

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 National Center For Families Learning (hereinafter "Contractor"), with its principal place of business at 325 W. Main St., Suite 300, Louisville, Ky 40202-4237.

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:

Project designed with the goals to improve literacy levels for preschool students through interactive and intergenerational literacy activities and to help prepare preschool students for kindergarten. "NCFL and JCPS Contracted Services" document is attached and incorporated herein by reference.

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>\$92,462</u>
Progress Payments (if not applicable, insert N/A):	<u>\$43,962, due May 30, 2018: \$25,534 due June 30, 2018: \$22,966 due August 15, 2018</u>
Costs/Expenses (if not applicable insert N/A):	<u>N/A</u>
Fund Source:	<u>TI12796-0339-310DE Title I</u>

ARTICLE IV Term of Contract

Contractor shall begin performance of the Services on September 13, 2017 and shall complete the Services no later than August 15, 2018, 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 race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, or disability. 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 September 13, 2017.

Contractor's Social Security Number or Federal Tax ID Number: 61-1159549

JEFFERSON COUNTY BOARD OF
EDUCATION

National Center For Families Learning
CONTRACTOR

By: _____

By: _____

Title: Martin A. Pollio, Ed.D.
Acting Superintendent

Jessie Hardison
Title: CFO/Senior Director of Operations

Cabinet Member: _____

Dr. Carmen Coleman

CC
(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: NCFL will provide education specialists to assist in improving literacy levels for preschool students and prepare students for kindergarten entry.

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.

Wm. Michael Tronzo

Print name of person making Determination

JCPS Early Childhood Programs

School or Department

Wm. Michael Tronzo
Signature of person making Determination

April 27, 2017
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

F-471-1

Revised 05/2011

NCFL and JCPS Contracted Services FY 2018



Service rendered by the National Center for Families Learning (NCFL) for the Jefferson County Public Schools (JCPS) from the date of contract execution and extending through August 15, 2018 will be divided into three phases. The overarching goals of these contracted services include: 1) To improve literacy levels for preschool students through interactive and intergenerational literacy activities; and, 2) To help prepare preschool students for Kindergarten. Below is a description of each phase, objective, and related activities. The scope of the project will include all JCPS early childhood educational staff at the following JCPS early childhood centers: Dawson Orman, DuValle, Hazelwood, Jaeger, McFerran, Norton Commons, Shawnee, and Unseld.

Phase I (September-April): Interactive literacy strategies to promote literacy development in the classroom.

Objectives:

- Increase the use of research-based interactive literacy activities as instructional strategies in the classroom.

Activities:

- A) Initial Leadership Consultation: NCFL Specialists will meet with administrators from each center to gain a better understanding of current literacy and parent engagement strategies. NCFL will review Work Sampling, CLASS, and other assessment data to help determine needs for each site.
- B) Early Childhood Instructional Coach Consultation: NCFL will meet with instructional coaches to review plans for each site.
- C) Initial professional development session: Based on initial meetings and data analysis, NCFL Specialists will plan initial professional development sessions at each site.
- D) Observation/Feedback: Following the PD sessions, NCFL Specialists will visit a sampling of classrooms for an observation/feedback session. Specialists will also share thematic observations in data review sessions. The observation/feedback sessions will be used to guide future professional development.
- E) Leadership consultation: NCFL Specialists and Directors will work with leadership to explore and define additional strategies currently used to engage families in JCPS sites beyond those observed in the initial visits.
- F) Ongoing professional development sessions: NCFL Specialists will host additional professional development sessions with early childhood educational staff to continue focus on interactive literacy and parent engagement strategies based on observation/feedback sessions. These professional

NCFL and JCPS Contracted Services FY 2018



development sessions will be followed by observation/feedback and additional coaching as needed.

Phase II (September - May): Interactive and intergenerational literacy activities in the classroom, home, and community.

- Improve preschool family engagement in their children's learning using research-based intergenerational strategies.
- A) Material Creation: NCFL will utilize materials for hosting successful family learning events to highlight interactive and intergenerational strategies that are being used in the classroom. Such materials can be retained by JCPS for future use.
- B) Family learning events: NCFL will provide professional development and coaching services to sites hosting a family learning event. Such events will be focused on engaging families in intergenerational literacy strategies. Events will offer a full battery of support services (child care and healthy refreshments). Events will be hosted in alignment with existing JCPS events when possible.
- C) Debriefing sessions: NCFL Specialists will host debriefing sessions with JCPS sites focused on successes and challenges with parent engagement efforts.

Phase III (June-August 15, 2018): Summer engagement in intergenerational strategies based on inquiry-based learning. The target audience for summer programming will include building on existing programming as well as Phase I and II families.

Activities:

- A) Host summer professional development session: NCFL Specialists will host a professional development session with summer early childhood educational staff to overview and practice inquiry-based, intergenerational literacy strategies and how to transition strategies *into the home*.
- B) Support summer family learning events: Work with JCPS summer staff to support family learning events one day a week at two sites for four weeks (8 events total). Events will include NCFL content and materials to engage families on and offline. The family learning events will include a full service approach to engagement.

NCFL and JCPS Contracted Services FY 2018



C) Debriefing sessions: NCFL Specialists will host debriefing sessions with JCPS sites focused on successes and challenges with summer efforts.

Total (Phases I-III): \$92,462

This agreement will be in effect from September 13, 2017 until August 15, 2018.

Name, Title

Date

On behalf of Jefferson County Public Schools (JCPS)

A handwritten signature in blue ink, appearing to read "Jessie Hardison", is written over a horizontal line.

August 23, 2017

Jessie Hardison, CFO/Senior Director, Operations

Date

On behalf of National Center for Families Learning (NCFL)