



Proposal / Scope of Work

Greetings Sheriff Harlow,

I'm thrilled that we have this opportunity to work together! I look forward and welcome feedback on ways to ensure that our working relationship is successful and pleasurable.

VERMONT SHERIFFS' ASSOCIATION

Estimated time: 40 hours @ \$70 per hour = \$2800.00 paid via electronic invoice or check.

I will document my time via Clockify and when we approach 35 hours of work, I'll email to estimate additional time anticipated.

Project Details:

- Build workflow and process for sponsors & donors
- Email draft for previously contacted sponsors
- Email draft for new vendors & sponsors
- Create and finalize prospectus
- Create and finalize Google Form
- Manage and document all form inquiries
- Send contract and payment details for form inquiries
- Work with the VSA Treasurer to confirm payments have been received
- Communicate with Jay Peak onsite representative regarding onsite sponsors and needs
- Other sponsor needs that arise

Work is expected to begin on Wednesday, February 18, 2026.

CONTRACTOR AGREEMENT

How we'll work together...

I *sincerely* value transparency, mutual respect, boundaries, and patience.

Each of my clients deserves 100% of my attention, and I'm proud of how I manage my time. I *do not* rush projects or tasks; rushing causes mistakes and I work hard to not make mistakes (though I am human!)

I reply to all emails within 24 business hours, sometimes sooner and sometimes with this response: "I see your message and will reply with more thought tomorrow."

Referrals

Referrals are my favorite way to gain new business. Please let me know any time you generously refer my business.

AGREEMENT

This work for hire agreement ("Agreement") is made on **February 16, 2026** between **Vermont Sheriffs' Association** (CLIENT) and **Jessica Gulley, Juggling Logistics** (CONTRACTOR). In this Agreement, the party who is contracting to receive the services shall be referred to as the "Client" and the party who will be providing the services shall be referred to as "CONTRACTOR."

1. DESCRIPTION OF SERVICES. Beginning on **Monday, February 16, 2026**.

2. SERVICE LOCATION. The Service to be provided by CONTRACTOR under this Agreement shall be performed at CONTRACTOR place of business. (i.e. Home Office).

3. PAYMENT FOR SERVICES. Compensation to Juggling Logistics for Services will be billed at 40 hours x \$70 per hour = \$2800.00 for the project. Additional time will be paid at \$70 per hour. Initial payment is due upon receipt.

5. TERM/TERMINATION. This contract is ongoing unless terminated by either party. Either party, upon 15 days written notice to the other party, may terminate this agreement without explicit reason. Provided, however, that each party may terminate the Agreement immediately in the event of a breach of this Agreement by the other party.

6. NON-DISCLOSURE AND NON-SOLICITATION. CONTRACTOR shall not directly or indirectly disclose to any person other than a representative of Client at any time either during the term of this Agreement or following the termination or expiration thereof, any confidential or proprietary information pertaining to Client, including but not limited to customer lists, contacts, financial data, sales data, supply sources, business opportunities for new or developing business, plans and models, or trade secrets regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.

7. TRAVEL AND EXPENSES. CONTRACTOR will perform all duties from home office. Travel is not expected.

8. WORK PRODUCT OWNERSHIP. Any works copyrighted, ideas, discoveries, inventions, patents, products, or other information (collectively, the "Work Product")

developed in whole or in part with CONTRACTOR in connection with the Services shall be the exclusive property of Client. Upon request, CONTRACTOR shall sign all documents necessary to confirm or perfect the exclusive ownership of Client to the Work Product.

9. LIABILITY. CONTRACTOR will not be liable for loss, damage or delay of Client's project due to circumstances beyond her control. Such circumstances may include (but are not limited to) acts of God, public unrest, power outages, and inability to contact Client. In the event of such loss, damage or delay, CONTRACTOR will make every effort to notify Client immediately.

10. CONFIDENTIALITY. CONTRACTOR will not at any time or in any manner, either directly or indirectly, use for the personal benefit of CONTRACTOR , or divulge, disclose or communicate in any manner any information that is proprietary to Client. CONTRACTOR will protect such information and treat it as strictly confidential. This provision shall continue to be effective after the termination of this Agreement. Upon termination of this Agreement, CONTRACTOR will return to Client all records, notes documentation and other items that were used, created, or controlled by CONTRACTOR during the term of this Agreement with the exception of items purchased by CONTRACTOR and not reimbursed by Client.

11. SEVERABILITY. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

12. REFUND POLICY. Sorry, no refunds for written work submitted.

Our signatures on this agreement indicate a full understanding of and agreement with the information outlined above.

The Client:

Name: Jennifer Harlow, VSA President

Signature:

Email: jennifer.harlow@vermont.gov

Date:

Service Provider:

Name: Jessica Gulley, Juggling Logistics

Signature:

Email: jess@jugglinglogistics.com

Date: 2/16/2026

