

Action History (UTC-05:00)

Submit

by Rachel Cigich 06-10-2026 02:07:41 PM (Start Form)

Approve

by Michael Fuino 06-10-2026 02:34:38 PM (Director Approval)

- The task was assigned to Michael Golen, Katlyn Coughlin, Michael Fuino 6/10/2026 2:07:46 PM
- Michael Fuino assigned the task to Michael Fuino 6/10/2026 2:34:30 PM

Approve

by Mary Grace Stamper 06-11-2026 07:03:06 AM (Budget Approval)

- The task was assigned to Nicole Brown, Mary Grace Stamper, Jake Gaub 6/10/2026 2:34:39 PM
- Mary Grace Stamper assigned the task to Mary Grace Stamper 6/11/2026 7:02:05 AM

Reviewed

by Bernice Moen 06-11-2026 08:12:05 AM (Purchasing Specialist)

■ EVER-TERM  
2-403(A)(3)M

- The task was assigned to Bernice Moen, Michael White 6/11/2026 7:03:07 AM
- Bernice Moen assigned the task to Bernice Moen 6/11/2026 8:06:25 AM

Approve

by Alla Skipper 06-11-2026 08:54:41 AM (Purchasing Approval)

- The task was assigned to Alla Skipper, Keith Raney 6/11/2026 8:12:06 AM
- Alla Skipper assigned the task to Alla Skipper 6/11/2026 8:53:22 AM

Approve

by Irina Kukharenko 06-11-2026 10:56:54 AM (Finance Director)

- The task was assigned to Irina Kukharenko, Marilyn Martinec 6/11/2026 8:54:42 AM
- Irina Kukharenko assigned the task to Irina Kukharenko 6/11/2026 10:56:28 AM

Reviewed

by Lori Hollingshead 06-11-2026 01:02:06 PM (CM Executive Assistant)

- The task was assigned to Lori Hollingshead, Kaitlyn Griffin 6/11/2026 10:56:55 AM
- Lori Hollingshead assigned the task to Lori Hollingshead 6/11/2026 1:01:38 PM



# Procurement Request

## City of North Port

### Request

**Request Type \***

Competitive Exemption

**Capital? (?)** No  Yes**PRR-EX (?) \*** No  Yes**FY \***

2026

**Type code \***

X

**Preparer**

Rachel Cigich

**Department \***

CITY ATTORNEY'S OFFICE

**Division(s)****Commission Date (?) \***

07/07/2026

**Agenda Item (?) \***

26-0857

### Purchase

**Payment Method \*** Visa Purchase  Purchase Order  
 Payment Authorization**Purchase Type \*** Single Purchase (current FY)  
 Blanket Purchase (current FY)**Purchase SubType \*** None  Change Order  
 Amendment**Description \***

Virtual and phone executive coaching/development for City Attorney and Deputy City Attorney

*Section 2-403 - Exemptions of the City of North Port Procurement Code states that certain procurements shall not be subject to competitive requirements in the judgment of the Purchasing Agent.***Exemption Explanation (?) \***

Contagious Companies is experienced with providing high level of coaching services, development and training to individuals. Section 2-403(a)(3)(m) Academic program reviews or lectures by individuals.

### Additional Approvals

**Grant? \*** Yes  No**Technology Related? (?) \*** Yes  Renewal  No

### Exemption

**Exempted purchase type \***

Please select the purchase type

**Code Exemption****Sec. 2-403 Exemption \***

- (a)(2) Procurement contracts between the city and nonprofit organizations, other governments or other public entities.
- (a)(3)(a) Dues and memberships in trade and professional organizations.
- (a)(3)(b) Subscriptions for periodicals, books, maps or training videos.
- (a)(3)(c) Real property, real estate brokering, or appraising.
- (a)(3)(d) Abstract of titles for real property; title insurance.
- (a)(3)(e) Works of art for public display or artistic services.
- (a)(3)(f) Advertising.
- (a)(3)(g) Medical, dental and other medically related services performed by a health care professional.
- (a)(3)(h) Room or board for social service clients.
- (a)(3)(i) Room and board for employees on city business.
- (a)(3)(j) Funeral related services.
- (a)(3)(k) Water, sewer, electrical, cable television or other utility services.
- (a)(3)(l) Personnel, including but not limited to part-time or temporary services.
- (a)(3)(m) Academic program reviews or lectures by individuals.

- (a)(3)(n) Financial services.
- (a)(3)(p) Social services.
- (a)(3)(r) Goods, materials and equipment whose cost has been incorporated as part of a competitively bid project.
- (a)(3)(o) Legal services.
- (a)(3)(q) Lobbying services.

**Explanation \***

Section 2-403(a)(3)(m) Academic program reviews or lectures by individuals.

**Does the vendor and/or contract require pre/downpayment? \***

- Yes
- No

**Supporting backup \***

Click the Preview icon or right click link and select open in new tab or window to avoid downloading.

**Purchase Details**

**Line Items**

Item #	Description *	Unit of Measure	Quantity *	Unit Price *	Subtotal
1	Executive coaching services	\$\$	9,000.00	\$1.00	\$9,000.00
			<b>Shipping (?) *</b>	<b>Total Charges</b>	
			\$0.00	\$9,000.00	

**Accounts (?)**

	Dept *	Account # (?) *	Project #	Amount *
1	CA	001-0200-514.31-05		\$9,000.00

**Total Payments**  
\$9,000.00

**Comments to Budget (?)**

**Vendor Details**

**Vendor Information (?)**

Except for Emergency purchases, vendor MUST already be setup as a vendor in NaviLine.

**Vendor Name \*** CONTAGIOUS COMPANIES, INC **Vendor Number \*** 8577

**Vendor Name CST**

**Contact** **Vendor Email**  
monica@contagiouscompanies.com

**Remittance Address**  
PO BOX 683316, ORLANDO, FL 32868

**Phone**  
866-864-0121

**Vendor Documentation Current (?) \***  
 Yes  No

**Risk Documentation Current (?) \***  
 Yes  No  Waiver Attached

**YTD Expenses (?)**

Department Inclusive (?) \*

\$9,000.00

City Inclusive (?) \*

\$9,000.00

## Rachel Cigich

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**From:** Janine Heydrick <Janine@ContagiousCompanies.com>  
**Sent:** Tuesday, June 9, 2026 4:03 PM  
**To:** Rachel Cigich  
**Cc:** Monica Wofford  
**Subject:** [EXTERNAL] Payment Links



**EXTERNAL EMAIL:** This email is from an external sender. Please exercise caution with links and attachments.

Hello Rachel & Happy Tuesday!

Thank you Rachel. We are working together to make this process as simple as possible. I hope the information below helps.

We've created individual **payment links for each participant, with no credit card fees,** for payment due on Mon, 7/13:

- [Michael Fuino - Executive Leadership Coaching](#)
- [Michael Golen - Executive Leadership Coaching](#)

I appreciate your support.

Please let me know if you have any questions or need anything else.

Have an amazing day!

Stay Contagious,  
Janine Heydrick  
Director of Operations  
407 810-7280



Leadership Development and Executive Coaching
Agreement and Scope of Work
Date: June 2, 2026

Whereas the City of North Port ("City") desires to retain the services of an Executive Coaching service provider to further develop leadership skill sets and;

Whereas Monica Wofford, CSP, CEO of Contagious Companies ("Service Provider") desires to provide this leadership skill set development service;

Now therefore Monica Wofford, CSP, CEO of Contagious Companies agrees and the city agrees to the following, scope of services, terms and conditions:

- 1. Service Provider will meet (telephonically, live, or virtual) with the determined leaders, to assess current skill sets and desired outcomes.
2. Service Provider will continue to meet with each leader individually and guide in the areas deemed priority, as well as other skills related to desired outcomes.
3. Service provider is able to provide updates, upon request, to the leader(s) to whom those receiving coaching report. Such updates will only include verbal skill-based progress reporting and/or meeting frequency details.
4. Service Provider will conduct and review a CORE MAP Assessment with each individual receiving coaching.
5. The City Attorney and Deputy City Attorney will determine final action or outcomes, from guidance, to be implemented.
6. Each leader receiving coaching will receive 12 individual one-hour sessions, and a CORE MAP Assessment Review. These sessions do not expire and are not required to adhere to a specified time frame. Should employment change, these sessions may also be transferred to other leaders within the City.
7. The cost for this service is \$ 9,000.00 payable Net 15 upon receiving invoice and the City agrees to pay this.
8. This Agreement commences on July 8, 2026.
9. This Agreement may be extended upon mutual agreement of the City and Service Provider.

Agreed:

Michael Fuino, City Attorney: \_\_\_\_\_ Date: \_\_\_\_\_

Monica Wofford, CEO of Contagious Companies: [Signature] Date: 6/2/2026



**ADDENDUM**  
**Leadership Development and Executive Coaching**  
**Agreement and Scope of Work**  
**Date: June 2, 2026**

CITY OF NORTH PORT, FLORIDA

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A. JEROME FLETCHER II, ICMA-CM, MPA  
CITY MANAGER

ATTEST

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HEATHER FAUST, MMC  
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS

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MICHAEL FUINO, B.C.S.  
CITY ATTORNEY



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**MEMORANDUM**  
City Attorney's Office

**TO:** Irina Kukharenko, Finance Director

**FROM:** Michael Fuino, B.C.S., City Attorney

Handwritten initials "MF" in blue ink, enclosed in a blue circle.

**DATE:** June 10, 2026

**SUBJECT:** Exemption for Coaching Services

Payment for coaching services is an appropriate exemption to competitive bidding under Section 2-403(a)(3)m ("Academic program reviews or lectures by individuals.").