

CONTRACTUAL AGREEMENT | LINK Project
Kentucky Educational Development Corporation



This AGREEMENT made on **August 24, 2018** between (KEDC) Kentucky Educational Development Corporation (904 Rose Road, Ashland, KY 41102) and the (CCLD) Collaborative Center for Literacy Development:

(please provide mailing address below)

CCLD 120 Quinton Court, Suite 200 Lexington, KY 40509

Services to Be Performed: As a contracted partner with KEDC, CCLD will oversee the planning and implementation of one (1) combined summer institute outlined in the original grant. Designated CCLD personnel will coordinate the logistics of the summer institute, including the following: working with the KEDC LINK Project Director to set dates of each event and plan foci for each; coordinating with each venue facility operations personnel to secure space and plan logistical specifics (e.g., layout, audio-visual needs, and parking); recruiting presenters to conduct sessions relevant to the summer institute focus and audience for each location and set of dates; scheduling presenters for the appropriate sections; marketing and communicating the event specifics to the audience of educators and administrators in the eastern half of Kentucky, including the creation of marketing materials and dissemination of relevant information; designing and printing a program of events for each institute; coordinating exhibitor participation; registering participants onsite; organizing and maintaining a budget for each institute to cover the operational costs of each site; receiving and preparing invoices for remittance (e.g., venue costs, presenter stipends, printing); services are for the fiscal year 2018-2019.

Time for Performance: Contractor agrees to complete the performance of these services, as assigned: 2019 Summer Institute III: Lexington, KY.
(Invoice will reflect dates of performance and services)

Payment: In consideration of Contractor's performance of these services, Client agrees to pay Contractor as follows:
Fee: \$65,000.00 to cover personnel, travel, supplies, printing, presenters, venue, and administrative expenses. Total amount of contract not to exceed \$65,000.00. Contractor may invoice Client as needed before each Summer Institute for expected expenditures. **Invoices:** Contractor will submit invoices and appropriate KEDC payroll forms 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

08/24/18
Date



KEDC Director (Designee)

08.27.2018
Date