



# PALOUSE PRAIRIE CHARTER SCHOOL

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## Professional Services Contract

This contract is between Palouse Prairie Charter School (hereinafter “school”) in Moscow, Idaho 83843 and the contractor, RZ Enterprises, LLC, PO Box 1686, Sandpoint, ID 83864 (208) 304-9228, (hereinafter “contractor”) for consulting regarding federal erate Category 2 expenses for funding year 2018. 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:* January 29, 2018

*Expiration Date:* June 30, 2018, or until all obligations have been satisfactorily fulfilled, whichever occurs first

### 2. Contractor’s Duties

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

- Provide input regarding technology infrastructure for the new school facility in consultation with the architect and others as necessary.
- Prepare federal erate paperwork for reimbursable Category 2 expenditures associated with the project, including a project RFP, ensuring all regulations and requirements related to the program are followed.
- Assist the facilities team with review of RFP responses, providing input regarding the selection of the final vendor(s).

### 3. Consideration and Payment

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

- a. **Compensation.** The Contractor will be paid \$65/hour for up to 100 hours during the time frame of this contract. The contractor will bill in 15 minute increments and submit bills on a weekly basis. The contractor is an independent contractor and will be responsible for all federal, state, and local taxes and will not receive any employee benefits.
- b. **Payment.** The Contractor will be paid on a biweekly basis up receipt of invoices.

### 4. 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 School Directors 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.



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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 teacher has executed the same all on the date first above written.

Palouse Prairie Charter School, Latah County, State of Idaho

By *Ryan Zinner*  
Contractor

Date: 1/29/18

By *Janille Branan*

Executive Director, PPCS

Date: 1/29/18