

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 Kentucky School Boards Association (KSBA) (hereinafter "Contractor"), with its principal place of business at 200 Democrat Drive, Frankfort, KY 40601.

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:

Contractor's Administrative Procedures Service shall provide a comprehensive audit/review of current Board policies for procedure implications. A draft procedures manual shall be provided and Contractor shall provide up to five (5) hours of on-site meetings with the Superintendent/administrative staff to review. Newly-drafted administrative procedures shall be organized and provided in a standard form. The District shall have final decisions concerning administrative procedure content. One (1) set of the new procedures shall be provided and completed procedures shall be added to the District's online manual. Cost for services above shall be \$30,500. Should additional time be necessary to review the draft procedures up to five (5) additional hours shall

be provided at the rate of \$150 per hour, not to exceed \$750. Travel costs not to exceed \$1,000 shall be reimbursed per Board guidelines. The Contract between the Jefferson County School District and The Kentucky School Boards Association Administrative Procedure Services 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>Shall not exceed \$32,250.00</u>
Progress Payments (if not applicable, insert N/A):	<u>\$15,000 shall be paid within 30 days of billing at the inception of the project. Remainder shall be paid within 30 days of the date the Board reviews the completed manual or within 90 days of the delivery of the first draft to the Superintendent by KSBA, whichever is first.</u>
Costs/Expenses (if not applicable insert N/A):	<u>Travel expenses as referenced in Article II to be reimbursed per JCBE guidelines</u>
Fund Source:	<u>General</u>

ARTICLE IV Term of Contract

Contractor shall begin performance of the Services on October 31, 2018 and shall complete the Services no later than June 30, 2019, 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. If this Contract requires Contractor and/or any employees of Contractor to perform services on the premises of any JCPS schools during JCPS school hours, all individuals performing such services under this Contract are required to submit per KRS 160.380 to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation and have a letter, provided by the individual, from the Cabinet for Health and Family Services stating no findings of substantiated child abuse or neglect found through a

background check of child abuse and neglect records maintained by the Cabinet for Health and Family Services.

- H. 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 october 31, 2018.

Contractor's Social Security Number or Federal Tax ID Number: 61-0549868

JEFFERSON COUNTY BOARD OF
EDUCATION

Kentucky School Boards Association
CONTRACTOR

By: _____

By: 

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

Title: Kerri Schelling
Executive Director

Cabinet Member: Amy Dennes



(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: KSBA is the sole provider for district administrative procedure manual development and maintenance

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.

Jonathan Lowe

Print name of person making Determination

Office of the Chief of Staff
School or Department

[Signature]
Signature of person making Determination

10-18-2018
Date

Kentucky School Boards Association

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

CONTRACT

**Between the Jefferson County School District
and
The Kentucky School Boards Association
Administrative Procedure Service**

This Agreement between the Jefferson County School District, hereafter "District" and the Kentucky School Boards Association Administrative Procedure Service, hereafter "KSBA", provides as follows:

KSBA agrees to the following:

- A. Review existing Board policy and other pertinent documents, as requested and provided, for procedural implications.
- B. Deliver a first draft of the procedures manual to the Superintendent within ninety (90) days once the development process has begun.
- C. Meet with the Superintendent/administrative staff to review the draft procedures. (Up to five [5] hours – additional meetings may incur additional charges at \$150/hour.)
- D. Codify newly-drafted administrative procedures and provide same in a standard form. The District shall make all final decisions concerning administrative procedure content.
- E. Provide one (1) set of the new procedures in binders, unless otherwise directed.
- F. Coordination, comparison and review of policy/procedure provisions in reference to collective bargaining agreements are not included. Amendments and/or revisions to procedures to accommodate provisions of any applicable CBA agreements will be made at the direction of, and will be the sole responsibility of the district.**

The District agrees to the following:

- A. Complete and forward to KSBA the current policy update prior to the beginning of the development project.
- B. Provide KSBA with all requested materials and information relative to administrative procedure development on a timely basis. (Board policies approved in any given meeting submitted to KSBA within two [2] weeks of minutes being approved.)
- C. Provide KSBA with requested assistance and information on a timely basis during the procedure development process.

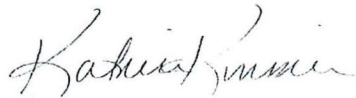
CONTRACT (continued)

Costs:

- A. In consideration of the services of KSBA, the District agrees to pay to KSBA \$30,000 plus necessary and actual food, lodging, and mileage expenses of KSBA staff associated with travel to and from the District. Mileage will be charged at the established KSBA mileage rate, based on the distance from KSBA's office to the District.
- B. One-half of the development fee (\$15,000) shall be paid within thirty (30) days of billing at the inception of the project. The remaining amount (\$15,000) shall be paid Within thirty (30) days of the date the Board reviews the completed manual or within ninety (90) days of the delivery of the first draft to the Superintendent by KSBA, whichever is first.
- C. For on-going consulting assistance with procedures, an updating/maintenance charge (currently \$6,500 plus \$30 per manual maintained) shall be invoiced annually, as long as the Board chooses to continue membership in that service.
- D. The cost of additional policy/procedure manuals following development are available for \$105 each, plus shipping costs, which will be due and payable on delivery.
- E. The cost of additional sets of procedure pages only (no binder or tabs) are available at \$65 per set, which will be due and payable on delivery.
- F. At the District's request, the completed procedures may be added to the District's online manual for \$500 following completion of the project, which will increase the annual online maintenance to \$1,000.

Pricing on items C-F subject to change after the current fiscal year. KSBA makes no warranty, express or implied, not expressly set out within this contract.

In witness of the Agreement, the parties have subscribed their names.



For KSBA

Date

For the District

Date



Please make a copy of this document for your files and return the signed original to:

Kentucky School Boards Association
Policy and Procedure Service
Attention: Katrina Kinman
260 Democrat Drive
Frankfort, Ky. 40601

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