



January 15, 2019

Ms. Lori Duarte-Roberts
Board President
Guardian ad Litem Foundation, Inc.
P.O. Box 10628
Tallahassee, FL 32302-3628

Re: Lobbyist/Consultant Agreement

Dear Ms. Duarte-Roberts:

Capital City Consulting, LLC, (hereinafter “CCC”) welcomes the opportunity to continue to represent Guardian ad Litem Foundation, Inc. (hereinafter “GAL”) as consultants/lobbyists before Florida’s legislative and executive branches. Given our government affairs experience, we believe we are well equipped to enhance your efforts in Tallahassee. This letter of agreement is intended to set forth our understanding as to the nature, scope and terms of professional consulting services CCC has agreed to provide to GAL.

SCOPE OF SERVICES. CCC agrees to represent GAL during the 2019 Legislative Session to monitor all actions of the legislative and executive branches that could impact GAL’s presence in Florida. In addition, CCC agrees to lobby on behalf of GAL in acquiring criminal justice appropriations and on other pieces of relevant legislation identified during the legislative session. This service includes lobbying all levels of Florida government at the direction of GAL.

TERM. The term of this relationship shall begin on December 1, 2018, and continue through the budget veto period after the 2019 regular session.

FEES. CCC will provide the above referenced professional services for a fee of \$7,500 payable in full upon execution of this agreement. In addition to our fee for services, we also charge separately for out-of-pocket expenses such as travel required in your representation, lobbyist registration, meals with legislators and staff, and any other nonstandard office expenses. We make every effort to keep these expenses to a minimum. Any expense reimbursement shall be done pursuant to the state of Florida invoicing and reimbursement regulations.

CONFIDENTIALITY. CCC will treat any and all information, communications, or materials of GAL as confidential and will not disclose or divulge same unless otherwise directed or authorized by GAL or ordered to do so by a court of competent jurisdiction.

REPORTING. CCC will monitor all relevant actions of the legislature and provide oral and written reports. CCC will be available to meet or discuss the status of any activities undertaken on behalf of GAL. At mutually convenient times, CCC will schedule periodic meetings or conference calls at your direction to review progress of any given task or project. CCC members are continuously available by telephone, email and cell phone to serve your communication needs.

INDEPENDENT CONTRACTOR. CCC and its employees, independent contractors and agents are independent contractors in the rendition of the services under this agreement and shall not hold itself out nor permit its employees, independent contractors or agents to hold themselves out, nor claim to be officers or employees of GAL.

ETHICAL AND LEGAL CONSIDERATIONS. CCC agrees to comply with all applicable local, state and federal laws, rules and regulations in its representation of GAL under this agreement. In accordance with Florida reporting obligations required of lobbying firms, the firm must report percentages of this fee allocated to the legislative and executive branch services. Based on our previous experience and the nature of your issues, we project the work to be allocated 10% toward executive branch lobbying efforts and 90% toward legislative.

CONFLICTS OF INTEREST. CCC does not foresee any potential conflicts of interest with current clients. However, in the event that a conflict does occur with a future client, CCC agrees to disclose the conflict to both parties as soon as practical. CCC will attempt to resolve such conflict to the satisfaction of both parties. If a resolution agreeable to both parties is not achievable, then CCC must resolve the conflict in favor of any client represented prior to GAL's initial retention of CCC.

MISCELLANEOUS PROVISIONS. This agreement constitutes the entire understanding and agreement of the parties hereto. It supersedes all prior negotiations, discussions, correspondence, communications, understandings, and agreements between the parties relating to the subject matter of this agreement. If any portion of this agreement is found to be invalid or unenforceable, all other terms, provisions and covenants shall remain in full force and effect. Any amendment hereto must be in writing and signed by the parties. Although five members of our firm, including myself, are Florida licensed attorneys, this representation is not for legal services.

Ashley Kalifeh will have primary responsibility for this engagement, but all firm members will be accessible as needed.

If you agree with the terms contained in this letter of agreement, please sign and date this document and return it to our office. We appreciate your business and look forward to continuing to serve you.

Sincerely,



Ashley Kalifeh

I agree with the terms of this letter contract on behalf of Guardian ad Litem Foundation, Inc.

Signed on this 4 day of February 2019.


Signature

Board President
Title



November 29, 2017

Ms. Lori Duarte-Roberts
Board President
Guardian ad Litem Foundation, Inc.
P.O. Box 10628
Tallahassee, FL 32302-3628

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Ashley Kalifeh will have primary responsibility for this engagement, but all firm members will be accessible as needed.

If you agree with the terms contained in this letter of agreement, please sign and date this document and return it to our office. We appreciate your business and look forward to continuing to serve you.

Sincerely,



Ashley Kalifeh

I agree with the terms of this letter contract on behalf of Guardian ad Litem Foundation,

Inc. Signed on this 28 day of November 2017.



Signature

Board Chair
Title