



National Conference of State Fleet Administrators (NCSFA)

NCSFA Services Agreement

Revised 4/28/08

AGREEMENT TO CONDUCT DETAILED RESEARCH PROVIDING STATE AGENCY AND UNIVERSITY DEMOGRAPHIC FLEET CONTACT DATA INFORMATION.

1. **Terms of Agreement:** This agreement shall commence on __May 1, 2008__ and conclude on August 1, 2008.
2. **Contracting Parties:** This agreement between the National Conference of State Fleet Administrators, hereinafter referred to as "NCSFA" and __Taryn Foscaldo__, hereinafter referred to as the "CONTRACTOR" is to outline the terms and conditions perform the services described below.
3. **Scope of Services:** The purpose of this agreement is to provide NCSFA with data research and input to develop a list of all fleet positions in all fifty (50) states and Puerto Rico including departments, agencies and offices (i.e. DAS, DOT, DPS, DOC, DNR, etc¹) and Higher Ed institutions with fleet operations which may include *2 year colleges, 4 year universities, and technical or vocational institutions* within each state. Subject to the terms and conditions of this Agreement the CONTRACTOR agrees to provide NCSFA with comprehensive research and demographic data gathering and input services. NCSFA shall provide the contractor with full access to its secured portion of the NCSFA website for the CONTRACTOR to enter the demographic information received from each entity during the duration of this campaign. The exact data set to be entered in the NCSFA online database can be found in the revised
 - a. **ATTACHMENT A** – Contains the sample format for which the project data is to be presented to NCSFA. The CONTRACTOR shall use any professional means necessary to gather this required data including but not limited to personal phone calls, emails, and faxes to states and universities, and/or use of each state and Higher Education's Internet sites, and previous data provided by NCSFA. The CONTRACTOR shall work under the supervision of the NCSFA President, Larry Charlton.
4. **Ownership of Data:** All data gathered during this project shall become the property of NCSFA once this agreement has been fulfilled and each party is satisfied with the outcome.
5. **Payment and Terms:** NCSFA will pay a retainer fee of \$500 to the CONTRACTOR in order for the work to commence on May 1, 2008. Upon completion of one month with the project, NCSFA shall compensate the CONTRACTOR the sum of \$500 dollars for the services provided until June

¹ DAS- Department of Administration or Office of Administration, DOT- Department of Transportation or Transportation Office, DPS-Department of Public Safety, DOC-Department of Corrections, DNR- Department of Natural Resources, Wildlife, and/or Conservation Services.



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1, 2008. Upon completion of the second month, NCSFA will compensate the CONTRACTOR with \$1,000 due on July 1, 2008. Upon full completion of the project, NCSFA shall compensate the CONTRACTOR the sum of \$3,000 in the scope of this agreement which shall be due and payable upon the project's completion. Prior to payment disbursements (other than retainer) the NCSFA board shall review the quality of the work completed. This CONTRACTOR shall be responsible for any personal tax liability incurred in providing these services. NCSFA shall provide the CONTRACTOR with an IRS 1099 form at the conclusion of this contract.

6. **Project Milestones:** Prior to the release of the first, second and third month disbursements to the CONTRACTOR, the CONTRACTOR shall complete the following milestones:
 - a. *Milestone 1:* CONTRACTOR shall present spreadsheet of completed data for first 17 states -(i.e. AL - KY) Due June 1, 2008
 - b. *Milestone 2:* CONTRACTOR SHALL present spreadsheet of completed data for next 17 states - (i.e. LA- NC) Due July 1, 2008
 - c. *Milestone 3:* CONTRACTOR shall present spreadsheet of completed data for last 17 states including PR- (i.e. ND - WY) Due August 1, 2008
7. **Telecommunication Expenses:** NCSFA agrees to provide the CONTRACTOR with a pre-paid mobile phone with unlimited calls to all US States including Puerto Rico that has a duration of the project (May 1, 2008 – July 31, 2008). The phone will be used by the CONTRACTOR for Business related calls only such making long distance calls to State and University fleet administrators in an effort to obtain demographic fleet administrator information. The phone will be returned to the NCSFA contact after the project is complete. Bills should be sent to the NCSFA for review.
8. **Other Expenses:** Other expenses incurred during this agreement shall be the responsibility of the CONTRACTOR unless submitted and agreed upon by both parties in advance.
9. **Release and waiver:** CONTRACTOR agrees to release, indemnify and hold harmless NCSFA, its officers, agents, and employees against any and all losses, accidents, damages, injuries, expenses and claims resulting in whole or part, direct or indirect, relating to this project. Likewise, NCSFA, its officers, agents and employees agree to the same.
10. **General Provisions:** CONTRACTOR agrees to provide detailed information requested and described in ATTACHMENT A and the agreement scope of services contained herein to NCSFA in the format provided or alternative and/or database format agreed upon in advance by both parties.



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This document contains the entire agreement between both parties, and there are no other promises or conditions in any other agreement whether verbal or written. This agreement shall be governed by the laws of the State of California.

Signatures:

NCSFA Representative

Contractor

Signature _____

Signature _____

Larry Charlton

Taryn Foscaldo

Date

4/30/08

Date

4-29-08

NCSFA FLEET FACT SHEET

ALABAMA (AL)

EXECUTIVE CONTACTS

Organization	Title	Name	Address	Phone	Fax	Email	Fleet Size
Governor's Office	Governor						

PRIMARY CONTACTS

Organization	Title	Name	Address	Phone	Fax	Email	Fleet Size
Agriculture and Industries				334-240-7150			
Alcoholic Beverage Control Board				334-271-3840			
Conservation Department				334-240-9500			
Corrections Department				334-242-3151			
Education Department				334-242-9950			
Emergency Management Agency				205-280-2200			
Environmental Management				334-271-7700			
Forestry Comm				334-240-9500			
Public Health				334-206-5300			
Industrial Relations				334-242-8055			
Mental Health				334-242-3417			
Pardon and Paroles Board				334-242-8700			
Public Safety				334-242-4371			
Public Service Commission				334-242-5218			
Retirement Systems of Alabama				334-832-4140			
State Docks Department				251-441-7203			
Transportation				334-242-6640			
State Motor Pool	Fleet Manager	Bill Weston		334-353-0455			

OTHER CONTACTS

Organization	Title	Name	Address	Phone	Fax	Email	Fleet Size

Alabama Southern Community College	Fleet Manager			251-575-3156			
Athens State University	Fleet Manager			256-233-8100			
Auburn University	Fleet Manager			334-844-4000			
Auburn University - Montgomery				334-244-3286			
Bessemer State Technical College				205-428-6391			
Bishop State Community College				251-690-6801			
Enterprise State Jr. College				334-347-2623			
Jacksonville State University				256-782-5781			
Shelton State Community College				205-391-2211			
Southern Union State Community College				205-391-2211			
Troy State University				334-670-3100			
University of Alabama - Birmingham				205-934-4011			
University of Alabama - Huntsville				256-824-1000			
University of Alabama				205-348-6010			
University of Montevallo				205-665-6000			
University of North Alabama				256-765-4100			
University of South Alabama				251-460-6101			
University of West Alabama, The				205-652-3400			
Wallace State Community College				334-983-3521			

OTHER STATE INFORMATION

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