

## Contract for Professional Services

**THIS AGREEMENT** is entered into between the Mayor and Aldermen of the City of Vicksburg (hereinafter “City”) and Lucy DeRossette (“Contractor”) as of the date set forth below:

1. The terms of this Agreement shall be for the period of November \_\_\_\_, 2024 to November \_\_\_\_, 2025. This Agreement may be extended by written mutual consent of the parties.
2. The City and Contractor hereby enter into a contract and agreement for professional grant writing services for the City of Vicksburg. Contractor agrees to provide professional services that include meeting with project representatives to discuss project details and application requirements, writing, compiling, and submitting a competitive grant proposal for the City based on programmatic and financial information provided to her by the City and its project partners and in accordance to the Notice of Funding Opportunity (NOFA) instructions in which a grant application is to be written.
3. Contractor acknowledges that she is an independent contractor and is not to be considered in any way subject to control by the City. Contractor shall not receive any fringe benefits, including but not limited to sick and personal leave, insurance, etc., from the City of Vicksburg and shall be responsible for payment of any and all taxes.
4. The City hereby agrees to pay Contractor the sum of \$35.00 per hour for initial research of the grant not to exceed six (6) hours. The City agrees to pay Contractor the sum of \$55.00 per hour for grant writing not to exceed fifty (50) hours. Contractor shall send an invoice to the attention of Doug Whittington, City of Vicksburg Accounting Department, P. O. Box 150, Vicksburg, MS 39181-0150.
5. If an extension is needed in the initial research phase (beyond 6 hours) or the grant writing phase (beyond 50 hours), the extension must be requested in writing and approved by the Mayor and Aldermen of the City of Vicksburg.
6. This Agreement may be terminated by either party with or without cause upon five (5) days’ notice in writing. Contractor will not be entitled to any compensation for early termination of this contract beyond that which is due at the time of termination. Notice of termination shall be sent to the Contractor at the following address:

Lucy DeRossette  
2224 Cherry Street  
Vicksburg, MS 39180  
Phone No.: 601.301.0623

7. This Agreement is governed by the laws of the State of Mississippi. Without limiting the jurisdiction of other federal or state courts, each of the parties irrevocably and unconditionally agrees that any suit, action or legal proceeding arising out of or relating to this Agreement shall be brought in the courts of Vicksburg, Warren County, Mississippi.
8. Contractor will comply with all applicable City, State and Federal provisions related to the performance of the scope of services to be performed under this Agreement.
9. This Agreement is voluntarily entered into by the parties and represents the entire Agreement between the parties. This Agreement, and any part of its terms, conditions, and provisions, may be modified, amended, deleted, and supplemented only by mutual agreement in writing signed by all the parties herein.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the \_\_\_\_ day of November 2024.

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Mayor and Aldermen of the  
City of Vicksburg, MS

  
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Lucy DeRossette, Contractor