

THE COMMUNITY'S COO

BUSINESS ASSESSMENT

PREPARED BY
Jazzminee Nolan

Jazzmine Nolan MPA

Jazzmine Nolan is a North St. Louis, MO native with a Bachelors of Arts in Healthcare Management from Harris Stowe State University, Masters in Public Administration from Lindenwood University and a Doctorate in Business Administration-Public Health from North Central University.

Jazzmine Nolan has owned a self titled nonprofit organization since the age of 18 that provides mentorship, scholarships, entrepreneurship training and housing assistance to youth ages 16-25. After 10 years in executive management within the nonprofit sector, Jazzmine established Marie Management, a consulting firm for hybrid models.

She builds corporate responsibility programs, community initiatives, trusts, nonprofits and non-government organizations for for-profit companies led by entrepreneurs nationally and internationally with net incomes up to \$6M.

She serves on 4 nonprofit boards, serves as a college professor and a business coach for accelerators. She is a proud member of Sigma Gamma Rho Sorority Inc. and holds several positions within leadership honor societies connected to scholarship and academia.

Jazzmine is best known for her no nonsense & zero tolerance approach coupled with her grit style work ethic. She takes exceptional care of everyone around her as she motivates them to "Get It Done, By All Means Necessary!"



Overview

When it comes to screening potential businesses for an accelerator executives, directors and investors are solely dependent on the information provided by the entrepreneur. At times this information is minimal or does not provide the full scope of the businesses activities, financial, staff, history, progression since opening, shortcomings, areas of business development needs etc.

For these reasons accelerators are normally blind with what to expect, where to help and how to best be of service to a small business. To better provide a clear perspective on the company's former, current and future business needs, it's important to assess how the businesses existing systems as it relates to areas such as: Human Resources Systems, Marketing | Advertising | Public Relations Systems, Financial Management Systems, Operations Systems, Compliance & Governance Systems, Technology Systems, Communications Systems & Sales Systems.

What small business owners and accelerator executives can expect to learn from the assessments:

- 1.The gaps in business operations that need professional services.
- 2.The financial and operational landscape of the existing business.
- 3.The performance rate of the existing business in the industry & market.

Format:

- 1.2hr assessment process with the owner, CEO and or entrepreneur.
- 2.30 Day assessment of all business operations, systems and development.
- 3.3-5 page comprehensive report and assessment

Business Expectations:

- 1.Provide the list of expected businesses to receive the assessment.
- 2.Introduce the business owner, entrepreneur or CEO to Jazzmine Nolan prior.
- 3.Organize accelerator meetings with the responsible parties for Jazzmine Nolan to present the individual assessments and make recommendations.

Total Investment: \$5,750

How It Works

BEFORE YOUR ASSESSMENT

It is critical that we determine your historical and current perspective on your business. With a one hour meeting we will discuss the current performance of your business, your systems, your strategies, your goals and expected 3-5 year outcomes. In this meeting we will organize the consultants needs to complete the assessment over the next 30 days.

DURING YOUR ASSESSMENT

Week 1: Assessment of all 12 internal capacity structure systems

Week 2: Interview executives, directors, managers, staff & volunteers

Week 3: Survey all existing internal technology systems

Week 4: Develop recommendations, resources and present findings

AFTER YOUR ASSESSMENT

The owner and consultant will meet to review the details of the assessment in order to implement the findings, understand the results and determine next steps. In order to understand the gaps in systems, strategies and operations in order to properly develop the business for the future.



CONSULTING FEE
\$2,500

ASSESSMENT FEE
\$1,500

AIR TRAVEL
\$600

GROUND TRANSPORTATION
\$200

MEALS AND GRATUITIES
\$200

SUBTOTAL
\$ 5,000

APPLICABLE TAXES @ 15%
\$750

TOTAL
\$5,750

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Your Investment

A 50% DEPOSIT ON THE TOTAL CONSULTING FEES IS REQUIRED UPON SIGNING THE AGREEMENT, WITH THE REMAINING 50% AND EXPENSES DUE WITHIN 14 DAYS.

BONUS PERSONAL APPEARANCES

Jazzmine Nolan can add additional components to the assessment for \$500/hour: Additional Departments, Additional Ventures, Additional Companies, Arising Issues

Terms and Conditions

WHAT WE PROVIDE:

- Assessment of your companies internal capacity
 - 12 Operating Systems
 - 6 Business Development Systems
 - Policies & Procedures
- 3-5 Page Assessment Results & Recommendations

All assessment materials developed remain the intellectual property of Jazzmine Nolan, to be used only under her approval and/or supervision..

WHAT YOU PROVIDE:

- Initial meeting and place to discuss the business at a high level.
- Access to business technology, documents, financials, staff, etc.
Opportunity for:
 - Interviews
 - Surveys
- Final Meeting 30 Days after the initial meeting to discuss findings.

CANCELLATION AND MODIFICATION:

Cancellation of all or part of this agreement must take place at least two weeks prior to the event. A kill fee of 50% of the total quoted price will be due if cancellation occurs after this time.

Any modifications to the agreed-upon presentation must be approved in writing at least one week prior to the event.

Contractual Agreement

TWHEREAS, The Organization invites the Speaker to speak before the audience of the Organization on _____, with the address at _____ (hereinafter known as "Event"), before an audience estimated at around _____ individuals;

WHEREAS, the offer for compensation for the amount of \$5,750 is offered by the Organization and is accepted by the Speaker.

NOW, WHEREFORE, for and in consideration of the foregoing premises, the Parties herein agree as follows:

WHEREAS, The Organization invites the Speaker to speak before the audience of the Organization on _____, with the address at _____ (hereinafter known as "Event"), before an audience estimated at around _____ individuals;

WHEREAS, the offer for compensation for the amount of \$5,750 is offered by the Organization and is accepted by the Speaker.

NOW, WHEREFORE, for and in consideration of the foregoing premises, the Parties herein agree as follows:

Responsibilities

The Organization shall furnish all the facilities needed by the Speaker at the expense of the Organization, by which the Organization should be notified at least prior to the date of Event, including but not limited to, the use of projectors, laptops, or other devices.

In case that the Speaker will not be able to attend the Event, Speaker shall be responsible for notifying the Organization five days prior to the Event for reasonable grounds.

The Organization agrees to pay the Speaker a 50% deposit and the remaining balance 14 days prior to the event for the Engagement, that includes travel expenses and/or accommodations that shall be shouldered by the Organization.

It shall be the responsibility of the Organization to seek proper consent from the Speaker should the Organization decide to record the Speaker's presentation, publishing, or by any means sharing of the presentation whether private or public. In case the Organization records the Speaker's speech, a copy of the presentation of the Speaker shall be provided to the said Speaker.

Non-Compliance

If the Speaker fails to appear or perform to the terms of this Agreement without reasonable grounds, then the speaker may be liable for damages, costs, and other expenses that may be incurred by the Organization due to the Speaker's non-appearance.

The Organization shall not be responsible to provide payment to the Speaker should the Speaker fail to appear at the Event that is beyond the Speaker's control.

Miscellaneous Provisions

Confidentiality. The terms and conditions contained in this Agreement shall constitute confidential information. The Parties hereto undertake and agree to keep confidential the confidential information to any third party without the written consent of the other party.

Termination. This Agreement shall expire and terminate upon the conclusion of the terms agreed by the Parties hereto, or in the event that a law or regulation is passed would result in the non-execution obligation of the parties hereto.

Non-Waiver. The failure of any of the Parties to insist on the strict compliance with any of the terms of this Agreement shall not constitute a waiver or relinquishment of any rights of said Party hereto. No waiver by either Party shall be considered as having been made unless made in writing and signed by the waiving party.

Separability Clause. Should any provisions of this contract be declared as invalid by any competent court, the same shall apply only to the said provision, and the rest of the remaining provisions hereof shall remain valid and enforceable.

Counterparts. This contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute as one and the same contract.

Agreement Modification. No amendments, changes, or modifications, shall be considered as having been made unless otherwise made in writing and signed by the parties hereto.

Assignment. Neither party may assign to transfer his or her rights and obligations under this Agreement without the prior written consent of the other.

Relativity. This agreement inures the benefit of, and is binding upon, the heirs, executors, successors, and assigns of the parties hereto.

Applicable Law. This Agreement shall be construed and governed by the laws of the State of Missouri and applicable Federal laws, to the exclusion of other states.

Any dispute arising from this Agreement shall be determined by the courts in the State of Missouri, exclusively, otherwise stated by the Parties hereto.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures as stated below their signatures.

Jazzmine Nolan Printed Name Company Rep. Printed Name

Jazzmine Nolan Signature Company Rep. Signature

Date Date

Thank
you