

By: \_\_\_\_\_  
Title: Village Manager  
Date:

**Village of Orland Park  
Proposal for Public Relations Support  
May1, 2026**

PubliCity Communications is poised to partner with the Village of Orland Park to deliver expert strategic communication along with comprehensive communications and marketing support. Recognizing that Orland Park encounters various situational challenges as well as daily occurrences necessitating effective communication strategies, our proposal aims to enhance the dissemination of information while safeguarding the community's reputation. To help the Village of Orland Park navigate these situations, PubliCity Communications will focus on ongoing public relations efforts, stakeholder engagement, and collaborative execution of communication strategies. Together, we will ensure that the community's voice remains clear and resilient in the face of any challenges.

PubliCity Communications will provide the Village of Orland Park with ongoing public relations, marketing and communications collaborative execution including:

- Review of existing village communication efforts
- Public relations strategy development
- Media relations and outreach
- Content creation review and distribution (press releases, newsletters, social media content, etc.)
- Community engagement initiatives
- Monitoring of media coverage
- Evaluation and analytics of communication efforts provided to client
- Provide counsel and strategic advice to Village of Orland Park leadership, as necessary
- Craft information for dissemination regarding specific situations to key stakeholders in an accurate and timely manner.
- Build and maintain a positive reputation for the Village of Orland Park

PubliCity Communication has identified the following stakeholders as target audiences for the purposes of this proposal:

- Residents
- Prospective residents
- Business owners
- Prospective business owners
- Village employees
- Community leaders/Clergy
- News media
- Government/elected officials

TERMS AND CONDITIONS PER THE PROFESSIONAL SERVICES AGREEMENT BETWEEN PUBLICITY COMMUNICATIONS, LLC AND THE VILLAGE OF ORLAND PARK DATED JUNE 1, 2026, WILL APPLY.

The Village shall pay PubliCity Communications, a flat monthly fee of \$5,000.00, for a not-to-exceed \$60,000 annually for services within the scope as defined.

At the time agreement is reached regarding projects or work outside the scope of this agreement, it shall also be agreed, in writing, as to whether that additional work/project will be handled as a separate contract between the parties, or whether the term for this contract will be shortened proportionately, so as to not exceed the cap of \$60,000. In the alternative, an amendment to this contract to raise the contractual cap could be executed, if approved by the Village board.

The Village agrees to reimburse any reasonable and pre-approved out-of-pocket expenses incurred while providing the Services. Such expenses may include, but are not limited to, travel, materials, and third-party costs. PubliCity Communications must submit documentation for all expenses. Pre-approval of out-of-pocket expenses shall be done through the Village's single point of contact, as designated by the Village, for this contract. Any services rendered outside of the scope of the contract will be billed at a cost agreed upon prior to provision of services, in writing. All other out-of-pocket expenses are billed at cost. All invoices are due and will be paid pursuant to the Illinois Local Government Prompt Payment Act.

Both parties agree to maintain the confidentiality of any proprietary or confidential information exchanged during the course of this Contract. This includes, but is not limited to, strategies, plans, and any non-public financial information.

Either party may terminate this Contract at any time with 30 days' written notice to the other party. If the Client terminates the agreement before the end of a billing cycle, the Client is responsible for payment of Services rendered up to the termination date. In addition to the right to terminate upon 30 days' notice, the Village may terminate this Agreement immediately for cause in the event of material breach, fraud, misconduct, or failure to perform.

PubliCity Communications is retained as an independent contractor.

All documents, materials, reports, media content, and other deliverables provided by the Village of Orland Park in connection with this Agreement shall be and remain the exclusive property of the Village of Orland Park. PubliCity Communications shall not use such materials for any other client or for marketing purposes without prior written consent.

PubliCity Communications shall maintain records related to services performed under this Agreement for a period of five (5) years. The Village shall have the right to inspect and audit such records upon reasonable notice.

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This Proposal for Public Relations Support dated May 1, 2026, is intended to serve as **Exhibit A** to the Professional Services Agreement between the Village of Orland Park and PubliCity Communications, LLC, and is incorporated therein by reference.