

MEMORANDUM

TO: NWABSD Board of Education
Members

DATE: June 3, 2025,

NUMBER: 25-165

FR: Office of the Superintendent

SUBJECT: Approval of MOA with
Northern Industrial
Training

ABSTRACT:

The administration requests School Board approval to enter into a contract with Northern Industrial Training (NIT) in the amount of \$639,175 to provide training in Heavy Equipment Operator (CET) training, Commercial Driver's License (CDL) training, Heavy Equipment Mechanic training, and Microsoft Office 365 training.

ISSUE:

At issue is the approval of a Memorandum of Agreement (MOA) with Northern Industrial Training (NIT). All MOAs that exceed \$50,000 require Board approval.

BACKGROUND AND/OR PERTINENT INFORMATION:

This Memorandum of Agreement (MOA) will utilize Technical Vocational Education Program (TVEP) funds. ATC is partnering with Northern Industrial Training of Palmer to provide CDL, Heavy Equipment Operator, Heavy Equipment Mechanic, and Microsoft Office 365 training services in Kotzebue and the NIT facility in Palmer. This model offers the most economical delivery of this type of certification and training, encompassing both classroom and hands-on instruction, as well as testing and certification. Training will be paid for through grant funding and student tuition.

Heavy Equipment Operator	Sept 22 – Oct 24, 2025
CDL Training	Oct 27 – Nov 21, 2025
Microsoft Office 365 (AM and PM classes)	Nov 10 – Nov 14, 2025
Heavy Equipment Mechanic	Dec 1 – Jan 23, 2026
CDL Training	Feb 2 – Feb 27, 2026
Heavy Equipment Operator	Apr 20 – May 22, 2026

Funding: Grant, Tuition, & ATC General funds

ALTERNATIVES:

1. Approve the MOA with Northern Industrial Training in the amount not to exceed \$639,175 as presented;
2. Disapprove the MOA with Northern Industrial Training as presented;
3. Take no final action.

ADMINISTRATION'S RECOMMENDATION:

The administration recommends the Board approve the Memorandum of Agreement with Northern Industrial Training in the amount not to exceed \$639,175 as presented.



TRAINING ESTIMATE

FROM:

Northern Industrial Training, LLC
1740 N. Terrilou Court
Palmer AK 99645
P: (907) 357-6400
F: (907) 357-6430
www.nitalaska.com

TO:

Joseph Groves
ATC
843 4th St.
Kotzebue, AK 99752
907-442-1501
jgroves@nwarctic.org

JOB DESCRIPTION

NIT will conduct Heavy Equipment Training in partnership with ATC. NIT will provide training on site training at ATC Kotzebue for two weeks followed by three week onsite trainings at NIT Palmer. NIT will coordinate with contractor to provide physicals. Students traveling to Palmer will travel in one group. Kotzebue training will start on September 22, 2025 and Palmer training will start on October 6th, 2025. Estimate is built for 5 - 8 participants.

RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) 9/22/25 – 10/3/25			
5 Week CET - Flat Rate (5 to 8 Students)	\$ 100,000.00	1	\$ 100,000.00
Instructor Travel Days	\$ 650.00	2	\$ 1,300.00
Instructor Down Days	\$ 650.00	2	\$ 1,300.00
Instructor Airfare (At Cost + 10%)	\$ 750.00	1	\$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	\$ -		\$ -
Additional Per Diem	\$ 40.00	14	\$ 560.00
Materials estimate (Per Person)	\$ 40.00	8	\$ 320.00
Airport Parking (At Cost)	\$ 25.00	14	\$ 350.00
A/V Equipment (Flat Rate)	\$ 100.00	1	\$ 100.00
NOTE: If no meals provided full per diem with be charged			
Phase II (Palmer) 10/6/25 – 10/24/25			
Medical Contractor Day Rate	\$ 1,250.00	1	\$ 1,250.00
Physical	\$ 125.00	8	\$ 1,000.00
Student Meals & Lodging - Palmer (\$200 x 20 days = \$4000)	\$ 4,000.00	8	\$ 32,000.00
Student Daily Transportation (\$30 x 15 days = \$450)	\$ 450.00	8	\$ 3,600.00
Student To/From Airport Transportation (Flat Rate)	\$ 2,400.00	1	\$ 2,400.00
NOTE: No minimum for onsite training			
NOTE: Class Schedule in Kotz is 8AM-5PM			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			
NOTE: Unscheduled Down Day/No Travel/Bad Weather \$1100/Day			
TOTAL ESTIMATED JOB COST			\$ 144,930.00

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

Mary Hass

PREPARED BY

February 5, 2025

DATE

ACCEPTED BY

DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)



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NIT will Conduct CDL training in partnership with ATC. NIT will provide on site training at ATC Kotzebue for 5 days followed by 15 days of CDL Driving training and Road Exams at NIT Palmer. NIT will coordinate with contractor to provide DOT Medical cards and Drug tests. Training will start in Kotzebue on Oct 27th, 2025 and students will travel in one group to Palmer for training starting on November 3rd, 2025.

RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) 10/27/25 – 10/31/25			
4 Week CDL - Flat Rate (Up to 6 Students)	\$ 75,000.00	1	\$ 75,000.00
Instructor Travel Days	\$ 650.00	2	\$ 1,300.00
Instructor Down Days	\$ 650.00	0	\$ -
Instructor Airfare (At Cost + 10%)	\$ 750.00	1	\$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	\$ -	0	\$ -
Additional Per Diem	\$ 40.00	6	\$ 240.00
Materials estimate (Per Person)	\$ 40.00	6	\$ 240.00
Admin CDL Fee (Flat Rate)	\$ 250.00	1	\$ 250.00
Permit Fee	\$ 15.00	6	\$ 90.00
CDL License Fee	\$ 120.00	6	\$ 720.00
Airport Parking (At Cost)	\$ 20.00	6	\$ 120.00
A/V Equipment (Flat Rate)	\$ 100.00	1	\$ 100.00
Medical Contractor Flight (At Cost)	\$ 750.00	2	\$ 1,500.00
Medical Contractor Hotel (At Cost)	\$ 250.00	2	\$ 500.00
Medical Contractor Per Diem	\$ 65.00	3	\$ 195.00
Medical Contractor Day Rate	\$ 1,250.00	2	\$ 2,500.00
Medical Contractor Travel Day	\$ 900.00	2	\$ 1,800.00
Medical Contractor Airport Parking (At Cost)	\$ 20.00	3	\$ 60.00
Student Medical Cards	\$ 150.00	6	\$ 900.00
Drug Test	\$ 100.00	6	\$ 600.00
NOTE: If no meals provided full per diem with be charged			
Phase II (Palmer) 11/3/25 – 11/21/25			
Student Lodging & Meals (\$200 x 20 = 4000.00)	\$ 4,000.00	6	\$ 24,000.00
Student Daily Transportation (\$30 x 15 = \$450)	\$ 450.00	6	\$ 2,700.00
Transportation from To/From Airport	\$ 2,400.00	1	\$ 2,400.00
NOTE: 3 Students Per Truck			
NOTE: Class Schedule in Kotz is M - F 8AM-5PM			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			
NOTE: Unscheduled Down Day/No Travel/Bad Weather \$1100/Day			
TOTAL ESTIMATED JOB COST			\$ 115,965.00

Students that withdraw or are removed from the program for violation of NIT policies are not eligible for any refund for tuition.

Once reviewed in its entirety, a signature by the requestor signifies agreement with all details described within this document.

Mary Hass
PREPARED BY

February 5, 2025

DATE

ACCEPTED BY

DATE

ACCOUNTS PAYABLE NAME & EMAIL

PO NUMBER (if required)



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FROM:

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TO: Joseph Groves

ATC
843 4th St.
Kotzebue, AK 99752
907-442-1501
[Joseph Groves <jgroves@nwarctic.org>](mailto:jgroves@nwarctic.org)

JOB DESCRIPTION

NIT will conduct Microsoft Office 365 Training in Kotzebue starting on November 10, 2025.

Courses:	Dates of Training:	Location:	Student Count:
Office 365	Nov 10-14 8 AM - 5PM	Kotzebue	12
Excel Training	Nov 10-14 6PM - 9 PM	Kotzebue	12

RATES	UNIT PRICE	QUANTITY	AMOUNT
Extended Instructor Day Rate	\$ 1,850.00	5	\$ 9,250.00
Instructor Travel Day	\$ 650.00	2	\$ 1,300.00
MS Office Materials (Per Student)	\$ 100.00	12	\$ 1,200.00
Excel Course Materials - Per Student	\$ 100.00	12	\$ 1,200.00
Airfare (At Cost + 10%)	\$ 500.00	1	\$ 500.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	\$ -		\$ -
Additional Per Diem	\$ 40.00	7	\$ 280.00
Airport Parking (Cost)	\$ 25.00	7	\$ 175.00
A/V Equipment (Flat Rate)	\$ 100.00	1	\$ 100.00
NOTE: If no meals provided full per diem with be charged			
NOTE: Down Day/Weather No Training \$1100			
NOTE: Payment in Excess of 45 days will be charged 1.5%			
TOTAL ESTIMATED JOB COST			\$ 14,005.00

NOTE: 3% Charge for Credit Card Payment

NOTE: Payment in full is due upon scheduling and non-refundable.

If client cancels course(s) with less than 21 days' notice, client agrees to pay 50% of the contracted price

Mary Hass

PREPARED BY

May 19, 2025

DATE

ACCEPTED BY

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JOB DESCRIPTION

NIT will conduct Excelerated Heavy Duty Mechanics Training in Kotzebue and Palmer per schedule below.

Courses Trained:	Dates of Training:	Location	Student Count:
Heavy Duty Mchanics	6 Weeks	Kotz & Palmer	6 Students

Phase I Kotzebue

Week - 1 Monday thru Saturday 12/1 – 12/6

Week - 2 Monday thru Friday 12/8 – 12/12

Week - 3 Monday thru Friday 12/15 – 12/19

Phase II Palmer

Week - 4 Monday thru Saturday 1/5 – 1/11

Week - 5 Monday thru Friday 1/12 – 1/16

Week - 6 Monday thru Friday (1/2 day last day) 1/19 – 1/23

Kotzebue 12/1/25 - 12/19/25	UNIT PRICE	QUANTITY	AMOUNT
Heavy Duty Mechanics Program	\$ 68,000.00	1	\$ 68,000.00
Instructor Travel Days	\$ 650.00	1	\$ 650.00
Instructor Down Days	\$ 650.00	3	\$ 1,950.00
Instructor Airfare (At Cost + 10%)	\$ 500.00	1	\$ 500.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	\$ -	0	\$ -
Additional Per Diem	\$ 40.00	20	\$ 800.00
Materials estimate (Per Person)	\$ 100.00	6	\$ 600.00
Airport Parking (At Cost)	\$ 25.00	20	\$ 500.00
A/V Equipment (Flat Rate)	\$ 100.00	1	\$ 100.00
NOTE: If no meals provided full perdiem with be charged			
Palmer 1/5/26 - 1/23/26	UNIT PRICE	QUANTITY	AMOUNT
Student Meals & Lodging - Palmer (\$200 x 20 days = \$4000)	\$ 4,000.00	6	\$ 24,000.00
Student Daily Transportation (\$30 x 16 days = \$480)	\$ 480.00	6	\$ 2,880.00
Student To/From Airport Transportation (Flat Rate)	\$ 2,400.00	1	\$ 2,400.00
Shop Materials (Flat Rate)	\$ 1,000.00	1	\$ 1,000.00
NOTE: Does Not include Tools			
NOTE: This class is designed for 6 students, additional students can be added with additional tution			
NOTE: Down Day No Training/Travel \$1100			
TOTAL ESTIMATED JOB COST			\$ 103,380.00

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RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) 2/2/26 – 2/6/26			
4 Week CDL - Flat Rate (Up to 6 Students)	\$ 75,000.00	1	\$ 75,000.00
Instructor Travel Days	\$ 650.00	2	\$ 1,300.00
Instructor Down Days	\$ 650.00	0	\$ -
Instructor Airfare (At Cost + 10%)	\$ 750.00	1	\$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	\$ -	0	\$ -
Additional Per Diem	\$ 40.00	6	\$ 240.00
Materials estimate (Per Person)	\$ 40.00	6	\$ 240.00
Admin CDL Fee (Flat Rate)	\$ 250.00	1	\$ 250.00
Permit Fee	\$ 15.00	6	\$ 90.00
CDL License Fee	\$ 120.00	6	\$ 720.00
Airport Parking (At Cost)	\$ 20.00	6	\$ 120.00
A/V Equipment (Flat Rate)	\$ 100.00	1	\$ 100.00
Medical Contractor Flight (At Cost)	\$ 750.00	2	\$ 1,500.00
Medical Contractor Hotel (At Cost)	\$ 250.00	2	\$ 500.00
Medical Contractor Per Diem	\$ 65.00	3	\$ 195.00
Medical Contractor Day Rate	\$ 1,250.00	2	\$ 2,500.00
Medical Contractor Travel Day	\$ 900.00	2	\$ 1,800.00
Medical Contractor Airport Parking (At Cost)	\$ 20.00	3	\$ 60.00
Student Medical Cards	\$ 150.00	6	\$ 900.00
Drug Test	\$ 100.00	6	\$ 600.00
NOTE: If no meals provided full per diem with be charged			
Phase II (Palmer) 2/9/26 – 2/27/26			
Student Lodging & Meals (\$200 x 20 = 4000.00)	\$ 4,000.00	6	\$ 24,000.00
Student Daily Transportation (\$30 x 15 = \$450)	\$ 450.00	6	\$ 2,700.00
Transportation from To/From Airport	\$ 2,400.00	1	\$ 2,400.00
NOTE: 3 Students Per Truck			
NOTE: Class Schedule in Kotz is M - F 8AM-5PM			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			
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TOTAL ESTIMATED JOB COST			\$ 115,965.00

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RATES	UNIT PRICE	QUANTITY	AMOUNT
Phase I (Kotzebue) 4/20/26 - 5/1/26			
5 Week CET - Flat Rate (5 to 8 Students)	\$ 100,000.00	1	\$ 100,000.00
Instructor Travel Days	\$ 650.00	2	\$ 1,300.00
Instructor Down Days	\$ 650.00	2	\$ 1,300.00
Instructor Airfare (At Cost + 10%)	\$ 750.00	1	\$ 750.00
Instructor Meals, Lodging, and Transportation (Provided By Client)	\$ -		\$ -
Additional Per Diem	\$ 40.00	14	\$ 560.00
Materials estimate (Per Person)	\$ 40.00	8	\$ 320.00
Airport Parking (At Cost)	\$ 25.00	14	\$ 350.00
A/V Equipment (Flat Rate)	\$ 100.00	1	\$ 100.00
NOTE: If no meals provided full per diem with be charged			
Phase II (Palmer) 5/2/26 - 5/22/26			
Medical Contractor Day Rate	\$ 1,250.00	1	\$ 1,250.00
Physical	\$ 125.00	8	\$ 1,000.00
Student Meals & Lodging - Palmer (\$200 x 20 days = \$4000)	\$ 4,000.00	8	\$ 32,000.00
Student Daily Transportation (\$30 x 15 days = \$450)	\$ 450.00	8	\$ 3,600.00
Student To/From Airport Transportation (Flat Rate)	\$ 2,400.00	1	\$ 2,400.00
NOTE: No minimum for onsite training			
NOTE: Class Schedule in Kotz is 8AM-5PM			
NOTE: Class Schedule in Palmer is M-F 10HR/DAY			
NOTE: Unscheduled Down Day/No Travel/Bad Weather \$1100/Day			
TOTAL ESTIMATED JOB COST			\$ 144,930.00

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