

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (hereinafter the "Agreement"), is by and between Pittsburgh Commission on Human Relations, 908 City-County Building, 414 Grant St., Pittsburgh, PA 15219, (hereinafter "Client"), and Lewis Neatrou Group, LLC, 3326 Allendale St., Pittsburgh, PA 15204 (hereinafter "Consultant").

WHEREAS, Client desires to retain the services of Consultant to provide the services described herein on an infrequent or periodic basis; which services Client has determined to be reasonable and necessary to the maintenance or direct improvement of the programs/operations of Client; and

WHEREAS, Consultant is willing to be so retained,

NOW THEREFORE, with the intention of being legally bound, Client and Consultant agree as follows:

Article 1. Scope of Work to be Performed (herein after "Consulting Services")

1.1 Consultant shall provide the following services (summarized here; detailed in **Appendix A**):

- a. **Preparation Meeting:** Facilitate kick-off conversations with CHR and finalize the scope of work.
- b. **SOAR presentation for Commissioners:** Previously conducted SOAR is presented to commissioners, via a facilitated presentation and discussion.
- c. **Restorative Practices Training:** A three hour Restorative Practices session is finalized and facilitated for CHR staff and commissioners.
- d. **Planning Support:** A two hour story circle is facilitated to foster a shared understanding of mission and aspirations among staff and commissioners, and a summary visioning report is submitted to CHR Leadership.
- e. **Professional Development:** Consultant will provide up to 11.5 hours of leadership development via executive coaching.
- f. **Ad Hoc Consulting:** Consultant will provide up to 5 hours of consulting to support CHR vision planning and implementation, and additional support as needed.

1.2 The estimated total hours for the project based consulting services are 50 hours. These hours represent the amount of effort estimated to complete the services outlined above. Based on this estimate, Lewis Neatrou Group calculated the fee presented in **Article 2. Compensation.**

1.3 The primary point of contact at CHR shall be: Rachel Shepherd

Article 2. Compensation

2. In consideration of the Consulting Services specified in the Agreement, Client shall pay Consultant up to \$15,000.00 as total compensation for this project. Client will thus reimburse Consultant for completion of the deliverables defined in Article 1.1 and not for specific hours worked. 15% of the total project fee is invoiced with the signing of the Consulting Agreement. Consultant shall invoice Client subsequently as deliverables are completed; invoices shall be paid within 30 days of receipt.

Table 1. Timeline, Deliverables, and Fees

Phase	Timeline	Deliverables	Invoice Amount
Phase 1: Preparation	November - December 2024	<ul style="list-style-type: none"> Kickoff Meeting with CHR Leadership to finalize scope. SOAR Presentation to CHR Commissioners. 	\$2,250 – due upon signing of contract
Phase 2: Training	January 2025	<ul style="list-style-type: none"> Facilitate a 3 hour virtual Restorative Practices session. 	\$4,000 – upon delivery
Phase 3: Planning Support	February - March 2025	<ul style="list-style-type: none"> Facilitate 2 hour story/listening circle. Submit vision summary 	\$3,000 –upon delivery \$750 –upon delivery
Leadership Development and Support	November 2024 - July 2025	<ul style="list-style-type: none"> Up to 11.5 hours of executive coaching - \$300 an hr. Up to 5 hours of ad hoc consulting - \$300 an hr. 	Up to \$3,450 billed monthly Up to \$1,550 billed monthly
Progress Assessment	August 2025	<ul style="list-style-type: none"> Review progress to date and discuss any future needs. 	N/A
TOTAL FEE FOR SERVICES:		Total Fee:	\$15,000

Article 3. Obligations of Consultant

3.1 Consultant's Services. Consultant agrees to perform the services described in **Article 1** above and such other services as the parties may agree from time to time by addendum to this Agreement. Changes to or expanded phases of this project (e.g. **Preparation, Training Delivery, Discovery, Staff Onboarding**, or additional strategic/project supports) may be added as an amendment or addendum to this agreement at a later date.

3.2 Consultant's Representations. Consultant represents and warrants that:

3.2.1 Consultant has significant knowledge and experience in the field(s) in which Consulting Services will be provided and is fully qualified to render the Consulting Services identified in this Agreement, including, without limitation, any required licensure, certification or health and safety clearances.

3.2.2 Consultant will perform the Consulting Services in timely fashion and in accordance with all applicable professional standards.

3.2.3 Consultant will not accept any engagement that would create or result in a conflict of interest between Consultant and Client under applicable professional standards. All data and information submitted or made available to Consultant by Client, unless otherwise publicly available, shall be utilized by Consultant in connection with this Agreement only and shall not be made available by Consultant to any other person.

3.2.4 Consultant will comply with all applicable laws, rules and regulations governing the performance of the Consulting Services.

3.2.5 The Consulting Services shall be performed in conformity with all bid proposals, brochures, presentations, or other descriptions of Consultant concerning the quality, efficiency, effectiveness, results, or benefits of such Consulting Services.

3.2.6 Consultant is not an employee, owner, director, or trustee of Client nor a member of the immediate family of any such person.

3.2.7 The rate of reimbursement set forth in **Article 2** above is reasonable in view of the services rendered and what Consultant charges other organizations for the same service.

3.3 Insurance. Consultant has and will maintain policies of general and professional liability insurance (both in amounts of at least \$500,000 for individual occurrence, and \$1,000,000 for aggregate), as well as Workers' Compensation insurance (at least to the statutory minimum) covering Consultant and its employees, agents and subcontractors against claims arising out of the performance of the Consulting Services. Upon written request, Consultant may provide Client with a certificate of insurance, naming Client as an additional insured, and shall notify Client of any change in the amount or terms of the coverage provided at least twenty (20) days prior to the effective date of such change.

3.4 Reporting Responsibility. Consultant shall report and be answerable to the point of contact identified in **Article 1** above or such other contact as Client may designate by written notice to Consultant.

3.5 Taxes. Consultant shall be responsible for the payment of all taxes, including but not limited to all applicable Social Security, unemployment compensation and workers' compensation taxes applicable to Consultant or Consultant's employees.

Article 4. Obligations of Client

4.1 Fees. Client agrees to pay Consultant for the Services described herein in accordance with the Fee Schedule set forth in **Article 2**.

4.2 Information and Documents. Client shall provide access to and respond to Consultant's reasonable requests for information and documents necessary for the performance of the Consulting Services.

Article 5. Miscellaneous Provisions

- 5.1 Relationship of the Parties. Consultant's relationship with Client shall be that of an independent contractor, and nothing in this Agreement shall be construed to create an employer or employee relationship for any purpose. Consultant shall remain free to exercise their independent judgment as to all aspects of the services to be performed, including, but not limited to, the manner and means of achieving the results requested of such services. Consultant is responsible for the wages of persons they hire. In addition, Consultant is free to perform services for other parties, subject to the conflict of interest limitations of this Agreement.

Consultant represents that it is routinely engaged in the business of rendering similar services to other companies and agrees that neither Consultant nor any of its employees or agents are employees of Client and that none of them is entitled to any benefits or rights provided by Client to its own employees, including without limitation group insurance, liability insurance, disability insurance, paid vacation, sick leave or other leave, retirement plan benefits, health plan benefits, premium "overtime" pay, termination or severance pay, or the like. Consultant's employees or agents who perform any of the Services shall be under the ultimate control, management and supervision of Consultant. Consultant shall have sole responsibility for paying all withholding and other taxes and amounts due under applicable laws as well as all amounts due for all salaries, benefits, termination pay, severance pay and all other compensation and all benefits, in respect of its employees or agents.

- 5.2 Certification Regarding Lobbying. Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (nonappropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the under- signed, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Formall "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

5.3 Term and Termination. This Agreement shall commence on November 18, 2024 or upon contract execution, and shall continue until August 30, 2025 or completion of the Consulting Services, unless sooner terminated as provided herein. Unless otherwise agreed in **Article 1**, this Agreement may be terminated by either party for any reason upon 10 days written notice to the other party. Consultant may retain amounts, if any, paid by Client under this Agreement prior to termination, but explicitly waives any right to additional or other amounts of any kind.

5.4 Copyright and Intellectual Property Rights. 'Deliverable' means a work produced by the Consultancy in the course of Services for delivery to the Client.

5.4.1 Where Consultant's pre-existing works are with the knowledge and written consent of the Client incorporated in any Deliverable, Consultant hereby grants to Client a non-exclusive, irrevocable, world-wide, royalty free license to use, modify and distribute such pre-existing works, but only as part of the Deliverable; all other rights in the pre-existing works are reserved.

5.4.2 Subject thereto, all rights in any Deliverable pass to the Client upon payment of all fees not in dispute due to the Consultant which relate to that Deliverable, and the Consultant hereby assigns such rights, and if necessary, will execute a formal assignment thereof on request by the Client.

5.4.3 Nothing shall prevent the Consultant from using techniques, ideas, and other know-how gained during the performance of Services under this Agreement in the furtherance of its own business, provided that such techniques, ideas and other know-how do not contain or rely upon any Client Confidential Information outside of anonymous data that may contribute to the validation of research instruments and only

to the extent that such does not result in disclosure or abuse of confidential information in breach hereof, or any infringement of any Intellectual Property Rights of the Client.

5.5 Amendments. All amendments to this Agreement shall be in writing signed by both parties.

5.6 Proprietary Information. Consultant agrees not to disclose or to use for Consultant's own benefit or for the benefit of any other person any business, financial or other information that Client identified as confidential or would reasonably be expected to be considered confidential. Permitted exceptions to this non-disclosure shall include any disclosure required by law or any disclosure directly related to and required under this Agreement.

5.6.1 All information related to the Consulting Services is confidential and where that information relates to an individual is also subject to relevant laws governing the protection of Personally Identifiable Information (PII) and is provided solely for the purposes of validating Consultant's research instruments and providing Consulting Services to the Client. Such information must not be used for any other purpose nor divulged to any third party, and both the Consultant and Client undertake to abide by the provisions of such laws (including HIPPA, FERPA, etc.)

and ethical best practices in receiving and processing the data at all times.

5.7 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

5.8 Indemnification. Consultant hereby agrees to indemnify, save and hold harmless, and defend Client, its officers, agents and employees from and against all liens, charges, claims, demands, losses, costs, judgments, liabilities, and damages of every kind and nature whatsoever, including court costs and attorney's fees arising by reason of: the performance by Consultant of any services under this Agreement; any act, error or omission of Consultant or of an agent, employee, licensee, contractor or subcontractor of Consultant; and any breach by Consultant of any of the terms conditions or provisions of this Agreement.

5.9 Severability. The invalidity or unenforceability of any provision of this Agreement shall not in any way affect the validity or enforceability of any other provision of this Agreement and this Agreement shall be construed as if such invalid, or unenforceable provision or provision or provisions had never been in this Agreement.

5.10 Notices. All notices required or permitted herein shall be in writing and delivered either via secure electronic signature and delivery, delivered by hand, or mailed, by registered or certified United States mail to the address of the party provided herein or such other address as may be provided from time to time. Mailed notice shall be deemed to be received five (5) days after being deposited, postage prepaid, in the United States mail.

5.11 Waiver. Failure or delay on this part of either party to enforce or exercise any of the provisions, rights or remedies in this Agreement shall not be construed to be a waiver thereof, nor in any way affect the validity of this Agreement or any part thereof, or the

right of either party thereafter to enforce each and every provision, right and remedy and no waiver by either party of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach.

5.12 Use of Names for Publicity; Non-Disparagement. Neither party shall use the name of the other party in any advertising or promotional materials without the prior written approval of the other. Consultant shall not at any time make, publish, or communicate to any person or entity or in any public forum (including through any form of social media) any defamatory or disparaging remarks, comments, or statements concerning Client or its businesses, or any of its employees or officers, and existing and prospective clients, suppliers, funders and other associated third parties, now or in the future.

5.13 Venue for Disputes. Any action or proceeding arising out of or relating to this Agreement shall be commenced in the United States District Court for the Western District of Pennsylvania or the Court of Common Pleas of Allegheny County, Pennsylvania. In an action commenced in either of these courts, each party waives any objections to venue or to the personal jurisdiction of the court, and irrevocably consents to the service of any summons and complaint and any other process which may be served in any action or proceeding arising out of this Agreement in the courts set forth above by the mailing by certified or registered mail of copies of such process to the other party at their applicable addresses as set forth in this Agreement.

5.14 Entire Agreement. This Agreement contains the entire Agreement and understanding of the parties hereto and there have been no representations, promises, agreements or understandings, written or oral, which are not contained herein.

Article 6. Required Client Provisions

6.1 Home Rule Charter: Liability of City. Consultant agrees that no terms herein, or hereinafter included via a separate document, purchase order or other additional agreement, lead to contingent liability for the Client, including but not limited to, late fees, penalties and / or interest for overdue payments. In no event shall the Client be liable to Consultant for special, indirect, incidental, reliance, lost profits or other business interest damages. This Agreement is subject to the provisions of the Pittsburgh Home Rule Charter; and the liability of CITY thereunder is limited to the sum of Twenty Thousand Dollars (\$20,000.00), appropriated for the same, chargeable to and payable from the following accounts:

General Fund	\$15,050.00
11101.105000.53.53901.2022	

6.2 Authorizing Resolution. This Agreement is entered into by the City of Pittsburgh pursuant to Resolution No. 5, effective January 12, 2023.

6.3 Debarment. Consultant warrants that it is not prohibited from entering into this Agreement with the Client by reason of disqualification under subsection (b) of Section 161.22 of the Pittsburgh Code. A certification of compliance with this Section is attached hereto as **Exhibit A** and is incorporated into and made a part of this Agreement.

6.4 Statement of Affiliations. Consultant herewith files a Statement of Affiliations with the Client, attached hereto as **Exhibit B**, in compliance with Section 197.08(c) of the Pittsburgh Code.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS, WHEREOF, the parties have duly executed this Agreement on the day and year first above written.

CITY OF PITTSBURGH

By: _____
Mayor

By: _____
Director, Commission on Human Relations

CONSULTANT

By: Amanda Neatrou _____
Name:
Title:

EXAMINED BY: _____
Assistant City Solicitor

APPROVED AS TO FORM: _____
City Solicitor

COUNTERSIGNED: _____
City Controller

EXHIBIT A: CERTIFICATION OF DEBARMENT

I, Amanda Neatrour, the undersigned and duly authorized representative, hereby certify that to the best of my actual knowledge, information or belief, neither I _____ nor any affiliated individual is prohibited from entering a bid or participating in a City of Pittsburgh contract by reason of disqualification as set forth in Pittsburgh Code §161.22(b).

Name: Amanda Neatrour

Title: Owner

Date: November 18, 2024

EXHIBIT B
Statement of Affiliations

1. Name of Contractor: Lewis Neatrou Group, LLC
(412)204-7454, 3326 Allendale St., Pittsburgh, PA, 15204
Office address and phone number

2. List your qualifications and experience for performance of the contract.

3. Please give a brief description of any contractual or business relationships you have had with the CITY within the past three years. Include contracts or relationships of any subcontractors, parent entities, subsidiaries, major investors, or personnel. Please include the dollar value of the contract or business relationship.

4. Please identify by name and address the contractor's principals including all owners, partners, or shareholders and officers. If the contractor is a public corporation identify by name and address the officers, members of the board of directors, and shareholders holding more than three (3) percent of the corporate stock.

Additional pages may be attached to complete the information herein requested.

Exhibit C: Insurance Certificates and Waiver



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C. No. Ext): (888) 202-3007 FAX (A/C. No): E-MAIL ADDRESS: contact@hiscox.com														
INSURED Lewis Neatrou Group, LLC 3326 Allendale St Pittsburgh, PA 15204	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A: Hiscox Insurance Company Inc</td> <td style="text-align: center;">10200</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hiscox Insurance Company Inc	10200	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:															
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INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			P103.632.448.1	07/11/2024	07/11/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ S/T Gen. Agg. \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

CERTIFICATE OF INDEPENDENT CONTRACTOR

CONSULTANT hereby certifies that he/she/it is an independent contractor with no employees and that he/she/it shall not hire any employees to perform services under this agreement. CONSULTANT further certifies that he/she/it is exempt from the provisions of the Worker's Compensation and Occupational Disease Act.

CONSULTANT: *Amanda Neatrou*

EXHIBIT D
Statement of Affiliations

1. **Name of Contractor:** Lewis Neatrou Group, LLC

Office Phone: (412) 204-7454

Office Address: 3326 Allendale St., Pittsburgh, PA, 15204

2. **List your qualifications and experience for performance of the contract.**

Lewis Neatrou Group, LLC is a full-service firm that provides consulting, strategic support, applied research/evaluation, and training/facilitation across all levels and experiences. We support organizations in developing their values across DEI, sustainability, and accessibility; communicating these values; and translating them into meaningful action (i.e., strategic plans, policies, agreements, etc.). Owner Amanda Neatrou has 11+ years as a coach and consultant, facilitator, and trainer in workforce development and corporate training focusing on change management, career services and recruitment, equitable and transformational leadership and corporate practices, gender identity and expression, and ADA overview. She is the former Diversity and Inclusion Employment Coordinator for the City of Pittsburgh where she facilitated training and implemented best practices for recruitment and hiring, and inclusive policies. As the Director for the Center of Equity and Professional Advancement at RMU, Amanda was responsible for leadership and professional development programming, managing faculty and staff mentor and professional mentor programs, community engagement, and fund development. Amanda has completed diversity, equity, and inclusion training through organizations like the Courageous Conversation Academy, International Institute for Restorative Practices, Kahakulei Institute, Mid-Atlantic ADA Center, Yoga Roots on Location, the American Association of University Women, and the Teleos International Coaching Program.

3. **Please give a brief description of any contractual or business relationships you have had with the CITY within the past three years. Include contracts or relationships of any subcontractors, parent entities, subsidiaries, major investors, or personnel. Please include the dollar value of the contract or business relationship.**

Lewis Neatrou Group LLC has not had any contractual or business relationships with the City of Pittsburgh within the past three years. Amanda Neatrou served on the City of Pittsburgh's Gender Equity Commission as volunteer Commissioners and thus received no compensation. This commission appointment terminated in 2021, more than 12 months prior to the signing of this contract.

- 4. Please identify by name and address the contractor's principals including all owners, partners, or shareholders and officers. If the contractor is a public corporation identify by name and address, members of the board of directors, and shareholders holding more than three percent of the principals corporate stock:**

Amanda Neatrou, Owner/Principal Consultant