



January 1, 2015

John Dickert, Mayor  
City of Racine  
730 Washington Avenue  
Racine, WI 53403

Dear Mayor Dickert and Members of the Common Council:

This letter is intended to serve as an agreement between the City of Racine, hereinafter the "City" and Gateway Technical College, hereinafter "Gateway." In accordance with this agreement, Gateway agrees to manage Launch Box Coworking and Launch Box Growth Accelerator. Launch Box Coworking provides shared work space and resources that encourage interaction between entrepreneurs to enhance innovation and productivity. Launch Box Growth Accelerator is a fixed term, team based program that includes mentorship and educational components that provide the strategies necessary for startup business to reach their full potential.

## **PURPOSE**

The purpose of the agreement is to outline the goals of Launch Box Coworking and Accelerator to facilitate job growth and investment, resulting in an increase in personal income for City residents and tax base for the City, through interagency cooperation and services provided by Gateway.

## **AGREEMENT**

Gateway agrees to coordinate the implementation of the strategies and activities outlined below.

In addition, to Gateway staff, the following Partners assist with the implementation of these initiatives: Global Entrepreneurship Collective (GEC), *EigerLab*, Manufacturing Diversity Institute (MDI), Racine Area Manufacturers and Commerce (RAMAC), Racine County Economic Development Corporation (RCEDC), Racine County Workforce Development Center, UW-Parkside Small Business Development Center (SBDC), Scale Up Milwaukee, SCORE, Wisconsin Entrepreneurs Network (WEN), Wisconsin Housing and Economic Development Authority (WHEDA), Wisconsin Procurement Institute (WPI), Wisconsin Regional Accelerator Network (WIRAN), Wisconsin Women's Business Initiative Corporation (WWBIC) and Young Professional of Racine (YPR), hereinafter the "Partners." In addition, Gateway will engage a variety of fee based private consultants to address needs that are not being met by public and quasi-public agencies.

## **2015 LAUNCH BOX WORK PROGRAM**

The Gateway team responsible for Launch Box Coworking and Launch Box Accelerator continue to evaluate and implement strategies to increase the number of startup businesses within the City. As a result, the following proactive small business development activities are planned for 2015:

- 1) Launch Box Coworking - Gateway Staff will manage Launch Box Coworking located at 141 Main Street, Suite 2. Launch Box Coworking is shared work space that provides networking and professional development events as well as information regarding local entrepreneurial resources.

Launch Box Co-working is available to members at no cost and provides work and meeting space and Wi-Fi access. The space allows entrepreneurs and small businesses to expand out of their home offices and is the first step before they expand to more permanent space.

2015 Goal: Average of 4.5 unique member visits per day and a three percent increase in membership. Currently membership is 120.

- 2) Technical Assistance – Gateway Staff will provide strategic assistance by providing connections to mentors, workshops, resources and advising through their certifications as GrowthWheel® advisors. GrowthWheel® is a tool to assist with decision making in startup and growth companies. It helps business owners get focused, set the agenda and make decisions.

Gateway assistance also includes: rapid prototyping in the Industrial Design Fab Lab and access to the BizSquad, which provides no cost business assistance using student lead teams.

2015 Goal: 200 unduplicated entrepreneurs/small businesses will receive technical assistance.

- 3) Launch Box Accelerator – The accelerator is a 12 week team based program that includes mentorship and educational components. The program requires an application process that is open to technology focused entrepreneurs, priority maybe given to veteran, woman, minority and other underrepresented led startups. The application process will be highly competitive. Upon successful completion of the 12 week program, teams are eligible for a \$10,000 seed grant.

2015 Goal: Two cohort accelerator sessions. The second cohort will be dependent on funding availability and if metrics from the first cohort are met. Metrics have been defined by the U.S. Small Business Administration (SBA) growth accelerator grant agreement.

- 4) Launch Box Coworking Survey – In order to measure the economic impact of Launch Box Coworking and to learn what Members are interested in regarding amenities and events, an annual survey of all Members will be conducted.

2015 Goal: Annual survey of all Members.

- 5) Entrepreneurial Culture - Gateway will foster a culture where entrepreneurship has a positive image and is celebrated through events and promotion of entrepreneurial initiatives/activities.

- a. Fast Pitch 2015 - Gateway will promote and encourage City of Racine businesses to participate in this competition. The top City of Racine business will receive recognition through a special Mayor's Entrepreneurial Award.

2015 Goal: Fifteen City businesses will participate.

- b. Professional Development Events - A key component to enhancing the entrepreneurial environment in Racine is networking and collaboration events. Events will include group training, webinars and social networking.

2015 Goal: Twelve events will be hosted.

2015 Goal: An annual meeting of Launch Box Coworking Members will be held.

- c. National/International Partners – In order to gain insight into best practices for fostering entrepreneurial growth within Southeastern Wisconsin, Gateway will maintain memberships with and attend annual conferences of National Association for Community College Entrepreneurship (NACCE) and National Business Incubator Association (NBIA).

2015 Goal: Annual summit will be held with local partners to share and implement best practices.

- d. Promotion of Entrepreneurial initiatives/activities – Gateway will continue to use social media, website and other media outlets to educate the public on Gateway resources and activities of Launch Box Coworking and Accelerator and its Partners, in addition articles, events and/or other news that maybe of interest to entrepreneurs will be posted.

2015 Goal: Posting will occur at a minimum of once a week with larger media articles at least quarterly.

#### **TIME PERIOD FOR THIS AGREEMENT AND COMPENSATION**

The above-referenced assistance will be provided by Gateway staff during the time period beginning January 1, 2015 to January 31, 2016. The cost to the City of Racine for this assistance is \$99,930.00. Payments will be made during the first week of each quarter thereafter, upon the receipt of an invoice from Gateway including a monthly summary of the activities completed that

quarter. The cost of developing any additional materials, significant printing and mailing of items necessary to implement these services are outside the scope of the Agreement and will be negotiated on an as necessary basis.

## **INDEPENDENT CONTRACTOR**

Gateway shall be an independent contractor of the City of Racine. Neither Gateway nor any of its officers, employees, or agents shall be considered to be an employee of the City as a result of the obligations undertaken pursuant to this agreement. Gateway Technical College shall indemnify, defend and hold harmless the City of Racine, its governing board, officers, employees and agents from and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses including attorney fees, arising, either directly or indirectly, from any act or failure to act by Gateway Technical College or any of its employees. Gateway Technical College shall indemnify the City of Racine for any negligent acts or omissions by any its staff or member that may arise during the course and scope of the Launch Box Coworking Agreement as described and attached.

The City of Racine shall indemnify, defend and hold harmless Gateway Technical College, its governing board, officers, faculty, employees and agents from and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses including attorney fees, arising, either directly or indirectly, from any act or failure to act by the City of Racine or any of its employees, agents, officers, governing board that may occur during or that may arise out of this Agreement. The City of Racine shall indemnify Gateway Technical College for any negligent acts or omissions by any Launch Box staff or member that may arise during the course and scope of the Launch Box Agreement as described and attached.

## **INSURANCE**

Gateway will provide proof of the following levels of insurance and maintain in force during the term of this Agreement:

- a) General Liability - One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the City of Racine) or the general aggregate including product- completed operations aggregate limit shall be twice the required occurrence limit.
- b) Workers Compensation - Contractor shall cover or insure under the applicable Wisconsin labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. The Contractor shall provide statutory coverage for work related injuries and employer's liability insurance with limits of \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

Such coverage's shall be evidenced by a Certificate of Insurance or, upon request of City, a Policy Endorsement filed with the Director of City Development, and shall provide that no cancellation, termination or material changes thereto shall be made without at least 30 days advance written notice to City.

#### **TERMINATION**

This agreement may be terminated by either party upon thirty (30) days written notice in the event of default by the other party of any material provision hereof which remains unremedied for thirty (30) days following written notice of such default.

#### **NOTICES**

Notices under this agreement shall be mailed by registered mail to the City Clerk, 730 Washington Avenue, Racine, WI 53403, for the City, and to Debbie Davidson, Vice President, Business and Workforce Solutions, 2320 Renaissance Boulevard, Sturtevant, WI 53177, for Gateway, or shall be personally served on either said person or the person in charge of either respective office.

#### **ASSIGNMENT**

Gateway agrees that it will not assign this agreement or any portion thereof, or any of its responsibilities hereunder, to any other party without first obtaining the written permission of the City.

If the terms and conditions of this proposal are satisfactory, please sign the two original documents where indicated on Page Six and return to Gateway for Gateway final signature.

Sincerely,



Debbie Davidson  
Vice President

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement on the day of \_\_\_\_\_, 2015.

**CITY OF RACINE**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**ATTEST:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**GATEWAY TECHNICAL COLLEGE**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Debbie Davidson, Vice President

Approved as to form:

\_\_\_\_\_  
Robert Weber,  
City Attorney

Provisions have been made to pay the liability that will accrue hereunder.

\_\_\_\_\_  
David Brown,  
Finance Director