

**PROFESSIONAL SERVICES CONTRACT
AGREEMENT WITH OUTSIDE COUNSEL
Contract #000000000000000000091579**

This Contract ("Contract"), entered into by and between Indiana Office of the Lieutenant Governor (the "State") and **RAYMOND ADLER PC, DBA Adler Attorney's** (the "Contractor"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Consent of the Attorney General.

The Office of the Indiana Attorney General hereby gives its consent for Counsel to perform the legal services described in this Agreement, as evidenced by **Exhibit A**, attached and incorporated by reference herein.

2. Scope of Legal Services. Counsel shall provide the Legal Services more fully described and set forth on **Exhibit B**, attached and incorporated fully herein. Counsel shall execute its responsibilities by following and applying the highest professional standards. If the LG becomes dissatisfied with the work product or the working relationship with any individual assigned to work pursuant to this Agreement, the LG may request in writing the replacement of any or all such individuals, and Counsel shall grant such request.

Seth Wilson shall be Counsel's point of contact and relationship manager under the terms of this Agreement. Counsel is defined to include all attorneys listed on Exhibit B. Listed Counsel is/are authorized to provide Legal Services under this Agreement.

3. Consideration and Payment.

A. Counsel will be paid as set forth on **Exhibit B**, attached and incorporated herein. Total remuneration under this Agreement shall not exceed \$150,000.00.

B. All payments shall be made thirty-five (35) days in arrears in conformance with State fiscal policies and procedures.

4. Term. The term of this Agreement shall begin on February 10, 2025 and end on December 31, 2025.

5. Access to Files and Records. The LG shall have full, immediate, and unrestricted access to the work product of the Counsel during the term of this Agreement. Upon termination or expiration of this Agreement, Counsel shall, without further request and at no cost to the LG, turn over to the LG all files relating to the work performed under this Agreement. Counsel acknowledges that it may be required to submit to an audit of funds paid pursuant to this Agreement, and shall maintain at its offices all books, accounting records, and other evidence pertaining to costs incurred and invoiced under this Agreement. Any such audit shall be conducted in accordance with IC § 5-11-1-1, *et seq.*, and audit guidelines specified by the LG. Such materials shall be available during the term of this Agreement and for three (3) years from the date of termination or expiration, for inspection by the LG or its authorized designee. Copies thereof shall be furnished at no cost to the LG if requested.

6. Assignment. Counsel shall not assign or subcontract any part of the Legal Services to be performed under this Agreement without the LG and Attorney General's prior written consent. Counsel may assign its right to receive payments to such third parties as it may desire without the prior written consent of the LG, provided that Counsel gives written notice (including evidence of such assignment) to the LG thirty (30) days in advance of any payment so assigned. The assignment shall cover all unpaid amounts under this Agreement and shall not be made to more than one party.

7. Changes in Work. Counsel shall not change scope of the Legal Services to be performed pursuant to this Agreement or undertake additional work on behalf of the LG unless authorized in writing by the LG and Attorney General. No claim for additional compensation shall be made in the absence of a prior written agreement.

8. Compliance with Licensing Requirements.

A. Counsel, its partners and employees shall comply with all applicable registration and licensing requirements,

rules, standards and codes of conduct governing the practice of law and the transaction of business regarding this Agreement.

B. Counsel shall immediately notify the LG if any disciplinary actions are brought against it or any of its attorneys in any jurisdiction.

C. Counsel certifies, by entering into this Agreement, that neither it nor any of its partners, associates or any other attorney associated with Counsel is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this Agreement by any federal agency or by any department, agency or political subdivision of the State of Indiana.

9. Compliance with Laws.

A. Counsel and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the LG as set forth in IC §4-2-6, *et seq.*, IC §4-2-7, *et seq.* and the regulations promulgated thereunder. **If Counsel has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in the Agreement, Counsel shall ensure compliance with the disclosure requirements in IC 4-2-6-**

10.5 prior to the execution of this Agreement. If Counsel is not familiar with these ethical requirements, Counsel should refer any questions to the Indiana State Ethics Commission, or visit the Inspector General's website at <http://www.in.gov/ig/>. If Counsel or its agents violate any applicable ethical standards, the LG may, in its sole discretion, terminate this Agreement immediately upon notice to Counsel. In addition, Counsel may be subject to penalties under IC

§§ 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

B. Counsel certifies by entering into this Agreement that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana. Counsel agrees that any payments currently due to the State of Indiana may be withheld from payments due to Counsel. Additionally, further work or payments may be withheld, delayed, or denied and/or this Agreement suspended until Counsel is current in its payments and has submitted proof of such payment to the State.

C. Counsel affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.

D. As required by IC §5-22-3-7:

(1) The Counsel and any principals of the Counsel certify that:

(A) The Counsel, except for de minimis and nonsystematic violations, has not violated the terms of:

(i) IC §24-4.7 [Telephone Solicitation Of Consumers];

(ii) IC §24-5-12 [Telephone Solicitations]; or

(iii) IC §24-5-14 [Regulation of Automatic Dialing Machines];

in the previous three hundred sixty-five (365) days, even if IC

§24-4.7 is preempted by federal law; and

(B) the Counsel will not violate the terms of IC §24-4.7 for the duration of the Agreement, even if IC §24-4.7 is preempted by federal law.

(2) The Counsel and any principals of the Counsel certify that an affiliate or principal of the Counsel and any agent acting on behalf of the Counsel or on behalf of an affiliate or principal of the Counsel, except for de minimis and nonsystematic violations,

(A) has not violated the terms of IC §24-4.7 in the previous three hundred sixty-five (365) days, even if IC §24-4.7 is preempted by federal law; and

(B) will not violate the terms of IC §24-4.7 for the duration of the Agreement, even

if IC §24-4.7 is preempted by federal law.

10. Conflict of Interest.

A. Counsel represents and warrants that, after due and diligent inquiry, it is satisfied that it has no Conflict of Interest (as that term is defined in the *Indiana Rules of Professional Conduct*) that will preclude it from providing the Legal Services.

B. Counsel represents and warrants that its performance of the Legal Services will not violate the statutes and regulations relating to the ethical conduct of state employees, including but not limited to of IC §4-2-6-6 ("Present or former state officers, employees, and special state appointees; compensation resulting from confidential information"), IC §4-2-6-9 ("Conflict of economic interest"), IC §4-2-6-10.5 ("Prohibition against financial interest in contract").

11. Continuity of Services. Counsel recognizes that the Legal Services provided under this Agreement are vital to the LG and must be continued without interruption and that, upon expiration or termination of this Agreement, a successor, either the LG or another Counsel, may continue them. Counsel shall use its best efforts and cooperation to effect an orderly and efficient transition to a successor, and shall be reimbursed for all reasonable transition costs.

12. Disputes. Counsel agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all its responsibilities under this Agreement that are not affected by the dispute. Should Counsel fail to continue to perform its responsibilities as regards all non-disputed work, any additional costs incurred by the LG or Counsel as a result of such failure shall be borne by Counsel, and Counsel shall make no claim against the LG for such costs.

13. Drug-Free Workplace Certification. As required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana, Counsel hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. Counsel will give written notice to the LG within ten (10) days after receiving actual notice that Counsel, or an employee of Counsel in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of this certification may result in sanctions including, but not limited to, suspension of contract payments, termination of the Agreement and/or debarment of contracting opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Agreement is in excess of \$25,000.00, Counsel certifies and agrees that it will provide a drug-free workplace by:

A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Counsel's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

B. Establishing a drug-free awareness program to inform its employees of: (1) the dangers of drug abuse in the workplace; (2) Counsel's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and

C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will: (1) abide by the terms of the statement; and (2) notify Counsel of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;

D. Notifying in writing the LG within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction;

E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and

F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

14. Employment Eligibility Verification. As required by IC §22-5-1.7, Counsel swears or affirms under the penalties of perjury that Counsel does not knowingly employ an unauthorized alien. Counsel further agrees that:

A. Counsel shall enroll in and verify the work eligibility status of all his/her/its newly hired employees through the E-Verify program as defined in IC §22-5-1.7-3. Counsel is not required to participate should the E-Verify program cease to exist. Additionally, Counsel is not required to participate if Counsel is self-employed and does not employ any employees.

B. Counsel shall not knowingly employ or contract with an unauthorized alien. Counsel shall not retain an employee or contract with a person that Counsel subsequently learns is an unauthorized alien.

C. Counsel shall require his/her/its subcontractors, who perform work under this Agreement, to certify to Counsel that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. Counsel agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

The LG may terminate for default if Counsel fails to cure a breach of this provision no later than thirty (30) days after being notified by the LG.

15. Funding Cancellation. When the director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Agreement, this Agreement shall be canceled. A determination by the Director of the State Budget Agency that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

16. Governing Law. This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in the State of Indiana.

17. Indemnification. Counsel agrees to indemnify, defend, and hold harmless the LG, its agents, officials, and employees from all third-party claims and suits, including court costs, attorney's fees, and other expenses caused by any act or omission of Counsel and/or its subcontractors in the performance of this Agreement. The LG shall not provide such indemnification to Counsel.

18. Independent Contractor. Counsel and the LG are acting in their individual capacities and not as employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever. Neither party will assume any liability for any injury to any persons, or damage to any property, arising out of the acts or omissions of the agents, employees of the other party.

19. Insurance. Counsel shall secure and keep in force during the term of this Agreement Lawyers Professional Liability Insurance in such amounts and with such coverage acceptable to the LG. Counsel shall be responsible for providing all necessary unemployment and worker's compensation insurance for its employees or partners. Failure to maintain insurance as required in this Agreement may be deemed a material breach of contract entitling the LG to immediately terminate this Agreement.

20. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically including IC §22- 9-1-10, and in

keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Counsel covenants that it shall not discriminate against any employee or applicant for employment relating to this Agreement with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee's or applicant's race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics").

Counsel certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services. Breach of this paragraph may be regarded as a material breach of this Agreement, but nothing in this paragraph shall be construed to imply or establish an employment relationship between the LG and any applicant or employee of the Counsel or any subcontractor.

21. Notice to Parties. Whenever any notice, statement or other communication is required under this Agreement, it shall be sent by first class mail or via an established courier/delivery service to the following addresses, unless otherwise specifically advised.

A. Notices to the LG shall be sent to:

Sherry Ellis, Chief of Staff
Lieutenant Governor's Office
200 W Washington Street, Ste 300
Indianapolis, IN 46204
sellis@lg.in.gov

B. Notices to Counsel shall be sent to:

Seth Wilson
Adler Attorneys
136 S. 9th Street
Suite 400
Noblesville, IN 46060-2614
seth@noblesvilleattorney.com

C. Notice to the Attorney General shall be sent to:

Office of the Indiana Attorney General Attn: Chief
Deputy
302 West Washington Street, 5th Floor Indianapolis,
IN 46204

As required by IC §4-13-2-14.8, payments to Counsel shall be made via electronic funds transfer in accordance with instructions filed by Counsel with the Indiana Auditor of State.

Copies of invoices shall also be submitted to sellis@lg.in.gov and must include the remaining total Agreement amount per Counsel's records.

22. Penalties/Interest/Attorney's Fees. The LG will in good faith perform its required obligations hereunder and does not agree to pay any penalties, liquidated damages, interest or attorney's fees, except as permitted by Indiana law, in part, IC §5-17-5, IC §34-54-8, IC §34-13-1 and IC § 34-52-2-3.

23. Severability. The invalidity of any section, subsection, clause or provision of this Agreement shall not affect the validity of the remaining sections, subsections, clauses or provisions.

24. Taxes. The State is exempt from most state and local taxes and many federal taxes. The State will not be responsible for any taxes levied on Counsel as a result of this Agreement.

25. Termination. This Agreement may be terminated, in whole or in part, by the LG I whenever, for any reason, the LG determines that such termination is in their best interest. Termination of services shall be affected by delivery to Counsel of a Termination Notice at least fifteen (15) business days prior to the termination effective date, specifying the extent to which performance of services under such termination becomes effective. The LG will not be liable for legal services performed after effective date of termination. Counsel may terminate this Agreement as provided by Rule 1.16, *Indiana Rules of Professional Conduct*.

26. Travel. No travel expenses will be reimbursed by the LG pursuant to this Agreement unless specifically agreed to by the LG in writing and in advance of the travel.

27. Waiver of Rights. No right conferred on either party under this Agreement shall be deemed waived and no breach of this Agreement excused, unless such waiver is in writing and signed by the party claimed to have waived such right.

Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Contractor, or that the undersigned is the properly authorized representative, agent, member or officer of the Contractor. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Contract other than that which appears upon the face hereof. **Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the Contract, the Contractor attests to compliance with the disclosure requirements in IC § 4-2-6-10.5.**

Agreement to Use Electronic Signatures

I agree, and it is my intent, to sign this Contract by accessing State of Indiana Supplier Portal using the secure password assigned to me and by electronically submitting this Contract to the State of Indiana. I understand that my signing and submitting this Contract in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Contract and this affirmation. I understand and agree that by electronically signing and submitting this Contract in this fashion I am affirming to the truth of the information contained therein. I understand that this Contract will not become binding on the State until it has been approved by the Department of Administration, the State Budget Agency, and the Office of the Attorney General, which approvals will be posted on the Active Contracts Database: <https://secure.in.gov/apps/idoa/contractsearch/>

In Witness Whereof, the Contractor and the State have, through their duly authorized representatives, entered into this Contract. The parties, having read and understood the foregoing terms of this Contract, do by their respective signatures dated below agree to the terms thereof.

RAYMOND ADLER PC dba Adler Attorneys

Indiana Office of the Lieutenant Governor

Signed by:
By: *Seth Wilson*
204012064CDD4DC...

Signed by:
By: *Sherry Ellis*
1092CA33E195412...

Title: President

Title: Chief of Staff, Lt. Governor Office

Date: 3/3/2025 | 16:55 EST

Date: 3/3/2025 | 17:08 EST

Electronically Approved by: Department of Administration By: _____ (for) Brandon Clifton, Commissioner	
Electronically Approved by: State Budget Agency By: _____ (for) Chad Ranney, State Budget Director	Electronically Approved as to Form and Legality by: Office of the Attorney General By: _____ (for) Theodore E Rokita, Attorney General

EXHIBIT A



WRITTEN CONSENT FOR OUTSIDE COUNSEL

OFFICE OF ATTORNEY GENERAL
TODD ROKITA

Government Center South, 5th
floor 302 W. Washington Street
Indianapolis, IN 46204

317-232-6201

FROM: Office of Attorney General TO: Requesting Agency

Lori Torres/Chief Deputy	Agency / Agency Contact IN Lieutenant Governor Sherry Ellis – (317) 775-2092 – sellis@lg.in.gov	Request ID 2583a64e-9fcb-4e4d-9ec8- a466ad66c954
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We have reviewed your request to hire the firm/individual referenced below. Based on the information and assurances provided, we have approved the request under the terms specified below.

Please note that this consent to hire outside counsel **does not serve** as consent for litigation of any type, administrative legal proceedings or appeals. It is necessary to obtain additional written consent from our office for any legal work other than general legal advice. This consent allows the above-mentioned office to pay for counsel to represent the Lt. Governor and agencies under his control in the identified scope of work.

When submitting this contract for state review, please make sure a copy of this approval form is included with the contract.

Office of the Attorney General

By: *Lori Torres*

Title: Chief Deputy

Date: February 14, 2025

Request Details

Request Type <input checked="" type="checkbox"/> New <input type="checkbox"/> Amend <input type="checkbox"/> Renewal	Firm/Attorney Requested Adler Attorneys		
If Amend/Renewal Previous Contract number	Start Date 2/10/2025	End Date 12/31/2025	Total Not To Exceed Amount \$150,000.00

If Amendment indicate what is being amended

- Additional Time
- Additional Funding
- Rates/Personnel
- Scope of Work

Case/Subject Title

General Consulting Services regarding the Lt. Governor's Office, family of business, legislative session, Indiana Code, and any other topics that may arise in the first year of the administration.

Request Scope

General Counsel is being requested to provide guidance with compliance according to Indiana Code and statutory duties, provide legal insights that influence strategies and decision making, and assist with implications of proposed legislation.

Rate(s)

\$11,000 for each month (February, March, and April during legislative session), for a total of \$33,000. Hourly rates to apply thereafter.

\$475.00 Hourly - Seth Wilson
\$457.00 Hourly - Raymond Adler
\$350.00 Hourly - Zechariah Yoder
\$320.00 Hourly - Devin Norrick
\$110.00 Hourly – Legal Assistant

FOR FSSA Only - Expense(s)

- Court fees Actual Cost
- Copy fees Actual Cost
- Discovery fees Actual Cost
- Legal research fees Actual Cost
- Copy and mail costs Actual Cost
- Travel costs State Rate

EXHIBIT B

Compensation and Budget

In House Period: February 10, 2025 – April 30, 2025

Counsel will provide services as in-house counsel at a monthly fee of \$11,000 (February, March, and April), totaling \$33,000.00 during core business hours. On days where there is no session during this In House Period, Counsel is not required to be at the Statehouse.

Core business hours of 8am - 4pm, Monday – Friday

If additional services are needed beyond the core business hours during this initial period, Counsel will provide at the hourly rate.

Contract Hourly Period: May 1, 2025 – December 31, 2025

Legal services will be provided on a contract basis at an hourly rates as follows:

\$475.00 per hour for Attorney Seth Wilson

\$457.00 per hour for Attorney Raymond Adler

\$350.00 per hour for Attorney Zechariah Yoder

\$320.00 per hour for Attorney Devin Norrick, and \$110.00 per hour for legal assistants, up to \$150,000.00.

If services are requested by State that will exceed \$150,000.00, the Parties will revise this Agreement accordingly.