CONTRACT FISCAL INFORMATION SHEET

PLEASE COMPLETE THIS FORM AND ATTACH TO CONTRACT WHEN IT IS TIME TO ROUTE CONTRACT FOR APPROVALS AND SIGNATURES.

CONTRACTOR'S NAME: **Tangipahoa Parish CVB**
CONTRACTOR'S ADDRESS: **13143 Wardline Rd, Hammond, LA 70401**

CONTRACTOR'S FEDERAL ID# **720949236** OR SOCIAL SECURITY #

CONTRACTOR'S CONTACT PERSON: **Emily McKneely**

EMAIL ADDRESSS: **Emily@tangitourism.com**

CONTRACTOR'S TELEPHONE NUMBER **985-542-7520**

CONTRACT AMOUNT: **$14,264.00**

CONTRACT PERIOD: From: **7/1/2011** To: **6/30/2012**

SOURCE OF FUNDS:

State:		Percent
State:		Percent
Federal:		Percent
Self-generated:	**100**	Percent

Organ.	**6787**	Object	**3460**	Sub Object:		Reporting Cat.	**7235**
Organ.		Object		Sub Object		Reporting Cat.	
Organ		Object		Sub Object		Reporting Cat	

BRIEF DESCRIPTION OF SERVICES:
Cooperative advertising program to promote tourism in the Tangipahoa Parish area.

Office of Lt. Governor/
Department of Culture, Recreation & Tourism
Funding Agreement Checklist

Agency/Program: DCRT - Tourism

Recipient: Tangipahoa Parish Tourist Commission

Indicate:

- (●) **Cooperative Endeavor**
- ( ) **Professional Services Contract**
- ( ) **Personal Services Contract**
- ( ) **Consulting Services Contract**
- ( ) **Social Services Contract**
- ( ) **Grant: Indicate Specific Program** [ ]
- ( ) **Line Item Appropriation**
- ( ) **Letter of Agreement**

Yes	No	
☑	☐	**Does the agreement include budget worksheet?**
☑	☐	**Does the agreement include anticipated uses?**
☑	☐	**Does the agreement include estimated duration of the project?**
☑	☐	**Does the agreement include goals, objectives, and measures of performance?**
☑	☑	**Does the agreement indicate requirement of written progress report every ~~six (6) months?~~** final report / last reimbursement
☑	☐	**Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule)**
☑	☐	**Has the comprehensive budget been approved by the appointing authority?**
☑	☐	**Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor?**

Signatures: Lindsey Schmid — **Contract Monitor** — 10/26/11 **Date**

[illegible] — **Appointing Authority** — 10/26/11 **Date**

OCR#267-200782
DCRT-OT.12-32
CFMS 708249

Cooperative Endeavor Agreement
Louisiana Office of Tourism 2011-2012 Cooperative Marketing Program

THIS COOPERATIVE ENDEAVOR AGREEMENT is made and entered into on the dates and at the places listed below by and between the Louisiana Department of Culture, Recreation and Tourism, Office of Tourism, hereinafter sometimes referred to as "State" or "LOT," and the Tangipahoa Parish Tourist Commission, a political subdivision of the State of Louisiana, domiciled and having its principal business address at 13143 Wardline Rd., Hammond, LA 70401, hereinafter referred to as "Contractor."

WITNESSETH:

WHEREAS, Article VII, Section 14 (c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions... may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual"; and

WHEREAS, the Louisiana Department of Culture, Recreation and Tourism is responsible for the statewide development and implementation of cultural, recreational, and tourism programs (La. R.S. 36:201.B) and its Office of Tourism is statutorily mandated to "encourage and promote tourism and the tourist industry for the benefit of the people of this and other states and as a developing economic resource; and shall cooperate with local tourist promotion and convention agencies. . ." (La. R.S. 36:208.F); and

WHEREAS, the Contractor is a political subdivision of the state, statutorily authorized to "do all things necessary for the promotion and the advertisement and publication of information relating to tourist attractions within its jurisdiction" (La. R.S. 33:4574); and

WHEREAS, in accordance with La. R.S. 51:1254, the Louisiana Office of Tourism is responsible for the design, plan, development and implementation of the effective and accurate promotion of Louisiana's history, culture, art, folklife, recreational and leisure opportunities, natural and scenic resources, transportation, cuisine, sites, attractions, accommodations and events. The LOT is also mandated to encourage and assist local governmental and private sector development for the promotion of tourism; and

WHEREAS, the Office of Tourism's Cooperative Marketing Program (CMP) was developed and designed to fulfill the LOT's governmental purposes and statutory mandate; and

WHEREAS, the Louisiana Travel Promotion Association (LTPA) is a private, non-profit, membership trade association that leads the private sector growth of the Louisiana tourism industry; and

WHEREAS, the LTPA creates, coordinates, and offers the tourism industry cooperative marketing programs, including consumer and trade advertising; and

WHEREAS, the LTPA has created a 2011/2012 Marketing Plan tailored specifically to Louisiana's tourism industry. The Plan reflects LTPA's marketing research and rate negotiations to ensure expenditures are researched-based and discounted, when compared to buying directly through the publications on print and web advertising for over thirty-five eligible (as outlined in the CMP application) publications and media outlets; and

WHEREAS, the LTPA will receive a percentage of the cost of the media purchased by the Contractor from the 2011/2012 LTPA Marketing Plan, which funds will be reinvested by the LTPA in programs that educate and promote the tourism industry, which further supports the public purposes and statutory mandates of the State; and

WHEREAS, at this time, there is no other entity that offers a researched-based comprehensive marketing plan tailored to the promotion of Louisiana's tourism industry that offers media purchases at a discounted rate to the Louisiana tourism industry; and

WHEREAS, in accordance with the Office of Tourism's Master Plan to expand and increase the economic impact of tourism in Louisiana through strong and effective public initiatives, the State desires to cooperate with the Contractor in the implementation of a cooperative advertising program designed to leverage state and local tourism funding; and

WHEREAS, in fiscal year 2012 under the guidelines of the Cooperative Marketing Program, the State will reimburse the Contractor for up to 50% of the Contractor's cost of purchasing approved media through the LTPA 2011/2012 Marketing Plan, as well as other media pre-approved by the State, up to a maximum amount of $14,264.00; and

WHEREAS, it is anticipated that the public benefit of maintaining awareness and a positive image of the state as a unique and desirable travel destination through this cooperative marketing program is proportionate to obligations to be undertaken by the State, which obligations benefit the Louisiana economy and tourism industry at the state and local level.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. Scope of Services

As provided herein and in greater detail in the attached Exhibit A which is incorporated herein by reference, the State agrees to reimburse the Contractor 50% of the cost incurred for purchasing media pre-approved by the State, up to a maximum amount of $14,264.00, subject to the following terms and conditions:

A. The State will provide the Contractor with the eligible programs within the 2011/2012 LTPA Marketing Plan, as well as other media approved by the State.
B. The media must run between July 1, 2011 and June 30, 2012.
C. All advertising must be approved by the Contract Monitor prior to placement.
D. Contractor must include the approved Louisiana Office of Tourism logo (found here: http://www.crt.state.la.us/tourism/grants.aspx) on all print, broadcast, internet and billboard advertising.
E. Contractor must include the phrase ***"Visit LouisianaTravel.com to plan your trip today"*** on all radio and television ads.
F. To receive a 50% reimbursement for the cost of media, the Contractor shall submit to the State:
    1. Proof of reimbursable charge from vendor (legible invoice reflecting date, description and dollar amount).
    2. An original invoice from the Contractor to the State for one-half of the cost of the media purchase.
    3. Proof of Implementation. Documentation can include:

- Original ad placement tear sheets (verifying name and date of publication)
- Screen-shots (banner ads)
- Log report indicating actual broadcast times/dates
- Billboard photographs showing content
- Other (LOT Contract Monitor will determine if proof is acceptable)

G. Final Report - At the conclusion of the program, the Contractor must submit the Final Report, which shall summarize the campaign goals and the outcomes of the program using the measurements of success stated in the Contractor's Cooperative Marketing Program application. Invoices will be processed as they are received; however, final payments will be held until the Final Report is submitted.

Monitoring Plan

Lindsey Schmitt, Program Manager, or her supervisor or successor to this position will ensure that the requirements are met and that services contracted for and agreed upon are rendered complete.

Payment Terms

In consideration of the program described above and upon receipt of an original invoice and proof of deliverables that validate the fulfillment of all requirements set forth herein, the State agrees to reimburse the Contractor for 50% of the cost of media purchased, up to a maximum amount of **$14,264.00.** Payments shall be made upon receipt of these invoices. The final invoices and all supporting documentation for expenses must be received by the State no later than July 10, 2012.

Taxes

Contractor is responsible for payment of all applicable taxes from the funds to be received under this agreement, identified under federal tax identification number 72-0949236.

Contractual Review Approval

This Contract is not effective until approved by the Director of the Office of Contractual Review in accordance with Executive Order BJ 08-29. Any alteration, variation, modification, or waiver of this Agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of Contractual Review.

Termination for Cause

The State may terminate this contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of this agreement; provided the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure, and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that the Contractor

shall give the State written notice specifying the State's failure and a reasonable opportunity to cure the defect.

Termination for Convenience

The State may terminate this agreement at any time by giving thirty (30) days written notice to Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

Remedies

Any claim or controversy arising out of this Agreement shall be resolved by the provisions of La. R.S. 39:1524-1526.

Ownership

All records, reports, documents and other materials delivered or transmitted to Contractor by the State shall remain the property of the State, and shall be returned by Contractor to the State, at Contractor's expense, at termination or expiration of this contract.

Assignment

Contractor shall not assign any interest in this contract and shall not transfer any interest in same (whether assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contractor from the State may be assigned to a bank, trust company or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

Auditor's Clause

It is hereby agreed that in accordance with La. R.S. 24:513, the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration and/or the Department of Culture, Recreation and Tourism auditors shall have the option of auditing all accounts of Contractor that relate to the Contract.

Ethics

The Contractor must be knowledgeable of and abide by all applicable provisions of federal, state and local law, including the Louisiana Code of Governmental Ethics La. R.S. 42:1101 et seq.

Fiscal Funding Clause

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of this contract by the Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the Contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriations for the year from exceeding the revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Contract, the Contract shall terminate on the date of the beginning of that first fiscal year for which funds are not appropriated.

Term of Contract

This agreement shall begin on **July 1, 2011,** and shall terminate on **June 30, 2012.**

Discrimination Clause

The Contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

Indemnification Clause

Contractor shall indemnify and hold harmless the State against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life or injury or damage to person or property growing out of, resulting from or by reason of any act or omission, operation of work of the Contractor, his agents, servants, or employees while engaged upon or in connection with the services required or performed by the Contractor hereunder.

THUS, DONE AND SIGNED at Hammond (city), LA (state) on the 26 day of August (month), 2011.

WITNESSES:

Sarah Lea

Dana Short

Emily McKneely, Director of Sales
Tangipahoa Parish Tourist Commission

THUS, DONE AND SIGNED at Baton Rouge, Louisiana on the 20 day of Sept, 2011

WITNESSES:

Marlene Cureo

Jim Hutchinson, Assistant Secretary
Louisiana Office of Tourism

THUS, DONE AND SIGNED at Baton Rouge, Louisiana on the 22 day of Sept, 2011

WITNESSES:

Linda Smith

Charles R. Davis, Deputy Secretary
Office of the Lieutenant Governor
Department of Culture, Recreation and Tourism

APPROVED
Office of the Governor
Office of Contractual Review

OCT 12 2011

Sandra G. Giller
DIRECTOR

Exhibit A

Agency Name: DCRT, Louisiana Office of Tourism

Contracting Party: Tangipahoa Parish Tourist Commission

Contract Monitor: Lindsey Schmitt, Program Manager

Detailed Goals and Objectives:

The LOT is specifically authorized to establish and support cooperative advertising programs (La. R.S. 51:1255). Cooperative advertising is a system by which advertising costs are divided between two or more parties. In this cooperative advertising program, the State encourages local tourism convention and visitor bureaus ("CVBs"), tourist commissions, destination marketing organizations (DMOs), or regional partnerships of CVBs and/or DMOs, to advertise the local tourism "product."

CVBs are political subdivisions of the state, statutorily authorized to "do all things necessary for the promotion and the advertisement and publication of information relating to tourist attractions within its jurisdiction" (La. R.S. 33:4574).

The tourism product is any activity or experience a tourist may participate in. For the LOT, the tourism product includes all of the communities, attractions, features, experiences, and events in the entire state of Louisiana. For a local CVB/DMO, the tourism product includes the communities, attractions, features, experiences, and events within its jurisdiction.

The LOT Cooperative Marketing Program is administered in part through the nonprofit travel industry association, Louisiana Travel Promotion Association (LTPA). The LOT is statutorily directed to cooperate with governmental agencies (e.g., CVBs) and nonprofit associations (e.g., the LTPA) to market Louisiana as a tourism destination. The LTPA Marketing Plan is a result of LTPA's media research which identified media outlets appropriate for Louisiana tourism promotion. The media placement rates offered through the 2011-2012 LTPA Marketing Plan were negotiated by LTPA and, therefore reflect discounts below published rates for placing media in the selected outlets. Revenues generated by the LTPA are re-invested in activities that complement and enhance the statutory duties and public purposes of the LOT and the CVBs, namely the promotion and expansion of tourism in Louisiana.

It is more efficient for the LOT to encourage local CVBs to advertise their own tourism product (which is part of the state's "tourism product") and then provide a 50% rebate to the CVB for those ads, than it would be for the state LOT to buy an ad to promote the local CVBs tourism product (again, which is part of the state's "tourism product") at the full price of the ad plus fees for media research and/or media commissions.

Deliverables:

- The Contractor will deliver the invoices, proof of placement, final report and other supporting documentation described in the Scope of Services.
- The State will remit reimbursement payments upon submission of documentation of incurred media purchases as described in the "Payment Terms".

Performance measures:
Performance measures will include the results derived from the marketing efforts to include: number/frequency of advertisements placed; the circulation of publications in which advertising is placed; the number of inquiries/leads received from advertisements' "calls to action" (e.g., website visitation, telephone inquiries, etc.); increased brand recall and awareness; increased local and state-wide visitation.

Contract Monitor: Lindsey Schmitt

Monitoring Plan:

- Contract Monitor will work with the Contractor to ensure its understanding of the State's requirements so that the Contracting Party can participate in the Cooperative Marketing Program.
- Contract Monitor will ensure the advertisements are placed and the deliverables are delivered in accordance with the terms of this Agreement.
- Contract Monitor will review and verify submitted invoice(s) prior to authorizing release of payment.
- Contract Monitor will ensure the completion of a Performance Evaluation within 45 days of the completion of contract services.

Final Utility of Service:
The marketing and advertising benefits that will result from this cooperative agreement comply with the goals and objectives of the Louisiana Office of Tourism to increase the awareness of Louisiana as a tourism destination, to promote and assist expansion of tourism and the tourism industry in Louisiana, and to cooperate with local tourist promotion and convention agencies.

TANGIPAHOA PARISH TOURIST COMMISSION

GENERAL FUND BUDGET

ESTIMATED REVENUES	
LODGING TAX	$ 650,000
COLLECTION FEES	(32,500)
ACT 1 INCOME	500,000
GRANTS	10,000
MISCELLANEOUS INCOME	15,500
INTEREST EARNED	12,000
TOTAL ESTIMATED REVENUES	1,155,000
ESTIMATED EXPENDITURES	
SALARIES & EMPLOYEE BENEFITS	311,000
PAYROLL TAXES	6,000
EMPLOYERS SHARE RETIREMENT	38,000
WORKERS COMP INSURANCE	2,000
SPORTS COMPLEX EXPENSE	15,000
ADV & PROM/TOUR PARTNERSHIP	642,500
GRANT EXPENDITURES	10,000
AUTOMOBILE EXPENSE	20,000
ACCOUNTING AND AUDITING	12,000
COMMISSIONER EXPENSE	2,000
INSURANCE	15,000
OFFICE EXPENSE	10,500
REPAIRS & MAINTENANCE	15,000
UTILITIES	30,000
CAPITAL LEASES	6,000
CAPITAL OUTLAY	20,000
TOTAL ESTIMATED EXPENDITURES	1,155,000
EXCESS REVENUES OVER EXPENDITURES	$ -

TANGIPAHOA PARISH CONVENTION & VISITORS BUREAU
Marketing Plan

MEDIA AND COLLATERAL $90,000

Guaranty Broadcasting Staycation Guide
Baton Rouge Area Visitors Guide
Y'all Magazine
Trailer Life RV Directory
Louisiana Tour Guide
Woman's Day magazine
Tangi Lifestyles Magazine
Country Roads Magazine 12X
Northshore Conifer Magazine 6X
Antiques Gazette Publication 3X
LA Life Travel Guide
LA Renaissance Festival Guide
Sweetwater Campground Guide
Yogi Bear Campground Guide
Hidden Oaks Campground Guide
LA Campground Owners Association Guide
30,000 Calendar of Events Guide
30,000 Visitor Guides
2,700 Tangipahoa Parish Campground Brochures
LA Children's Discovery Museum Brochure
LA Children Discovery Museum WebSite Design
1,000 Louisiana Gumbo Recipe Books
Tangipahoa African American Museum (TAAHM) Website
5,000 African American Festival Flyers & Sponsorship
5,000 TAAHM Information Sheets
20,000 TAAHM Brochures
10,000 Camp Moore Confederate Museum Brochures
10,000 Tangipahoa Parish Maps & Map Pads
New Website
Coop with Gumbo - Southern Breeze Magazine
Coop with Gumbo - Texas Monthly
Coop with Gumbo - TBD
Coop with Gumbo - TBD
Family Circle Magazine
LA Cookin'

EVENT/ATHLETIC SPONSORSHIPS $101,000

Two State Rodders Car Show
Sweet Home Folklife Event
Strawberry Jam & Toast to the Arts
Ponchatoula Trade Days X2
Louisiana Alive - DC Mardi Gras
Independence Sicilian Festival
Amite Oyster Festival
Ponchatoula Strawberry Festival
Tickfaw Italian Festival
Corporate Sponsorship - Hammond Chamber

Ponchatoula Quilt Expo
Hammond Blues & Barbeque Sponsorship
Independence Chamber Sponsorship (Banners)
Daily Star Shop at Home Campaign Ads
Hammond DDD Hot August Night Sponsorship
Ponchatoula Chamber After Hours
AAU Basketball Tournaments (5 Weekends)
South Tangi Soccer Strawberry Cup Tournaments
Oak Knoll Futures Tennis Tournaments (3)
Ponchatoula Hurricanes Basketball Tournament
18th Annual Tour de Tangipahoa Bike Ride
Dixie Majors Baseball State Tournament (15/16 17/18)
Little League Baseball State Tournament (13/14 15/16)
Little League Softball Tournaments (7/8)
Dixie Girls Softball (9/10 16/18)
Dixie Boys State Tournament (9/10 11/12)
Dixie World Series
Amateur Sports Complex Consulting
Sports Complex Drawing

SLU **$20,500**

SLU Development Foundation (Theater Department)
SLU Athletic Department
SLU Golf Tournaments Sponsorship (3)
SLU Fanfare Sponsorship

FLORIDA PARISHES ARENA **$50,000**

Florida Parishes Arena Marketing Fund

BILLBOARD ADVERTISING **$30,000**

Ponchatoula Antique City Billboards Sponsorship
I-55 Southbound Visitor Center Billboard
LAMAR Digital Advertising
Baton Rouge, Lafayette, Jackson MS

TRADE/TRAVEL/PROMOTIONS **$61,000**

Exhibit @ Association of African American Museums Conference
Exhbit a@ AARP National Convention
Participation at Travel South USA
Exhibit @ Adventures in Travel Shows (Chicago, NY, LA)
Exhibit @ Family Motorcoach International Rally
LA Press Association
Houma RV & Outdoor Show
Lafayette RV Show
Lake Charles RV Show
New Orleans/Lamar Dixon RV Show
Locations Expo
10,000 Stadium Cups
Chip Clips 2,5000
50 Golf Umbrellas
Sunglass Clips, Tape Measures, Chip Clips
Small Umbrellas (114)
1500 Logo Koozies/Foam

Leather-Like Koozies (2000)
15,000 Lime Green Bags
500 Jotter Pads
500 Bic Pens
Luggage Tags
Mardi Gras Beads
Promotional Tumblers
Brief Cases

The Tangipahoa Parish Convention and Visitors Bureau annually participates in a number of tradeshows, promotions, activities, and ad placements to ensure proper representation of our community. Markets are chosen on the basis of past successes, market demand, economic conditions, along with researched based projections.

Goals include increasing visitation and interest for Tangipahoa Parish via occupancy rates, average daily rates, leads generated, etc.

Tangi Tourism utilizes a number of strategies in order to successfully promote the area as a tourism destination. Market knowledge is crucial to our success. A variety of markets make up the demographic which is the Tangipahoa Parish visitor. A diverse group of visitors are targetted annually and consist of, but are not limited to: travel and leisure, conventions, sports events, group travel, film industry, and corporate travelers.