

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

Agency/Program: DCRT/Office of Tourism, Marketing

Recipient: Sci-Port Discovery Center

- 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 | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include budget worksheet? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include anticipated uses? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include estimated duration of the project? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include goals, objectives, and measures of performance? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures:



Contract Monitor



Appointing Authority

10-31-11
Date

10/31/11
Date

**STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE
PARISH OF CADDO**

COOPERATIVE ENDEAVOR AGREEMENT

THIS COOPERATIVE ENDEAVOR AGREEMENT is made and entered into by and between the Louisiana Department of Culture, Recreation and Tourism, Office of Tourism, hereinafter referred to as "CRT" or the "State," and Sci-Port Discovery Center, officially domiciled at 820 Clyde Fant Parkway, Shreveport, LA 71101, hereinafter referred to as "Contractor" or "Center" or "Sci-Port" under the following terms and conditions:

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, in accordance with RS 51:1254, the Louisiana Office of Tourism was established to be 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 and is also mandated to assist local government and private sector development for the promotion of tourism; and

WHEREAS, the Sci-Port Discovery "Center" is a private not-for-profit organization with a rotating governing board of community leaders and a staff of scientists, educators and business professionals. The Center relies on private community support from individuals, companies and foundations. Since the opening of the Center in November 21, 1998 people of all ages have explored the fun of science, technology, and math through the Sci-Port programs in educational environments and through exhibits; and

WHEREAS, the Center provides an interactive learning environment that engages individuals of all ages, abilities, and backgrounds, and is a great educational resource facility for teachers. Sci-Port has developed and built strong partnerships and collaborations with school systems as well as a variety of other community organizations both public/private. The Center is a cornerstone for economic development and educational opportunities in the southern region, and leads as a public resource for informal science education in the state of Louisiana; and

WHEREAS, the State desires to support Sci-Port in this endeavor that is an economic and tourism development opportunity for Louisiana and the city of Shreveport. The Contractor will display the exhibit "Bodies Revealed", a three-dimensional tour of the human body, from January 1, 2012 through May 21, 2012. Visitors will be engaged in the Exhibit by moving from gallery to gallery to view fourteen (14) full body human specimens, and will have the opportunity to witness the functions of over 200 organs that tell the story of the miraculous systems that work together in each human body; and

WHEREAS, Bodies Revealed uses an innovative preservation process that utilizes modern technology that allows individuals to physically see the body's inner beauty in ways never seen before, particularly interesting to those who are not currently working in medical professions. The exhibitor will also offer opportunities for visitors to engage in instructional setting regarding health and medical education through the use of actual human bodies and specimens that are meticulously dissected and respectfully displayed to offer an unprecedented view into organ functions; and

WHEREAS, the Exhibit provides experiential classroom activities that have been aligned to both national and state curriculum, and is considered a post-secondary guide for college and other adult students, serving as an educational tool to increase knowledge in Science, Technology, Engineering and Mathematics (STEM). The Exhibit experience is not replicated in traditional classroom settings and is a comprehensive award winning teachers guide for grades Pre-K-12; and

WHEREAS, in Greensboro, North Carolina the Exhibit attracted a record attendance of approximately 60,000 to include over 24,000 adults, 9,000 seniors/military, 18,000 students, 7,800 children, and 1,200 others. Previous attendance was recorded in Grand Rapids, Michigan at over 45,000. The targeted audience includes elementary schools, college-aged students, educators, and other adults and families from the Shreveport-Bossier region, neighboring states, as well as other areas of the state. The Exhibit economically beneficial for the region and state; and

WHEREAS, it is anticipated that the public benefit of increasing in-state and regional travel, maintaining awareness of Louisiana's unique tourism resources and the presenting of a positive image of Louisiana as a unique and desirable travel destination are proportionate to the obligations undertaken by the State. The State will receive recognition as sponsor of this Exhibit through internet media, verbal recognition, printed promotional materials, public acknowledgement of the State, and in other related publicity efforts. Louisiana's economy and tourism industry will receive economic benefits as a result of this endeavor; and

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

SCOPE OF SERVICES

Contractor shall plan, coordinate, install, and effectively promote **Bodies Revealed**, an exhibit to be displayed at the Sci-Port Discovery Center in Shreveport, Louisiana beginning January 1, 2012 - May 31, 2012 and, Contractor shall use every opportunity to recognize the State as a supporting sponsor of the Exhibit in the following manner:

Contractor shall:

- Ensure the placement of the **Bodies Revealed** exhibit at the Sci-Port Discovery Center during the entire period of January 1, 2012 through May 31, 2012 as specified and shall effectively promote the Exhibit in a way to maximize interest and attendance, through publicizing the Exhibit as a fun, educational experience designed to engage people of all ages.
- Prominently insert Louisiana's official tourism logo "**Louisiana Pick Your Passion**" on the sponsor page of the official website of **Sci-Port Discovery Center** (<http://www.sciport.org.htm>) and shall provide a link to www.LouisianaTravel.com. Information regarding the Louisiana tourism logo shall be obtained from the Programs and Services department of the Office of Tourism.
- Verbally recognize the State as an official sponsor in publicity efforts, including advertisements, speaking engagements, and media sets that promote program activities; and provide speaking opportunities for State representatives to participate in any major press conferences and/or events that promote the Exhibit.
- Request a banner or other appropriate tourism promotional items to be hung or placed at the Exhibit's grand opening to acknowledge the State's support should major sponsors be recognized at the Sci-Port Discovery Center or at major events, press conferences or other activities that promote the Exhibit.

- Provide the State with complimentary tickets/passes and parking passes in quantities necessary to attend the Exhibit and other major associated activities that publicize the Exhibit. Tickets/passes shall be provided to the State at least fourteen (14) days prior to the activity if fees are required to attend. The State must also be given access to any available media attending events in order to promote Louisiana tourism.
- Provide the State with **Progress Reports (Exhibit C)** on a quarterly basis, providing detailed information on exhibit timelines, publicity efforts and updates. Contractor shall also provide updates on Exhibit attendance/participation including records broken down by student levels such as elementary, middle school, high school, college, professors, other educators, seniors, and by sex should this information be available. Contractor shall provide documentation and information on publicity efforts and proof of State recognition as a sponsor. Documentation may include copies of programs, publicity cards other printed publicity materials, articles, media information, press releases, promotional flyers, CDs of advertisements that recognizes the State's support, proof of internet media that recognizes the State's support and other information that supports publicity efforts. This information will be utilized to measure performance consistent with the provisions, goals and objectives of this agreement.
- With any request for reimbursement, Contractor shall submit to the State, an invoice on original letterhead with an **Itemized Cost Report** listing all expenditures that are to be reimbursed by the State in compliance with the projected **Budget (Exhibit B)**. The **Itemized Cost Report** must be accompanied by supporting documentation for all advertising and publicity associated with promoting the Exhibit. Supporting documentation shall include copies of paid invoices, billing statements, media logs with dates and costs, requisitions, processed checks, financial statements and other such documents to confirm incurred costs. Contractor shall submit a **Progress Report (Exhibit C)** with any request for reimbursement (original invoice).
- Upon conclusion of all services, Contractor shall provide a **Final Report**, which shall include details of activities and a summary of the outcome regarding the effectiveness of this endeavor as it relates to the specific goals and objectives that are outlined in **Exhibit A**. Contractor shall also submit documentation to verify acknowledgement of the State as an official sponsor of the Exhibit such as copies of printed promotional materials, press releases, articles, DVDs of media coverage, newspaper clippings, CDs and/or DVDs of commercial spots that acknowledge the State's support, photos of the event, photos of Louisiana banners or other signage displayed at activities, and other documents that confirm public recognition of the State as sponsor. Contractor shall also include attendance records to include data on the number of people who traveled 50 miles+ to see the Exhibit. and any available economic impact data that is available to support the State's investment in the Exhibit. Contractor agrees to submit the **Final Report** not later than **Jun 30, 2012**.

PAYMENT TERMS

In consideration of the services described above, the State hereby agrees to reimburse the Contractor in an amount not to exceed the total sum of **SEVENTY FIVE THOUSAND AND NO/100 (\$75,000.00) DOLLARS**, which sum is inclusive of all costs or expenses to be paid by the State in connection with the services and deliverables to be provided under this agreement. No State funds shall be remitted for items not listed in the **Budget (Exhibit B)**, without written prior approval of State. Travel expenses are not reimbursable under the terms of this agreement and shall not be paid or reimbursed separately. Payment will be made only upon approval of the State's assigned Contract Monitor, Jack Warner, Deputy Assistant

Secretary of the Office of Tourism, his supervisor, designee or successor.

Payments will be disbursed on a cost reimbursement basis in the following manner:

Contractor shall submit at least quarterly **Progress Reports (Exhibit C)** and **Itemized Cost Reports**, accompanied by original invoices on organization official letterhead, with supporting documentation for all expenses. Supporting documentation shall include copies of invoices, media logs, billing statements, requisitions, receipts, processed checks and other appropriate records that reflect incurred expenses in accordance with the attached Budget, **Exhibit B**. All original documentation to support the reimbursement request must be maintained by the Contractor and is subject to audit, as hereinafter stated.

Payment is contingent upon the continued availability of funds and upon the approval of this agreement by the director of the Louisiana Division of Administration, Office of Contractual Review.

If it is determined by the State's Contract Monitor or by an audit that State funds were expended on non-reimbursable expenses, the Contractor will be required to repay the State in accordance with the State's terms.

If it is found in any audit that the Contractor defaulted on the agreement, breached the terms of the agreement, or ceased to do business in Louisiana, it shall be required to repay the State in accordance with the State's terms or requirements.

The Contractor is notified that no funds appropriated under Act 12 of the 2011 Regular Legislative Session shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the State unless the Contractor executes a copy of this Agreement and submits to Agency for approval, a Comprehensive Budget showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing specific goals and objectives for the use of such funds, including measures of performance. The Agency shall submit the Agreement, the Budget, and any other required information to the Legislative Auditor for approval at ebudgets@lla.la.gov.

TAXES

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be the Contractor's obligation and identified under Federal tax identification number 72-1136273.

TERMINATION FOR CAUSE

The State may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the agreement; provided that the State shall give Contractor written notice specifying Contractor's failure. If within thirty (30) days after receipt of such notice, 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 Contractor in default and the agreement shall terminate on the date specified in such notice. 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 agreement; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State 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. Upon receipt of notice, Contractor shall immediately discontinue the work and placing of orders, for materials, facilities, services and supplies in connection with the performance of this

Agreement. Contractor shall be entitled to payment for deliverables in progress to the extent work has been performed satisfactorily.

OWNERSHIP

All records, reports, documents and other material 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 agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by Contractor in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contractor to the State at Contractor's expense at termination or expiration of this agreement.

ASSIGNMENT

Contractor shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to 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 records and accounts of Contractor's that relate to this agreement. If the amount of public funds received by the Contractor is below the amount for which an audit is required under R.S. 24:513, the Agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives.

Contractor and any subcontractors paid under this agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of final payment under the prime contract and any subcontract entered into under this agreement.

AMENDMENTS IN WRITING

Any alteration, variation, modification, or waiver of provisions 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 Louisiana Division of Administration, Office of Contractual Review.

FISCAL FUNDING CLAUSE

The continuation of this agreement is contingent upon the legislative appropriation of funds to fulfill the requirements of the agreement. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, 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 appropriation for the year from exceeding 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 agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

TERM OF CONTRACT

This agreement shall begin on October 15, 2011 and shall terminate on June 30, 2012.

DISCRIMINATION CLAUSE

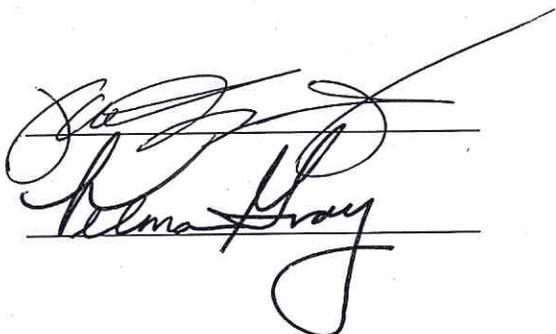
The Contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's 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.

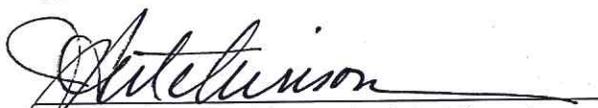
Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 31st day of October, 2011.

WITNESSES:

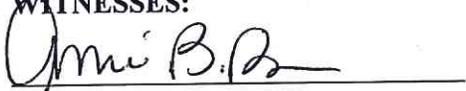
Department of Culture, Recreation and Tourism,
Office of Tourism

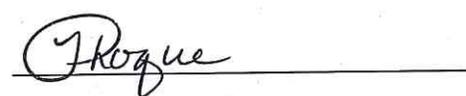



James "Jim" Hutchinson, Assistant Secretary
Office of Tourism

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 3rd day of November, 2011.

WITNESSES:



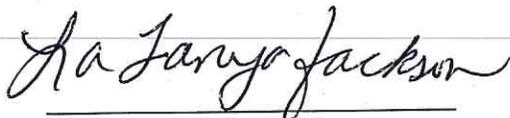


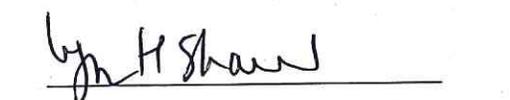

Charles R. Davis, Deputy Secretary
Office of the Lieutenant Governor and
Department of Culture, Recreation and Tourism

THUS DONE AND SIGNED AT Shreveport, Louisiana on the 8th day of November, 2011.

WITNESSES:

Sci-Port Discovery Center






Ann S. Fumarolo, President/CEO

EXHIBIT A

Agency Name: Office of Tourism
Contractor's Name: Sci-Port Discovery Center
Contract Monitor: Jack Warner, Deputy Assistant Secretary

Goal:

In the 2011-12 Appropriations Act the sum of \$75,000.00 was placed within the Office of Tourism budget for the benefit of Sci-Port: Louisiana's Science Center, a registered trade name of the Sci-Port Discovery Center. The State's goal is to increase tourism and visitor spending in the northeast region of Louisiana by maximizing attendance at "**Bodies Revealed**," an informative scientific exhibit to be on display at the Sci-Port Discovery Center from January 1, 2012 through May 31, 2012 in Shreveport, Louisiana.

Objectives:

The objectives include: 1) ensuring the successful installation of the Exhibit, 2) effective publicity designed to maximize interest and attendance at the Exhibit, 3) promotion of Louisiana tourism assets through publicity efforts and encourage potential visitors to link to the LouisianaTravel.com website, 4) ensuring accountability and a return on the State's investment by justifying the expenditure of state funds, and 5) to attract more visitors to Louisiana for economic purposes.

Deliverables:

Deliverables include 1) the successful installation and promotion of the Bodies Revealed exhibit; 2) **Progress Reports** providing details and updates on the Exhibit activities, including publicity efforts 3) acknowledgement of the State as a sponsoring supporter in publicity efforts, 4) inclusion of the Office of the Lieutenant Governor and the Louisiana Office of Tourism in publicity events associated with the Exhibit; and 5) **Itemized Cost Reports** accompanied by supporting documentation for expenses; and 6) the **Final Report** as specified in the Scope of Services.

Performance Measures: Contractor's performance will be measured by 1) the total number in attendance, including in-state and out-of-state travelers that participated in the Exhibit, 2) the amount and percentage of positive feedback that is received from attendees on evaluation forms; 3) the amount of exposure and media attention that the Exhibit receives, 4) the amount of publicity that is provided to the State, 5) the economic impact the Exhibit had on the local and State's economies, and 6) by the ability of the Contractor to abide by the terms as specified in the agreement, including reporting requirements.

Monitoring Plan:

The State's assigned Contract Monitor for this agreement is Jack Warner, Deputy Assistant Secretary, of the Office of Tourism, his designee, supervisor, or successor, who will be responsible for ensuring compliance with requirements of this agreement in the following manner:

Contractor Monitor shall:

- Review and analyze the Contractor's written **Progress Reports (Exhibit C)** and supporting documentation for services and will secure any missing deliverables to comply with the terms of the Scope of Services, and to ensure that goals and objectives are achieved.
- Ensure financial accountability by ensuring that reimbursement requests are in compliance with the approved **Budget (Exhibit B)**, and will secure any missing documentation prior to authorizing the release of any payment.
- Upon the completion of all services, complete a performance evaluation and submit to the DCRT, Office of Management and Finance within 45 days of the completion of services or the expiration of this agreement.

Utility of Final Product: The services provided under the terms of this agreement support the tourism goal of increasing tourism travel in Louisiana and will also assist the State in presenting Louisiana as a unique and desirable travel destination. The Louisiana tourism industry will also benefit from increased travel activity and publicity associated with promoting the Exhibit. The State will receive both economic benefits through increased tax revenues and tourism recognition as sponsor through internet media, verbal acknowledgement, printed promotional materials and in other related publicity efforts.

EXHIBIT B

Sci-Port Discovery Center

Anticipated Income or Revenue

<u>Sources</u> <i>(list all sources of revenue)</i>	<u>Amounts</u>
General Contributions	\$ 205,000
Private Funding Sources	\$ 400,000
Fundraising	\$ 150,000
State Funding	\$ 31,900
DCRT, Tourism	\$ 75,000
City Funding	\$ 68,900
Parish Funding	\$ 130,000
Memberships	\$ 300,000
Contributions In-Kind	\$ 250,000
Ticket Sales	<u>\$1,978,500</u>
Total Anticipate Revenue (Sci-Port Center)	\$3,589,300

Anticipated Exhibit Sales and Contributions

Revenue			State Tourism Appropriation
Based on attendance #s from February through May 2010 & 2011 - 60,000 total visitors			
Admission Revenues (Earned Revenues)			
Adults	\$ 240,000		
Seniors, Military, College	\$ 81,000		
Schools	\$ 90,000		
Children	\$ 62,400		
Members	\$ 9,600		
Total General Admissions		\$ 483,000	
Sponsorships			
foundations, individuals, companies	\$ 58,474		
Tourism Sponsorship	\$75,000		
Total Sponsorships for Exhibits		\$133,474	
TOTAL REVENUE		\$ 616,474.00	\$75,000

Please note that budget categories listed above represent only examples of potential budget line categories

Anticipated Expenses

Business Plan/Budget for 2012 BODIES REVEALED		Total Expense Categories	LA Tourism Appropriation
Expenses			
LOT - Advertising	\$75,000		
Subtotal		\$75.000	\$75,000
Exhibit License/Rental Fee	\$ 150,000		

Subtotal		\$150,000	
Salaries			
Docents			
3 @ \$10/hr * 6 days * 8 hours * 16 weeks	\$23,040		
3 @ \$10/hr * 1 day * 6 hr * 16 weeks	\$ 2,880		
Project Manager (July - May appx 30/hrs/week)	\$25,000		
Security	\$ 50,000		
Audio Sales			
60 hours per week @ \$10/hr *18 weeks	\$10,800		
Subtotal		\$ 111,720	
Fringe			
24.6% on salaries only	\$ 27,483		
Subtotal		\$27,483	
Equipment Rental/Materials			
Forklifts	\$ 2,700		
Pallet Jacks	\$ 1,200		
Scissor Lifts	\$ 8,320		
Dock Plate	\$ 1,200		
Trailer	\$ 2,800		
Light Fixtures	\$ 3,000		
Subtotal		\$ 19,220	
Freight	\$ 15,000		
Subtotal		\$ 15,000	
Marketing Budget			
PR/Marketing	\$ 95,355.75		
Subtotal		\$ 95,355.75	
Travel Costs - Venue Set-Up (10 days)			
Airfare for 5 ppl @ \$500/pp RT	\$ 2,500		
Hotel Expenses @ \$50 per night*5 ppl*10 days	\$ 2,500		
Meals/Per Diem (\$30/day *5 ppl *10 days)	\$ 1,500		
Subtotal		\$ 6,500	
Travel Costs - Venue Tear-Down (10 days)			
Airfare for 5 ppl @ \$500/pp RT	\$ 2,500		
Hotel Expenses @ \$50 per night*5 ppl*10 days	\$ 2,500		
Meals/Per Diem (\$30/day *5 ppl *10 days)	\$ 1,500		
Subtotal		\$ 6,500	
Travel Costs- Production Site Visit (1 day)			
Airfare @ \$500/pp RT * 1 person * 1 day	\$ 500		
Hotel Expenses @ \$50/night *1 person * 1 day	\$ 50		
Meals/Per Diem (\$30/day *1 person * 1 day)	\$ 30		
Subtotal		\$ 580	
Programming Development Costs			
Early Elementary (preK-2)	\$ 5,000		
Late Elementary (3-5)	\$ 5,000		
Middle School (6-8)	\$ 5,000		
High School (9-12)	\$ 5,000		

Subtotal		\$ 20,000	
Contingency			
5% of above totals	\$ 22,617.94		
Subtotal		\$ 22,617.94	
Indirect Costs			
14% of subtotal	\$ 66,497		
Subtotal		\$ 66,497	
TOTAL ACCUMULATIVE EXPENSES	616,473.69	\$ 616,473.69	\$75,000

Please note that budget categories listed above represent only examples of potential budget line categories and should be adjusted to accurately represent actual budget projections. When allocating funds for Professional Service contracts, Contractor must disclose to the state, the names of contractor, contact information, amount being paid and the services being provided.

EXHIBIT C

Progress and Final Report Format

Contractor shall submit a Progress Report at least quarterly and with any request (invoice) for reimbursement of expenses, and at the conclusion of all services a Final Report must be submitted as follows:

Provide a 1–2 page typed detailed summary of events and/or activities to update the State on the project, including activities that have taken place and timelines, taking into careful consideration the goals, objectives and the measures for performance. With each report, please submit the following:

- **Goal-State** the goals and include the overall measurement of outcome to show achievement of the goals.
- **Objectives Accomplished**-Provide list of accomplishments in compliance with the stated objectives.
- **Measure of Performance Outcome** – Address items listed under the Scope of Services under deliverables.
- **Tourism Publicity** - Provide information regarding all benefits that the Louisiana Office of Tourism received as a sponsoring supporter of the Bodies Revealed exhibit.
- **Economic Indicators** – Provide attendance records and statistics and/or data to support the projected economic impact that the Exhibit had or is having on in-state and out-of-state travel for the overall tourism industry.
- **Prominent Support/ Partners**-Provide list of collaborates that developed in the project and prominent support that has been provided.
- **Media Relations** - Provide support documentation for media relations and publicity efforts to include copies of newspaper ads, magazine articles, advertisements and other publicity materials that will verify acknowledgment of the State's support of the Bodies Revealed exhibit.
- **Accountability for Expenditures** – Provide the **Itemized Cost Reports**, accompanied by copies of vendor invoices, receipts, advertising media logs, expense logs, and other documents of proof for expenses as requested in the Payment Terms to support incurred expenses.

** Itemized Cost Reports must reflect contract payment terms in compliance with the budget with documented proof of incurred expenses submitted at least quarterly.*
- **Final Report**- Please see the Scope of Services for complete details.