

**Date** 3/2/2026

**Client** North Slope Borough School District

**Project** Iñupiaq Learning Framework Textbook Design

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**SCOPE OF WORK**

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Element and Poetica will provide design and production support for revisions to the Iñupiaq Learning Framework Textbook. This scope includes integrating substantial new and replacement front matter content, designing and inserting new section introduction pages, updating layout and pages as needed, and preparing final digital and print-ready files.

Scope includes:

- Replacing existing introduction pages with new approved introduction content
- Designing and inserting new introductory pages for each Realm section
- Adding new introductory content for the Iluagñiq and Iñupiallaqniq sections in advance of the corresponding Performance Expectations sections
- Incorporating client-provided text edits in the updated working file, and coordinating remaining edits to be pulled from the prior PDF as directed
- Updating layout, page flow, and formatting to accommodate inserted/replaced content
- Placing and formatting provided graphics (including realm-specific Blanket of Life graphic treatments, as provided by client)
- Conducting final formatting review for consistency across section text and corresponding Performance Expectations sections
- Preparing final deliverables for client review and final printing

*Additional revisions beyond 2 rounds may result in additional hours billed at an hourly rate of \$185/hour.*

**Deliverables**

- Updated Iñupiaq Learning Framework Textbook layout with revised introductory and section content integrated
- Draft updated textbook PDF provided to client for review
- Final approved digital and print-ready PDFs

**Cost**

\$21,720

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**TERMS AND CONDITIONS**

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A 50% payment is due upon contract signing. A 40% payment is due upon client receiving the updated textbook document. The final 10% payment is due at delivery of final deliverables.

This price quotation will be honored for 30 days from the day it was sent. Cost for services is inclusive of all time and materials for Element Agency staff. Payments are due within 7 days of receipt of an invoice from the Consultant. Any deviation from the original project scope or project specifications as described in this overview, or any additional costs exceeding the original estimate may result in a change in price; provided that, in each case, any change in pricing shall be subject to Client's prior written approval.

This Agreement will commence upon approval of the scope and will continue until the textbook documents have been finalized and provided to the client or until terminated by either party upon 30 days written notice. In no event shall either party be liable for any indirect, incidental, or consequential damages.

This Agreement shall be governed by and construed in accordance with the laws of the State of Alaska. This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings. Any amendments or modifications to this Agreement must be made in writing and signed by both parties.

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SIGNATURE | NSBSD

PRINTED NAME

DATE

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SIGNATURE | POETICA

PRINTED NAME

DATE

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SIGNATURE | ELEMENT

PRINTED NAME

DATE

Approved to proceed and have read and agree with terms and conditions.