COMMISSIONERS COURT COMMUNICATION

COURT ORDER NUMBER 145795

DATE: 8/19/2025

SUBJECT: **CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT WITH CORE PERFORMANCE 38:16 FOR THE PROVISION OF STAFF DEVELOPMENT AND COMMUNITY ENGAGEMENT SERVICES BENEFITING THE RESIDENTS OF TARRANT COUNTY**

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court consider a Professional Services Agreement with Core Performance 38:16 for a six-week engagement to provide staff development, internal communication strategies, volunteer integration planning, and community engagement services for the Office of Commissioner Alisa Simmons, benefiting the residents of Tarrant County.

BACKGROUND

The Office of Commissioner Alisa Simmons is committed to providing responsive, transparent, and community-driven services. With evolving public expectations, the office seeks to strengthen its internal capacity and expand community engagement to better meet constituent needs.

Under this agreement, Core Performance 38:16, LLC will deliver a series of Service Excellence Workshops on leadership, communication, conflict resolution, and time management; develop an Internal Onboarding and Service Alignment Framework; provide targeted performance coaching; conduct a Culture and Morale Pulse Assessment; and facilitate Cross-Office Collaboration Sessions. The engagement will also include creation of a Community Ambassador Program, design of a Volunteer Engagement and Training Framework, development of a Partnership Development Strategy, planning of Public Information Sessions, and training in Storytelling and Impact Campaigns. Deliverables will include training materials, onboarding and retention strategies, coaching summaries, morale reports, volunteer and partnership frameworks, event planning templates, storytelling resources, and a final strategic summary report.

This agreement will commence on the date it is executed by both parties and end on December 31, 2026. The contract may be terminated at any time with thirty (30) day notice.

The District Attorney's Office has reviewed and approved the agreement as to form.

FISCAL IMPACT

The total cost of this agreement is not to exceed $25,000.00.

SUBMITTED BY	Commissioner, Precinct 2	PREPARED BY:	Albert Roberts
		APPROVED BY:	Alisa Simmons

PROFESSIONAL SERVICES AGREEMENT BETWEEN TARRANT COUNTY, TEXAS AND CORE PERFOMANCE 38:16

This Agreement ("Agreement") is made as of the date executed below by and between Tarrant County, Texas by and through THE OFFICE OF TARRANT COUNTY PRECINCT 2 COMMISSIONER ALISA SIMMONS ("CLIENT") and CORE PERFORMANCE 38:16 ("VENDOR")

ARTICLE I: VENDOR RESPONSIBILITIES

These and other services provided

1.01 Scope of Services. VENDOR will provide the services as outlined in the "Proposal for Strengthening Constituent Services," dated July 24, 2025, attached hereto as Attachment A, and incorporated into this Agreement for all purposes. Services include a six-week timeline consisting of workshops with CLIENT employees, one-on-one coaching of CLIENT employees, surveys of CLIENT employes to assess morale and internal needs, and the development of recommendations for implementation by CLIENT employees to improve constituent services.

1.02 Professional Judgment. VENDOR will use its best professional judgment in providing advice to CLIENT. However, it is CLIENT's ultimate responsibility to accept or reject such judgment, and VENDOR is not responsible for the consequences of such acceptance or rejection.

1.03 Term of Contract. The term of this Agreement shall commence on the Effective Date, when all parties have signed, and shall end on December 31, 2026, and contingent on approval by the Tarrant County Commissioners Court, unless terminated earlier as provided herein.

ARTICLE II. CLIENT'S OBLIGATIONS

2.01 Compensation to VENDOR. CLIENT shall provide partial payment to VENDOR in the amount of $12,500.00 upon execution of this Agreement. Any variation thereof does not constitute waiver of the policies outlined in this Agreement.

2.02 Approvals and Changes. CLIENT agrees to be responsible for the accuracy and completeness of statements in printed materials, media-related, or publicly released work. VENDOR will assume the accuracy of statements made to it from CLIENT regarding history and other information. CLIENT further warrants that it will obtain all approvals necessary from third parties regarding quotes, use of name, likeness, trademark, quotations, words, endorsements, or similar information to be included in CLIENT's materials. CLIENT approval of product must be made to VENDOR via email.

ARTICLE III: COMPENSATION

3.01 Compensation. CLIENT will be charged a total project amount not to exceed $25,000.00 as outlined in Paragraph VI in Attachment A.

3.02 Payment. Payment is due to VENDOR upon receipt by CLIENT of an invoice from VENDOR. VENDOR will not deliver work on any project until payment is received. Invoices will be sent to CLIENT by VENDOR via email to the Tarrant County Auditor's Office at SAP-Invoices@tarrantcountytx.gov Approval for all projects must be in writing, and approval is considered to be received by VENDOR when the written notice is actually received via mail or email.

ARTICLE IV. MISCELLANEOUS

4.01 Termination of Agreement. Either party may terminate this Agreement thirty (30) days after a written notification with all fees prorated. If prior to services being commenced, acts of nature occur making services impossible to render by VENDOR, the Agreement may be terminated by either party without further obligation of either party to the other party.

4.02 Authority. All parties signing this Agreement represent that they have authority to bind their respective entities and/or organizations to this Agreement.

4.03 Assignability. Any collection of payment or outstanding balance due under this Agreement may be assigned by VENDOR as deemed prudent or necessary to a third party. CLIENT's responsibilities are non-assignable. Written notice of any assignment must be provided to CLIENT within thirty (30) days.

4.04 Notices. Notices permitted hereunder shall be in writing and effected either by personal delivery, facsimile transmission, e-mail, or by mail, registered or certified, postage pre- paid, return receipt requested. Any mail deposited with the United States Postal service shall be considered delivered when postmarked after surrender to the said service or delivered to and dated by an alternate overnight carrier. Notice shall be considered given when sent or delivered to:

CORE PERFORMANCE
38:16
Christie Harrison
christie@coreperformance3816.com

Client: Commissioner Precinct 2
Commissioner Alisa Simmons
ALSimmons@tarrantcountytx.gov

4.05 Governing Law. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS.VENUE FOR ANY ACTION ARISING HEREUNDER SHALL BE TARRANT COUNTY, TEXAS.

4.06 Multiple Counterparts. This Agreement may be executed in separate or multiple counterparts. All of such counterparts shall be deemed to be one and the same Agreement,

but only one copy with evidence of signatures shall be required for proof of this Agreement.

4.07 Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

4.08 Waiver. No waiver of any breach of any provision of this Agreement shall constitute a waiver of any prior, concurrent, or subsequent breach of the same or any other provisions hereof, and no waiver shall be effective unless made in writing and signed by an authorized representative of the waiving party.

4.09 Singular, Plural, Headings. Wherever the singular form of any word is used in this Agreement, the same shall include the plural form of such word, whenever appropriate, and vice versa. The headings contained in this Agreement are for purpose of reference only and shall not limit or otherwise affect the meaning of the provisions contained herein.

4.10 Agency-Independent Contractor. This agreement does not establish an employment agreement between VENDOR, its employees or its subcontractors and the CLIENT. This agreement does not establish an Agency relationship between VENDOR and CLIENT, and VENDOR does not act as CLIENT's Agent in any financial capacity. VENDOR may not obligate CLIENT to any commitments, financial or otherwise and CLIENT, through the Tarrant County Commissioners Court, must approve all expenditures. CLIENT may verbally approve financial obligations under $500 but must approve expenditures above $500 in writing via email or written approval. CLIENT's signature on a vendor proposal constitutes approval.

4.11 Entire Agreement. The parties acknowledge that this Agreement and Attachment A constitutes the entire Agreement between the parties and supersedes all prior and contemporaneous agreements and undertaking of the parties pertaining to the subject matter hereof. This Agreement may not be modified except by written instrument duly executed by the party hereto against whom the modification is sought to be enforced.

4.12 Compliance with Laws. In providing the services required by this Agreement, VENDOR must observe and comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and non-discrimination laws and regulations. VENDOR shall be responsible for ensuring its compliance with any laws and regulations applicable to its business, including maintaining any necessary licenses and permits.

4.13 Form 1295 Certificate of Interested Parties. VENDOR acknowledges and agrees that it has fully, accurately, and completely disclosed all interested parties in Form 1295 electronically filed with the Texas Ethics Commission as required by law and that the attached signed copy attached as Exhibit X is a full and true copy of said filed form.

4.14 Third Party Beneficiary Excluded. This Agreement does not incur to the benefit of any specific third party. CLIENT and VENDOR do not consent to the waiver of sovereign or government immunity under Texas state or federal law to the extent either party may have that immunity under law.

IN WITNESS WHEREOF, the parties to this Agreement have affixed their respective signatures on the date written below.

VENDOR

_____

Christie Harrison
Core Performance 38:16

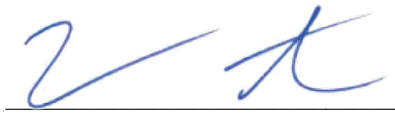
SIGNED AND EXECUTED this ____day of _____, 2025.

COUNTY OF TARRANT
STATE OF TEXAS

_____

Tim O'Hare
County Judge

APPROVED AS TO FORM:



_____

District Attorney's Office*

*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead those parties should seek contract review from independent counsel.

CERTIFICATION OF
AVAILABLE FUNDS: $_____

Tarrant County Auditor_____

ATTACHMENT "A"

Date: July 24, 2025

To:
Commissioner Alisa Simmons
Tarrant County Commissioner – Precinct 2
700 E. Abrams, Suite #304, Arlington, TX 76010

Re: Proposal for Strengthening Constituent Services – Office of Commissioner Alisa Simmons

Dear Commissioner Simmons,

It is with great respect and appreciation that Core Performance 38:16, LLC submits this proposal to support your office in advancing its commitment to high-quality constituent services. As a **Women Business Enterprise (WBE)-certified** consulting firm with deep experience in government operations, public service strategy, and team development, we recognize the importance of building internal capacity while maintaining public trust and engagement.

This six-week engagement is designed to empower your current staff, elevate service delivery, and introduce meaningful tools for community connection. Our work will center on professional development, internal communication, volunteer integration, and community engagement strategies, all tailored to reinforce the values and mission of your office.

We value the trust placed in us to support your team with professionalism, discretion, and care. Thank you for the opportunity to serve you and the residents of Tarrant County Precinct 2.

If you have any questions or would like to discuss any aspect of this proposal further, I am available at your convenience.

With appreciation,



Christie Harrison
Founder & CEO, Core Performance 38:16, LLC

Core Performance 38:16
208 E. Broad St, Suite 103
Mansfield, TX 76063
682-209-5378
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Proposal for Strengthening Constituent Services through Staff Development & Community Engagement

Prepared by: Core Performance 38:16, LLC
Submitted to: Office of Commissioner Alisa Simmons
Date: July 24, 2025

I. Purpose

This proposal outlines a six-week engagement between Core Performance 38:16, LLC and the Office of Commissioner Alisa Simmons aimed at strengthening constituent services by investing in the professional growth of the existing five-member team, reinforcing internal collaboration, and expanding community-facing initiatives.

Through a series of targeted development sessions, coaching, and engagement planning, this project will enhance how the team delivers services, interacts with residents, and builds public trust. It will also establish sustainable systems to integrate volunteers, extend community presence, and amplify the office's impact across Tarrant County Precinct 2.

II. Background

The Office of Commissioner Alisa Simmons is committed to providing responsive, transparent, and community-driven services to the residents of Tarrant County Precinct 2. With two active office locations and a team of five dedicated staff, the office serves as a critical point of connection between local government and the diverse communities it represents.

As public expectations continue to evolve, there is an increased need for meaningful community engagement, visible leadership, and consistent constituent support. This engagement is designed to reinforce the strengths of the existing team by focusing on targeted professional development, intentional collaboration, and deeper public outreach. A key component of this work will also include the creation of a structured volunteer framework to support external events, strengthen public-facing initiatives, and expand the office's impact through trusted community partnerships.

III. Scope of Work

A. Constituent-Focused Staff Development

1. Service Excellence Workshops
Interactive training sessions covering topics such as leadership, communication, conflict resolution, and time management—designed to enhance how staff engage with constituents, vendors, and community partners.

2. Internal Onboarding & Service Alignment Framework
Design a simplified, mission-centered onboarding process tailored to the current five-person team. This will support role clarity, service expectations, and knowledge-sharing for future internal transitions or role shifts—not new hires.

3. Performance Coaching
Provide targeted 1:1 or small-group coaching focused on public service professionalism, issue resolution, and interpersonal effectiveness—supporting individual and team growth in real time.

4. Culture & Morale Pulse Assessment
Conduct brief anonymous surveys and follow-up discussion sessions to assess team morale, communication dynamics, and internal needs—resulting in actionable recommendations for maintaining a productive, service-driven culture.

5. Cross-Office Collaboration Sessions
Facilitate structured discussions to strengthen communication between the two office locations, align constituent service workflows, and reduce silos across staff functions.

B. Community Engagement Integration

1. Community Ambassador Program
Equip current staff to serve as visible, well-prepared representatives of the Commissioner's Office at community events, schools, neighborhood associations, and civic forums—ensuring that messaging is consistent, professional, and aligned with the precinct's mission.

2. Volunteer Engagement & Training Framework
Design a structured program to onboard and activate volunteers who can support the office's outreach and constituent service efforts. This includes clear recruitment practices, role definitions, orientation materials, and supervision protocols—all leveraging existing staff, with no new positions required.

3. Partnership Development Strategy
Identify potential partnerships with mission-aligned nonprofits, civic organizations, and local businesses. Create tools for outreach, relationship tracking, and develop MOU templates to formalize collaboration where appropriate.

4. Public Information Sessions
Plan and support accessible, open-house-style events designed to share precinct initiatives, provide service updates, and collect real-time community feedback. These sessions will increase transparency and strengthen trust between the office and the public.

5. Storytelling & Impact Campaigns
Train staff on how to collect and communicate stories of impact—from successful constituent support to community partnerships—to highlight the office's role and reinforce its value to the community.

IV. Timeline (6 Weeks)

The project will be completed over a six-week period, following a carefully structured rollout that complements the team's daily responsibilities.

Week 1:

- Project kickoff and leadership alignment
- Team orientation and scheduling of all sessions
- Morale pulse survey distribution
- Planning for workshops, coaching, and volunteer engagement framework

Weeks 2–3:

- Conduct professional development workshops
- Begin 1:1 or small group coaching sessions
- Develop internal onboarding and service alignment guide
- Compile morale and internal feedback findings

Weeks 4–5:

- Design Community Ambassador and Volunteer Program framework
- Create partnership outreach and engagement tools
- Facilitate storytelling and impact campaign training

Week 6:

- Deliver all final toolkits, templates, and summary reports
- Conduct leadership debrief and Q&A
- Provide recommendations for sustained implementation and follow-up support

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V. Team Structure & Hours

This engagement will be led by a team of up to three professionals from Core Performance 38:16, LLC:

Role	Estimated Hours
Lead Consultant (Strategy & Facilitation)	70 hrs
Engagement Analyst (Coaching & Community Design)	35 hrs
Admin & Scheduling Support	20 hrs
Total	**125 hours**

Core Performance 38:16
208 E. Broad St, Suite 103
Mansfield, TX 76063
682-209-5378
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VI. Budget

Standard Hourly Rate	**$250 per hour**
Discounted Rate	$200 per hour (with 50% payment at contract signing)
Total Hours	125
Total Project Cost	**$25,000**
Client Savings	$6,250

The discounted rate is provided with a commitment to pay 50% ($12,500) of the total project cost upon contract execution. This ensures efficient scheduling and resource allocation.

VII. Deliverables

- Service Excellence Workshop curriculum and presentation materials
- Onboarding and retention strategy for internal use
- Coaching summaries and staff development notes
- Culture and morale pulse report with recommendations
- Community Ambassador training guide
- Volunteer recruitment and onboarding framework
- Partnership development plan and outreach toolkit
- Public engagement event planning template
- Storytelling and impact campaign training materials
- Final strategic summary report and leadership debrief

VIII. Conclusion

This proposal offers a proactive, service-centered roadmap for strengthening both the internal capacity and public-facing impact of the Office of Commissioner Alisa Simmons. With a focus on elevating staff performance, building community connection, and creating scalable solutions like volunteer integration, this engagement positions the office for long-term service excellence.

Core Performance 38:16, LLC is proud to bring a WBE-certified, community-focused lens to this work and looks forward to supporting your vision for Precinct 2.

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