

# 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 Nolo Consulting, LLC (hereinafter "Contractor"), with its principal place of business at 3813 Birchwood Court, Raleigh, NC 27612.

### 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:

Consulting services to support the Jefferson County Public Schools Early Childhood Education Programs efforts in completing a comprehensive Community Assessment (CA).

#### Community Assessment

The Contractor's Community Assessment will include all the necessary and required themes established by the Office of Head Start. The focus will be collecting and analyzing the data and writing the final report which will serve as the basis for making decisions on how to best design, implement

and evaluate a successful Head Start Program to best serve eligible Head Start children and families in the Board's service area.

Methodology includes:

a. Utilization of existing sources of internal aggregate data such as (PIR, family partnership agreements, child/family application data, child screening data, child outcomes data), and

b. Utilization of existing sources of external/secondary data such as census data, local and state planning departments reports, state department data, local interagency committees reports, data from local school districts, child care resource and referral agencies, agencies serving children with disabilities, health care providers, social service providers, and

c. Development and utilization of additional assessments such as (attitude/perception surveys, key informant interviews, community forums and/or focus group interviews).

The Board will provide to Contractor the following information to complete the comprehensive Community Assessment:

1. Completion of parent needs surveys, distributed to as many parents as possible. Upon its completion to be either scanned and e-mailed to mcelrath.maya@gmail.com or mailed to: 3813 Birchwood Court Raleigh, NC 27612. Contractor will provide availability to PARENT SURVEYS: ENGLISH and SPANISH on their website under the "Data and Statistics" – "Resources and Data Analysis Tools") The Board may modify the survey by adding or removing questions from the survey.

2. A list of key informants (3 to 5 each) for Contractor to contact and interview for the Community Assessment. The Board will provide the name, role within JCPS, email and phone number. The Contractor would like to talk to people from different disciplines (i.e. health, mental health, social services, transportation, etc.). The Contractor will provide a link to key informant questions on their website for the Board's use. The Board will let the key informant(s) know that the Contractor will be calling and for what purpose. The interview will take about 30 minutes.

3. Completion of the Community Partner Spreadsheet. Contractor will use the information to complete the Resources and Collaborative/Formal Agreements & Partnerships section of the CA. Resource lists will be displayed as well as mapped for visual illustration of the proximity to the Board and/or centers. The Contractor will provide access to the spreadsheet to the Board.

4. The Board will complete information about JCPS in the "State of the Grantee" section unless the Board feels their website adequately provides information on the history of the program as well as services offered etc.,

5. Sample Community Assessment Outline

Training/Presentation

In addition to conducting all research and writing the comprehensive Community Assessment report, Contractor will provide training on the data collected to Board staff, Policy Council and Governing Board members, as well as community members and stakeholders.

Staff Training: Community Assessment/Data Analysis



After completion of the Community Assessment, Contractor will conduct “hands on” training with selected staff to follow a step-by-step methodology process to help staff with the following educational objectives:

1. To gain skills in collecting actionable data,
2. To understand all the community assessment components important to Head Start,
3. To effectively link PIR data results to strategic plans of the program,
4. To become familiar with the implications of data findings, and
5. To help administrations improve its ability to conduct a comprehensive community assessment.

The training will be scheduled as soon as the Community Assessment is complete (as described above) and it will include program staff and Policy Council members or parents if applicable. The training program will be as follows:

#### Community Assessment/Data Analysis Topics

- Discussion about Head Start Community Assessment Key Components
- Presentation of Comprehensive Community Assessment Samples and the benefits to the Grantee
- Data Sources Review
- Data Collection (each team member must bring a laptop computer with Wi-Fi capability)
- Primary Data Collection Methodology Discussion
  - o Review Parent Questions and its use
  - o Sample Size
  - o Review Key Information Survey and its use
  - o Using Survey Monkey
- How to analyze data?
- What are the implications of findings and how to summarize the report for plan change?

### 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>\$8,100</u>
Progress Payments (if not applicable, insert N/A):	<u>The total amount will be paid in two payments: the first will be an initial payment after the contract is signed (\$1,000). The second invoice, for a total of \$7,100 will be sent after completion of the Comprehensive Community Assessment report and contract deliverables.</u>
Costs/Expenses (if not applicable insert N/A):	<u>None</u>
Fund Source:	<u>70% Head Start Project EA12030-0349-655AJ = \$5,670 and 30% Early Head Start EA12030-0349-655AL = \$2,430.</u>

#### ARTICLE IV Term of Contract

Contractor shall begin performance of the Services on November, 25, 2014 and shall complete the Services no later than January 13, 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.



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. 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 25, 2014.

Contractor's Social Security Number or Federal Tax ID Number: 45-4769679

JEFFERSON COUNTY BOARD OF  
EDUCATION

NOLO Consulting LLC  
CONTRACTOR

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

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

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

Title: Dr. H. Nolo Martinez  
President

Cabinet Member:

Dwight Hensley

DH  
(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: This company specializes in offering to complete and conduct Community Assesemnts for Head Start. This is unique to Head Start and to my knowledge this is the only company that offers this service.

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

State the type of service: \_\_\_\_\_

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

K. Nix

Signature of person making Determination

10/28/14

Date

\_\_\_\_\_  
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