



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: L and L Consulting LLC MOA Control # _____

Address: 7961 Alatna Ave Anchorage AK 99507
Street or POB City State Zip

907 440-4150 lsaito@rocketmail.com
Area Code Phone # E-mail Address:

Federal ID # _____ Or Soc. Sec. #: _____ Alaska Business License # 2107269

June 9,2020 August 9, 2020 W-9 W-9 Submitted
Attached Previously

Start Date: _____ End Date: _____
(mmddy) (mmddy)

Contractor Agrees To: Human resource support services

The purpose of this contract is to assist the NSBSD Human Resource department with Management of HR services and hiring for vacant positions. The scope of work is as follows:

- Manage day to day operations of the Human Resource department until a new HR director starts employment.
- Support new HR director in the development and implementation of a department transition plan.
- Communicate regularly with CO admin team and stakeholders associated with employment responsibilities
- Review and update Job Descriptions
- Gather all of the applicant’s applications and related documents for the open positions and present to the Superintendent and the hiring committee to evaluate potential candidates for interviews.
- Communicate with NSBSD point of contact staff about candidate recommendations- provide printed or PDF copies of the Online applications, set interview dates,
- In conjunction with NSBD staff- identify an interview team for each position
 - Prepare job posting documents as necessary
 - Set interview dates
 - Gather and send out the interview packets to team members
 - Conduct reference checks
 - Gather completed interview scoring documents
- The vacant positions included in this agreement are:

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 has 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 at any time with written notice. Should this contract be terminated before its expected end date, this contract will be prorated at a daily rate of \$650.
8. Maintain internet access and be accessible by phone while performing duties outside of the North Slope.

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.

Business Manager	Business Manager’s Signature	Date (mmddy)
Superintendent, NSBSD	Superintendent’s Signature	Date (mmddy)
Contractor	Contractor’s Signature	Date (mmddy)

Routing: Biz Mger. Supt. Contractor Contact Person Admin. Srvs. Dept.