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**CONTRACT FOR SERVICES AGREEMENT**  
Converse County, Wyoming  
Fiscal Year 2015-2016 (FY 16)

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**Please submit two originals of this form with your budget request. Page 3, SCOPE OF WORK, must be completed.**

**Parties:** This agreement is made between the Board of Commissioners of Converse County, Wyoming, 107 N 5<sup>th</sup> St., Suite 114, Douglas, WY 82633-2448 (hereafter "County") and Cando (hereafter "Contractor").

**Purpose:** This agreement is for the purpose of obtaining resources (funds) from the County and using such funds towards those services identified in *Attachment A: Scope of Work*. Funds will not be disbursed until the Contractor has completed and returned the Contract for Services Agreement and the County has approved the Contract.

**Term:** This agreement shall be in effect for a one-year term beginning July 1, 2015 and ending on June 30, 2016.

**Payment:** The County shall pay the Contractor in twelve equal monthly installments of \$ 8,333.33 not to exceed \$ 100,000<sup>00</sup> in total during the term of this agreement. (Note: the County will insert the budget amounts in this paragraph after the *final budget* has been *approved* by the Commission on the 3<sup>rd</sup> Tuesday of July.)

**Termination:** The Contractor may terminate this agreement thirty (30) days after giving notice in writing to the County of its intent to terminate. The County may terminate this agreement at any time for any breach thereof by Contractor or due to lack of sufficient funds in the County Treasury. Termination by either party ceases further obligation on the part of the County to make further payments under this agreement and Contractor shall be required to reimburse the County for any monies paid to Contractor under the terms of this agreement which have been paid in advance for services not yet rendered.

**Responsibilities of Contractor:** Contractor shall:

1. Use the funds solely for those services identified in *Attachment A: Scope of Work*.
2. Submit to the County a copy of its annual financial compilation, review or audit when completed for the end of each fiscal year. This document must be received from the Contractor prior to further funding requests.
3. Contractor shall submit invoices monthly, quarterly, biannually or yearly by the County's accounts payable deadline. Invoices shall be submitted by US Mail or by hand delivery to the County Clerk's Office.
4. Any allocation not invoiced by the Contractor for the current Fiscal Year and by the deadline will revert to the County's General Fund and will not be paid to the Contractor.
5. The Contractor shall pay, in a timely manner, all property taxes and any other debts assessed in its name and payable to Converse County. The County may

withhold any debts due and owing from the Contractor's final fiscal year allocation.

**Miscellaneous Provisions:**

1. The Parties hereby agree that **Contractor** may accumulate monies and need not expend all current funds provided; however, the **Contractor** shall not accumulate funds so as to be liable for any corporate tax.
2. By entering into this Agreement, the **County** does not waive its sovereign immunity or any other defense provided by law.
3. It is understood by both parties the funding provided to the **Contractor** is budgeted through the County's General Fund account; therefore, continued financial support for the **Contractor** after June 30, 2015 is contingent upon on an application form completed by the **Contractor** in the County's specified format; the **Contractor** meeting the *Scope of Work* identified in *Attachment A*; and, providing all documents and/or records as may be requested by the Board of County Commissioners from this date forward.

**Signatures:**

Converse County

  
 Richard C. Grant, Jr., Chair, BOCC

8/4/15  
 Date

Attest:

  
 Lucile K. Taylor, Converse County Clerk



{Contractor} Name of Organization: Cando

Mailing Address: 130 S. 3rd St.

City Douglas State WY ZIP 82633

Phone Number: 307. 358. 2000

Email address: rvelasquez@candowyoing.com

  
 Chairman

4.10.15  
 Date

Attest:

  
 Secretary

**ATTACHMENT A - SCOPE OF WORK**

Instructions to **Contractor**: Please identify and list the services that will be provided to County residents by using bullet points and provide sufficient detail for the Board of Commissioners to understand the project. It is not necessary to go into great detail. The Contractor shall be required to quantify (measure) the services provided prior to being considered for future funding.

Lindy Porter  
Contractor

4-10-15  
Date

**Please list those services below or attach your document with the required information:**



## ATTACHMENT A: SCOPE OF WORK

Cando will work with Converse County to create an environment fostering business growth and development.

We will do this through direct business counseling, aid with strategic planning and development assistance, positive public relations, service on local boards, and by initiating and building partnerships.

To accomplish this, Cando will focus on the following action items:

### Long Term Goals and Strategies (5 years)

#### **1. Diversify Business:**

- Create and promote a diversified economy in Converse County.  
Strategy: Create a legislative committee that will work to promote and encourage diversified business opportunities for Converse County. This committee will present proposed ideas and suggestions to Legislators when appropriate.  
Strategy: Continue to develop marketing materials and a timeline to recruit a large company to Converse County to build and operate a plastic resin facility.  
Strategy: Include City and County in discussion and Review possible incentives and include County and City in discussion.

#### **2. Permanent Funding for CANDO:**

- Explore viable options for permanent funding.  
Strategy: Initiate conversations with Rocky Mountain Power about a franchise fee to create a permanent funding source for CANDO and economic development.

#### **3. Continue to Grow the Converse County Leadership Institute:**

- Continue to partner with the University of Wyoming Extension and local resources to promote, educate, and enhance leadership skills in Converse County.  
Strategy: Increase participation from 16 students (2015) to 20 students (2016.)

#### **4. Reinvest Business Council money back into the community.**

- Identify and develop a project or program in FY2016.
  - Pursue a Façade Grant Program partnership for historic downtown Douglas.
- Pursue other projects as identified.

### Short Term Goals (1 Year)

#### **1. Reorganize the Main Street Program:**

- Recruit new board members.
- Plan a Board 101 Training session.
- Create local committees using the 4-point approach.
- Plan and participate in a "best practices" trip to Laramie and Rawlins.

#### **2. Legislative Committee:**

- Create a Legislative Committee to assist in diversifying businesses in Converse County. Include County and City representatives.
  - Once created, meet individually with stakeholders and constituents to gain support for the committee and their mission.
  - The committee members will create a draft of their proposed idea(s) by September/October 2015.
    - Scott Sutherland is working on a draft of proposed TIFF legislation.

#### Action:

- *The Legislature has created a value-added hydrocarbon subcommittee.*



**3. Childcare:**

- A lack of childcare centers is a concern in Douglas. CANDO will collaborate with other entities to establish a childcare center.

Strategy: Create a 501(3) c and establish a governing board.

- CANDO will contribute seed money to establish the 501(3) c status.
- Board members once identified will create bylaws, mission statements, strategic plan and other documents.
- Board members will work to establish a space for the childcare center.
  - The former Eastern Wyoming College building has been suggested for a space to house the facility. We will look at making this a "Community Center."
- Board members will work to receive buy-in from the City of Douglas and the County for the proposed ideas.
- Board members will initiate discussions with Converse County School District to use the old Eastern Wyoming College space as a daycare.
- Memorial Hospital of Converse County will contribute money and will have a seat on the board.
- CANDO will be granted a seat on the board.

Action: *Cando Board members will go before CCSD#1 School Board to address the former EWC building and its future use – August or September School Board meeting.*

**4. Housing:**

- Provide assistance creating affordable and additional homes in Converse County.

Strategy: Facilitate (and fund) a Certified Housing Study by October 1, 2015.

**5. Permanent Funding:**

- Seek new opportunities to establish a permanent funding source for CANDO.

Strategy: Approach Rocky Mountain Power about implementing a franchise fee to help provide permanent funding for CANDO.

- Other suggestion for permanent funding included: Creating an Economic Development Capital Campaign or a One Percent Tax for economic development.

**Other Current Projects as of May 2015**

**Plastics Plant in Converse County:**

Strategy: Business Council/site selector to assist us with marketing plan.

**Assisted Living:**

Strategy: Continue to work with Denise Lyons and the Memorial Hospital of Converse County Foundation when appropriate or as requested.

**Partnerships:**

Strategy: Continue to strengthen public and private relationships.

Contact

Cindy Porter, Director

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Douglas, WY 82633

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Contractor: Cindy Porter, Director, CANDO

  
Date