



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

## Memorandum of Agreement



Contractor: Uncivilized Films Purchase Order # \_\_\_\_\_

Address: PO Box 694 Utqiagvik AK 99723

907 319-9074 [racheledwardson@gmail.com](mailto:racheledwardson@gmail.com)

Area Code Phone # E-mail Address:

The contractor is required to hold and provide a certificate of insurance that is current for the term of the contract for the following:

XX General Liability Insurance ☐ Professional liability / Errors & Omissions ☐ Background Check Complete

Federal ID # \_\_\_\_\_ Or Soc. Sec. #: \_\_\_\_\_ Alaska Business License # 2229263

01/29/2026 06/30/2026 ☐ W-9 Attached XX W-9 Submitted Previously

Start Date: (mmddyy) End Date: (mmddyy)

Contractor Agrees To: The budget is designed to cover essential pre-production, production, and post-production costs for the next film in the History of the Iñupiaq documentary series, working title: Navigating Currents: The Story of The Political Protection of Iñupiaq Subsistence Whaling. This film will focus on the Iñupiaq story of critical political, legal, cultural and international efforts that protected Iñupiaq subsistence whaling during a period of intense and complex external pressure. This is a story that has not yet been comprehensively told or documented. Included in this budget are the following:

- Researcher fees to search and pull archives from the International Whaling Commission Archives
- Executive Producer fees to bring on a support producer and writing consultant
- Elder and expert advisors' fees
- Honoraria
- Director of Photography Fees
- Sound/Production Assistant Fees
- Additional Film Equipment Costs
- Editor fees and additional edit suite fees
- Travel costs
- Production insurance costs

Please note that several necessary expenses are **not included** in this budget.

These include:

- Fees for the director/executive producer (Rachel Edwardson)
- Research for archival resources, duplication and licensing costs
- Narration fees
- Translator fees
- Music composition or licensing
- Online editing costs

District Contract Person:	Tenna Pili	Phone #:	907-852-9681	Ext	
Email Address:	<u><a href="mailto:Tenna.judkins@nsbsd.org">Tenna.judkins@nsbsd.org</a></u>	Fax:			
District Agrees To:	Provide access to appropriate documents and related technologies necessary to perform the scope of work. Access to a district vehicle during filming and the availability of district housing, if needed. Conduct and pay for travel to fulfill contract terms – if necessary.				
Payment Terms:	Not to exceed \$163,200.000 Travel costs are in addition to the costs for services and will be paid directly by NSBSD. Billed on a monthly basis.				
Enter Account Code as:	<u>100.200.120.000.440</u>	Amount:	<u>\$163,200.00</u>		
		Total:			
MOA Not to Exceed:	<u>\$163,200.00</u>	Budget Authority Approval:	<u>Tenna Pili</u>		

#### A – GENERAL INFORMATION

1. Per Board Policy 3312, MOAs for more than \$50,000 require prior School Board approval before Contractor provides any service.
2. All MOA's more than \$10K will be presented to the School Board for information purposes.
3. All associated costs, not limited to fees and reimbursable, must be included in the MOA.
4. 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.
5. 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.
6. 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
7. 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.
8. When the MOA involves travel paid by the NSBSD; a Travel Requisition must accompany any invoice.
9. MOAs cannot be used for NSBSD employees.
10. 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. The contractor warrants that where the service requires it, the contractor will carry the required certification for the service and will provide proof of certification with the executed agreement.

3. The contractor agrees that all work products created in the course of the agreement remain the property of NSBSD.
4. The Contractor agrees to uphold confidentiality of all parties associated with this Agreement as outlined in NSBSD Board Policy, State, and Federal laws.
5. Contractor agrees to provide the necessary information to allow NSBSD to complete a district-approved background check of Contractor. Passing of the background check is contingent to the execution of this agreement. NSBSD reserves the right to request a background check at any time throughout this agreement.
6. Contractor will follow the professional code of ethics as defined by National Standards and the State of Alaska Code of Ethics for their area of certification and/or licensing.
7. 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 Purchase Order number must be on the invoice.
8. As a condition of performance, the Contractor must pay all federal, state, and local taxes incurred by the Contractor.
9. A W-9 must be on file with the NSBSD Business Office or submitted with this MOA. If no W-9 is provided, backup withholding of Federal taxes will be withheld as required under federal law, which is presently 29%.
10. 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.
11. The contractor must maintain a current Alaska Business License for the term of the contract.
12. 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.

#### C – GENERAL TERMS

1. This contract may be terminated by either party with a 30-day written notice.
2. Contractor, is an independent contractor. As an independent contractor, Contractor shall have no right or authority to (a) assume or create any obligation of the District; (b) accept service of legal process addressed or intended for the District; or (c) bind the District in any manner whatsoever. Contractor shall not be treated as an employee for purposes of employment taxes, income tax withholding, or employee benefits. Contractor is solely responsible for the payment of all applicable federal and state self-employment and income taxes (including without limitation FICA and Social Security).
3. This MOA shall be governed by Alaska law.

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.