

## Professional Services Contract

#FreeBlackMamasDMV and National Bailout Coalition, located at (need address); and Je’Kendria Trahan, located at 6210 Belcrest Rd, Apt 1424, Hyattsville, MD 20782; agree that Je’Kendria Trahan (“the facilitator”) will serve as a contractor to #FreeBlackMamasDMV to be the facilitator for the FBM DMV bailout season debrief and future programming and campaign endeavors, working directly with the local coalition that supports the current NBO fellowship programming and services to Black mothers impacted by the carceral system.

The description of services that the facilitator will provide is outlined in detail in the linked [Statement of Work](#).

The Parties agree to be bound by the terms of this **Professional Services Contract**. The Parties further agree that they will advise other staff members who may collaborate on this matter within their respective organizations about the terms of this Professional Services Contract. All attorneys, successors, assigns, agents, and staff shall be similarly bound by the terms of this Professional Services Contract.

### RESPONSIBILITIES

1. The facilitator will complete the following deliverables:
  - Deliverable #1: 30 min survey for each local coalition member that captures qualitative data through 1:1 phone calls (can include a written assessment), bringing forth goals/desires for the debrief meeting agenda
  - Deliverable #2: Preparation and facilitation of a 4 hour in-person debrief meeting with local FBM DMV coalition
  - Deliverable #3: Co-facilitate a call with FBM DMV and NBO coalitions reporting back outcomes from this debrief meeting, in which JKT will provide written documentation of debrief meeting evaluation results
  - Deliverable #4: Preparation and facilitation of a 4 hour in-person strategy meeting to build program and campaign infrastructure, and delineate the relationship between the FBM DMV and NBO coalitions
  - Deliverable #5: Document outlining outcomes from meeting, including a programming and campaign strategic plan
  
2. The facilitator will be responsible for providing the informational material that will be presented to the participants at the workshops. This includes, but is not limited to;
  - A slide deck that may be used for any presentation of information.
  - Other informational material and resources that will be handed out to participants.
  - Pre-session assignments and session evaluation assessments
  
3. FBM DMV will be responsible for providing the meeting space, printed materials, and other session supplies at the workshop. This includes, but is not limited to;
  - Audio/Visual Equipment
  - Chart paper, markers, tape, scissors, etc.
  
4. All parties involved in this project agree to cooperate in timely communication of information and to consult on all significant decisions involved in this project. The facilitator agrees to communicate with FBM DMV and

NBO coalition about any significant changes to the curriculum/training and other significant decisions involved in the project.

**COMPENSATION, EXPENSES, and TERM**

1. The National Bailout Coalition agrees to pay a total of \$2,250 to be paid in two installments of \$1,125 each. The first installment will be after completion of Deliverable #2, and the last installment of \$1,125 will be after completion of Deliverable #4.
2. The Facilitator will submit an invoice for payment after completion of Deliverable #2 and Deliverable #4. Payment will be made within 7 days upon receipt of invoice via Cash App, Zelle, or PayPal payment.
3. All invoices should be submitted to **Arissa Hall** and **Delaine Powerful** at National Bailout Coalition for payment.

**SUPPLEMENTAL AGREEMENTS**

This Professional Services Contract may be amended or supplemented by FBM DMV, NBO, and the Facilitator through supplemental agreements, written addenda, or letter agreements formally agreed to by FBM DMV, NBO, and the Facilitator. The undersigned parties and the organizations they represent agree to the terms of this Professional Services Contract.

**CONFIDENTIALITY**

All parties agree to hold and maintain confidentiality in information disclosed by staff and program attendees during and after the services are rendered by the facilitator.

\_\_\_\_\_  
Je’Kendria Trahan  
Facilitator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Arissa Hall  
National Bailout Coalition

\_\_\_\_\_  
Date