

**Master City of San José Consultant Agreement
Approved Service Order
(Non-Capital Projects)**

Cover Page

-
- 1a.** Intentionally Omitted **1b.** AC Contract No.: 665626
- 2.** Approved Service Order No. 8
- 3.** Consultant's Name: Civic Makers LLC
-
- 4.** Project Name: Human Centered Design Learning Lab
- 5.** Project Location: 200 E. Santa Clara Street, San Jose, CA 95113 (Virtual)
- 6.** The Consultant and the City will implement this Approved Service Order in accordance with the Master Agreement, this cover page and Attachments "A" (Tasks), "B" (Terms and Conditions), and "C" (Compensation Table), which are incorporated herein by references.
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7. Budget/Fiscal:

- | | | |
|---|----|------------|
| a. Current unencumbered amount in Master Agreement: | \$ | 202,987.50 |
| b. Maximum Service Order Compensation for this Approved Service Order: | \$ | 49,875.00 |
| c. New unencumbered balance in Master Agreement (7.a – 7.b): | \$ | 153,112.50 |
- d. **Appropriation Certification:** I certify that an unexpended appropriation in the amount of the Maximum Service Order Compensation is available in the following fund(s) and that such fund(s) from **001-216-400120-4052** will be encumbered to pay for this Approved Service Order.

Fund: 001_____	Appn: 216_____	RC: 400120_____	Amount: <u>\$ 49,875.00</u>
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____
Fund: _____	Appn: _____	RC: _____	Amount: \$ _____

Authorized Signature: Carrie Rank

Carrie Rank
Carrie Rank (1/12/2022)
Email: carrie.rank@sanjoseca.gov

Date: _____

8. Division Analyst Approval: Janet Medlin

Janet C. Medlin
Janet Medlin (1/11/2022)
Email: janet.medlin@sanjoseca.gov

Date: _____

9. Consultant Approval:

Judi Brown
Judith Lynn Brown
judi@civicmakers.com (1/11/2022)
Email: judi@civicmakers.com

Date: _____

10. Approval as to Form (City Attorney):

- ☒ Service Order Form Approved by the Office of the City Attorney
(Maximum Service Order Compensation is \$100,000 or less, and the provisions of the service order form are not altered.)

☐ Approved as to Form: _____ Date: _____
(Sr.) Deputy City Attorney

11. City Director Approval: Jennifer Schembri

Jennifer Schembri
Jennifer Schembri (1/12/2022)
Email: jennifer.schembri@sanjoseca.gov

Date: _____

Attachment A: Tasks

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the satisfaction of the City's contract manager.

General Description of Project for which Consultant will Provide Services: Civic Makers LLC will support the City with consulting services for City employees by offering training courses. The program curriculum has been designed to address methods through which participants will develop Learning Labs to design, test, and implement solutions to solve relevant issues with the City of San Jose. This proposal is submitted under the **Master Agreement, Section 1.1.1 Training and Organizational Development Services**

Task No. 1: Learning Lab #1- Program Course Design not to exceed \$2,812.50 at \$125 per hour

A. Services: The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.

B. Deliverable: The consultant will:

- a) Create, change, and update program content to meet needs of the program and its participants.

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

☒ On or before the following date: June 30, 2022.

☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 2: Kick-Off and Lab Session #1 Team Building & Intro to Human Centered Design in Government at \$175 per hour

- A. Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- B. Deliverable:** The consultant will:
- 1) Deliver Kick-Off and Learning Lab session. Session length for Kick-Off recommendation is 1 ½ hours and Learning Lab is one 4-hour session
 - a) Introduction to Human-Centered Design process within the public sector & case studies
 - b) Review of project timeline & expectations.
 - c) Mini-challenge practice activity
 - 2) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
 - 3) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness.
- C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 3: Lab Session #2 – Challenge Discovery at \$175 per hour

- A. Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- B. Deliverable:** The consultant will:
- 1) Deliver Learning Lab session #2. Session length recommendation is one 3-hour session
 - a) Guided process of challenge discovery & definition, stakeholder identification, guidelines for stakeholder interviews and research.
 - 2) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
 - 3) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness.
- C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 4: Lab Session #3: Synthesizing Interview Feedback & Further Refining the Challenge at \$175 per hour

A. Services: The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.

B. Deliverable: The consultant will:

- 1) Deliver Learning Lab session #3. Session length recommendation is one 3-hour session
 - a) Qualitative data analysis, summarizing research findings, incorporating feedback, and ideating possible solutions.
- 2) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
- 3) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness.

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 5: Lab Session #4: Prototyping at \$175 per hour

A. Services: The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.

B. Deliverable: The consultant will:

- 1) Deliver Learning Lab session #4. Session length recommendation is one 3-hour session
 - a) Create tangible representations for ideas for solutions and sharing with stakeholders for input
- 2) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
- 3) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness.

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 6: Lab Session #5: Revising & Evaluating Solutions at \$175 per hour

- A. Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- B. Deliverable:** The consultant will:
- 1) Deliver Learning Lab Session #5. Session length recommendation is one 3-hour session
 - a) Incorporating feedback; building, testing and revising prototypes, establishing success metrics, documenting Lessons Learned and next steps in moving solutions forward. Intro to demo day expectations
 - 2) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
 - 3) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness
- C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 7: Demo Day Presentations at \$175 per hour

- A. Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- B. Deliverable:** The consultant will:
- 1) Deliver Demo Day presentations. Session length recommendation is 90 minutes
 - a) Teams present their Point of View statements as derived from the challenges they were assigned; who they engaged; how they analyzed and interpreted data; what ideas they came up with for solutions that became prototypes and what they learned about team dynamics and cross-functional collaboration.
 - 2) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
 - 3) Celebration & After-Action Review. Session Length recommendation is 90 minutes
 - a) Teams share appreciations and learnings from the Learning Lab journey, conduct an after-action review, and celebrate the solutions to be carried forward.
 - 4) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness
- C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 8: Evaluation not to exceed \$1,500 at \$150 per hour

- A. **Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- B. **Deliverable:** The consultant will:
- 1) Provide a program Evaluation
- a) Collection of after-actions data, pre & post survey comparison, impact evaluation, identification of key takeaways & lessons learned.
- C. **Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 9: Employee Engagement not to exceed \$2,250 at \$150 per hour

- A. Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- B. Deliverable:** The consultant will:
- 1) Engage executive staff in monthly sessions to share Learning Lab progress and develop ways they can support and build program buy-in.
 - 2) Participant engagement may include survey development and communications templates. Executive engagement may include monthly share-back sessions.
- C. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 10: Project Management not to exceed \$5,250 at \$150 per hour

- A. **Services**: The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- B. **Deliverable**: The consultant will:
- 1) Ongoing meetings with project team, project management tasks, invoicing & communications management
 - 2) Ensure program objectives are met
- C. **Completion Time**: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 11: Learning Lab #2- Program Course Design not to exceed \$2,812.50 at \$125 per hour

- B. **Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- B. **Deliverable:** The consultant will:
- b) Create, change, and update program content to meet needs of the program and its participants.
- C. **Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: ____ June 30, 2022____.
- ☐ On or before ____ Business Days from _____. [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 12: Kick-Off and Lab Session #1 Team Building & Intro to Human Centered Design in Government at \$175 per hour

- D. Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- E. Deliverable:** The consultant will:
- 4) Deliver Kick-Off and Learning Lab session. Session length for Kick-Off recommendation is 1 ½ hours and Learning Lab is one 4-hour session
 - a) Introduction to Human-Centered Design process within the public sector & case studies
 - b) Review of project timeline & expectations.
 - c) Mini-challenge practice activity
 - 5) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
 - 6) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness.
- F. Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 13: Lab Session #2 – Challenge Discovery at \$175 per hour

- C. Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- D. Deliverable:** The consultant will:
- 4) Deliver Learning Lab session #2. Session length recommendation is one 3-hour session
 - a) Guided process of challenge discovery & definition, stakeholder identification, guidelines for stakeholder interviews and research.

- 5) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
- 6) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness.

C. **Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 14: Lab Session #3: Synthesizing Interview Feedback & Further Refining the Challenge at \$175 per hour

D. **Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.

E. **Deliverable:** The consultant will:

- 4) Deliver Learning Lab session #3. Session length recommendation is one 3-hour session
 - a) Qualitative data analysis, summarizing research findings, incorporating feedback, and ideating possible solutions.
- 5) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
- 6) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness.

F. **Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 15: Lab Session #4: Prototyping at \$175 per hour

C. Services: The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.

D. Deliverable: The consultant will:

- 4) Deliver Learning Lab session #4. Session length recommendation is one 3-hour session
 - a) Create tangible representations for ideas for solutions and sharing with stakeholders for input
- 5) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
- 6) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness.

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 16: Lab Session #5: Revising & Evaluating Solutions at \$175 per hour

B. Services: The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.

B. Deliverable: The consultant will:

- 4) Deliver Learning Lab Session #5. Session length recommendation is one 3-hour session
 - a) Incorporating feedback; building, testing and revising prototypes, establishing success metrics, documenting Lessons Learned and next steps in moving solutions forward. Intro to demo day expectations
- 5) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
- 6) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 17: Demo Day Presentations at \$175 per hour

B. Services: The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.

B. Deliverable: The consultant will:

- 5) Deliver Demo Day presentations. Session length recommendation is 90 minutes
 - a) Teams present their Point of View statements as derived from the challenges they were assigned; who they engaged; how they analyzed and interpreted data; what ideas they came up with for solutions that became prototypes and what they learned about team dynamics and cross-functional collaboration.
- 6) Remote Coaching. Work individually with each Learning Lab team to apply tools and techniques introduced during the labs.
- 7) Celebration & After-Action Review. Session Length recommendation is 90 minutes
 - a) Teams share appreciations and learnings from the Learning Lab journey, conduct an after-action review, and celebrate the solutions to be carried forward.
- 8) Conduct a modest evaluation of session, in collaboration with the City, to determine areas for improvement and assess overall effectiveness

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 18: Evaluation not to exceed \$1,500 at \$150 per hour

B. Services: The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.

B. Deliverable: The consultant will:

- 2) Provide a program Evaluation
 - a) Collection of after-actions data, pre & post survey comparison, impact evaluation, identification of key takeaways & lessons learned.

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 19: Employee Engagement not to exceed \$2,250 at \$150 per hour

- C. **Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- D. **Deliverable:** The consultant will:
- 3) Engage executive staff in monthly sessions to share Learning Lab progress and develop ways they can support and build program buy-in.
 - 4) Participant engagement may include survey development and communications templates. Executive engagement may include monthly share-back sessions.
- C. **Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Task No. 20: Project Management not to exceed \$5,250 at \$150 per hour

- B. **Services:** The consultant will support the City with a Learning Lab program and an evaluation of the program to identify areas for improvement.
- B. **Deliverable:** The consultant will:
- 3) Ongoing meetings with project team, project management tasks, invoicing & communications management
 - 4) Ensure program objectives are met
- C. **Completion Time:** The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:
- ☒ On or before the following date: June 30, 2022.
- ☐ On or before Business Days from . [Fill in the second box if completion time for the task is contingent on completion of the prior task or an event.]

Attachment B: Terms and Conditions

1. **City's Contract Manager:** The City's contract manager for this Approved Service Order is:

Name: Carrie Rank	Phone No.: (408) 975-1486
Department: HR	E-mail: Carrie.rank@sanjoseca.gov
Address: 200 E. Santa Clara Street, 4 th Floor San Jose, CA 95113	

2. **Consultant's Contract Manager and Other Staffing:** Identified below are the following: (a) the Consultant's contract manager for this Approved Service Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. ***If an individual identified below does not have a current Form 700 on file with the City Clerk for a separate agreement with the City, and is required to file a Form 700, the Consultant must comply with the requirements of Subsection 17.2 of the Master Agreement, entitled "Filing Form 700."***

		<u>Required to File Form 700?</u>		
<u>Consultant's Contract Manager</u>		Yes Already Filed (Date Filed)	Yes Need to File	No
Name: Judi Brown	Phone No.: 415.819.8495			X
Address: 1145 Guerrero St. San Francisco, CA 94110	E-mail: judi@civcmakers.com			
<u>Other Staffing</u>				
<u>Name:</u>	<u>Assignment:</u>			
1.				
2.				

3. **Subconsultants:** Whichever of the following is marked applies to this Approved Service Order:

- ☒ The Consultant can ***not*** use any subconsultants.
- ☐ The Consultant can use the following subconsultants to assist in providing the required services and deliverables:

<u>Subconsultant's Name</u>	<u>Area of Work</u>
1.	
2.	
3.	

4. **Reimbursable Expenses:** If the Compensation Table set forth in **Attachment C** of this Approved Service Order states that the City will reimburse the Consultant for expenses, then only the expenses identified in Subsection 10.5.3 of the Master Agreement are Reimbursable Expenses unless the following box is marked and additional reimbursable expenses are set forth:

- ☐ In addition to the expenses identified in Subsection 10.5.3 of the Master Agreement, the following expenses are Reimbursable Expenses:

<u>Additional Reimbursable Expense(s)</u>	<u>Mark-up</u>
1. _____	_____
2. _____	_____
3. _____	_____

Notwithstanding the foregoing, any additional reimbursable expense(s) set forth in the above table will be disregarded if the Compensation Table states that the City will *not* reimburse the Consultant for any expenses.

Attachment C: Compensation Table

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance with this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement.

Part 1 – Compensation for Services and Deliverables						
Column 1	Column 2		Column 3		Column 4	
Task Nos. from Attachment A	Basis of Compensation		Invoice Period		Compensation	
1	<input checked="" type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$2,812.50
2	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$1,400
3	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$3,500
4	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$1,575
5	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$1,575
6	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$3,500
7	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$1,575
8	<input checked="" type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$1,500
9	<input checked="" type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$2,250
10	<input checked="" type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$5,250
11	<input checked="" type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$2,812.50
12	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$1,400
13	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$3,500

14	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$1,575					
15	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$1,575					
16	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$3,500					
17	<input type="checkbox"/> Time & Materials	<input checked="" type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$1,575					
18	<input checked="" type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$1,500					
19	<input checked="" type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$2,250					
20	<input checked="" type="checkbox"/> Time & Materials	<input type="checkbox"/> Fixed Fee	<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Completion of Task(s)	<input type="checkbox"/> Completion of Work	\$5,250					
Part 2 – Reimbursable Expenses											
<input checked="" type="checkbox"/>	No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.					\$0.00					
Part 3 – Subconsultant Costs											
<input checked="" type="checkbox"/>	Subconsultant costs are not separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.					\$0.00					
Maximum Service Order Compensation (sum of Parts 1 through 3):											
						\$49,875.00					