

# Statement of Work- SBA Florida

This Statement of Work is between SBA of Florida and Brainstorming a la Mode, Inc. on Aug 14, 2023.

## Understanding of Need

What? Collaborative Communication Program Phase II aligned with SBA of Florida (SBA Fla) 2023 strategic goal to cultivate talent and leadership.

Promote an environment that values a high-performing workforce, talent acquisition and retention to meet organization priorities, compensation, career development, succession planning and where colleagues are acknowledged and valued for their contributions to ensure the continuing success of the SBA.

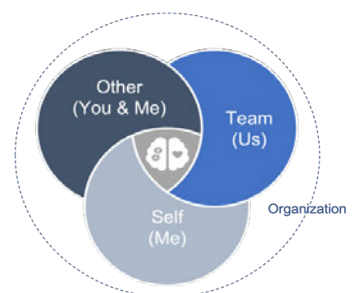
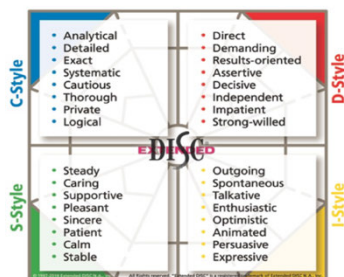
## Why Now?

- Human Capital and Culture identified as an area of risk
- Higher turnover than past years
- Number of retirement eligible workforce
- Training needs assessment
- Highly competitive talent marketplace
- Changing workforce needs and expectations from employers
- Identified as an opportunity in Your Opinion Counts

**Program Goals** To cultivate a collaborative company culture that enables high performance, engagement and employee satisfaction.

- Understanding & adapting different communication styles.
- How we can interact with others optimally.
- How business units work together- communication best practices.
- In and across business units – Tools to understand how and when to involve others.

Who? ~51 SBA Fla Supervisors



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## Agenda

### 1-hour DISC Overview Webinar Pre-Workshop

- Understand and value DISC framework as it relates to program goals
- Make sense of individual DISC profile results
- Recognize DISC strengths and stressors

### 1-day experiential, customized in-person Workshop (9-4 with 1-hour lunch)

- Set context and align with organizational needs- why and why now?
- Consider where DISC dynamics complement/clash and benefit/limit work efforts.
- Reveal collective strengths, liabilities, cultural norms and ways to leverage or mitigate.
- Explore collaboration tools, mindsets and best practices for transparent information sharing, constructive interaction, stakeholder engagement and change navigation.

## Process



## Timeline:

What?	When?	Who?
SOW	Week of Aug 7	Ashlyn & Ashlyn
Program Kick Off Email from Lamar	Week of Aug 7	Lamar
Program details email to all participants from Ashlyn with Disc deployment dates, webinar sign up and workshop date assignments	Week of Aug 7	Ashlyn
Disc deployment email with instructions and deadline	Sept 6	Ashlyn
Take Disc profile online & receive Disc via email upon completion	Sept 6-Sept 29	All participants
DISC Webinar Prep Call- 1-hour	Oct 9	Ashlyn, Amy & Shawn
3, 1-hour DISC Webinars	Oct 10, 11 & 12	All participants
Workshop Prep & Design- 2 hours	Oct 12	Ashlyn, Amy & Shawn
3, 1-day workshops on site (9-4)	Oct 17, 18 & 19	All
Debrief	After each workshop and week of Oct 23	Ashlyn, Amy & Shawn
Train-The-Trainer	*After each workshop and 2, 2-hour calls in Nov or Dec.	Ashlyn, Amy & Shawn

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## Investment

<i>Component</i>	<i>Description</i>	<i>Per Person</i>	<i>Total</i>
Individual DISC Profile for 51 Supervisors deployed week of Sept 6	1 individual report, DISC deployment, email communication and admin.	\$50 each	\$2550.00 <i>based on 51 participants billed individually at \$50 per person.</i>
3, 1-hour DISC overview webinars for SBA Fla Supervisors Oct 10, 11 & 12	See agenda. Includes 1 seasoned, coach/facilitator, presentation deck, program design, prep and debrief calls with SBA Fla HR.  <i>SBA Fla HR to manage webinar tech, scheduling, communication and admin.</i>	\$67 each*	\$3600.00 <i>based on \$1200 per webinar for up to 18 participants in each.*</i>
3, 1-day experiential customized in-person workshops for SBA Fla Supervisors on October 17, 18 & 19  9-4 with 1 hour lunch	See agenda. Includes 1 seasoned coach/facilitator with SBA Fla HR support, design, prep and debrief calls with client, group DISC map, laminated DISC communication tip card and learning aids for each participant, program administration and management and travel expenses.  <i>SBA Fla HR will provide flip chart stands, paper, a conference room with windows and space for participants to move and workshop scheduling, communication and admin.</i>	\$389 each**	\$21,000.00 <i>based on \$7000 per workshop for up to 18 participants in each.**</i>
<b>Sub Total</b>			<b>\$27,150.00</b>
Train-The-Trainer (TTT)	2, 2-hour online sessions to prepare 2 SBA FLA HR leaders to roll-out internally to all staff. Includes delivery design doc., facilitator guide with experiential exercises and tips, coaching and DISC migration admin to SBA Fla account with Extended DISC. Assumes participation and support in workshops in phase I & phase II and certification with Extended DISC directly.		\$ 2,600.00
<b>Total Phase II</b>			<b>\$29,750.00</b>

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## DISC Profile pricing after Phase II

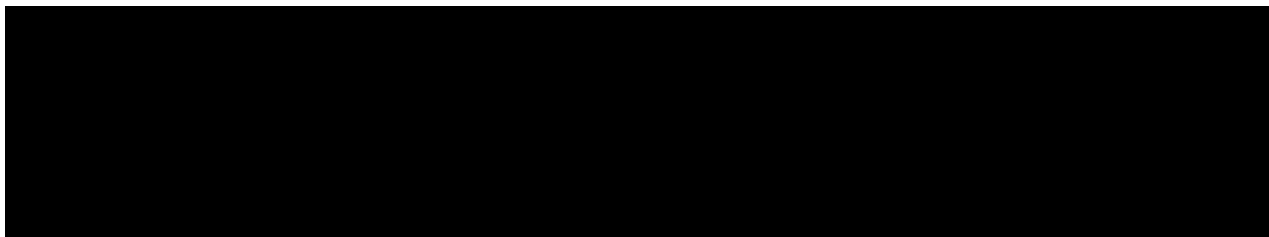
Report	Includes	Per report	Total
Individual DISC Profile	1 individual report, DISC deployment, email communication and admin for SBA Fla Employees not included in Phase II. Employees receive profile automatically via email upon completion.	\$50	Billed by usage
Team DISC Profile	1 team report creation and admin for SBA Fla. internal teams. HR to provide team member list and team name. HR to receive team report within 3 days of request.	\$20	Billed by usage

## Terms

- Brainstorming a la Mode, Inc. agrees to hold all information received from SBA Florida as confidential.
- Our methods and content are proprietary. Should SBA Florida choose to use our work within the organization beyond what is described in this SOW, written permission and intellectual property (IP) fees may apply.
- Program dates are scheduled as noted in timeline. If the program is cancelled, discovery, design and IP fees may apply up to 25% of total investment.
- Webinar and Workshop fees include up to 18 participants for each. Should participant count go up, per person fees will apply and be invoiced separately. DISC profile fees are billed per person.
- Invoice for services will be sent via email to Ashlyn Thomas at the start and completion of this program. Payable upon receipt 50% upon SOW execution and 50% upon completion.

## Acceptance

Your signature below indicates acceptance of the terms in this statement of work. Electronic signatures are valid.



Thank you for the opportunity to be of service!

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*We've been serving leaders and teams for over 20 years within diverse business contexts and industries all over the world. Our experiential, road-tested, co-creative approach helps us stay in the game, have more fun and get the job done when the pressure is on.*

Brainstorming a la Mode, Inc.  
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[shawn@brainstormingalamode.com](mailto:shawn@brainstormingalamode.com)

## **ACKNOWLEDGEMENT / DISCLOSURE**

**by Brainstorming a la Mode, Inc. (Brainstorming) of Laws and Regulations which the State Board of Administration of Florida must follow**

Notwithstanding any statements to the contrary in the SOW dated August 14, 2023, the following provisions apply to the State Board of Administration of Florida as an entity of the State of Florida and are agreed to by **Brainstorming**.

1. The State Board of Administration of Florida (**SBA**), as an entity of the State of Florida, is prohibited from entering into indemnification agreements. (See Florida Attorney General Opinion 99-56, dated September 17, 1999.) The **SBA** is also prohibited from entering into a limitation of remedies agreement. (See Florida Attorney General Opinion 85-66, dated August 23, 1985.) The **SBA** agrees to any sections on Warranties, Indemnification and Limitation of Liability to the fullest extent allowable and enforceable under Florida law.

2. Notwithstanding any provision in any agreement between the parties, **Brainstorming** acknowledges and agrees that the **SBA** is bound by the provisions of Chapter 119 (Public Records), Florida Statutes, and in the event of any conflict between Chapter 119, Florida Statutes, and the terms of these Agreements between the parties, the provisions and procedures of Chapter 119, Florida Statutes will prevail.

3. **IF BRAINSTORMING HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS REQUIREMENT TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF THE PUBLIC RECORDS AT:**

**STATE BOARD OF ADMINISTRATION OF FLORIDA  
POST OFFICE BOX 13300  
TALLAHASSEE, FLORIDA 32317-3300  
(850) 488-4406  
SBAContracts\_DL@sbafla.com**

(The font, bolding and text are required by s119.0701(2)(a))

4. Consistent with the Florida Transparency in Contracting Initiative, the **SBA** posts certain operational contracts on its website, and this Agreement will be one of the agreements posted. **Brainstorming** hereby agrees that the **SBA** is authorized to post this Agreement (including any amendments or addenda hereto) and a description of the content of the Agreement (including any amendments or addenda hereto) on the **SBA's** website. At the time of execution **Brainstorming** may submit a redacted version of the agreement for these purposes.

5. The **SBA** requires its vendors to comply with and use the E-Verify system. **Brainstorming** shall register with and use and shall cause any of its subcontractors to register with and use, the E-Verify system to verify the employment eligibility of newly hired employees performing services within the United States in accordance with Section 448.095, Florida Statutes. **Brainstorming** acknowledges that **SBA** is subject to and **Brainstorming** agrees to

comply with Section 448.095, Florida Statutes, as amended from time to time, to the extent applicable.

6. (Reserved)

7. Notwithstanding any provision to contrary, this Agreement shall not be construed as a waiver (i) of the sovereign immunity of the State of Florida; (ii) a waiver of the State of Florida's rights under the 11th Amendment to the United States Constitution; or (iii) to a jury trial.

