

November 21, 2024

Pennsylvania Intergovernmental Cooperation Authority
1500 Walnut Street, 16th Floor
Philadelphia, PA 19102

Attention: Marisa Waxman

PROFESSIONAL SERVICES AGREEMENT

Dear Marisa,

This Agreement will set forth the terms and conditions on which Pennsylvania Intergovernmental Cooperation Authority (“you” or “your”) agree to employ operating as karmadharma (“we” or “us”) and we agree to serve as your strategy and marketing agency.

01 Details of the services provided by karmadharma for the period covered between November 2024 and April 2025

| | | |
|-----------------------|--|---------------------|
| Research & Discovery | <ul style="list-style-type: none">Kickoff & Understanding the organizationWebsite audit | Investment: \$2,000 |
| Strategic Development | <ul style="list-style-type: none">SEO StrategyInformation Architecture | Investment: \$2,000 |
| Platform Developement | <ul style="list-style-type: none">Content AdaptationWireframe | |

- Web Design
- Front-End & Back-End Developement
- CRM & Third-Party Integrations

Investment: \$20,500

Launch

- Testing
- Training & Support
- Project Management

Investment: \$5,500

Total Investment * : \$30,000

02 Fees

FIX SCHEDULED PAYMENT MODEL

Our compensation for the services set forth in Section 1 above will be of total annual investment of \$30,000, which will be invoiced following the schedule below, which you agree to pay upon reception of your invoice.

Payment Schedule

November 30, 2024 • \$10,000

January 31, 2025 • \$10,000

March 31, 2025
Upon project completion • \$10,000

ADDITIONAL SERVICES. Any additional services not included in section 1 will be invoiced monthly in accordance with the quote provided and agreed upon before the start of the new project.


TERMINATION. If this Agreement terminates on a date other than the first of a month, a prorated share of the minimum fee will be due for the final month.

FEE INCREASES. After 12 months following the start date of your agreement or upon the renewal of your agreement if the initial term is less than 12 months, karmadharma will increase its fees set forth in Section 1 above, by 3% or the CPI, whichever is greater, over the previous year. A written notice will be provided 30 calendar days prior to the commencement of such Renewal Term.

Please indicate your acceptance of the terms and conditions by signing the enclosed copy of this letter and returning it to us.

Very truly yours,
karmadharm

Per


Annik Daoust (Nov 21, 2024 11:46 EST)

Date 21/11/24

Annik Daoust, COO

Agreed to by:

Pennsylvania Intergovernmental Cooperation Authority
1500 Walnut Street, 16th Floor
Philadelphia, PA 19102

Per

Marisa Waxman

Date 21/11/24

Marisa Waxman, Executive Director









2024 - Service Agreement - PICA - karmadharma

Final Audit Report

2024-11-21

| | |
|-----------------|--|
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