



Professional Services Contract

This contract is between the Palouse Prairie Charter School (hereinafter “school”) in Moscow, Idaho 83843 and the contractor, Jim Kuszniir, of Palouse Technology of Palouse (hereinafter “contractor”), for Information Technology Support. Said contractor represents that he is duly qualified and agrees to perform all services described in the contract to the satisfaction of the school.

1. Term of Contract

Effective Date: August 11, 2016

Expiration Date: June 15, 2017, or until all obligations have been satisfactorily fulfilled, whichever occurs first

2. Contractor’s Duties

The contractor, who is not a district employee, will:

- Monitor all network devices and connections remotely
- Ensure the infrastructure of the network is optimized to meet the school’s needs
- Perform core systems management tasks. (Core systems management includes performance monitoring, installation of patches, change management, account management and support for specific platforms, Windows, Mac, etc.)
- Maintain and optimize software tasks
- The ability to protect the district from external/internal threats

Some of the specific support tasks may include:

- Computer or software consultations
- Change and configuration management
- Problem resolution
- Single point of contact (SPOC) for IT interruptions
- Tracking capabilities of all incoming problems
- Troubleshooting issues and restore failed IT service as quickly as possible

3. Time

The contractor will provide services in August for initial set up and up to 10 hours of service during September-June. Hours may exceed beyond 10 hours a month if necessary.

4. Consideration and Payment

Consideration. The school will pay for all services performed by the contractor under this contract as follows:



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- a. **Compensation.** The Contractor will be paid on monthly service basis. Contractor will receive a pay at a rate of \$50 an hour for initial set-up during the month of August. For the months of September-June, the contractor will receive a pay at a monthly rate of \$150 for up to 10 hours of service. If the contractor exceeds the 10 hours of service, the contractor will receive a pay rate of \$50 an hour.
- b. The contractor is an independent contractor and will be responsible for all federal, state, and local taxes and will not receive any employee benefits.
- c. **Travel Expenses.** The school does not require any travel of the Contractor.
- d. **Software, Equipment.** The School will supply all technology related equipment.

Payment. The Contractor will invoice the school monthly with a itemized list of services performed during the month.

5. Conditions of Payment

All services provided by the Contractor under this contract must be performed to the School's satisfaction, as determined at the sole discretion of the Palouse Prairie Charter School Director and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Contractor will not receive payment for work performed in violation of federal, state, or local law.

This is the entire agreement of the parties. Any additional terms and conditions other than those expressly set out in this agreement or by reference must be made between the parties in writing, signed by both parties.

IN WITNESS WHEREOF the School has caused this Agreement to be executed in its name by its proper officials and the contractor has executed the same all on the date first above written.

Palouse Prairie Charter School, Latah County, State of Idaho

By [Signature] Date: 8/22/16
Contractor

By [Signature] Date: 8/22/16
Executive Director, Palouse Prairie Charter School

By [Signature] Date: 8/22/16
Board Chair