

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 Consu	iting LLC	MOA Control #					
Address:	7961 Alatna Av	ve .	Anchorage	AK	99507			
	Street or POB		City	State	Zip			
907	440-4150	lsaito@rocketm	ail.com					
Area Code	Phone #	E-mail Address	•					
					2107260			
Federal ID #	Or So	oc. Sec. #:	Alaska Busi	iness License #	2107269			
1 0 2020		2020	*** 0	□W-9 Submitt				
June 9,2020 August 9, 2020		_	W-9	ted				
			Attached	Previously				
Start Date:	End Date:							
(mmddyy)	(mmddyy)							
Contractor Agrees To: Human resource			ort 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:

- Asst Supt- Posted
- o Comptroller- Update Job Description and Salary Range
- o Travel- logistics specialist- refine job description
- o Director of Maintenance and operations
- o Grants administrator- Need salary range- Job Description
- HR Director- posted
- Vacant Principal positions
- Vacant Assistant Principal positions
- Vacant teacher positions

District Contract Person: Email Address:	Mark Rosebe		Phone #: Fax:	907-852-95	535 Ext		
District Agrees To:				n in Utqiagvil			
	Provide a district issued laptop, access to appropriate technologies						
	necessary to perform the scope of work.						
	Provide a workspace while in Utqiagvik.						
	Provide Internet Access while in Utqiagvik; (Contractor is responsible						
	for internet access outside of the North Slope).						
	Travel to and from Utqiagvik will be provided for up to 3 round trip						
	air tickets and consultant agrees to follow district travel policies.						
Payment Terms:			_		-		
y	All meals wi	l meals will be the responsibility of contractor.					
Enter Account Code as	Account #:	100.200.	551.000.410	Amount	\$25,000		
				Total:	\$25,000		
MOA Not to Exceed:	\$25,000	Budget	Authority Ap	pproval:			

NSBSD MOA (08-22-18)

<u>A – GENERAL INFORMATION</u>

- 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 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 Superintendent, NSBSD Contractor			Business Manager's Signature Superintendent's Signature Contractor's Signature					Date (mmddyy)		
								Date (mmddyy)		
								Date (mmddyy)		
Routing:		Biz Mger.		Supt.		Contractor		Contact Person		Admin. Srvs. Dept
h/sh/exe	ecutive	admin/MOA/MC)A templa	ite 2018-2	2019				NSBSI	D-MOA (08-22-18)