



North Slope Borough School District

P.O. Box 169, Barrow, 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 by the School board prior to start of the contract).

Contractor: DENNIS COOK TRANSPORTATION CONSULTANT MOA Control # _____

Address: P.O. Box 70211 FAIRBANKS AK 99707
Street or POB City State Zip

(907) 590-3789 denniscook2011@gmail.com
Area Code Phone # E-mail Address

Federal ID#: _____ Or Soc. Sec. #: 540-60-0537 Alaska Business #: 1039099

1-1-2018 3-30-2018 W-9 W-9 Submitted
Start Date End Date Attached Previously

Contractor Agrees To (attach page(s) if needed):

PROVIDE CONSULTANT SERVICES INCLUDING BUT NOT LIMITED TO: TRAINING, FILL-IN FOR TRANSPORTATION MANAGER DURING ABSENCES, RECRUITING, ROUTE ANALYSIS, AND OTHER TRANSPORTATION SERVICES

District Contact Person: JEFF COOK - DIR M&O Phone #: 855-0649 Ext _____
Email Address: JEFF.COOK@NSBSD.ORG Fax: _____ Ext _____

District Agrees To (attach page(s) if needed):

PROVIDE WORK SPACE AND ACCESS TO RECORDS

Payment Terms:

\$450/WORK DAY; RT AIRFARE; \$250 FLIGHT ALLOWANCE; \$1,000 RECRUITING BONUS FOR EACH SUCCESSFUL HIRE THAT IS EMPLOYED FOR ONE YEAR; TEMPORARILY HOUSING; TRANSPORTATION

Enter Account Code as _____ Account #: 205,200,760...321 Amount NITE \$30,000

Total: _____

MOA Not to Exceed: \$30,000 Budget Authority Approval: _____

A – General Information

1. All associated costs, not limited to fees and reimbursables, 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 Financial Services – Gregory Stone.
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 Contract Person will be responsible for obtaining the contractor’s signature and submitting the original MOA to the Director of Financial Services – Gregory Stone.
5. The Contract Person must approve for payment all contract invoices and receipt documentation prior to submission for payment to the Director of Financial Service – Gregory Stone.
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 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 FORM prior to any services being performed. The ADDENDUM FORM must be approved by all parties.

Greg Stone
Director of Financial Services

Financial Service Director’s Signature

Date (mmddyy)

Glen Szymoniak
Superintendent, NSBSD

Superintendent’s Signature

Date (mmddyy)

Contractor

Contractor’s Signature

Date (mmddyy)

Routing: Dir. Fin. Svcs. Supt. Contractor Contact Person HR Dept.