

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: Special Olympics Louisiana, Inc.

CONTRACTOR'S ADDRESS: 1000 East Morris Avenue, Hammond, LA 70403

CONTRACTOR'S FEDERAL ID#72-0706608 or

SOCIAL SECURITY # _____

CONTRACTOR'S CONTACT PERSON: Pat Carpenter, President/CEO

CONTRACTOR'S TELEPHONE: 1-985-345-6644

EMAIL ADDRESS: pcarpenter@laso.org

TOTAL CONTRACT AMOUNT: \$250,000.00 Amendment Amount: N/A

CONTRACT PERIOD: 07/01/11-06/30/12

FUNDING AGENCY: DCRT, Office of Tourism

SOURCE OF FUNDS: Agency Appropriation (N/A)
State: 100%
Federal _____ Percent
Self-generated _____ Percent

Organ. 6786	Object 3000 4160	Sub object	Reporting Cat. 7213
Organ. _____	Object _____	Sub Object _____	Reporting Cat. _____
Organ. _____	Object _____	Sub Object _____	Reporting Cat. _____

BRIEF DESCRIPTION OF SERVICES:

State funds appropriated to assist with the general operations to include staff and benefits, promotions, internet updates, participation in meetings and conventions and athletic program expenses.

STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE
PARISH OF TANGIPAHOA
COOPERATIVE ENDEAVOR AGREEMENT

THIS COOPERATIVE ENDEAVOR is made and entered into on the dates and at the places listed below, by and between the Department of Culture, Recreation and Tourism, Office of Tourism of the State of Louisiana, hereinafter referred to as "State" and/or "Agency," and Special Olympics Louisiana, Incorporated officially domiciled at 1000 East Morris Avenue, Hammond, LA 70403, 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, in accordance with La 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, Act 12 of the 2011 Regular Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 11 of the Constitution of the State of Louisiana contains an appropriation within the Agency's budget for the benefit the Louisiana Special Olympics Program, for which the sum of TWO HUNDRED FIFTY THOUSAND, NO/100 (\$250,000.00) DOLLARS has been allocated; and

WHEREAS, Special Olympics is a not for profit organization founded in 1968 by the late Eunice Kennedy Shriver to provide people with intellectual disabilities opportunities to realize their potential through physical fitness opportunities, as well as demonstrate courage, while experiencing joy and friendship through participation in athlete activities; and

WHEREAS, Special Olympics Louisiana provides year-round activities to include sports training, athletic competitions and other related programs, utilizing the assistance of volunteers and the support of sponsors; the organization has formed networks throughout the state, serving as a community model in celebrating the diversity of gifts among all people; and

WHEREAS, the Special Olympics program provides opportunities for these individuals to engage in athletic activities in their communities which are intended to build strength, confidence, and a belief in self. The program takes the participant away from the normal challenges of their lives, which sometimes include neglect and isolation, and often times social exclusion from full participation in schools, communities and other social environments, and transfers from isolation to a participating athlete, a gateway to empowerment, competence, acceptance and joy; and

WHEREAS, the tourism goal in this endeavor is to increase travel activities within the State by encouraging participation in the recreational and leisure opportunities that are made available through the Special Olympics program; the goals for Special Olympics Louisiana (SOLA) include : 1) striving for excellence in all programs, 2) expanding outreach efforts to include as many eligible SOLA athletes as possible, with family support, 3) increasing the number of volunteers continuously, and 4) increasing the participation and support at local (community) and state levels, in a Unified Sports® program; and

WHEREAS, in the State's fiscal year 2010-2011 SOLA reported the participation of over 13,000 athletes, over 14,000 volunteers, and approximately 27,000 family members, as well as officials, and numerous others, the program having the potential to reach nearly 120,000 athletes. These activities generate positive economic benefits because of staffing needs, travel needs associated with lodging and food, transportation services, facilities and other related services: and

WHEREAS, it is anticipated that the public benefit of this endeavor is to support Special Olympics operations and to provide funding to assist with staff, publicity, and other program needs that are necessary to ensure success and the promoting of a positive image of the state to regional, national, and international audiences; and

WHEREAS, the tourism goal is to capitalize on the opportunity to increase in-state travel through the promoting of the program and the state conjointly, in an effort to present Louisiana as a unique and desirable travel destination, proportionate to the obligations undertaken by the State. The State will receive economic benefits and recognition as sponsor through internet media, verbal acknowledgement, printed promotional materials and in other related publicity efforts.

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

SCOPE OF SERVICES

Contractor shall utilize the appropriated funds to assist with its operational costs including the maintaining of staff and benefits, advertising, internet updates, participation in conferences and meetings, and other program expenses as listed in the Budget, Exhibit B, which by this reference is incorporated herein. Contractor shall ensure that Special Olympics Louisiana programs will be held throughout the state and throughout the year. Specifically, the Contractor shall submit and carry out the following deliverables:

- **Program-** Provide year-round awareness regarding the need to support individuals with special needs, and provide program activities including sports training, athletic competitions and other related programs for athletes, volunteers, family members and other participants, with professional and financial accountability.
- **Membership-** Maintain and/or exceed 13,000 athletes, and 14,000 volunteers, including opportunities for active family participation on the local, state, and national levels, and continue efforts to ensure participation in the World Special Olympics Summer Games that are held every four years.
- **Compliance-** Maintain full compliance with all safety and child protection standards to include the Program Assistance Review of Special Olympics International, as well as local, state and national requirements for safety and/or protection.

- **Progress Reports**-Provide at least quarterly **Progress Reports (Exhibit D)**, which shall include a complete list of events and activities with the number in attendance for major program events, meetings, fund raising events, and membership information updates to include number of athletes, volunteers, family support and other supporters. Contractor shall include with the Progress Report, copies of programs, promotional materials, event schedules, and other documents that verify program activities, resources, initiatives, services and other items that serve to measure performance consistent with the provisions, goals and objectives of this agreement.
- **Financial Accountability for Expenses** - Contractor shall continuously maintain financial accountability for all funds provided to support operations and programs and shall submit a **Progress Report (Exhibit D)** and an **Itemized Cost Report** with every invoice submitted to State for reimbursement in compliance with the projected **Budget (Exhibit B)**.

State Tourism Sponsorship Recognition

Contractor shall ensure that the Louisiana Office of the Lieutenant Governor and the Department of Culture Recreation and Tourism is prominently recognized as a supporter of Special Olympics Louisiana programs in the following manner:

Contractor shall:

- Prominently insert the Louisiana's official tourism logo "**Louisiana Pick Your Passion**" on the sponsor page of the official website of Special Olympics Louisiana and shall provide a link to www.LouisianaTravel.com. Information regarding the logo is available with instructions for downloading at <http://www.crt.state.la.us/tourism/industrypartners.aspx>.
- Provide speaking opportunities for representatives from the Office of the Lieutenant Governor or the Department of Culture, Recreation and Tourism, Office of Tourism to participate in all major press conferences and/or events to address audiences and/or welcome visitors at any major event to promote Louisiana tourism as acknowledgement of the State's support.
- Request a banner or other tourism promotional items to be hung or placed at all major events to acknowledge the State's support when sponsors are recognized at Special Olympics activities, events and/or formal programs.
- Verbally recognize the Office of the Lieutenant Governor and Department of Culture, Recreation and Tourism, Office of Tourism as an official sponsor in publicity efforts, including advertisements, speaking engagements, and media sets that promote program activities.
- Provide the State with complimentary tickets/passes and parking passes in quantities necessary to attend any major event. Tickets/passes shall be provided to the State at least fourteen (14) days prior to the event if fees are required to attend. The State must also be given access to any available media attending the event in order to promote Louisiana tourism.
- Ensure that the State receives all sponsorship benefits that are available in the **Mission Partner Package** as per **Exhibit E**.
- Upon conclusion of all services, Contractor shall provide a **Final Report** of services to include a summary of activities and information to determine the effectiveness of this endeavor as it relates

to the specific goals and objectives that are outlined in **Exhibit A**. Contractor shall submit documentation to verify acknowledgement of the State as an official sponsor of Special Olympics Louisiana, such as copies of printed promotional materials, press releases, DVDs of media coverage, newspaper clippings, CDs of commercial spots used in broadcast that acknowledge State support, photos taken of Louisiana banners or other signage displayed at activities, and other documents of proof that validate public recognition of the State as sponsor. Contractor shall also include any available economic impact data that is available to support the State's investment in the program, membership information, financial statements, information regarding fundraising results, and a full accounting of expenditures to validate cost associated with the appropriated funding provided through this agreement. Contractor agrees to submit the **Final Report** not later than **June 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 **TWO HUNDRED FIFTY THOUSAND AND NO/100 (\$250,000.00) DOLLARS**, which sum is inclusive of all costs or expenses to be paid by State in connection with the services and deliverables to be provided under this agreement. No state funds shall be remitted for any items that are not listed in the **Budget (Exhibit B)**, without written prior approval of State. Travel expenses if any, shall be listed in the attached Budget (Exhibit B), and are reimbursable only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Payment will be made only upon approval of the State's assigned Contract Monitor, Jack Warner, Deputy Assistant Secretary, 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** and an **Itemized Cost Report**, accompanied by an original invoice on organization official letterhead, with supporting documentation for all expenses. Supporting documentation shall include copies of invoices, billing statements, staff payroll, requisitions, receipts, checks and other appropriate records that reflect incurred expenses. Other items of proof of services may include copies activity/event programs, publicity materials, attendance records, etc., which shall also be attached to the Progress Report. 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 recipient 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

Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be Contracting Party's obligation and identified under Federal tax identification number 72-0706608.

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, unless the notice directs otherwise, 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 **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 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 12th day of September, 2011.

WITNESSES:

Department of Culture, Recreation and Tourism,
Office of Tourism

[Signature]
[Signature]

[Signature]
James "Jim" Hutchinson, Assistant Secretary
Office of Tourism

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 12th day of September, 2011.

WITNESSES:

[Signature]
[Signature]

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

THUS DONE AND SIGNED AT Hammond, Louisiana on the 15 day of Sept, 2011.

WITNESSES:

Special Olympics Louisiana, Incorporated

[Signature]
[Signature]

[Signature]
Pat Carpenter Bourgeois, President/CEO

Exhibit A

Contractor's Name: Special Olympics Louisiana, Inc. (SOLA)
Agency Name: Dept. of Culture, Recreation & Tourism, Office of Tourism
Contractor Monitor: Jack Warner

State's Goal/Objective:

In the 2011-12 Appropriations Act; the Louisiana Legislature appropriated \$250,000 to the Special Olympics of Louisiana. The appropriation was placed in the Louisiana Office of Tourism's budget. Therefore, the goals of this agreement are (1) to carry out the will of the legislature by funding the operations of the Special Olympics of Louisiana and (2) to leverage the impact of the appropriation by promoting and branding Louisiana as a travel destination for sports and athletics through the Special Olympics. Sports and athletics travel is a significant segment of the in-state and regional tourism market. The objective of this endeavor is to increase the impact of sports tourism in Louisiana.

The State will also receive economic benefits and recognition as sponsor through internet media, verbal acknowledgement, printed promotional materials and in other related publicity efforts.

Special Olympics Goal/Objectives:

The goal of the Special Olympics Louisiana is to fulfill the mission of the organization. The mission of the Special Olympics is to provide year-round sports training and athletic competitions, providing a variety of Olympic-type sports for children and adults with intellectual disabilities. The program provides continuing opportunities for participants to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families and other Special Olympics athletes in the community. Program objectives include increasing athlete retention, properly training participants, promoting public awareness, enhancing overall participation, understanding needs, improving the quality of life and self-images of athletes, and providing athletes with the means to better their own health and well-being.

Deliverables:

Deliverables include 1) **Quarterly Progress Reports** complete with details on activities, membership and volunteerism, and publicity efforts 2) Documented proof of recognition of the Office of the Lieutenant Governor and the Louisiana Office of Tourism as prominent supporters of Special Olympics Louisiana 3) **Itemized Cost Reports** with supporting documentation for expenses 4) the **Final Report** as specified in the Scope of Services, and a 5) a copy of the **Special Olympics Louisiana Annual Report**.

Performance Measures:

Contractor's performance will be measured by the accuracy in reporting and the relevance of information provided to assist the State in confirming the incurred cost associated with allowable expenses, as specified in the agreement such as: 1) quarterly **Progress Reports**, 2) quarterly **Itemized Cost Reports** supported by adequate documentation for expenses 3) adequate supporting documentation to verify recognition of the State's support in publicity efforts and 4) by the relevance of the information provided in the **Final Report** as specified in the Scope of Services.

Contractor shall take all reasonable and appropriate steps to achieve the following goals:

- 1) Maintain staff to ensure program and outreach services throughout the organization including administrative, management, outreach services, sports directors, volunteers and other needed

services.

- 2) Continue serving a minimum of 13,000 athletes and 14,000 volunteers.
- 3) Offer at least 1,000 new athletes and 1,000 new volunteers and partners (with a remaining potential number of 120,000) the opportunity to participate in activities.
- 4) Organize activities and/or games that lead to participation in National and World game competitions held every four years.
- 5) Work to achieve a 10% annual increase in the number of athletes that participate in Healthy Athlete programs
- 6) Increase the number of safety professionals attending events.
- 7) Raise the \$2.7million annual budget, from corporate and individual donations, civic groups, foundation grants, and special events to fund all program activities.
- 8) Provide over 100 trainings and sports competitions in over 20 different Olympic-type sports.
- 9) Provide surveys after events, to ensure proper implementation of program initiatives.
- 10) Uphold optimum activities within communities throughout the state in order to meet program objectives.
- 11) Maintain initiatives, including: Unified Sports, Healthy Athletes Initiatives, SO Get Into It, Family Support Network, Young Athlete Early Intervention Program, Athlete Leadership Program, Camp Shrivvers and other program services.

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 D)** and **Itemized Cost Reports** with supporting documentation to ensure compliance with the terms of the Scope of Services, to ensure that goals and objectives are being achieved, measured by the performance goals as listed above.
- Secure any missing deliverables that are needed to validate services.
- Maintain telephone and/or e-mail contact and potentially schedule visits with the Contractor to discuss activities if necessary.
- Ensure that request for reimbursements are in compliance with the approved **Budget (Exhibit B)**. Review and approve all Progress Reports and Itemized Cost Reports to ensure compliance 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 the Final Product:

The services that are being provided by Special Olympics Louisiana will support the tourism goal of increasing in-state travel through the promoting of recreation and leisure activities throughout Louisiana. The State's tourism industry will benefit from publicity associated with Special Olympics' promotions. The activities funded through this agreement will also assist the State in presenting Louisiana as a unique and desirable travel destination, proportionate to the obligations undertaken by the State. The State will receive both economic benefits and recognition as sponsor through internet media, verbal acknowledgement, printed promotional materials and in other related publicity efforts.

EXHIBIT B

Budget Projections for State Fiscal Year 2011-12

Special Olympics, Louisiana, Incorporated

Anticipated Income or Revenue

<u>Sources</u> <i>(list all sources of revenue)</i>		<u>Amounts</u>
DCRT, Tourism		<u>\$250,000.00</u>
Total Anticipated Revenue		\$2,700,744
Salaries <i>(See Exhibit C for details)</i>	\$595,007	\$142,229
Related Benefits	\$172,971	\$31,470
Travel	\$210,470	\$
Operating Expenses	\$	\$
Advertising	\$35,000	\$3,530
Printing	\$	\$
Maintenance of Equipment	\$51,100	\$
Maintenance of Office	\$10,000	\$
Office Rentals	\$1,620	\$
Software Updates/Licenses	\$10,598	\$9,097
Dues and Subscriptions	\$	\$
Telephones	\$12,909	\$
Postage	\$11,327	\$
Utilities	\$13,000	\$
Office Supplies	\$25,600	\$
Programs & Services	\$1,460,255	\$21,000
Professional & Contract Services	\$7,700	\$
Program Insurance	\$40,000	\$35,424
Other Charges (Conferences, Meetings)	\$18,180	\$7,250
Acquisitions & Major Repairs	\$21,150	\$
Total Use of the Appropriation	\$2,696,887	\$250,000.00

The Budget categories listed above reflect a typical budget and may be adjusted by the agency and/or the recipient to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services shall be detailed, providing the names, contact information, services and amounts being paid for services.

EXHIBIT C

STAFFING CHART

Name of Organization: Special Olympics Louisiana, Incorporated

Name of Program: Special Olympics training, games, activities and competitions

Name	Title	Total Salary Amount	Total Salary Appropriation Amount Percentage	Salary Paid by	Related Benefits	Full time or Part Time # of months
Pat Carpenter-Bourgeois	President/CEO	115,940	53,510	46%	12,074	Full-time
Sarah Solomon	Dir of External Mktg	30,780	14,206	46%	2,361	Full-time
Tiffany Harvey/Gautier	Dir of Internal Mktg	42,100	19,430	46%	5,375	Full-time
April Knopf	Dir of Program & Fund Development	30,000	10,961	36%	0	Full-time
Gwandolyn Alford	Dir of Program & Fund Development	34,040	15,710	46%	4,097	Full-time
Katie Bird	Dir of Special Projects-SW	30,780	14,206	46%	3,900	Full-time
Maria Sanchez	Dir of Special Projects-SE	30,780	14,206	46%	3,663	Full-time
TOTALS		\$314,420.00	\$142,229.00		\$31,470.00	

EXHIBIT D

Progress and Final Report Format

At least quarterly, Contractor shall submit Progress Reports and upon conclusion of all services a Final Report in compliance with the Scope of Services as follows:

Provide a 1–2 page typed detailed summary of events and activities to inform the State regarding activities that are taking place, taking into careful consideration the goals, objectives and the measures for performance. With each report, please submit the following:

- 1) **Goal**-State the goals and provide the overall measurement for achievement of the goal.
- 2) **Objectives Accomplished**-List accomplishments in compliance with the stated objectives.
- 3) **Measure of Performance Outcome** – Address items listed under the Scope of Services
- 4) **Tourism Publicity** - Provide information regarding all benefits that the Louisiana Office of Tourism received as a sponsoring supporter of Special Olympics program.
- 5) **Economic Indicators** – Provide membership updates, locations of events, statistics and/or data to support the projected economic impact of events and activities on the tourism industry where events are taking place.
- 6) **Prominent Support/ Partners**-Provide list of collaborates that have developed and prominent support that has been provided.
- 7) **Media Relations** - Provide support documentation for media relations and publicity efforts to include copies of magazine articles, advertisements and other publicity materials that verify acknowledgment of the State’s support of Special Olympics Louisiana.
- 8) **Accountability for Expenditures** – Provide the **Itemized Cost Report**, accompanied by copies of vendor invoices, receipts, 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.*
- 9) **Final Report**- Please see the Scope of Services for details.

EXHIBIT E



Special Olympics
Louisiana
Be a fan

Overview:

- Exclusive to Entire Program
- Duration 1 Year
- Verbal Recognition
- Print & Online Recognition
- Company & Staff, Event & Media Participation

Company Benefits at Events:

- Right to priority assignment of volunteers at all 4 State Events
 - Baton Rouge
 - Hammond
 - Monroe
 - Lafayette
- Recognized as Mission Partner at all events
- 30+ Area and local Ceremonies (verbal recognition & print)
- Right to have representation on the field at Opening Ceremonies of State Games

Special Activities:

- 18 complimentary invitations to state events Patrons' Reception
 - State Indoor Games, State Summer Games, State Fall Classic
- Recognition at state Patrons' Receptions
 - State Indoor Games, State Summer Games, State Fall Classic
- 12 complimentary invitations to the annual Sports Awards Banquet
- Recognized at the annual Sports Awards Banquet
- Opportunity for company executive to be Honorary Chair.
- Send 1 representative to National or World Special Olympics Games

Online Media Benefits:

- Name/logo and link on SOLA website
- Recognized in SOLA E-Newsletters distributed from partner Corporations (i.e. Saints)
- Recognized in 5 SOLA E-Newsletters:
 - Inside SOLA (Corporate): sent to 3,500 email addresses 12 times per year
 - **Included as "Sponsor Spotlight" in multiple newsletters**
 - The Flame (Law Enforcement Officers): sent to 1,000 email addresses 12 times per year
 - Volunteer: sent to 1,500 email addresses 12 times per year
 - SOLA Heat (Athletes & Family):
 - Torchbearer: sent to entire database of 40,000+ once a year
- Representation on all SOLA social media: 544 active users/monthly
- On air TV/Radio appearance with SOLA

Print & Promotional Benefits:

- Recognition as a Mission Partner in all event publications

- Name in all 4 state games event programs
- Right to use event marks and logo in advertising and promotions
- Logo of on sleeve of State Games Volunteer T-shirt (3,650) and Law Enforcement Torch Run T-shirt (2,000)
- One recognition award that can be proudly displayed in office
- Right to provide company/organization banner for display at (4) state games events
- Right to wear company/organization shirt approved by SOLA
- Product display/sampling at event, if applicable



BOARD RESOLUTION
State Contract Resolution 2011 - 2012

On the 4th day of December, 2010 at a meeting of the Board of Directors of Special Olympics Louisiana, a corporation, held in the City of Hammond, Tangipahoa Parish, Louisiana, with a quorum of the directors present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

Be it resolved that the Board of Directors of the above corporation do hereby authorize Pat Carpenter Bourgeois, President and CEO of Special Olympics Louisiana, to negotiate, on terms and conditions that he/she may deem advisable, a contract or contracts with the State of Louisiana with the effective date of July 1, 2011 and to execute said documents on behalf of the corporation, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, and amend or renew said document.

The above resolution was passed by a majority of those present and voting in accordance with the ByLaws and Articles of Incorporation.

I certify that the above and foregoing constitution is a true and correct copy of a part of the minutes of a meeting of the Board of Directors of Special Olympics Louisiana, held on the 4th day of December, 2010.



Edward Gautier
Secretary
Special Olympics Board of Directors