



MHUB

Contractor's Agreements

MHUB
965 WEST CHICAGO AVENUE
CHICAGO, IL 60642

Overview

1. Documents and Agreements
 - a. NDA/IP assignments (web, mHUB's)
 - b. Statement of work documents/ Proposals
 - c. Terms and conditions
 - d. Payment Terms
 - e. Taxes
2. Best practices
 1. Product Development Process and Scoping
 2. Kick Off Meeting
 3. Quoting and time management tools
 4. Scope creep.
3. Finding the right contractor
 - i. mHUB
 1. Member portal
 2. Gig Board
 3. Slack Opportunities board
 4. Networking
 - ii. Upwork, Fiver
4. How to find Jobs
 - a. Portfolio/Resume
 - i. Online/ videos/ v
 1. Displaying work
 - ii.
 - b. Networking



Tools and Templates – Admin/Legal

- NDA's
 - NDA and IP Assignment
 - Create your own custom NDA
 - Unilateral NDA
 - Mutual NDA
- Terms and Conditions
 - Professional Service Agreement
 - Contactor Agreement
- General Legal Templates
 - Legal Templates
- Taxes
 - W9
 - 1099
- Proposals/Statement of Work (SOW)
 - Proposal Template

- Product Development Process and Scoping
 - Project Phase Architecture
 - PDP Flow Chart
 - Startup Roadmap
 - The Ultimate Guide for product development hardware startups
- Kick Off Meeting
 - First Client Meeting Goals and Agenda
- General
 - Best practices document and how to scope work
 - Time Sheets
- Quoting and time management tools
 - Project Cost Calculator
 - Gantt Chart Example
 - Project Libre
- Out of scope/ contract modifications



Commercial General Liability (CGL) - pays sums the insured becomes legally responsible for Bodily Injury and/or Property Damage, including Products & Completed Operations and Provides Legal Defense Costs

Manufacturer's Errors & Omissions (E&O) – pays sums the insured becomes legally responsible for Wrongful Acts of the Product, including Legal Defense Costs

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SECURA Insurance Company, can offer a Manufacturers "Package" including CGL, starting at \$500 annual premium. They can add Manufacturers E&O starting at minimum premium of \$100. Premium and rates would depend on differing factors including type of product and revenues associated with the product. Associated lines of coverage can be added including property, workers compensation, commercial auto and umbrella, as needed.



Responsibility and Commitment

- It is your responsibility to be professional and maintain a good relationship with the client or contractor. Communication is key.
- Contractors should know what projects are worth their time.
 - Don't bid on projects that are not worth your time.
- Sizing up a client
 - Size up the client so you know if it's worth bidding on the project
- Once there is a signed contract, both parties have the commitment of fulfilling what's in the SOW
 - It's key to manage the project scope so that you don't end up doing more than you agreed upon
 - You might have to get burned on a project before you learn how to properly scope a project
 - Keep a time log so you can more accurately quote the next project