

Additional Information Regarding Vendors Performing Work in Replacement of State Employees

This document contains copies of purchase order contracts obtained by OMB by which a nongovernmental person or entity agrees with any department, commission, board, council, agency, or public corporation to provide services, valued at one hundred fifty thousand dollars (\$150,000) or more, which are substantially similar to and in replacement of work normally performed by an employee of the department, commission, board, council, agency or public corporation. For additional supporting contract documents, you may submit a public records request to the Department of Administration in accordance with the Rhode Island Access to Public Records Act (“APRA”), R.I. Gen. Laws § 38-2-1 *et seq.* APRA forms, procedures and other information for the Department of Administration are available at <http://www.admin.ri.gov/publicrecords/index.php>.

Fiscal Year: FY19

Agency: Department of Elementary and Secondary Education

Vendor Name: RHODE ISLAND PARENT INFORMATION NETWORK INC

Total Amount Paid to Vendor for Services: \$319,726.46

Summary of Services Rendered to Agency:

Identifying Code	Service Type	Description	Amount	Notes
PO 3441879	Training Consultants		\$319,726.46	

Note: Some of the above payments may have been made under the terms of a master price agreement (MPA). MPAs are solicited as requests for proposals or requests for quotes and may have cap limits for pricing and cap limits for project cost. MPAs provide agencies with access to qualified vendors, expedited process, and opportunities for mini-bids. Such purchases are made directly under the MPA and do not require a separate and unique contract. All MPAs are public and can be viewed at <http://www.purchasing.ri.gov/MPA/MPASearch.aspx>.

Contents:

Item Number	Document ID	Description	Notes
Item 1	PO 3441879	Purchase Order contract	

ITEM 1



Purchase Order

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

COPY

RHODE ISLAND PARENT INFORMATION NETWORK INC
1210 PONTIAC AVE
CRANSTON, RI 02920
UNITED STATES

Purchase Order Number
3441879-5
Reference Contract Number

S H I P T O	RIDE OFFICE OF SPECIAL NEEDS 255 WESTMINSTER ST, RM 406 PROVIDENCE, RI 02903 UNITED STATES	PO Date: 05-JUN-19 Buyer: * AUTOCREATE Shipping: PAID Terms: NET 30 Vendor #: 612	I N V O I C E	DOA CONTROLLER ONE CAPITOL HILL, 4TH FLOOR SMITH ST PROVIDENCE, RI 02908 UNITED STATES
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FY19 APA-15665 DISPUTE RESOLUTION/CALL CENTER						
Department			Type of Requisition		Requisition Number	Bid Number
RIDE OFFICE OF SPECIAL NEEDS			SOLE SOURCE / CRITICAL EXP		1611971	
Line	Code	Description	Quantity	Unit	Unit Price	Total
6	918.32 G2	APA-15665 FY16-FY20 - CONSULTANTS - MEDIATORS	1028	Hour	50	51,400.00
7	615.43 G2	APA-15665 FY16-FY20 - SUPPLIES AND MATERIALS	4196	Each	1	4,196.00
8	918.32 G2	APA-15665 FY16-FY20 - TRAVEL	1000	Each	1	1,000.00
9	966.18 G2	APA-15665 FY16-FY20 - PRINTING	1750	Each	1	1,750.00
10	971.45 G2	APA-15665 FY16-FY20 - OFFICE EXPENSE	10900	Each	1	10,900.00
11	785.70 G2	APA-15665 FY16-FY20 - OTHER: CONFERENCE	12500	Each	1	12,500.00
12	918.32 G2	APA-15665 FY16-FY20 - INDIRECT COST	22254	Each	1	22,254.00
33	918.32 G2	APA-15665 FY18-FY20 - SALARIES AND BENEFITS	155000	Each	1	155,000.00
Total:						259,000.00

STATE PURCHASING AGENT
Nancy R. McIntyre

This Notice of Award/Purchase Order is issued in accordance with the specific requirements described herein and the State's Purchasing Regulations and General Conditions of Purchase, copies of which are available at www.purchasing.ri.gov. Delivery of goods or services as described herein shall be deemed acceptance of these requirements



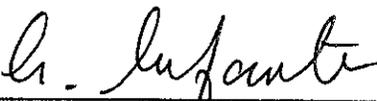
State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
 Shepard Building
 255 Westminster Street
 Providence, Rhode Island 02903-3400

Modification No. 2
(PO3441879)
to the
AGREEMENT
between
RHODE ISLAND DEPARTMENT OF EDUCATION
Office of Student, Community, & Academic Supports
 And
Rhode Island Parent Information Network
Dispute Resolution/Call Center project

1. This section is in modification of an Agreement, which we have with for the period **July 1, 2015** through **June 30, 2020**.
2. The purpose of this modification is to **revise the FY19 and FY20 budget and decrease the multi-year contract total in the amount of \$84,694 which brings the revised multi-year total to \$1,180,305.**
3. All other terms and conditions of the Agreement remain in effect and are modified by the work contained in the Addendum to Section II and the revised budget contained in the Addendum to Section III.
4. A detailed Agreement is on file in the Office of Finance, Department of Education.

APPROVED:

RHODE ISLAND DEPARTMENT
 OF EDUCATION



 Ken Wagner, Ph.D. *Angelica Infante*
 Commissioner

DATE: _____

Rhode Island Parent Information
 Network



 Samuel Salganik
 Executive Director

DATE: 4/23/19

Addendum to SECTION II

I. BACKGROUND/OVERVIEW/PURPOSE:
No Changes.

II. SCOPE OF THE WORK:
No Changes.

III. PAYMENT TERMS:
Invoices to be submitted no more than monthly.

Account	10.072.2725132	Account Description: IDEA, Part B		Revised Multi-year Total
	Original	Actual	Decrease	
FY 2016	\$229,000	\$222,537	\$6,463	\$222,537
FY 2017	\$259,000	\$215,102	\$43,898	\$215,102
FY 2018	\$259,000	\$224,666	\$34,334	\$224,666
FY 2019	\$259,000	\$259,000		\$259,000
FY 2020	\$259,000	\$259,000		\$259,000
Total	\$1,265,000	\$1,180,305	\$84,695	\$1,180,305

Addendum to SECTION III

BUDGET

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

Expense Category	FY19 Original	Increase/ (Decrease)	FY19 Revised	FY20 Original	Increase/D ecrease	FY20 Revised
1. Employee Salary		132,270	132,270		135,911	135,911
2. Employee Benefits		22,730	22,730		23,739	23,739
2. Purchased Services	9,200	42,200	51,400	6,300	45,100	51,400
3. Supplies and Materials	1,953.08	2,242.92	4,196	1,357	1,930.04	3,287.04
4. Travel	1,010	(10)	1,000	1,010	(10)	1,000
5. Printing	1,200	550	1,750	1,200	550	1,750
6. Office Expense	17,916.22	(7,016.22)	10,900	20,775.18	(7,016.22)	13,758.96
7. Other: <i>conference</i>	400	9,600	10,000	400	3,000	3,400
8. Training		2,500	2,500		2,500	2,500
9. Call Center @ RIDE	89,016.20	(89,016.20)		91,691.60	(91,691.60)	
10. Resource Center Coordinator	25,096.50	(25,096.50)		25,845.30	(25,845.30)	
11. Bilingual Mentor	4,640	(4,640)		412	(412)	
12. Parent Involvement Coordinator	25,493	(25,493)		26,260	(26,260)	
13. Bilingual Resource Specialist	22,464	(22,464)		23,137.92	(23,137.92)	
14. From Mod #1	30,000	(30,000)		30,000	(30,000)	
Subtotal	228,389		236,746	228,389		236,746
Indirect Cost *	30,611	(8,357)	22,254	30,611	(8,357)	22,254
TOTAL	259,000		259,000	259,000		259,000

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

** Attach a copy of the approved indirect cost documentation*

BUDGET DETAIL SHEET *
 FISCAL YEAR 2019

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
Nathan Markley	Training & Technical Support	15.58	172.50	2,687
Anne Fartura	Resource Speicalist Supervision	19.58	712.50	13,951
Norma Herrera	Resource Specialist-bilingual	16.64	80.00	1,331
Liz Killian	Resources Specialist Supervision	23.49	733.00	17,218
Karina Gibbs	Resources Specialist Supervisiion	22.49	761.50	17,126
T. Jaime Brelsford	Training & Technical Support	17.06	157.50	2,687
Stephen Cavaliere	Resources Specialist	13.77	7.25	100
Amanda Goodinson	Resources Specialist	16.56	29.50	488
Joshua Morales	Resouces Specialist-bilingual	16.76	1456.25	24,407
Anna Sibley	Resources Specialist	16.00	30.00	480
Bethany Hogan	Resources Specialist	16.45	142.50	2,344
Elizabeth Wilson	Resources Specialist	16.08	285.00	4,583
Kathleen Conti	Resources Specialist	16.08	142.50	2,291
Luis Carcamo	Resources Specialist-bilingual	18.00	1183.75	21,308
Gloria Amaral	Resources Specialist-bilingual	16.50	425.00	7,013
TBH		18.00	396.00	7,128
TBH		18.00	396.00	7,128
TOTAL REQUEST				\$132,270

EMPLOYEE BENEFIT DETAIL **

NAME	% of SALARY	BENEFIT TOTAL \$
Fringe	17%	22,730
Fringe Pool Justification: Fringe covers benefits, not everyone takes benefits or qualifies for the		

same benefits based on hours worked or tenure. Insurance rates vary based on employee status. Insurance rates for employees that travel around in their cars to attend meetings are higher risk than folks like me who are office based. Then we have staff turnover and FMLA, which effects deliverables and fringe as well. Accrued PTO is also part of fringe. When a lot of PTO is used, fringe goes down.		
TOTAL REQUEST		22,730

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Consultant	Call Center @ RIDE	1040	\$35.00	36,400
	mediators	200	\$75.00	15,000
TOTAL REQUEST				\$51,400

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Dues/Books/Training Materials/Postage/Equipment, Computers	4,196
Travel	In-state mileage	1,000
Printing	Copies/Literature/Handouts	1,750
Office Expense	Rent/Utilities/Tel.	10,900
Other	Conference	10,000
Training		2,500
Indirect Cost		22,254
	Total	52,600

Grand Total \$259,000

* Please include a detail budget sheet for each state fiscal year (July 1st – June 30th)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

BUDGET DETAIL SHEET *
 FISCAL YEAR 2020

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (Including benefits)	SALARY and BENEFIT TOTAL \$
Nathan Markley	Training & Technical Support	195	16.16	3,151
Anne Fartura	Resource Speicalist Supervision	975	20.24	19,734
Liz Killian	Resources Specialist Supervision	780	24.58	19,172
Karina Gibbs	Resources Specialist Superviion	780	23.60	18,408
T. Jaime Brelsford	Training & Technical Support	195	18.54	3,615
Joshua Morales	Resouces Specialist-bilingual	1560	17.40	27,144
Bethany Hogan	Resources Specialist	195	16.97	3,309
Luis Carcamo	Resources Specialist-bilingual	1755	18.54	32,538
Gloria Amaral	Resources Specialist-bilingual	520	17.25	8,840
TOTAL REQUEST				135,911

EMPLOYEE BENEFIT DETAIL**

NAME	% of SALARY	BENEFIT TOTAL \$
Fringe	17.4%	23,739
Fringe Pool Justification: Fringe covers benefits, not everyone takes benefits or qualifies for the same benefits based on hours worked or tenure. Insurance rates vary based on employee status. Insurance rates for employees that travel around in their cars to attend meetings are higher risk than folks like me who are office based. Then we have staff turnover and FMLA, which effects deliverables and fringe as well. Accrued PTO is also part of fringe. When a lot of PTO is used, fringe goes down.		
TOTAL REQUEST		23,739

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Consultant	Call Center @ RIDE	1040	35.00	36,400
	Mediators	200	75.00	15,000
TOTAL REQUEST				\$51,400

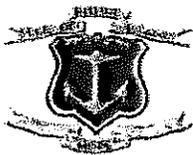
OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Dues/Books/Training Materials/Postage/Equipment, Computers	3,287.04
Travel	In-state mileage	1,000
Printing	Copies/Literature/Handouts	1,750
Office Expense	Rent/Utilities/Tel.	13,758.96
Other	Conference	3,400
Training		2,500
Indirect Cost		22,254
	Total	47,950

Grand Total 259,000

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State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
 Shepard Building
 255 Westminister Street
 Providence, Rhode Island 02903-3400

Ken Wagner
 Comissioner, Ph.D

Modification No. 1

to the
AGREEMENT
 between

RHODE ISLAND DEPARTMENT OF EDUCATION
 And
Rhode Island Parent Information Network

3441819

1. This section is in Modification of an Agreement between the Rhode Island Department of Education and Rhode Island Parent Information Network for the period July 1, 2016 through June 30, 2020
2. The purpose of this modification is increasing years 2-5 by \$30,000. **revising the 5-year total from \$1,145,000 to 1,265,000.**
3. All other terms and conditions of the Agreement remain in effect and are modified by the work contained in the Addendum to Section II and the revised budget contained in the Addendum to Section III.
4. A detailed Agreement is on file in the Office of Finance, Department of Education.

APPROVED:

RHODE ISLAND DEPARTMENT
 OF EDUCATION

Ken Wagner

DATE: _____

Executive Director RISEN

DATE: 12/28/16

Addendum to **SECTION II**

I. **BACKGROUND/OVERVIEW/PURPOSE:**

No change

II. **SCOPE OF THE WORK:**

The amended contract provides an additional \$30,000 per year to cover:

- RIDE Hearing Officers yearly training
- Technical Assistance to support the statewide family network- *Special Education Advisory Network (SEAN)*
- Staffing to support technical assistance

III. **PAYMENT TERMS:**

No change

Addendum to **SECTION III**

BUDGET

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

Expense Category	Estimated Expenditures									
	Year 1 FY16 Approved	Year 2 FY17 Approved	Year 2 FY17 Revised	Year 3 FY18 Approved	Year 3 FY18 Revised	Year 4 FY19 Approved	Year 4 FY19 Revised	Year 5 FY20 Approved	Year 5 FY20 Revised	
1. Employee Salary and Benefits	\$166,718.24	\$171,233.66	\$181,234.07	\$169,902.65	\$181,234.07	\$166,709.70	\$181,234.07	\$167,346.82	\$181,234.07	
2. Purchased Services	\$13,000.00	\$10,000.00	\$8,000.00	\$10,000.00	\$8,000.00	\$9,200.00	\$8,000.00	\$6,300.00	\$8,000.00	
3. Supplies and Materials	\$2,851.52	\$1,935.69	\$4,000.00	\$1,911.40	\$4,000.00	\$1,953.08	\$4,000.00	\$1,357.00	\$4,000.00	
4. Travel	\$1,010.00	\$1,010.00	\$1,000.00	\$1,010.00	\$1,000.00	\$1,010.00	\$1,000.00	\$1,010.00	\$1,000.00	
5. Printing	\$2,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	
6. Office Expense	\$11,375.00	\$12,609.65	\$12,600.00	\$13,964.95	\$12,600.00	\$17,916.22	\$12,600.00	\$20,775.18	\$12,600.00	
7. Other: (Conference/Prof. Dev.)	\$1,234.24	\$400.00	\$16,402.89	\$400.00	\$16,402.89	\$400.00	\$16,402.89	\$400.00	\$16,402.89	
8	0	0	0	0	0	0	0	0	0	
Subtotal	\$198,389.00	\$198,389.00	\$224,437.00	\$198,389.00	\$224,437.00	\$198,389.00	\$224,437.00	\$198,389.00	\$224,437.00	
Indirect Cost *	\$30,611.00	\$30,611.00	\$34,563.00	\$30,611.00	\$34,563.00	\$30,611.00	\$34,563.00	\$30,611.00	\$34,563.00	
TOTAL	\$229,000.00	\$229,000.00	\$259,000.00	\$229,000.00	\$259,000.00	\$229,000.00	\$259,000.00	\$229,000.00	\$259,000.00	

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

BUDGET DETAIL SHEET *
 FISCAL YEAR 2017

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (Including benefits)	SALARY and BENEFIT TOTAL \$
	Call Center @ RIDE	719.5	\$47.49	\$34,169.06
	Bilingual Mentor	1851.75	\$15.08	\$27,924.39
	Parent Involvement Coordinator/Special Education	1769.25	\$18.50	\$32,731.13
	Bilingual Resource Specialist/Special Education	2645.75	\$16.97	\$44,898.38
	Resource Center Coordinator	1935.25	\$21.45	\$41,511.11
TOTAL REQUEST				\$181,234.07

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Consultants & Mediators			\$50.00	\$8000.00
TOTAL REQUEST				\$8,000.00

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		\$ 4,000.00
Travel		\$ 1,000.00
Printing		\$ 1,200.00
Office Expense		\$12,600.00
Other: <i>(describe)</i>		\$16,402.89
Indirect Cost		\$34,563.00
	Total	\$259,000.00

Grand Total

* Please include a detail budget sheet for each state fiscal year (July 1st -- June 30th)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

BUDGET DETAIL SHEET *

FISCAL YEAR 2018

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
	Call Center @ RIDE	719.5	\$47.49	\$34,169.06
	Bilingual Mentor	1851.75	\$15.08	\$27,924.39
	Parent Involvement Coordinator/Special Education	1769.25	\$18.50	\$32,731.13
	Bilingual Resource Specialist/Special Education	2645.75	\$16.97	\$44,898.38
	Resource Center Coordinator	1935.25	\$21.45	\$41,511.11
TOTAL REQUEST				\$181,234.07

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Consultants & Mediators			\$50.00	\$8000.00
TOTAL REQUEST				\$8,000.00

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		\$ 4,000.00
Travel		\$ 1,000.00
Printing		\$ 1,200.00
Office Expense		\$12,600.00
Other: <i>(describe)</i>		\$16,402.89
Indirect Cost		\$34,563.00
	Total	\$259,000.00

Grand Total

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BUDGET DETAIL SHEET *

FISCAL YEAR 2019

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
	Call Center @ RIDE	719.5	\$47.49	\$34,169.06
	Bilingual Mentor	1851.75	\$15.08	\$27,924.39
	Parent Involvement Coordinator/Special Education	1769.25	\$18.50	\$32,731.13
	Bilingual Resource Specialist/Special Education	2645.75	\$16.97	\$44,898.38
	Resource Center Coordinator	1935.25	\$21.45	\$41,511.11
TOTAL REQUEST				\$181,234.07

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Consultants & Mediators			\$50.00	\$8000.00
TOTAL REQUEST				\$8,000.00

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		\$ 4,000.00
Travel		\$ 1,000.00
Printing		\$ 1,200.00
Office Expense		\$12,600.00
Other: <i>(describe)</i>		\$16,402.89
Indirect Cost		\$34,563.00
	Total	\$259,000.00

Grand Total

* Please include a detail budget sheet for each state fiscal year (July 1st – June 30th)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

BUDGET DETAIL SHEET *

FISCAL YEAR 2020

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (Including benefits)	SALARY and BENEFIT TOTAL \$
	Call Center @ RIDE	719.5	\$47.49	\$34,169.06
	Bilingual Mentor	1851.75	\$15.08	\$27,924.39
	Parent Involvement Coordinator/Special Education	1769.25	\$18.50	\$32,731.13
	Bilingual Resource Specialist/Special Education	2645.75	\$16.97	\$44,898.38
	Resource Center Coordinator	1935.25	\$21.45	\$41,511.11
TOTAL REQUEST				\$181,234.07

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Consultants & Mediators			\$50.00	\$8000.00
TOTAL REQUEST				\$8,000.00

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials		\$ 4,000.00
Travel		\$ 1,000.00
Printing		\$ 1,200.00
Office Expense		\$12,600.00
Other: <i>(describe)</i>		\$16,402.89
Indirect Cost		\$34,563.00

	Total	\$259,000.00
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Grand Total

* Please include a detail budget sheet for each state fiscal year (July 1st – June 30th)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
 Shepard Building
 255 Westminister Street
 Providence, Rhode Island 02903-3400

CONTRACT AGREEMENT

BETWEEN: Rhode Island Department of Education
 Office of Educator Quality and Certification
 255 Westminister Street
 Providence, Rhode Island 02903

AND: Rhode Island Parent Information Network
 1210 Pontiac Avenue
 Cranston, RI 02920

FEIN: 05-0457336

RELATING TO: Office of Student, Community and Academic Supports-Dispute Resolution
 and Call Center

Work and activities by **Vendor** to be undertaken in accordance with the attached SECTION I Terms and Conditions and SECTION II Work Program Specifications in consideration of compensation to be paid by the Rhode Island Department of Education (RIDE) as set forth in SECTION III Budget.

THIS CONTRACT IS NOT VALID OR LEGALLY BINDING UNTIL SIGNED BY BOTH PARTIES AND A PURCHASE ORDER HAS BEEN ISSUED BY THE OFFICE OF PURCHASES. DO NOT PERFORM ANY WORK ON THIS CONTRACT UNTIL A PURCHASE ORDER IS ISSUED.

ACCEPTED:

RHODE ISLAND DEPARTMENT
 OF EDUCATION

VENDOR : Rhode Island Parent Information
 Network

David V. Abbott
 Acting Commissioner of Education

Stephen Brunero
 Executive Director

DATE: 7/23/15

DATE: 7-3-15

SECTION I

A. SPECIFIC TERMS AND CONDITIONS

1. Vendor: Rhode Island Parent Information Network

Address: 1210 Pontiac Avenue, Cranston, RI 02903

FEIN # 05-0457336

2. Starting Date : July 1, 2015

Termination Date: June 30, 2020

3. Contract Officer: Elizabeth Pinto

Project Officer: Elizabeth Pinto

4. Project Officer for the Vendor: Susan Donovan

Contact Information: 401-270-0101 ext. 107
Donovan@ripin.org

5. Contract Amount :

FY 16	\$229,000	16.10.072.2725132.02
FY 17	\$229,000	17.10.072.2725132.02
FY 18	\$229,000	18.10.072.2725132.02
FY 19	\$229,000	19.10.072.2725132.02
FY 20	\$229,000	20.10.072.2725132.02
TOTAL	\$1,145,000	

6. Special Conditions: RIDE reserves the right to extend the contract for up to twelve months by mutual written consent.

SECTION I (continued)

Article 1

Parties to Agreement. This Agreement is made by and between the Rhode Island Department of Elementary and Secondary Education (RIDE) and the party specified in SECTION I A1 (the Contractor).

Article 2

Period of Performance. This Agreement will be effective on the starting date as specified in SECTION I A2 and, unless renewed or extended, will expire on the termination date as specified in SECTION I A2. It is understood and agreed by and between the parties that this Agreement covers work and services to be provided by the Contractor for the period specified in SECTION I A2.

Article 3

Modification of Agreement. This Agreement may be amended or extended by mutual written consent provided that such consent may not be unreasonably withheld, and further provided, that there is a fiscal appropriation for any extension.

Article 4

Contract Officer. The Contractor agrees to maintain close and continuing communication with the RIDE contract officer, as specified in SECTION I A3, throughout the performance of work and services undertaken under the terms of the Agreement. The contract officer is responsible for authorizing all payments made by RIDE to the Contractor under this Agreement.

Article 5

Project Officer. The project officer, as specified in SECTION I A4, is responsible for coordinating and reporting work performed by the Contractor under this agreement.

Article 6

Delays. Whenever the Contractor has knowledge that any actual or potential situation is delaying, or tends to delay the timely performance of work under this Agreement, the Contractor shall immediately give written notice thereof, including all relevant information with respect thereto, to RIDE.

Article 7

Funding. In consideration of work and services performed by the Contractor in accordance with SECTION II of this Agreement, RIDE agrees to reimburse the Contractor for allowable costs incurred by the Contractor under this Agreement in an amount not to exceed the amount specified in SECTION I A5 and in accordance with estimated expenditures as set forth in SECTION III Budget. Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at: www.gsa.gov/perdiem. RIDE shall process all invoices within 30 days of date of invoice. All payments are provisional pending the final audit by appropriate state and/or federal officials.

Article 8

Federal Funding Provisions. Funds made available to the Contractor under this Agreement are or may be derived from federal funds made available to RIDE. The provisions of Article 7 and SECTION III notwithstanding, the Contractor agrees to make claims for reimbursement under this Agreement in accordance with federal policies governing allowable costs to be charged against federal grants. The Contractor agrees that no expenditures claimed for reimbursement under this Agreement will be claimed for reimbursement under any other agreement, grant, or contract that the Contractor may hold which provides funding from state or federal sources. The Contractor further agrees to be liable for audit exceptions that may arise from examination of expenditures: (a) claimed by the Contractor for reimbursement under this Agreement, and/or (b) submitted by the Contractor in meeting any cost participation requirements.

In executing this Agreement the Contractor is serving as grantee or independent contractor under a federal grant or contract between the federal government and RIDE. The master grant award or cooperative agreement made to RIDE by the federal government governing activities under this Agreement is, therefore, made a part of this agreement. The Contractor specifically agrees to abide by all applicable federal requirements for grantees, contractors, or independent contractors receiving federal funds including, but not limited to, those requirements set forth or referenced in the master grant or contract relating to this Agreement and in 2CFR Chapter 1, Chapter II, Part 200, et.al.; Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Article 9

Prepayment. Articles 7 and 8 notwithstanding, prepayment will be allowed provided that it is requested and approved under the appropriate mechanism and subsequently accounted for with proper documentation.

Article 10

Administrative, Contractual, or Legal Remedies. The Contractor shall, in a satisfactory and proper manner in accordance with industry standards, complete all obligations and duties as stipulated in this Agreement. Failure of the Contractor to perform or deliver required work, services, or reports under this Agreement may result in the withholding of payments by RIDE to the Contractor. Breach of contract disputes will be resolved in accordance with Section 1.5 of the State of Rhode Island Procurement Regulations.

Article 11

Termination of Agreement. In the event that either of the parties materially fails to perform its obligations under this Agreement, the other of the parties may terminate this Agreement upon written notification of termination setting forth the nature of the failure to perform said obligations under this Agreement. Prior to termination, the terminating party shall give the other party thirty (30) days to cure the alleged defect or otherwise commence activities designed to remedy the alleged defect.

RIDE may, without cause, terminate this Agreement at any time upon giving sixty (60) days advance notice in writing to the Contractor. The above mentioned sixty (60) days written notice notwithstanding, the State expressly reserves the unilateral right to terminate, amend and/or reduce services and payments under this Agreement, effective immediately upon written notice to the Contractor in the event that the funding underlying the participation of RIDE is eliminated, limited or curtailed.

In the event of termination by either party, all property and finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Agreement, shall be assigned as described herein in Article 17. Notice of the effective date of termination will include the reports that must be completed.

In the event of termination by either party, final payment by RIDE to the Contractor for work and services provided by the Contractor under this Agreement up to the effective date of termination shall be made in proportion to work completed and allowable expenses incurred, in accordance with the principles of cost reimbursement, agreements and contracts. Notwithstanding the foregoing, costs related to any reports required to be completed after the effective date of termination will be reimbursed. Notwithstanding the foregoing, the Contractor shall not be relieved of liability to RIDE for damages sustained by RIDE by virtue of any breach of this Agreement by the Contractor; and RIDE may withhold payment to the Contractor for the purpose of setoff until such time as the exact amount of damages due to RIDE from the Contractor is determined.

Article 12

Indemnification and Insurance. The Contractor shall hold harmless and indemnify the State of Rhode Island, RIDE, and their officers, employees, and agents from and against all liability, damage, loss, claims, demands, and actions of any nature whatsoever, including the cost of defending any action (including reasonable attorneys fees), which arise out of or are connected with, or are claimed to arise out of or be connected with any of the services provided to the State under this Agreement. The foregoing provision shall not be deemed to be released, waived or modified by reason of any insurance provided by the Contractor under the provisions of this Agreement. Contractor agrees to add the State of Rhode Island and RIDE as additional insureds under its general liability policy and to provide RIDE with a certificate of insurance verifying that the State and RIDE are additional insureds under said policy.

Article 13

Recordkeeping/Inspection of Records and Reports. The Contractor agrees to keep discrete financial records of expenditures made under this Agreement, including time records of employees whose work is to be charged in whole or in part to this Agreement; to maintain such records in accordance with standard accounting practices; to make such records available on request to appropriate state and/or federal officials for examination or audit, ensure that audits are conducted in accordance with 2CFR Chapter I, Chapter II, Part 200 Subpart F, Audit Requirements, if applicable, and to keep such records on file until the final audit of RIDE records under the federal grant

funding of this Agreement, or until such time as federal provisions permit the records to be discarded. All management correspondences that accompany audit reports must be sent to RIDE. If a client served by this contract is charged for service, the Contractor must report this income.

Article 14

On-Site Inspection. The Contractor agrees to permit on-site monitoring, evaluation, and inspection of all activities related to this Agreement by officials of the RIDE, its designee, and, where appropriate, the federal government.

Article 15

Partnership. It is understood and agreed that nothing herein is intended or should be construed in any manner as creating or establishing the legal relation of partnership between the parties hereto, or as constituting the employees, agents, or representatives of the Contractor included in this Agreement as employees, agents, or representatives of RIDE.

Article 16

Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

Article 17

Proprietorship. RIDE and the Contractor shall be considered Joint Owners (as that term is defined by US Copyright Law) of all intellectual property including finished or unfinished documents, computer software, data studies, and reports prepared or acquired by the Contractor under this Agreement and for which reimbursement was claimed under this Agreement. RIDE will own all tangible property and equipment acquired by the Contractor under this Agreement and for which reimbursement was claimed under this Agreement. The Contractor further understands and agrees to abide by federal regulations, requirements, and policies governing the disposition of equipment or property purchased with funds made available to the Contractor under this Agreement or with funds identified by the Contractor as matching expenditures under this Agreement. The Contractor agrees to maintain an equipment inventory list under this Agreement and to identify related equipment properly for inspection.

Article 18

Copyright. Reports or other documents produced in whole or in part under this Agreement shall either bear no copyright notice or indicate that the Contractor and RIDE are Joint Owners of the copyright.

Article 19

Rights to Inventions Made. If the award meets the definition of a "funding agreement" under 37 CFR 401.2(a) and the Contractor wishes to enter into a contract with a small business or non-profit or organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding

agreement”, the Contractor must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Article 20

Publicity. The Contractor will give due credit to RIDE and the appropriate state and/or federal agencies. RIDE will be credited on all media announcements, billboards, and educational materials produced or developed under the scope of this Agreement. RIDE will give due credit to the Contractor on all media announcements, billboards, and educational materials produced or developed under the scope of this Agreement.

Article 21

Interest of the Contractor. The Contractor covenants that it presently has no pecuniary interest and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed.

Article 22

Equal Employment Opportunity. The Contractor agrees to abide by applicable provisions of 41 CFR Part 60-1.4 and Executive Order 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor. The contractor agrees to not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin under any program or activities undertaken in behalf of this Agreement. In addition, the Contractor agrees to establish a procedure for complaint from any person who believes that such discrimination is being practiced in any activity relating to this Agreement.

Article 23

Drug Free Workplace Policy. The Contractor agrees to maintain and enforce its Drug Free Workplace Policy. The Contractor acknowledges that a violation of the Drug Free Workplace Policy may, at RIDE’s option, result in termination of this Agreement.

Article 24

Environmental Tobacco Smoke. The Contractor agrees to comply with Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by the entity and used routinely or regularly for the provision of RIDE day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by federal grant, contract, loan or loan guarantee. The law also applies to children’s services that are constructed, operated or maintained with such funds. The law does not apply to children’s services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers

whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed.

Article 25

Subcontracts. Any proposed subcontract under this Agreement shall be submitted to the Rhode Island Department of Elementary and Secondary Education contract officer for approval prior to execution. Failure to comply with the provisions of this article could result in denial of reimbursement for such non-approved sub contractual services.

Article 26

Department of Administration's Approval. This Agreement shall take effect upon the issuance of a purchase order by the Department of Administration's Division of Purchases.

Article 27

Licensure/Certification. The Contractor shall have any and all licenses necessary to operate his/her facility in place prior to the start date of this Agreement and for the duration of the contract period. Further, all personnel delivering RIDE services shall be licensed/certified and/or registered as required by law.

Article 28

Byrd Anti-Lobbying Amendment (45 CFR 2543.87). The Contractor must comply with all federal laws restricting and/or limiting lobbying activities of recipients of federal funds including, but not limited to those covered under 31 U.S.C. Section 1352.

Article 29

Incorporation by Reference and Interpretation. The State Purchasing Act, the State Purchasing Regulations and the State of Rhode Island Office of Purchases General Conditions of Purchase are incorporated herein by reference, hereinafter collectively referred to as the State's General Conditions of Purchase. This Agreement consists of the following contract documents: (a) this Agreement; (b) the Proposal and (c) the RFP and Purchase Order, all of which may be collectively referred to throughout this Agreement as "Contract Documents." In the event any conflict shall arise among the provisions of the foregoing documents, said conflict shall be resolved by giving priority to the documents in the order set forth above.

Article 30

Laws of Rhode Island and Venue. It is expressly agreed by the Parties that this Agreement shall be governed by the laws of the State of Rhode Island. Jurisdiction and venue for any and all legal actions, whether arising in law and/or equity, shall be brought in the Rhode Island Superior Court, in, with, and for the County of Providence, State of Rhode Island.

Article 31

Suspension and Debarment. Non-federal entities are prohibited by Federal Executive Orders 12549 (3 CFR 1986 Comp., p.189) and 12689 (3 CFR 1989 Comp., p. 235) from

contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. By signing this Agreement the Contractor certifies that the organization and its principals are not suspended or debarred, proposed for disbarment, declared ineligible, or voluntarily excluded by any federal agency from federal procurement and non-procurement programs.

Article 32

Davis-Bacon Act. For prime construction contracts in excess of \$2,000, the Contractor must comply with the Davis-Bacon Act (40 USC 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").

Article 33

Contract Work Hours and Safety Standards Act. For contracts in excess of \$100,000 that involve the employment of mechanics or laborers, the Contractor must comply with the Contract Work Hours and Safety Standards Act (40 USC 3702-3704, as supplemented by the Department of Labor regulations (29 CFR Part 5)).

Article 34

Clean Air and Federal Water Pollution Control Acts. For contracts in excess of \$150,000, the Contractor must comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC 1251-1387).

Article 35

Recovered Materials. The Contractor must comply with the Section 6002 of the U.S. Environmental Protection Agency's Solid Waste Disposal Act as amended by the Resource Conservation and Recovery Act (October 21, 1976) which encourages the use of recovered materials and promotes buy-recycled efforts.

SECTION II

I. BACKGROUND/OVERVIEW/PURPOSE:

Under IDEA and as set forth by the U.S. Office of Special Education Programs (OSEP), each state is required to establish a Parent Training and Information Center (PTIC) for purposes of support, information, training and advocacy for parents whose children have disabilities and receive special education and related services. In Rhode Island, the state's special education PTIC, established, recognized and funded by OSEP, is awarded to the Rhode Island Parent Information Network (RIPIN) a non-profit community-based organization that serves parents/families statewide. RIPIN has been Rhode Island's federally-designated PTIC for the last 23 years.

RIPIN's PTIC is charged with forging strong collaborations with state departments of education in addition to their family support and education role. Likewise, state departments of education are expected to include PTICs as active partners in ensuring parent rights and addressing school-parent partnership requirements. As the agency operating Rhode Island's only PTIC, RIPIN works closely with Rhode Island school districts and RIDE, particularly with the Office of Student, Community and Academic Supports in advocating for parents' perspective in school practices and in RIDE's responsibilities under its State Performance Plan (SPP).

Compliance with these provisions of IDEA requires state and local education agencies maintain systems of dispute resolution such that parents are fully informed about their rights and have prompt and direct access to informal and formal processes of dispute resolution, mediation, complaint investigation and impartial hearings.

Through the SPP, the state is required by OSEP to address twenty performance indicators. Among these are several that this contract supports:

Indicators 15-19-Monitoring, complaints, hearings and Mediations: States are required to maintain 100% adherence to timelines established for conduct of mediations, issuance of complaint findings, and adjudication of due process hearings, It is also expected to meet continuously higher improvement targets for achieving agreement in mediations sessions and for resolving hearing requests through pre-hearing resolution sessions.

RIPIN's PTIC also leads the statewide network of Local Special Education Advisory Committees, required by state special education regulations, and is represented on the state level RI Special Education Advisory Committee, required by federal regulations.

PURPOSE:

The purpose of this contract is to ensure RIDE's capacity to fulfill federal requirements by purchasing the personnel and expertise needed to ensure families' direct and prompt access to dispute resolution. This contract supports RIDE's work through the services purchased from the RIPIN.

RIPIN provides parents of students with disabilities information, training, and support and assists them in becoming knowledgeable about the special education process, their due process rights, and avenues for participating in decisions about their child's educational program. RIPIN's PTIC is staffed with a pool of trained parents of students with disabilities who possess extensive experience in offering direct information, guidance, mentoring and training to parents of students with disabilities. RIPIN maintains positive working relationships, which include professional development arrangements with RI school systems.

OVERVIEW:

This contract will provide RIDE with expanded personnel having the experience and necessary expertise to interact directly with parents contacting RIDE for assistance, information, guidance and access to dispute resolution processes and resources.

II. SCOPE OF THE WORK:

This contract is designed to:

- (A) Maintain state level, on-site Call Center for the Office of Student Community and Academic Supports at RIDE providing daily-direct response to telephone calls, person inquiries and e-mail messages from parents, families, community members, school personnel, agency representatives, and other citizens seeking information or assistance with special education matters; and
- (B) Provide staffing to field calls among the 24,000 parents of students with disabilities. The volume of dispute resolution inquiries and calls in addition to a critical need for timeline adherence necessitates additional staffing to accomplish the mandatory tasks and deliverables; and
- (C) Provide support to work with RIDE to plan, implement and evaluate ongoing technical assistance and training to families and schools to meet improvement targets for school family partnership; and

(D) Provide capacity for the Office of Student, Community and Academic Supports' federal monitoring systems including dispute resolution and due process systems by providing qualified individuals to conduct special education mediations and due process hearings in coordination with RIDE dispute resolution and due process system.

TASKS:

(A/B) **OSCAS Call Center:** Provide consultant staffing for an average of **seven** hours daily, plus additional hours as needed, to accomplish the following tasks:

1. Respond directly to telephone inquiries from parents, family members, community members, school personnel, agency representatives, and other constituencies, provide information regarding special education referral, evaluation, and services; intervene informally to support school-family partnership; facilitate informal problem-solving and dispute resolution; suggest referrals to other dispute resolution resources as appropriate; and assist parents in accessing services or formal due process, including complaints, mediations, or hearings.
2. Ensure parents' access to dispute resolution and due process by completing and forwarding written protocols for mediations, complaints, and hearings as required.
3. Interact with RIDE and RIPIN staff as needed for collaborative consultation to address the needs of callers and/or confirm protocols and their application.
4. Collaborate with on-site RIPIN resource specialists and RIDE in planning and coordinating Call Center staffing and schedule.
5. Advise RIDE staff of patterns or situations of concern from the public perspective.
6. Maintain a log and data base of Call Center interactions with all constituencies; generate reports as requested.
7. Maintain confidentiality under applicable laws.

8. Assist with review/development of related special education documents, policies, processes, and/or school district resource plans as appropriate; attend related meetings as requested.

(C) **SPP Indicator # 8 Professional Development:** Provide co-facilitators (parent/professional partners) to be available to school communities in an ongoing, on-request basis, to provide consultation, advice, support and co-planning with schools and parents in how to move forward with improvement planning and implementation in boosting school efforts to partner with parents.

(D) **Provide staff to conduct dispute resolution processes:**

1. Provide qualified individuals to conduct special education mediations on-site within local communities that resolve disputes between parents and local education agencies regarding the identification of students with disabilities or the delivery of special education and related services.
2. Collaborate with RIDE/OSCAS to identify, hire and provide the fiscal supports for new mediators as needed and identified by RIDE/OSCAS.
3. Collaborate with RIDE/OSCAS in the planning and assignment of mediations and mediators.
4. Provide qualified individuals to conduct special education due process hearings in response to hearing requests received by RIDE that address claims of entitlement violations, and/or unresolved disputes between parents and local education agencies regarding the identification of students with disabilities or the delivery of special education and related services.
5. Collaborate with RIDE/OSCAS to identify, hire and provide the fiscal supports for new hearing officers as needed and identified with RIDE/OSCAS.
6. Collaborate with RIDE/OSCAS in the planning and assignment of due process hearings and hearing officers.
7. Collaborate with RIDE/OSCAS to produce the required SPP data elements regarding the dispute resolution system.

8. Provide team participation in RIDE/OSCAS' system of focused monitoring including the School Support System and/or other emerging unified monitoring systems for local education agency monitoring.
9. Collaborate with RIDE/OSCAS to identify up to four (4) focused monitoring visits a year.
10. Support the participation of mediators and hearing officers in RIDE sponsored trainings as needed.
11. Collaborate with RIDE/OSCAS to ensure mediators, hearing officers and call center staff are available for periodic RIDE sponsored training as requested by RIDE/OSCAS.
12. Collaborate with RIDE/OSCAS to ensure that job descriptions for dispute resolution staff including mediators, hearing officers and call center staff include requirements to attend periodic RIDE –sponsored professional development when requested by RIDE/OSCAS.

(E) PAYMENT TERMS:

Invoices will be submitted no more than monthly, detailing work accomplished to date, consistent with tasks and deliverables specified. Payment is contingent on successful completion of work and provision of deliverables as scheduled and determined collaboratively at RIDE.

APPENDIX A

BUDGET

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

Expense Category	Estimated Expenditures					Multiyear Total
	Year 1	Year 2	Year 3	Year 4	Year 5	
1. Employee Salary & Benefits	\$166,718.24	\$171,233.66	\$169,902.65	\$166,709.70	\$167,346.82	\$841,911.07
2. Purchased Services	\$13,000.00	\$10,000.00	\$10,000.00	\$9,200.00	\$6,300.00	\$48,500.00
3. Supplies and Materials	\$2,851.52	\$1,935.69	\$1,911.40	\$1,953.08	\$1,357.00	\$10,008.69
4. Travel	\$1,010.00	\$1,010.00	\$1,010.00	\$1,010.00	\$1,010.00	\$5,050.00
5. Printing	\$2,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$7,000.00
6. Office Expense	\$11,375.00	\$12,609.65	\$13,964.95	\$17,916.22	\$20,775.18	\$76,641.00
7. Supplies, Travel, Printing, etc.	\$1,234.24	\$400.00	\$400.00	\$400.00	\$400.00	\$2,834.24
Subtotal	\$198,389.00	\$198,389.00	\$198,389.00	\$198,389.00	\$198,389.00	\$991,945.00
Indirect Cost *	\$30,611.00	\$30,611.00	\$30,611.00	\$30,611.00	\$30,611.00	\$153,055.00
TOTAL	\$229,000.00	\$229,000.00	\$229,000.00	\$229,000.00	\$229,000.00	\$1,145,000.00

- ***Please Note:***
- ***Line item 1. Employee salary and benefits decreases in years 3 and 4 reflecting a reduction in staff, in order to adjust for increased expenses.***
- ***Line item 5. Printing expenses are expected to be reduced as online technology is expanded.***

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement by RIDE; provided, however, that the Contractor shall notify the contract officer of the variance and obtain pre-approval, in writing; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by RIDE under this Agreement if such expenditure shall have been incurred in a line item category not listed above. Transfer of funds between categories requires prior written approval by RIDE. In no event shall the total amount of reimbursement claimed by the vendor under this agreement exceed the total approved contract amount.

** Attach a copy of the approved indirect cost documentation*

BUDGET DETAIL SHEET *
FISCAL YEAR FY16

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
LaVallee, Deena	Call Center @RIDE	35 hours week X 52 weeks = 1820 hours	\$46.11	\$83,920.20
Mulvaney, Jenna	Resource Center Coordinator	22.5 hours week X 52 weeks = 1170 hours	\$20.22	\$23,657.40
TBH	Bilingual Mentor	20 hours week X 52 weeks = 1040 hours	\$14.64	\$15,225.60
FARTURA, ANNE J	Parent Involvement Coordinator/Special Education	25 hours week for 52 weeks = 1300 hours	\$17.96	\$23,348.00
HERNANDEZ, YAMILLETTE	Bilingual Resource Specialist/Special Education	24 hours week for X 52 weeks = 1248 hours	\$16.48	\$20,567.04
TOTAL REQUEST				\$166,718.24

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Consultants	Mediators	260 hours	\$50.00	\$13,000.
TOTAL REQUEST				\$13,000.

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Dues/Books/Training materials/Postage/Equipment, Computers	\$2,851.52
Travel ***	In-state Mileage	\$ 1,010.00
Printing	Copies/Literature/Handouts	\$ 2,200.00
Office Expense	Rent/Utilities/Telephone	\$ 11,375.00
Other: <i>Conference</i>	Training/Professional Development	\$ 1,234.24
Indirect Cost		\$ 30,611.00

Total \$229,000.

* Please include a detail budget sheet for each state fiscal year (July 1st – June 30th)

** Please round hourly rates to the nearest whole dollar and ensure there are no rounding differences with the extended totals.

*** Reimbursement for travel within the continental United States is limited to the per diem rates established by the General Services Administration (GSA). Per diem rates are posted at www.gsa.gov/perdiem.

BUDGET DETAIL SHEET *
 FISCAL YEAR FY17

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
LaVallee, Deena	Call Center @RIDE	35 hours week X 52 weeks = 1820 hours	\$47.49	\$86,431.80
Mulvaney, Jonna	Resource Center Coordinator	22.5 hours week X 52 weeks = 1170 hours	\$21.45	\$25,096.50
TBH	Bilingual Mentor	18.46 hours week X 52 weeks = 960 hours	\$15.08	\$14,476.80
FARTURA, ANNE J	Parent Involvement Coordinator/Special Education	25 hours week X 52 weeks = 1300 hours	\$18.50	\$24,050.00
HERNANDEZ, YAMILLETTE	Bilingual Resource Specialist/Special Education	24 hours week X 52 weeks = 1248 hours	\$16.97	\$21,178.56
TOTAL REQUEST				\$171,233.66

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Consultants	Mediators	200 hours	\$50.00	\$10,000.
TOTAL REQUEST				\$10,000.

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Dues/Books/Training materials/Postage/Equipment, Computers	\$1,935.69
Travel ***	In-state Mileage	\$ 1,010.
Printing	Copies/Literature/Handouts	\$1,200.
Office Expense	Rent/Utilities/Telephone	\$12,609.65.
Other: <i>Conference</i>	Training/Professional Development	\$400.
Indirect Cost		\$30,611.

Total \$229,000.00

BUDGET DETAIL SHEET *
 FISCAL YEAR FY17

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
LaVallee, Deena	Call Center @RIDE	35 hours week X 52 weeks = 1820 hours	\$47.49	\$86,431.80
Mulvaney, Jonna	Resource Center Coordinator	22.5 hours week X 52 weeks = 1170 hours	\$20.83	\$24,371.10
TBH	Bilingual Mentor	15.5 hours week X 52 weeks = 807 hours	\$15.53	\$12,532.71
FARTURA, ANNE J	Parent Involvement Coordinator/Special Education	25 hours week X 52 weeks = 1300 hours	\$19.04	\$24,752.00
HERNANDEZ, YAMILLETTE	Bilingual Resource Specialist/Special Education	24 hours week X 52 weeks = 1248 hours	\$17.48	\$21,815.04
TOTAL REQUEST				\$169,902.65

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Consultants	Mediators	200 hours	\$50.00	\$10,000.
TOTAL REQUEST				\$10,000.

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Dues/Books/Training materials/Postage/Equipment, Computers	\$1,911.40
Travel ***	In-state Mileage	\$ 1,010.
Printing	Copies/Literature/Handouts	\$1,200.
Office Expense	Rent/Utilities/Telephone	\$13,964.95
Other: <i>Conference</i>	Training/Professional Development	\$400.00
Indirect Cost		\$30,611.00

Total \$229,000.00

BUDGET DETAIL SHEET *
FISCAL YEAR FY19

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
LaVallee, Deena	Call Center @RIDE	35 hours week X 52 weeks = 1820 hours	\$48.91	\$89,016.20
Mulvaney, Jonna	Resource Center Coordinator	22.5 hours week X 52 weeks = 1170 hours	\$21.45	\$25,096.50
TBH	Bilingual Mentor	5.57 hours week X 52 weeks = 290 hours	\$16.00	\$4,640.00
FARTURA, ANNE J	Parent Involvement Coordinator/Special Education	25 hours week X 52 weeks = 1300 hours	\$19.61	\$25,493.
HERNANDEZ, YAMILLETTE	Bilingual Resource Specialist/Special Education	24 hours week X 52 weeks = 1248 hours	\$18.00	\$22,464.
TOTAL REQUEST				\$166,709.70

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Consultants	Mediators	184 hours	\$50.00	\$9,200.
TOTAL REQUEST				\$9,200.

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Dues/Books/Training materials/Postage/Equipment, Computers	\$1,953.08
Travel ***	In-state Mileage	\$ 1,010.
Printing	Copies/Literature/Handouts	\$1,200.
Office Expense	Rent/Utilities/Telephone	\$17,916.22
Other: <i>Conference</i>	Training/Professional Development	\$400.
Indirect Cost		\$30,611.00
Total		\$229,000.00

BUDGET DETAIL SHEET *
FISCAL YEAR FY20

EMPLOYEE SALARY AND BENEFIT DETAIL (TOTAL COMPENSATION)**

NAME	POSITION TITLE	NUMBER OF HOURS	HOURLY RATE (including benefits)	SALARY and BENEFIT TOTAL \$
LaVallee, Deena	Call Center @RIDE	35 hours week X 52 weeks = 1820 hours	\$50.38	\$91,691.60
Mulvaney, Jonna	Resource Center Coordinator	22.5 hours week X 52 weeks = 1170 hours	\$22.09	\$25,845.30
TBH	Bilingual Mentor	.48 hours week X 52 weeks = 25hours	\$16.48	\$412.00
FARTURA, ANNE J	Parent Involvement Coordinator/Special Education	25 hours week X 52 weeks = 1300 hours	\$20.20	\$26,260.
HERNANDEZ, YAMILLETTE	Bilingual Resource Specialist/Special Education	24 hours week X 52 weeks = 1248 hours	\$18.54	\$23,137.92
TOTAL REQUEST				\$167,346.82

PURCHASED SERVICES DETAIL

NAME	POSITION TITLE	HOURS	HOURLY RATE \$	TOTAL \$
Consultants	Mediators	126 hours	\$50.00	\$6,300.
TOTAL REQUEST				\$6,300.

OTHER EXPENDITURES DETAIL

EXPENSE CATEGORY	DESCRIPTION	TOTAL
Supplies and Materials	Dues/Books/Training materials/Postage/Equipment, Computers	\$1,357.
Travel ***	In-state Mileage	\$ 1,010.
Printing	Copies/Literature/Handouts	\$1,200.
Office Expense	Rent/Utilities/Telephone	\$20,775.18.
Other: <i>Conference</i>	Training/Professional Development	\$400.00
Indirect Cost		\$30,611.00.
	Total	\$229,000.00