



North Slope Borough School District
P.O. Box 169, Utqiagvik, AK 99723

Memorandum of Agreement

(An MOA for more than \$10,000.00 must be approved by the School Board prior to start of contract. In a fiscal year MOA to the same contractor totaling more than \$10,000.00 must be approved by the School board prior to start of the contract).

Contractor: Nicholas Hansen MOA Control # _____

Address: 107 W Beach Road Unalakleet AK 99684
Street or POB City State Zip

(907) 351-7607 officialskimoninja@gmail.com
Area Code Phone # E-mail Address:

Federal ID # _____ Or Soc. Sec. #: On file Alaska Business License # _____

August 1, 2020 June 30, 2021 ☐ W-9 Attached ☒ W-9 Submitted Previously
Start Date: (mmddyy) End Date: (mmddyy)

Contractor Agrees To: Conduct motivational virtual assemblies including speeches, stories, and activities related to wellness, healthy lifestyle choices, suicide awareness and education to large or small groups of students and staff. Dates unavailable due to prior commitment: August 29, 2020 September 1-14, 2020.

Participate/host up to 2 local radio shows promoting suicide awareness, wellness, and healthy choices for local residents.

Participate virtually in local community gatherings or activities by community, principal, or NSBSD request.

Complete and provide all necessary paperwork as requested by the NSBSD Student Services or Business Office.

Coordinate with NSBSD/local agencies, community liaisons to determine needs for school and community-based activities.

District Contract Person: Lori Roth Phone #: 907-852-9651 Ext _____
Email Address: Lori.Roth@nsbsd.org Fax: _____

District Agrees To: Upon approval of the Director of Students Services, purchase or reimburse CONTRACTOR for expenses directly and necessarily incurred for travel in relation to the performance of services under this Agreement. All services will be provided via distance and on-site based on a mutually agreed upon calendar.

Provide lodging, whenever possible, in Barrow and NSBSD villages.

Based on COVID-19 CDC restrictions and determined appropriate by both parties and the local community, NSBSD will assist with the purchasing 2 round trip 3-week advance airline tickets from Unalakleet to Barrow, Alaska and for inter-village travel in the North Slope.

NSBSD reserved the right to purchase or use airline miles. Travel expenses not to exceed **3,000.00**. Change fees shall be paid if changes are made at the direction or request of the District. On-site and distance services will be considered based on local, State, and Federal travel restrictions, weather delays, and other mandates.

Pay the contractor **\$1,500.00** per day for up to **25 days** of on-site and distance professional services.

Net 30 days upon receipt and approval of Contractor invoice.

Enter Account Code as	Account #:	366.200.220.000.410 (ANEP Grant funded)	Amount	\$ 37,500.00
			Total:	\$ 40,500.00
MOA Not to Exceed:	\$41,500.00 (including travel)			

A – GENERAL INFORMATION

1. All associated costs, not limited to fees and reimbursable, must be included in the MOA. All MOAs for more than \$10,000 require prior School Board approval before Contractor provides any service.
2. The account to be charged must be determined and approved by the individual with budget authority prior to submission of the MOA to the Business Manager.
3. Prior to the starting date of the contracted services and/or activities, the Contractor and the NSBSD must sign the MOA. The Contractor is not to be given a notice to proceed unless all the appropriate parties have signed the MOA.
4. The Contact Person will be responsible for obtaining the contractor's signature and submitting the original MOA to the Business Manager.
5. The Contact Person must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Business Manager.
6. When the MOA involves travel paid by the NSBSD; a CTR (Contracted Travel Requisition) must accompany any invoice.
7. MOAs cannot be used for NSBSD employees.
8. Any NSBSD employee who authorizes services prior to the required approvals may be subject to disciplinary actions up to and including termination. (BP 4118 and 4218)

B – Contractor Responsibilities

1. Check the MOA for contents and completeness. If the terms are agreeable, sign the agreement and return to the individual named as the Contact Person.
2. In accordance with the payment terms set forth on page 1, the Contractor shall submit an invoice with the appropriate documentation (copies of airline tickets, hotel bills, etc.) to the Contact Person for approval of payment. This MOA Control #: must be on the invoice.
3. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
4. A W-9 must be on file with the NSBSD Business Office or submitted with this MOA. No W-9, backup withholding of Federal taxes will be withheld per the present required – presently 29%.
5. The Contractor must provide proof of any liability insurance coverage required on page 1 of this MOA.
6. To the extent allowed by law, the Contractor shall indemnify, defend, and hold the NSBSD harmless from any liability resulting from or arising out of the acts of the Contractor in the performance of this MOA.
7. This contract may be terminated by either party with a 30 day written notice.

I HEREBY ACCEPT THIS MOA AND THE CONDITIONS/PROVISIONS CONTAINED HEREIN.

Any changes in the terms of this MOA must be on an ADDENDUM FROM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

Financial Officer, NSBSD

Financial Officer's Signature

Date (mmddyy)

Superintendent, NSBSD

Superintendent's Signature

Date (mmddyy)

Contractor

Contractor's Signature

Date (mmddyy)

Routing: ☐ Busoff. ☐ Supt. ☐ Contractor ☐ Contact Person ☐ Admin. Srvs. Dept.