



# Commonwealth of Kentucky

## CONTRACT

**IMPORTANT**

Show Doc ID number on all packages, invoices and correspondence.

<b>Doc Description:</b> State Personnel Development Grant - Educational Cooperative	
<b>Doc ID No:</b> PON2 540 1800001128 1	<b>Procurement Folder:</b> 4697443
<b>Procurement Type:</b> Memorandum of Agreement	<b>Record Date:</b>
<b>Issued By:</b> DRU HAWKINS	<b>Cited Authority:</b> FAP111-44-00NP
<b>Telephone:</b> 502-564-1980	

<b>C O N T R A C T O R</b>	Kentucky Educational Development Corporation	
	904 W Rose Rd	
	Ashland	KY 41102
	US	

**Effective From:** 01/22/2018      **Effective To:** 06/30/2018

Line	CL Description	Due Date	Quantity	Unit Issue	Unit Price	Contract Amt	Total Price
1	State Personnel Development Grant - Educational Co		0.00		0.00000	120,000.00	120,000.00

**Extended Description**

Contract Period: January 22, 2018 - June 30, 2018

Template: E76366      CFDA#: 84.323A      100% Federally Funded      PR/Award #: H323A120007-16      Pass Through #: 3840001-16

**SCOPE OF SERVICES:** Cooperative staff will contact local districts after they receive KDE training to begin providing and facilitating training to local districts throughout the school year using protocols provided by Kentucky Department of Education.

**METHOD OF PAYMENT:** Cost reimbursement. Vendor will submit invoices on a quarterly cost reimbursement basis with a detailed line item summary of expenditures consistent with the approved budget and the KDE Vendor Expense Report. A final invoice must be submitted within 60 days of the contract expiration.

(This is a federally funded grant and is contingent on availability of funding)

<b>B I L L T O</b>	376761	<b>S H I P T O</b>
	KDE DIV OF BUDGETS	
	300 SOWER BLVD	
	FRANKFORT      KY 40601	
US		

**Total Order Amount:** 120,000.00

1800001128	<b>Document Phase</b> Draft	<b>Document Description</b> State Personnel Development Grant - Educational Cooperative	<b>Page 2</b> of 11
------------	--------------------------------	--	------------------------

## **Memorandum of Agreement Terms and Conditions**

Revised May 2016

This Memorandum of Agreement (MOA) is entered into, by and between the Commonwealth of Kentucky, KENTUCKY DEPARTMENT OF EDUCATION (“the Commonwealth”) and Kentucky Educational Development Corporation/Special Education Cooperative (“the Contractor”) to establish an agreement for Cooperative Staff to provide training to local districts throughout the school year using protocols provided by Kentucky Department of Education (KDE).

The initial MOA is effective from January 22, 2018 through June 30, 2018.

### **Scope of Services:**

\*Cooperative staff [e.g. LICs or others] will attend a KDE orientation on a specified date on the new 1% teacher training material. These materials will enable coop staff to train and support local school districts on the Learner Characteristics Inventory [LCI] and Participation Guidelines to allow schools to better determine appropriate placement of students in the alternate assessment.

\*Cooperative staff will contact local districts after they receive KDE training to begin providing and facilitating training to local districts throughout the school year using protocols provided by KDE.

\*Cooperative staff will support evaluation team members by monitoring evaluation data collection efforts at the local level. Coops will direct schools to complete evaluation measures to determine effectiveness of training or prompt districts when data has not been submitted.

\*KDE will supervise the work of Coop staff and provide leadership throughout the training of local districts across Kentucky.

\*Complete other duties as assigned to meet the state’s need of complying with the 1% Alternate Assessment Waiver.

**Goals and Deliverables:**

To further assist the KDE with ensuring all students are appropriately assessed, the KDE formed an Alternate Assessment and Diploma Advisory Group. The advisory group was engaged to assist with developing a statewide training processes for local districts that involve:

- \*Assuring the state has verified that each district followed the state's guidelines;
- \*Addressing disproportionality in the percentage of students in each subgroup;
- \*Developing a plan and timeline for:
  - \*Improving the implementation of the state's guidelines for participation in alternate assessment,
  - \*Reviewing and revising the state's definition of students with the most significant cognitive disabilities,

Describing the steps the state will take in providing appropriate oversight to each district that the state anticipates will assess more than 1.0 percent of its assessed students in a given subject in a school year using an alternate assessment; The Kentucky Special Education Cooperatives are being requested to support this work in partnership with the KDE. The activities will take place through the 2017-18 school year. Each cooperative will receive a one-time funding allotment of \$70,000 to perform these duties.

**Measurable:**

Log of training activities submitted by each Cooperative.

**Pricing:**

Budget - KEDC Cooperative Office

<b>Description</b>	<b>Amount</b>
Salaries & Fringes	101,112
Travel	10,000
Total Direct Costs	111,112
Indirect Costs 8%	8,888
<b>Total Cost</b>	<b>\$120,000</b>

**Applicable for federal funds:**

Section 75.563 of EDGAR states indirect cost is limited to 8% for grants programs that has a

1800001128	<b>Document Phase</b> Draft	<b>Document Description</b> State Personnel Development Grant - Educational Cooperative	<b>Page 4</b> of 11
------------	--------------------------------	--	------------------------

statutory requirement contain supplement-not-supplant provisions or the grantee shall use a restricted indirect cost rate computed under 34 CFR 76.564 through 76.569.

**Method of Payment:** Cost reimbursement. Vendor will submit invoices on a quarterly cost reimbursement basis with a detailed line item summary of expenditures consistent with the approved budget and Kentucky Department of Education Vendor Expense Report. A final invoice MUST be submitted within 60 days of the contract expiration date.

Remit all invoices, bills, or requests for payment to: Dru Hawkins, Division of Budgets and Financial Management, Kentucky Department of Education, 300 Sower Boulevard – 5<sup>th</sup> Floor, Frankfort, KY 40601, or email to [dru.hawkins@education.ky.gov](mailto:dru.hawkins@education.ky.gov).

**Cancellation clause:**

Either party may cancel the agreement at any time for cause or may cancel without cause on 30 days' written notice.

**Funding Out Provision:**

The state agency may terminate this agreement if funds are not appropriated to the contracting agency or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the agreement. The state agency shall provide the Contractor thirty (30) calendar day's written notice of termination of the agreement due to lack of available funding.

**Reduction in Contract Worker Hours:**

The Kentucky General Assembly may allow for a reduction in contract worker hours in conjunction with a budget balancing measure for some professional and non-professional service contracts. If under such authority the agency is required by Executive Order or otherwise to reduce contract hours, the agreement will be reduced by the amount specified in that document.

**Access to Records:**

The state agency certifies that it is in compliance with the provisions of KRS 45A.695, "Access to contractor's books, documents, papers, records, or other evidence directly pertinent to the contract." The Contractor, as defined in KRS 45A.030(8) and (10), agrees that the contracting agency, the Finance and Administration Cabinet, the Auditor of Public Accounts, and the Legislative Research Commission, or their duly authorized representatives, shall have access to any books, documents, papers, records, or other evidence, which are directly pertinent to this agreement for the purpose of financial audit or program review. The Contractor also recognizes that any books, documents, papers, records, or other evidence, received during a financial audit or program review shall be subject to the Kentucky Open Records Act, KRS 61.870 to 61.884. Records and other prequalification information confidentially disclosed as part of the bid process

1800001128	<b>Document Phase</b> Draft	<b>Document Description</b> State Personnel Development Grant - Educational Cooperative	<b>Page 5</b> of 11
------------	--------------------------------	--	------------------------

shall not be deemed as directly pertinent to the agreement and shall be exempt from disclosure as provided in KRS 61.878(1)(c).

**Effective Date:**

All Memorandum of Agreements are not effective until the Secretary of the Finance and Administration Cabinet or his authorized designee has approved the agreement and until the agreement has been submitted to the government contract review committee. However, in accordance with KRS 45A.700, memoranda of agreement in aggregate amounts of \$50,000 or less are exempt from review by the committee and need only be filed with the committee within 30 days of their effective date for informational purposes.

KRS 45A.695(7) provides that payments on personal service contracts and memoranda of agreement shall not be authorized for services rendered after government contract review committee disapproval, unless the decision of the committee is overridden by the Secretary of the Finance and Administration Cabinet or agency head, if the agency has been granted delegation authority by the Secretary.

**Violation of tax and employment laws:**

KRS 45A.485 requires the Contractor and all subcontractors performing work under the agreement to reveal to the Commonwealth, prior to the award of a contract, any final determination of a violation by the Contractor within the previous five (5) year period of the provisions of KRS chapters 136, 139, 141, 337, 338, 341, and 342. These statutes relate to the state sales and use tax, corporate and utility tax, income tax, wages and hours laws, occupational safety and health laws, unemployment insurance laws, and workers compensation insurance laws, respectively.

To comply with the provisions of KRS 45A.485, the Contractor and all subcontractors performing work under the agreement shall report any such final determination(s) of violation(s) to the Commonwealth by providing the following information regarding the final determination(s): the KRS violated, the date of the final determination, and the state agency which issued the final determination.

KRS 45A.485 also provides that, for the duration of any contract, the Contractor and all subcontractors performing work under the agreement shall be in continuous compliance with the provisions of those statutes, which apply to their operations, and that their failure to reveal a final determination as described above, or failure to comply with the above statutes for the duration of the agreement shall be grounds for the Commonwealth's cancellation of the agreement and their disqualification from eligibility for future state contracts for a period of two (2) years.

{Check box section below need only be included for Contractors that are quasi-governmental

1800001128	Document Phase Draft	Document Description State Personnel Development Grant - Educational Cooperative	Page 6 of 11
------------	-------------------------	---	-----------------

entities or 501(c)3 non-profit entities.]

Contractor must check one:

\_\_\_\_\_ The Contractor has not violated any of the provisions of the above statutes within the previous five (5) year period.

\_\_\_\_\_ The Contractor has violated the provisions of one or more of the above statutes within the previous five (5) year period and has revealed such final determination(s) of violation(s). Attached is a list of such determination(s) , which includes the KRS violated, the date of the final determination, and the state agency which issued the final determination.

**Discrimination:**

This section applies only to agreements disbursing federal funds, in whole or part, when the terms for receiving those funds mandate its inclusion. Discrimination (because of race, religion, color, national origin, sex, sexual orientation, gender identity, age, or disability) is prohibited. During the performance of this agreement, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity or age. The Contractor further agrees to comply with the provisions of the Americans with Disabilities Act (ADA), Public Law 101-336, and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified disabled individuals under any program or activity. The Contractor agrees to provide, upon request, needed reasonable accommodations. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability. Such action shall include, but not be limited to the following; employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

2. In all solicitations or advertisements for employees placed by or on behalf of the Contractor, the Contractor will,(i) state that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age or disability.

3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the Contractor's commitments under this section,

1800001128	<b>Document Phase</b> Draft	<b>Document Description</b> State Personnel Development Grant - Educational Cooperative	<b>Page 7</b> of 11
------------	--------------------------------	--	------------------------

and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance.

4. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 as amended, and of the rules, regulations and relevant orders of the Secretary of Labor.

5. The Contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

6. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this agreement or with any of the said rules, regulations or orders, this agreement may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further government contracts or federally-assisted construction contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended, and such other sanctions may be imposed and remedies invoked as provided in or as otherwise provided by law.

7. The Contractor will include the provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor, issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

**ADDITIONAL TERMS AND CONDITIONS – KENTUCKY DEPARTMENT OF EDUCATION**

**Choice of Law and Forum**

The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction, and performance of this agreement or any of its terms.

1800001128	<b>Document Phase</b> Draft	<b>Document Description</b> State Personnel Development Grant - Educational Cooperative	<b>Page 8</b> of 11
------------	--------------------------------	--	------------------------

Any suit, action or other proceeding regarding the execution, validity, interpretation, construction, or performance of this agreement shall be filed in the Franklin Circuit Court of the Commonwealth of Kentucky.

**Requirements for Reporting to Kentucky Teachers Retirement System:**

Please note that, if contractor is a current retiree of the Kentucky Teachers Retirement System (KTRS), or proposes to use a current or potential retiree of KTRS to perform any work under any contract, this may have an adverse impact upon retirement benefits for that retiree. This would occur, regardless of whether a contract is awarded to the individual directly, or to another legal entity for which the individual works.

Accordingly, if a contractor proposes to use such individuals to perform the work, the contractor is strongly encouraged to check with KTRS to determine what requirements apply, before entering into a contract. The KTRS help desk number is 1-800-618-1687.

Furthermore, as a condition of any successful contract award, any information on such retirees (as defined and required by KTRS) must be submitted prior to any services being performed by said individuals under this contract.

As a firm condition of this contract, any contractor agrees to be financially responsible for any failure by such current or potential retirees to properly report information concerning their retirement status, during the life of any contract awarded.

**Federal Funding Accountability and Transparency Act Compliance (applicable for federal)**

For agreements that include Federal funds, the Second Party shall comply with the Federal Funding Accountability and Transparency Act (FFATA or Transparency Act - P.L.109-282, as amended by section 6202(a) of P.L. 110-252), including registration of a Data Universal Numbering System (DUNS) identifier number if the amount of Federal funds awarded to the Second Party is \$25,000 or more. Details on how to register and acquire a DUNS number are available at <http://fedgov.dnb.com/webform>, and are free for all entities required to register for grant awards under these provisions. The Second Party must disclose to KDE the names of the top five executives and total compensation to each, if:

\*More than 80% of the Second Party's annual gross revenues originate from the federal government (directly or indirectly through the state), and those revenues are greater than \$25,000,000 annually, and

\*Compensation information is not already available to the public.



1800001128	<b>Document Phase</b> Draft	<b>Document Description</b> State Personnel Development Grant - Educational Cooperative	<b>Page 9</b> <b>of 11</b>
------------	--------------------------------	--	-------------------------------

This contract authorizes funding for the contract period based upon the availability of funds.

The Kentucky Department of Education reserves the right to withhold or cease funding for non-performance, or breach, during the life of the contract, if it is in the best interest of the Commonwealth to do so.

1800001128	Document Phase Draft	Document Description State Personnel Development Grant - Educational Cooperative	Page 10 of 11
------------	-------------------------	---	------------------

**Approvals**

This agreement is subject to the terms and conditions stated herein. By affixing signatures below, the parties verify that they are authorized to enter into this agreement and that they accept and consent to be bound by the terms and conditions stated herein. In addition, the parties agree that (i) electronic approvals may serve as electronic signatures, and (ii) this agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

**1st Party:**

_____ Signature	_____ Director, Div. of Budgets & Financial Management Title
_____ Charles L. Harman, III Printed Name	_____ Date

**2nd Party:**

_____ <i>Nancy L. Hutchinson</i> Signature	_____ <i>CEO</i> Title
_____ <i>Nancy L. Hutchinson</i> Printed Name	_____ <i>01/10/18</i> Date

**Other Party:**

_____ Signature	_____ Title
_____ Printed Name	_____ Date

**Approved as to form and legality:**

1800001128	<b>Document Phase</b> Draft	<b>Document Description</b> State Personnel Development Grant - Educational Cooperative	<b>Page 11</b> of 11
------------	--------------------------------	--	-------------------------

Approved in eMARS

Kentucky Department of Education  
Attorney

**Applicable for federal funds:**

**DUNS#** \_\_\_\_\_

*Include Data Universal Numbering System (DUNS) identifier number if the amount of Federal funds awarded to the Second Party is \$25,000 or more. (See Federal Funding Accountability and Transparency Act Compliance section)*

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS**

**FOR BIDS AND CONTRACTS IN GENERAL:**

- I. Each bidder or offeror swears and affirms under penalty of perjury, that:
- a. In accordance with KRS 45A.110 and KRS 45A.115, neither the bidder or offeror as defined in KRS 45A.070(6), nor the entity which he/she represents, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky; and the award of a contract to the bidder or offeror or the entity which he/she represents will not violate any provisions of the campaign finance laws of the Commonwealth.
  - b. The bidder or offeror swears and affirms under penalty of perjury that, to the extent required by Kentucky law, the entity bidding, and all subcontractors therein, are aware of the requirements and penalties outlined in KRS 45A.485; have properly disclosed all information required by this statute; and will continue to comply with such requirements for the duration of any contract awarded.
  - c. The bidder or offeror swears and affirms under penalty of perjury that, to the extent required by Kentucky law, the entity bidding, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sales and use tax imposed by KRS Chapter 139, and will remain registered for the duration of any contract awarded.
  - d. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding is not delinquent on any state taxes or fees owed to the Commonwealth of Kentucky and will remain in good standing for the duration of any contract awarded.

**FOR "NON-BID" CONTRACTS (I.E. SOLE-SOURCE; NOT-PRACTICAL OR FEASIBLE TO BID; OR EMERGENCY CONTRACTS, ETC):**

- II. Each contractor further swears and affirms under penalty of perjury, that:
- a. In accordance with KRS 121.056, and if this is a non-bid contract, neither the contractor, nor any member of his/her immediate family having an interest of 10% or more in any business entity involved in the performance of any contract awarded, have contributed more than the amount specified in KRS 121.150 to the campaign of the gubernatorial slate elected in the election last preceding the date of contract award.
  - b. In accordance with KRS 121.330(1) and (2), and if this is a non-bid contract, neither the contractor, nor officers or employees of the contractor or any entity affiliated with the contractor, nor the spouses of officers or employees of the contractor or any entity affiliated with the contractor, have knowingly contributed more than \$5,000 in aggregate to the campaign of a candidate elected in the election last preceding the date of contract award that has jurisdiction over this contract award.

