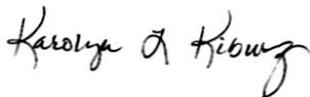


State Contract #: ADSP013-044293

**AZ Developmental Disabilities Planning Council
Employment First Regional Forums
Various Dates and Locations (Flagstaff, Lake Havasu City,
Phoenix, Sierra Vista, Tucson, and Yuma)**

- MCS will assist with securing a location for the 6 Regional Forums. This includes meeting room rental, audio visual rental, sleeping rooms, etc. MCS will negotiate and sign contracts for each forum. MCS acknowledges that the client has provided guidelines for each meeting. (Estimated hours: 8)
- MCS will review and sign the event orders for each location once the client has approved. (Estimated hours: 6)
- MCS will assist in hiring a company to transcribe forum. We will include their final invoice with our invoice. (Estimated hours: 6)
- MCS will assist in booking the staff and speaker rooms as needed. (Estimated hours: 6)
- MCS will review the final invoices and submit to the client for payment for each location. Once payment is received a check will be sent to the hotel. (Estimated time: 6)
- Our rate, as listed with Procurement, is \$75 per hour. ***We will only bill for actual hours worked.***
- Total estimated hours are 32 (\$2,400).
- MCS will follow state procurement rules.



Karolyn Kiburz, CMP
Meetings & Concierges Source

____ May 5 _____, 2014
Date