



STATE OF IOWA
MASTER AGREEMENT
Contract Declaration and Execution

MA 005

22064E

EFFECTIVE BEGIN DATE: 09-20-2026
EXPIRATION DATE: 09-19-2027
PAGE: 1 of 6

VENDOR:

Cassandra R Halls

00003004054

3094 140th Ave
Carlisle, IA 50047-3215

VENDOR CONTACT:

Cassandra R Halls

PHONE: 515-473-4980

EMAIL: c.halls@2ttop.com

ISSUER:

Paul Manges

EXT: **PHONE:** 515-330-7325

EMAIL: paul.manges@das.iowa.gov

FOB: FOB Dest, Freight Prepaid

Contract For: Workforce Consultant

The parties agree to comply with the terms and conditions on the following attachments which are by this reference made a part of the Agreement.

Attachments are on file with the Department of Administrative Services - Central Procurement.

Attachment 1: Competitive Solicitation RFP0722005003

Attachment 2: Contractor's Response to Competitive Solicitation

Attachment 3: Contractor's Cost Response to competitive solicitation document RFP0722005003.

Contact Information:

Cassandra Halls

515.473.4980

c.halls@2ttop.com

RENEWAL OPTIONS

AUTHORIZED DEPARTMENT

ALL

SUB Other Governmental Entities



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
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1	0.00000	91858		\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Task 1

Convening Project Leadership: including prep time, facilitation and follow-up
30 hours/\$3,750.00

2	0.00000	91858		\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Task 2

Convening Project Team: including prep time, facilitation and follow-up
60 hours/\$7,500.00

3	0.00000	91858		\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Task 3

Development of the Workforce Services Matrix
40 hours/\$5,000.00

4	0.00000	91858		\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Task 4

Conducting National Best Practice Research
35 hours/\$4,375.00

5	0.00000	91858		\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Task 5



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Development of the Workforce Systems Finding Report
40 hours/\$5,000.00

6	0.00000		91858	\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Task 6

Development of the Strategic Plan
45 hours/\$5,625.00

7	0.00000		91858	\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Task 7

Development and Distribution of Monthly Project Progress Reports
15 hours/\$1,875.00

8	0.00000		91858	\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Task 8

Development of the Annual Review and Evaluation Process
40 hours/\$5,000.00

9	0.00000		91858	\$ 0.000000
				\$ 0.000000

REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Task 9

Development of Presentation Materials of Final Project Reports to be
Shared with State Leadership
35 hours/\$4,375.00

10	0.00000	HOUR	91858	\$ 0.000000
				\$ 0.000000

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Governmental Consulting
Continuation of Services

Hourly Rate for Continuation of Services
\$125.00/hour

11	0.00000	HOUR	91858	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Executive Coaching

Executive Coaching:
\$125.00/hour

12	0.00000	HOUR	91858	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Team Building Training:

\$2,000.00 in-person/per session
\$1,250.00 virtual/per session

13	0.00000	HOUR	91858	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Communication Styles Assessment

Communication Styles Assessment:
\$100.00 assessment/person

14	0.00000	HOUR	91858	\$ 0.000000 \$ 0.000000
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REF DOC: REF VNDR LN: REF COMM LN: REF TYPE: FINAL

Governmental Consulting
Communication Styles Training Facilitation

Communication Styles Training Facilitation:
\$2,000.00 in-person/per session \$1,250.00 virtual/per session

15	0.00000	HOUR	91858	\$ 0.000000 \$ 0.000000
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Governmental Consulting
Website Development and Marketing Materials

Website Development and Marketing Materials:
\$150.00/hour



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TERMS AND CONDITIONS

Services Effective 9 July 2026

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement. General Terms and Conditions for service contracts are posted at: <https://das.iowa.gov/media/5888/download?inline>

THIS MASTER AGREEMENT IS EFFECTIVE AS OF THE LATEST DATE SHOWN IN "EFFECTIVE BEGIN DATE" IN THE UPPER RIGHT HAND CORNER OR THE DATE BELOW SIGNED BY THE STATE OF IOWA.

CONTRACTOR	STATE OF IOWA
CONTRACTOR'S NAME (If other than an individual, state whether a corp, partnership, etc.)	AGENCY NAME
BY (Authorized Signature) Date Signed <i>Cassandra Halls</i> Cassandra Halls (Jul 20, 2026 09:24:48 CDT)	BY (Authorized Signature) Date Signed <i>Paul Manges 7.20.26</i> Paul Manges 7.20.26 (Jul 20, 2026 09:26:48 CDT)
Printed Name and Title of Person Signing Cassandra Halls	Printed Name and Title of Person Signing Paul Manges, Statewide Procurement Officer
Address	Address 1305 E. Walnut St., Des Moines, IA 50319