

Independent Contractor Agreement

Between Droste Group, Inc. and

Date:

Parties: **Droste Group, Inc. (“Company”)**,

located at 101 West Big Beaver Road, 14th Floor, Troy, MI 48084

(Contractor’),

located at:

1. Services

The Contractor agrees to provide **RFP research, proposal writing, editing, and submission support services** as requested by the Company. Specific tasks may include identifying relevant opportunities, preparing proposal drafts, ensuring compliance with solicitation requirements, and assisting with submission through designated portals.

2. Term

This Agreement begins on date in the Date: field above and will continue on an as-needed basis until terminated by either party with 30 days written notice.

3. Compensation

- Contractor will be paid 5% of all won RFPs upon payment from vendor.
 - No benefits (health insurance, retirement, paid leave) are provided as Contractor is not an employee.
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4. Independent Contractor Status

- Contractor is engaged as an independent contractor and is not an employee, agent, or partner of the Company.
 - Contractor is solely responsible for all federal, state, and local taxes.
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5. Confidentiality

Contractor agrees to maintain the confidentiality of all Company and client information, documents, and records, and to use such information solely for the purpose of performing services under this Agreement.

6. Work Product & Ownership

All materials prepared by Contractor in connection with RFP responses or related assignments shall be the property of the Company. Contractor retains no rights to reuse or distribute such materials without written consent.

7. Conflicts of Interest

Contractor affirms they will not accept assignments with competitors or submit proposals on behalf of another organization for the same RFP while engaged by the Company.

8. Termination

Either party may terminate this Agreement with 30 days written notice. Upon termination, Contractor will deliver all work completed to date and Company will pay for services rendered up to the date of termination.

NOTE: Contractor will still be paid after termination for proposals processed before the date of termination.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

Signatures

Droste Group, Inc.

Signature:



Title: Vice President

Contractor

Signature:

Phone:

Email: