

**JEFFERSON COUNTY PUBLIC SCHOOLS  
CONTRACT FOR THE PROCUREMENT OF PROFESSIONAL SERVICES**

THIS CONTRACT FOR PROCUREMENT OF PROFESSIONAL SERVICES (hereinafter "Contract") is entered into between the JEFFERSON COUNTY BOARD OF EDUCATION (hereinafter "Board"), a political subdivision of the Commonwealth of Kentucky, with its principal place of business at 3332 Newburg Road, Louisville, Kentucky 40218 and University of Louisville Research Foundation, Inc. (hereinafter "Contractor"), with its principal place of business at Jouett Hall, 2301 S. Third Street, Louisville, KY 40292.

WITNESSETH:

WHEREAS, the Board desires to procure the particular services of Contractor, which are more fully defined below; and

WHEREAS, Contractor has held itself out to be competent and capable of performing the services contracted for herein;

NOW, THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth, the Board and Contractor (hereinafter "Parties") agree as follows:

ARTICLE I

Entire Agreement; Amendments

This Contract is the entire agreement between the Parties and supersedes any and all agreements, representations and negotiations, either oral or written, between the Parties before the effective date of this Contract. This Contract may not be amended or modified except in writing as provided in Article VIII. This Contract is supplemented by the Board's Procurement Regulations currently in effect (hereinafter "Regulations") that are incorporated by reference into and made a part of this Contract. In the event of a conflict between any provision of this Contract and any provisions of the Regulations, the Regulations shall prevail.

ARTICLE II

Services

Contractor agrees to perform the following services (hereinafter "Services") of a quality and in a manner that is within the highest standards of Contractor's profession or business. The Services are as follows:

Dr. Andy Frey from the Kent School of Social Work and selected colleagues under his supervision will provide an estimated 650 hours of mental health consultation services to the Jefferson County Public Schools' Early Childhood Program between November 11, 2014 and June 30, 2015. Billing will be at the rate of \$60.00 per hour. The total amount of the contract shall not exceed \$39,000. Final bills shall be submitted by June 30, 2015. Services shall be billed on a monthly basis. Specifications are attached and incorporated herein by reference.

Contractor does not intend to conduct research on the services provided under this Contract. If Contractor decides to do so, Contractor agrees to submit its research plans to the Board's Department of Accountability, Research and Planning using the Board's normal procedures for such requests. No research regarding the services provided under this Contract shall be conducted without the prior approval of the Board's Department of Accountability, Research and Planning. If research regarding the services provided under this Contract is approved, Contractor agrees to share all findings from such research with the Board. Contractor also agrees not to identify the Board in any research literature unless the Board grants Contractor permission to do so.

The first paragraph of Article XII of this Contract is hereby waived. Contractor agrees to provide copies of its assessment instruments and notes for each child who has been referred for services and grants the Board a non-exclusive, royalty-free license for all uses to any reports, research data, creative works, designs, recordings, graphical representations or other works of a similar nature ("Works") produced or delivered by Contractor under this Contract. Contractor further agrees that the Board will own the individual assessment protocol(s) and behavior intervention plan(s) ("Deliverables") that are developed by Contractor and delivered to the Board by Contractor under this Contract. The Board agrees that Contractor's PI may retain a copy of the Deliverables, subject to applicable confidentiality provisions of this Contract, to answer questions or inquiries by the Board regarding the services provided under this Contract.

### ARTICLE III Compensation

The Board shall pay Contractor the total amount stated below (hereinafter "Contract Amount"). The Contract Amount shall be paid in a lump sum upon completion of the Services, unless a schedule of progress payments is stated below. The Contract Amount shall be for total performance of this Contract and includes all fees, costs and expenses incurred by Contractor including but not limited to labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs and other costs, unless otherwise stated below. To receive payment, Contractor must submit an itemized invoice or invoices. If progress payments are authorized, each invoice must specify the actual work performed. If payment of costs or expenses is authorized, receipts must be attached to the invoice.

Contract Amount:	<u>\$39,000</u>
Progress Payments (if not applicable, insert N/A):	<u>Monthly Billing</u>
Costs/Expenses (if not applicable insert N/A):	<u>N/A</u>
Fund Source:	<u>40% Head Start Federal Project #EA12037-0339-655AJ for \$15,600.00</u>
	<u>40% State Funded Preschool Project #EA12001-0339-135A for \$15,600.00</u>
	<u>20% Early Head Start Federal Project #EA12037-0339-655AL for \$7,800.00</u>

### ARTICLE IV Term of Contract

Contractor shall begin performance of the Services on November 11, 2014 and shall complete the Services no later than June 30, 2015, unless this Contract is modified as provided in Article VIII.





## ARTICLE V

### Performance of Services by Contractor

The Services shall be performed by Contractor, and in no event shall Contractor subcontract with any other person to aid in the completion of the Services without the prior written approval of the Contract Administrator defined below.

Contractor shall appoint one person who shall be responsible for reporting to the Board on all Services performed under the terms of this Contract and who shall be available for consultation with the Contract Administrator.

Contractor is an independent contractor, not an employee. Contractor is responsible for the payment of all federal, state and local payroll taxes and providing unemployment insurance and workers compensation coverage to Contractor's employees. Contractor shall provide all equipment, materials and supplies necessary for the performance of the Services.

Contractor shall at all times during the term of this Contract comply with all applicable laws, regulations, rules and policies. Contractor shall obtain and keep in force all licenses, permits and certificates necessary for the performance of the Services.

To the extent permitted by law, Contractor agrees to hold harmless, indemnify, and defend the Board and its members, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation, including the Contractor himself, in connection with the performance of this Contract. To the extent permitted by law, Contractor also agrees to hold harmless, indemnify, and defend the Board and its members, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to Contractor in connection with the performance of this Contract. This provision survives termination of this Contract.

Unless waived in writing by the Contract Administrator, Contractor shall maintain during the term of this Contract policies of primary insurance covering the following risks and in at least the following amounts: commercial general liability, including bodily injury, property damage, personal injury, products and completed operations, and contractual, \$1,000,000; and automobile liability, \$1,000,000. Contractor shall furnish to the Contract Administrator certificates of insurance evidencing this coverage and naming the Board as an additional insured. Additionally, Contractor shall maintain workers compensation coverage with limits required by law; and professional errors and omissions coverage with minimum limits of \$1,000,000. Contractor shall furnish certificates of insurance evidencing this coverage to the Contract Administrator.

## ARTICLE VI

### Equal Opportunity

During the performance of this Contract, Contractor agrees that Contractor shall not discriminate against any employee, applicant or subcontractor because of age, color, creed, disability, marital or parental status, national origin, race, sex, veteran status, religion, or political opinion or affiliation. If the Contract Amount is paid from federal funds, this Contract is subject to Executive Order 11246 of September 24, 1965 and in such event the Equal Opportunity Clause set forth in 41 Code of Federal Regulations 60-1.4 is hereby incorporated by reference into this Contract as if set forth in full herein.



ARTICLE VII  
Prohibition of Conflicts of Interest

It shall be a breach of this Contract for Contractor to commit any act which is a violation of the provisions of Article XI of the Regulations entitled "Ethics and Standards of Conduct," or to assist or participate in or knowingly benefit from any act by any employee of the Board which is a violation of such provisions.

ARTICLE VIII  
Changes

The Board and Contractor may at any time, by mutual agreement set forth in a written addendum, make changes in the definition of the Services; the scope of the Services; and the Contract Amount. The Contract Administrator and Contractor may, at any time, by mutual agreement set forth in a written addendum, make changes in the time within which the Services are to be performed; the schedule of Progress Payments; and mutual Termination of the Contract.

ARTICLE IX  
Termination for Convenience of the Board

The Board may terminate this Contract in whole or in part at any time by giving written notice to Contractor of such termination and specifying the effective date thereof, at least thirty (30) days before the specified effective date. The Board shall compensate Contractor for Services satisfactorily performed through the effective date of termination.

ARTICLE X  
Termination for Default

The Board may, by written notice of default to Contractor, terminate the whole or any part of this Contract, if Contractor breaches any provision of this Contract, or so fails to make progress as to endanger performance of this Contract, and in either of these circumstances, does not cure the breach or failure within a period of five (5) days after receipt of notice specifying the breach or failure. In the event of termination for default, the Board may secure the required services from another contractor. If the cost to the Board exceeds the cost of obtaining the Services under this Contract, Contractor shall pay the additional cost. The rights and remedies of the Board provided in this Article shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

ARTICLE XI  
Disputes

Any differences or disagreements arising between the Parties concerning the rights or liabilities under this Contract, or any modifying instrument entered into under Article VIII of this Contract, shall be resolved through the procedures set out in the Regulations.

ARTICLE XII  
Contractor's Work Product

Unless waived in writing by the Contract Administrator, the Board shall retain ownership in and the rights to any reports, research data, creative works, designs, recordings, graphical representations or other works of a similar nature (hereinafter "Works") produced or delivered by





Contractor under this Contract. Contractor agrees that the Works are "works for hire" and Contractor assigns all right, title and interest in the Works to the Board.

Any reports, information, data, etc. given to or prepared or assembled by Contractor under this Contract shall not be made available to any individual or organization by Contractor without the prior written approval of the Board. Provided, nothing in this Article may be used to violate the provisions of any Kentucky or Federal statute or regulation which requires reporting of information.

### ARTICLE XIII Contract Administrator

The Board shall appoint a Contract Administrator for the purposes of daily administrative decision-making pertaining to the Contract. If Contractor and the Contract Administrator disagree on any circumstance or set of facts pertaining to the administration or execution of this Contract, the Board shall resolve the matter after notification by either the Contract Administrator or the Contractor in the manner prescribed by the Regulations. If the Board fails to give notice to Contractor of the appointment of a Contract Administrator, the Contract Administrator shall be the Board's Chief Financial Officer.

### ARTICLE XIV Right to Audit

The Board shall have the right to inspect and audit all accounting reports, books or records which concern the performance of the Services. Inspection shall take place during normal business hours at Contractor's place of business. Contractor shall retain all records relating to the performance of this Contract for five (5) years after the end of the term of this Contract.

### ARTICLE XV Miscellaneous

- A. All Articles shall be construed as read, and no limitation shall be placed on any Article by virtue of its descriptive heading.
- B. Any notices or reports by one Party to the other Party under this Contract shall be made in writing, to the address shown in the first paragraph of this Contract, or to such other address as may be designated in writing by one Party to the other. Notices shall be effective when received if personally delivered, or three days after mailing if mailed.
- C. If any part of this Contract is held to be void, against public policy or illegal, the balance of this Contract shall continue to be valid and binding.
- D. This Contract shall be governed and construed in accordance with the laws of the Commonwealth of Kentucky.
- E. No delay or omission by either Party in exercising any right under this Contract shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of this Contract.
- F. At all times during the term of this Contract, Contractor shall comply with the Family Educational Rights and Privacy Act of 1974. If Contractor has access to student records,



Contractor shall limit its employees' access to those records to persons for whom access is essential to perform this Contract.

- G. Contractor shall be in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that apply to the Contractor or subcontractor for the duration of this Contract and shall reveal any final determination of a violation by the Contractor or subcontractor of the preceding KRS Chapters.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract to be effective as of November 11, 2014.

Contractor's Social Security Number or Federal Tax ID Number: 61-1029626

JEFFERSON COUNTY BOARD OF  
EDUCATION

University of Louisville Research  
Foundation, Inc.  
CONTRACTOR

By: \_\_\_\_\_

By: Barbara Sells 10/28/14

Title: Donna M. Hargens, Ed.D.  
Superintendent

Title: Barbara F. Sells  
Assistant Director, Sponsored  
Programs Administration

Cabinet Member: Dewey Hensley

DA  
(Initials)

Jefferson County Public Schools  
**NONCOMPETITIVE NEGOTIATION  
DETERMINATION AND FINDING**

1. An emergency exists which will cause public harm as a result of the delay in competitive procedures (Only the Superintendent shall declare an emergency.) —

State the date the emergency was declared by the superintendent: \_\_\_\_\_

2. There is a single source for the items within a reasonable geographic area —

Explain why the vendor is a single source: \_\_\_\_\_

3. The contract is for the services of a licensed professional, education specialist, technician, or an artist —

State the type of service: Mental Health Services provided by Dr. Andy Frey and his staff from the University of Louisville Kent School of Social Work

4. The contract is for the purchase of perishable items purchased on a weekly or more frequent basis —

State the item(s): \_\_\_\_\_

5. The contract is for proprietary item(s) for resale: This can include the buying or selling of item(s) by students when it is part of the educational experience —

State the type(s) of item(s): \_\_\_\_\_

6. The contract is for replacement parts when the need cannot be reasonably anticipated and stockpiling is not feasible —

State the item(s): \_\_\_\_\_

7. The contract or purchase is for expenditures made on authorized trips outside the boundaries of Jefferson County Public Schools —

State the location: \_\_\_\_\_

8. The contract is for a sale of supplies at reduced prices that will afford Jefferson County Public Schools a savings (Purchase must be approved by Director of Purchasing) —

Explain the logic: \_\_\_\_\_

9. The contract is for the purchase of supplies which are sold at public auction or by receiving sealed bids —

State the items: \_\_\_\_\_

**I have determined that, pursuant to K.R.S. 45A. 380, the above item(s) should be obtained by the Noncompetitive Negotiation Methods since competition is not feasible.**

Kevin Nix

Print name of person making Determination

Early Childhood

School or Department

Ken S. H.

Signature of person making Determination

Date

10/28/14

University of Louisville Research Foundation

Name of Contractor (Contractor Signature Not Required)

Requisition Number

Explanation of Noncompetitive Negotiation Methods can be found under K.R.S. 45A.380 and on page 15 in the Procurement Regulations

F-471-1

Revised 05/2011



## SPECIFICATIONS

### JCPS EARLY CHILDHOOD PROGRAMS MENTAL HEALTH SERVICES 2014-2015

---

Dr. Andy Frey and selected colleagues under his supervision will provide an estimated 650 hours of mental health consultation services to the Jefferson County Public Schools (JCPS) Early Childhood program at the rate of \$60.00 per hour. It is projected that approximately children will be served under this contract. The goal of these services is to enhance awareness and understanding of mental wellness; support positive social/emotional development of children through universal and targeted strategies; and assist in securing appropriate mental health services for children and families according to need.

Services will generally be of two types:

- Preventative services (pre-referral)
  - Preventative, or program-centered, activities will include, but are not limited to:
    - regular on-site meetings between program staff and mental health consultants to assess needs, identify resources, and plan services to support children, families, and staff;
    - professional development for program staff;
    - parent training and family engagement activities based upon identified areas of interest or need;
    - guidance in using screening results to identify needs and in making timely referrals for comprehensive assessments by qualified professionals.
- Intervention services (post-referral)
  - Intervention, or child-centered, activities will include, but are not limited to:
    - providing services, and/or supporting program staff in providing services, to children who are referred, with parent consent, to receive individualized mental health services;
    - collaboration with program staff and parents to access community resources to address needs of children or families beyond the scope of this contract;
    - crisis intervention services, as needed.

In addition, providers will:

1. Possess a current Kentucky license or certificate as a mental health provider or be supervised by a licensed or certificated provider. Included with the contract, provide documentation of licenses or certifications of mental health professionals associated with this contract.
2. With the contract, provide documentation of acceptable criminal background checks and tuberculosis screenings for all service providers.
3. As requested, conduct mental health assessments and make recommendations based upon those observations.
4. Participate in consultation meetings with staff to discuss mental health concerns.
5. When a provider under this contract serves as the lead interventionist on a mental health referral, the provider shall:
  - a. Upon receipt of mental health referrals, make an initial contact with teacher and parent within 2 business days. After initial contact, the provider will interview all significant parties; observe the child; and review Head Start records during the intake process. Provider will offer immediate consultation to the instructor until a formal behavior management plan or other intervention plan is developed.



- b. Develop and maintain a case file for each referral for which a provider is the lead interventionist. Provide the Special Services Coordinator with documentation of on-going case development including case closings. Case closings and intervention plans must be mutually agreeable to the provider and the Special Services Coordinator. Files should be housed in a secure location agreed upon by lead consultant and Special Services Coordinator with procedures to protect confidentiality of child and family information.
  - c. Formulate an intervention plan, including a written behavioral management plan or other intervention plan for the classroom staff.
  - d. Discuss intervention plans, including behavioral management plans, at mental health meetings and assist in completing the mental health meeting documentation. Share pertinent family information at the mental health meeting and only after the parent has been informed that the information will be shared.
  - e. Follow-up with the classroom instructor as indicated to evaluate the effectiveness of the intervention management plan. Revise the plan as necessary and continue follow-up activities on the same schedule or as requested.
- 6. As requested, provide training and/or family engagement activities to parents.
  - 7. As requested, provide training to staff to support social/emotional initiatives and build internal capacity.
  - 8. Comply with State and District requirements to report suspected and/or actual cases of child abuse and/or neglect.
  - 9. Return all files, reports, and documentation to the Special Services Coordinator no later than June 30<sup>th</sup> of each year. All materials are the property of JCPS, are confidential and shall not be released or retained without the written consent of the parent/guardian. JCPS early childhood program is to receive the original copies of all consent forms authorizing the provider to retain individual records.
  - 10. Bill for services only when those services include JCPS early childhood children, staff or parents as participants.
  - 11. Not submit for reimbursement: non-service related documentation and recordkeeping time, travel time, mileage, or other activities outside those outlined above.
  - 12. Provide an in-kind statement, monthly, reporting the number of service hours provided that month and the hourly cost for comparable services in the community, including hours provided after the amount of the contract has been paid out.