

Recorder's Office Cover Sheet

Recording Requested By:

Name: Michelle Simpson

Department: County Manager's Office



SHAWNYNE GARREN, RECORDER

Type of Document: (please select one)

- Agreement
- Contract
- Grant
- Change Order
- Easement
- Other specify: _____

CONTRACT FOR PROFESSIONAL SERVICES

A CONTRACT BETWEEN
DOUGLAS COUNTY, NEVADA
AND
RAD STRATEGIES INC.

FILED
NO. 2023.236
DATE 10/3/23
DOUGLAS COUNTY CLERK
MINDEN, NV
BY AL DEPUTY

THIS CONTRACT FOR PROFESSIONAL SERVICES (THE "CONTRACT") IS ENTERED INTO BY AND BETWEEN DOUGLAS COUNTY, NEVADA, A POLITICAL SUBDIVISION OF THE STATE OF NEVADA ("COUNTY"), AND RAD STRATEGIES INC., A NEVADA CORPORATION ("CONTRACTOR"). THE COUNTY AND CONTRACTOR ARE AT TIMES COLLECTIVELY REFERRED TO HEREINAFTER AS THE "PARTIES" OR INDIVIDUALLY AS THE "PARTY."

WHEREAS, the County, from time to time, requires the services of independent contractors;

WHEREAS, the County believes that the services of Contractor are necessary, desirable, and in the best interests of Douglas County; and

WHEREAS, Contractor represents that Contractor is duly qualified, equipped, competent, ready, willing and able to perform the services required by County as hereinafter described.

WHEREAS, Contractor represents that Contractor possess all required licenses and permits to perform the services required by County;

NOW, THEREFORE, in consideration of the agreements herein made, the parties mutually agree as follows:

1. EFFECTIVE DATE OF CONTRACT. Upon execution by all parties, this Contract shall be effective from October 1, 2023, through March 31, 2024, unless the Contract is terminated earlier in accordance with Paragraph 8.

2. SERVICES TO BE PERFORMED. The Parties agree that the services to be performed by Contractor are as follows:

1. The creation of a monthly content calendar along with associated content (Typically 20 posts for the Douglas County Page, and 12 posts for the DCSO page per month).
2. Schedule these posts throughout the month.
3. Outline priorities and philosophy for social channels; Capture the county's tone, voice and persona in the content; Provide recommendations on creating content designed to generate interest and raise awareness while remaining focused on key messages; more original content reels and a consistent story stream of shared content; monitor for comments, manage responses and engage with the audience; ongoing review to drive

more engagement; review trends and provide recommendations to enhance online and social presence; review analytics and make adjustments, as needed.

4. Update profile picture to fill the logo to the allotted space; update bio to match the county mission; #DouglasCountyNV, create a tagline hashtag for Douglas County.
5. Create story highlights with branding; Add an address for the organization; Add contact information button option; Utilize all the additional links available on Instagram for go-to pages; Create templates for alerts, announcements, etc. to support customized branding; Adjust images when posting across platforms based on the individual size requirements.

6. Write, edit and send press releases for Douglas County and the Douglas County Sheriff's Office as needed.

7. Create content pages and update the Douglas County and the Douglas County Sheriff's Office websites as needed with press releases.

8. Share press releases on Douglas County and Douglas County Sheriff's Office social media accounts as needed.

9. Operate Douglas County's Constant Contact account and send out Board of County Commissioner meeting highlights and recaps twice per month, County newsletters, and other email news items as needed.

10. Assist with the development and editing of Douglas County's Frequently Asked Questions documents and graphics as needed.

11. Assist with developing additional web content as needed.

3. PAYMENT FOR SERVICES. Contractor agrees to provide the services set forth in Paragraph 2 at a cost of Four Thousand Dollars (\$4,000) per month, not to exceed \$24,000. Unless Contractor has received a written exemption from the County, Contractor agrees to submit invoices within fifteen (15) days of the end of the prior month for any services rendered. County will pay invoices it receives within a reasonable time. Contractor agrees to provide with each request for a payment a schedule of the actual costs for services for the period, cumulative total costs for services for the entire contract, and a comparison of the cumulative total costs for services relative to the approved budget. Requests for payment submitted pursuant to this contract shall be paid within thirty (30) days.

Contractor shall be responsible for all costs and expenses incurred while performing any services under this Contract, including without limitation licenses fees, memberships and dues; automobile and other travel expenses; and all salary, expenses and other compensation paid to Contractor's employees or contract personnel Contractor hires to perform the services described by this Agreement.

4. INDEPENDENT CONTRACTOR STATUS. The Parties agree that Contractor, her associates and employees shall have the status of an independent contractors and that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 333.700, as necessarily adapted to the parties, including that Contractor is not a Douglas County employee and that there shall be no:

- (1) Withholding of income taxes by the County;
- (2) Industrial insurance coverage provided by the County;
- (3) Participation in group insurance plans which may be available to employees

- of the County;
- (4) Participation or contributions by either the independent contractor or the County to the public employees' retirement system;
 - (5) Accumulation of vacation leave or sick leave;
 - (6) Unemployment compensation coverage provided by the County if the requirements of NRS 612.085 for independent contractors are met.

Contractor and County agree to the following rights and obligations consistent with an independent contractor relationship between the Parties:

- a. Contractor has the right to perform services for others during the term of this Agreement.
- b. Contractor has the sole right to control and direct the means, manner and method by which the services required by this Agreement will be performed.
- c. Contractor shall not be assigned a work location on County premises.
- d. Contractor, at Contractor's sole expense, will furnish all equipment and materials used to provide the services required by this Agreement.
- e. Contractor, at Contractor's sole expense, has the right to hire assistants as subcontractors, or to use Contractor's employees to provide the services required by this Agreement.
- f. Contractor or Contractor's employees or contract personnel shall perform the services required by this Agreement, and Contractor agrees to the faithful performance and delivery of described services in accordance with the time frames contained herein; County shall not hire, supervise or pay any assistants to help Contractor.
- g. Neither Contractor nor contractor's employees or contract personnel shall receive any training from County in the skills necessary to perform the services required by this Agreement.
- h. County shall not require Contractor or Contractor's employees or contract personnel to devote full time to performing the services required by this Agreement.
- i. Contractor understands that Contractor is solely responsible to pay any federal and state taxes and/or any social security or related payments applicable to money received for services provided under the terms of this contract. Contractor understands that an IRS Form 1099 will be filed by County for all payments County makes to Contractor.

5. INDUSTRIAL INSURANCE. Contractor shall, as a precondition to the performance of any work under this Contract and as a precondition to any obligation of the County to make any payment under this Contract, provide the County with a work certificate and/or a certificate issued by a qualified insurer in accordance with NRS 616B.627. Contractor also shall, prior to commencing any work under the contract, complete and provide the following written request to a qualified insurer:

RAD STRATEGIES has entered into a contract with Douglas County to perform work from October 1, 2023, through March 31, 2024, and

requests that the insurer provide to Douglas County (1) a certificate of coverage issued pursuant to NRS 616B.627 and (2) notice of any lapse in coverage or nonpayment of coverage that the contractor is required to maintain. The certificate and notice should be mailed to:

Douglas County Manager
Post Office Box 218
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the Contract. If Contractor does not maintain coverage throughout the entire term of the Contract, Contractor agrees that County may, at any time the coverage is not maintained by Contractor, order the Contractor to stop work, suspend the Contract, or terminate the Contract. For each six-month period this Contract is in effect, Contractor agrees, prior to the expiration of the six-month period, to provide another written request to a qualified insurer for the provision of a certificate and notice of lapse in or nonpayment of coverage. If Contractor does not make the request or does not provide the certificate before the expiration of the six-month period, Contractor agrees that County may order the Contractor to stop work, suspend the Contract, or terminate the Contract.

6. LICENSING. Contractor agrees to maintain any required licenses to perform any services for County. The failure to maintain any required license will result in immediate termination of this Contract.

7. GENERAL LIABILITY INSURANCE. Douglas County's liability coverage will not extend to the Contractor. However, Contractor is not required to obtain liability insurance provided the affidavit required under Section 5 above has been provided.

8. TERMINATION OF CONTRACT. This Contract may be revoked without cause by either Party prior to the date set forth in Paragraph 1, provided that a revocation shall not be effective until 30 days after a party has served written notice upon the other party. The Contractor shall submit billings for work performed up to the effective date of termination.

9. CONSTRUCTION OF CONTRACT. This Contract shall be construed and interpreted according to the laws of the State of Nevada. Any dispute regarding this Contract shall be resolved by binding arbitration, with an arbiter jointly selected from a list maintained by the Nevada Supreme Court of senior/retired judges, with both parties to pay their own attorney fees. There shall be no presumption for or against the drafter in interpreting or enforcing this Contract.

10. COMPLIANCE WITH APPLICABLE LAWS. Contractor shall fully and completely comply with all applicable local, state and federal laws, regulations, orders, or requirements of any sort in carrying out the obligations of this contract, including, but not limited to, all federal, state, and local accounting procedures and requirements and all immigration and naturalization laws.

11. ASSIGNMENT. Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this contract without the prior written consent of the County.

12. COUNTY INSPECTION. The books, records, documents and accounting procedures and practices of Contractor related to this contract shall be subject to inspection, examination and audit by the County.

13. DISPOSITION OF CONTRACT MATERIALS. Any books, reports, studies, photographs, negatives or other documents, data, or other materials prepared by or supplied to Contractor in the performance of its obligations under this Contract shall be the exclusive property of the County and all such materials shall be remitted and delivered, at Contractor's expense, by Contractor to the County upon completion of the project, or termination or cancellation of this Contract.

14. PUBLIC RECORDS LAW. Contractor expressly agrees that all documents submitted, filed, or deposited with the County by Contractor, unless designated as confidential by a specific statute of the State of Nevada or a court of competent jurisdiction, shall be treated as public records pursuant to NRS Chapter 239 and shall be available for inspection and copying by any person, as defined in NRS 0.039, or any governmental entity.

15. INDEMNIFICATION. Contractor agrees to indemnify and save and hold the County, its agents and employees harmless from any and all claims, causes of action or liability arising from the performance of this contract by Contractor or Contractor's agents or employees.

16. MODIFICATION OF CONTRACT. This Contract constitutes the entire agreement between the Parties and may only be modified by a written amendment signed by the Parties.

17. AUTHORITY. The Parties represent and warrant that they have the authority to enter into this Contract.

18. INCORPORATED DOCUMENTS. The Parties agree that this Contract references or incorporates no other documents or exhibits.

19. SEVERABILITY. The illegality or invalidity of any provision or portion of this Agreement shall not affect the validity of the remainder of the Agreement and this Agreement shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of the Agreement unenforceable.

20. NO APPROPRIATION OF FUNDS. All payments and services provided under this agreement are contingent upon the availability of the necessary public funding. In the event that Douglas County does not receive the funding necessary to perform in accordance with the terms of this Agreement, this Agreement shall automatically terminate and all fees due and owing shall be paid.

21. NOTICES. All notices or other communications required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given three business days after mailing by United States, postage prepaid, first class mail addressed to the other party at the addresses set forth below:


FOR COUNTY:

Douglas County
Attn: County Manager's Office
P.O. Box 218
Minden, Nevada 89423
Ph: 775-782-9821

FOR CONTRACTOR:

RAD Strategies Inc.
5421 Kietzke Ln., Ste. 100
Reno, Nevada 89511
Phone: 775-323-6333

IN WITNESS WHEREOF, the parties hereto have caused this contract for professional services to be signed and intend to be legally bound thereby.



Jenifer Davidson
Douglas County Manager

10/2/23
Date



Ronele M. Dotson, President
RAD STRATEGIES INC.

Oct. 1, 2023
Date

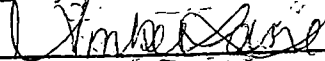
Douglas County

State of Nevada

CERTIFIED COPY

I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on this

3 day of October, 2023

By  Deputy