

Insight.



**CONTRACTUAL AGREEMENT FOR THE PROVISION OF SERVICES**

This AGREEMENT made on February 19, 2018 between Kentucky Educational Development Corporation of 904 Rose Road, Ashland, Kentucky 41102 and Regina Quaid of 108 Summerfield Ct. Richmond, KY 40475

**Services To Be Performed.** Contractor agrees to perform the following services for Client: Provide RA services under the direction of RA Supervisor, program activities in the dorm, assist with O&M as needed and other duties as assigned.

**Time For Performance.** Contractor agrees to complete the performance of these services, as assigned, during the days of June 8-16, 2018.

**Term and Termination.** This agreement shall commence when signed by both parties and shall continue for the period of one year. Either party may terminate this agreement by giving the other party two weeks prior notice of its election to terminate. This agreement may also be canceled at any time by mutual agreement of both parties.

**Payment.** In consideration of Contractor's performance of these services, Client agrees to pay Contractor as follows: Flat fee of \$2500.00 all inclusive. The contract shall not exceed \$2500.00.

**Documentation.** Contractor will submit an INSIGHT Reimbursement Voucher as request for payment and have the voucher signed by the Program Coordinator as documentation.

**Other Clients.** Contractor retains the right to perform services for other clients.

Contractor agrees to abide by KEDC's current policies regarding documentation of services rendered and billed and expense reimbursement, including, but not limited to, the attached reimbursement and invoicing guidelines.

Regina Quaid  
Signature of Contractor

2-22-18  
Date

\_\_\_\_\_  
KEDC Chairperson

\_\_\_\_\_  
Date