



This Letter Purchase Order (LPO) for Services is issued pursuant to Agreement No. DESF 061463-SBCC between Clay County School Board (Buyer) and DES of Florida, LLC (Seller). Buyer hereby authorizes Seller's contractor to perform the following described Services:

Scope of Work: Interim Professional Development Assistant
As described but not limited to; Attachment "A"

2. **Seller Contact:** Roy F DeCastro
DES of Florida LLC
PO Box 13935
Tallahassee, Florida 32317-3935
Phone: 850-893-1315
Fax: 850-894-1313

3. **Buyer Contact:** Mrs. Nancy Racine
900 Walnut Street
Green Cove Springs, Florida, 32177
Phone: 904-529-2604

4. **LPO Term:** November 01, 2014 – January 31, 2015. This LPO may be terminated by Buyer upon fifteen (15) days written notice to the Seller and provided, however, that such termination by Buyer shall not become effective until any/all work and transfer of knowledge specified in subject LPOs in effect at the time of said termination notice either has been completed by Seller or terminated by Buyer.

5. **LPO Cost:** Total cost, excluding expenses, shall not exceed \$16,614.92. Invoices shall be billed monthly in the amount of \$45.21 per billable hour, not to exceed 37.5 hours per week. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. For the term of this LPO there shall not be any paid Vacation, sick/personal and Holidays. Any and all expenses must be pre-approved by the Superintendent or his designee and will be reasonable, verifiable, and documented.

PRIVATE/PROPRIETARY/LOCK
CONTAINS PRIVATE AND/OR PROPRIETARY INFORMATION. MAY NOT BE USED OR DISCLOSED OUTSIDE Clay County School Board
EXCEPT PURSUANT TO A WRITTEN AGREEMENT. MUST BE STORED IN LOCKED FILES WHEN NOT IN USE.

6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to the LPO number, shall be submitted to the Buyer Contact listed in Item 3 of this LPO.
7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and will be further defined on an on-going basis throughout the term of this LPO and due as requested by the Buyer Contact listed in this LPO.

DES OF FLORIDA, LLC

By: 
(Authorized Signature)

Name: Roy F. DeCastro 10/9/2014
Date

Title: Managing Partner

CLAY COUNTY SCHOOL BOARD

By: _____
(Authorized Signature)

Name: Carol Studdard _____
Date

Title: Chairman of the Board

By: _____
(Authorized Signature)

Name: Charles VanZant _____
Date

Title: Superintendent

Attachment "A"

Scope of work

Professional Development Assistant

The descriptions given below are not intended to be all encompassing and complete, rather as a general guideline to the scope of work to be provided. The description and scope can change as necessary.

Duties and Responsibilities

- Prepare program and financial reports for professional development.
- Provide assistance as liaison to universities and other agencies for the staff development
Matters and off campus professional development programs.
- Coordinate inservice activities, reports and records.
- Coordinate school and district professional development plans/activities and budgets
- Assist, review, and evaluate Individual Plans for Inservice for district wide staff
- Administer the Professional Development Advisory Council
- Develop and disseminate district wide matrix of inservice activities
- Assist in the development and implementation of the Summer Institute
- Manage the inservice certification records for the Human Resource Division
- Collect and categorize or prepare staff development related items for the board agendas or postings
- Assist in the preparation of the Professional Development Comprehensive Plan and Budget
- Coordinate professional development with district liaison for School Improvement
- Assist in the management of the Eisenhower Grant.