

District Contract Person: Lori Roth Phone #: 907-852-9651 Ext.
 Email Address: Lori.roth@nsbsd.org Fax: 907-313-7867

District Agrees To: Reimburse CONTRACTOR for expenses directly and necessarily incurred in relation to the performance of services under this Agreement upon approval of the Director of Students Services or designee. All trainings and supports will be completed via distance. No travel expenses are associated within this MOA.

Work in collaboration with Franklin Covey trainer to schedule 1 full day of site-based training for initial/follow-up training of the Leader in Me Program

Payment Terms: Net 30 days upon receipt and approval of Contractor invoice.

Enter Account Code as: 272.200.100.000.410 Amount: \$ 12,100.00

100.200.220.000.410

Amount: \$ 12,100.00

Total:	<u>\$ 12,100.00</u>
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MOA Not to Exceed: \$ 12,100.00

Budget Authority Approval:

NSBSD MOA (08-26-2022)

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 Director of Finance or their designee.
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 District Contact will be responsible for obtaining the contractor's signature and submitting the original MOA to the Director of Finance or their designee
5. The District Contact must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Director of Finance or their designee.
6. When the MOA involves travel paid by the NSBSD; a 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 that all required certificates of insurance listed on page 1 of this MOA are current for the term of the contract.
6. The contractor must maintain a current Alaska Business License for the term of the contract.
7. 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.
8. 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.

 Director of Finance, NSBSD

 Finance Director's Signature

 Date (mmddyy)

 Superintendent, NSBSD

 Superintendent's Signature

 Date (mmddyy)

 Contractor

 Contractor's Signature

 Date (mmddyy)

Routing: ☐ Dir. Fin. Svcs. ☐ Supt ☐ Contractor ☐ Contact Person ☐ Admin. Svcs. Dept.

NSBSD-MOA (08-26-22)