conference materials (e.g., tote bag, conference information/schedule, etc.).

H. Conference Evaluations – The Contractor will:

1. Design and administer session and overall conference evaluations. Design evaluations to be done either through written forms or electronically, distribute to attendees, collect and merge data, and report on (a) overall conference evaluation and (b) individual session evaluation.

2. Send evaluations to survey service (e.g., Survey Monkey) to be received within 48 hours of the conclusion of the conference, and a follow up survey 1-to-2 weeks later. Survey results to be provided to the Committee for preliminary planning for the next year's conference.

I. Post Conference support – The Contractor will:

1. Provide BMCC follow-up services, including production and distribution of “thank-you” notes to speakers and volunteers. Review all financial transactions and post-BMCC liaison with the venue, other vendors, etc.
2. Prepare a final report on the BMCC, including registration and financial data, what worked and what didn't work for the BMCC, and provide recommendations for future BMCCs.
3. Perform all post-BMCC liaison and follow-up, including review of the venue invoice.

J. Financial Services – The Contractor will:

1. Establish a separate bank account for the BMCC and receive registration payments from BMCC attendees, sponsors and exhibitors. The Contractor will provide up-to-date accounting and appropriate receipts for payment.
2. Issue payments from registration fees to other vendors for services connected with the BMCC as requested and authorized by the Authority.
3. Maintain financial records for the BMCC.
4. Provide monthly and/or quarterly budget reports, as requested by the Authority.
5. Review, approve and pay all BMCC invoices for which the Contractor has primary oversight, including but not limited to contracts for parking, entertainment, exhibit set-up, computer and copying equipment, audio visual, soft seating, flowers, and transportation.

K. Reporting Requirements – The Contractor will submit to the Authority the following written reports:

1. Periodic written registration/status reports as requested by the Authority.
2. No later than thirty (30) days after the BMCC, provide a final written report reconciling all revenues and expenses with the BMCC.
3. Remit net proceeds within forty-five (45) calendar days after the close of the BMCC.

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MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

EXHIBIT B

PROJECT PERSONNEL

**CERTIFICATE VERIFYING PROJECT PERSONNEL OF THE
CONTRACTOR/SUBCONTRACTOR**

The Contractor/Subcontractor acknowledges that the following personnel are Project Personnel of the Contractor/Subcontractor:

(1) Name Jennifer Dickie
(Print or type name above line)
Title with Contractor/Subcontractor VP Client Relations

Is this person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____ / No X

(2) Name Erin McLaughlin
(Print or type name above line)
Title with Contractor/Subcontractor Meeting Manager

Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____ / No X

(3) Name Shawn Detlor
(Print or type name above line)
Title with Contractor/Subcontractor Director of Communications

Is the person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____ / No X

Name of Signatory for Contractor/Subcontractor:

Printed Name: Jennifer Dickie
(Print or type name above line)

Its: VP Client Relations

Signature: Jennifer Dickie

Federal Identification Number: _____

Pensioned Retirees (2007, MCL 38.68) (12/7/07 Rev)