

**CONTRACTUAL AGREEMENT**  
**Kentucky Educational Development Corporation**



This AGREEMENT made on **November 28, 2018** between Kentucky Educational Development Corporation (904 Rose Road, Ashland, KY 41102) and **Cairn Guidance**:

(please provide mailing address below)

Cairn Guidance, PO Box 472, Morehead KY 40351

**Services to Be Performed:** Contractor agrees to perform the following services for the Client:

Provide a two day training in March and one day in June based on Systems Thinking (STSC) Simulation. Services are for the fiscal year 2018-2019.

**Time for Performance:** Contractor agrees to complete the performance of these services, as assigned:

Cairn Guidance will provide the Healthy Schools Institute at KEDC, in Lexington, KY for the Kentucky Department of Education. Activities/Deliverables include communication on objectives, the agenda development, facilitation of all trainings, and materials for the simulation. Trainings will be open for a maximum of 50 participants each day of training.

KEDC will provide the conference room, projector, desktop computer (optional plug in for laptops), chart paper, markers, and tables for participants. Dates have been confirmed for March 18, 19, and June 24, 2019.

Contractor's cost for their travel, lodging, and mileage is included within the overall fee.

All communication will need to be kept up to date with the Kentucky Department of Education and KEDC on any schedule changes, start up time, and end of day activities.

**Payment:** In consideration of Contractor's performance of these services, Client agrees to pay Contractor as follows: (All services to be paid before 6/30/2019 – Contractor may submit invoices as needed)

**Fee:** \$5,405.00 for all services included above; total amount of contract not to exceed \$5,405.00

**Invoices:** Contractor will submit invoices and appropriate KEDC payroll form W-9.

*KEDC reserves the right to review the progress of the contractor's performance to evaluate the quality of work. KEDC may void this contract, if the contractor's performance does not meet or exceed standards set by the program guidelines or the KEDC Director.*

  
\_\_\_\_\_  
Signature of Contractor

11/29/18  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
KEDC Director (Designee)

11.29.2018  
\_\_\_\_\_  
Date