



**DATE:** October 21, 2019

**NOTICE TO PROCEED CONTRACT NUMBER:** P18303

**CONTRACT TITLE:** Service Awards and Employee Recognition Program

**CONTRACT PERIOD:** Unless otherwise earlier terminated pursuant to the terms herein, the term of this Contract will commence on 12/02/2019 and continue through 12/01/2020, with four (4) additional one (1) year option terms.

**AUTHORIZED USERS:** Santa Clara Valley Transportation Authority (VTA)

**CONTRACTOR:** The Tharpe Company, Incorporated dba Engage2Excel

**PAYMENT TERMS:** Net 30 days