

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # 240225
Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:

WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED
 Must Have Board Approval over \$100,000.00

Date Submitted: May 30, 2024

Name of Contract Initiator: Treasure Pickett Telephone #: 904-336-6918

School/Dept Submitting Contract: K12-Secondary Education Cost Center # 9007

Vendor Name: Embry-Riddle Aeronautical University, Inc.

Contract Title: Amendment Two to Dual Enrollment Agreement between Gaetz Aero Space Inst., ERAU and SBCC

Contract Type: New Renewal Amendment Extension Previous Year Contract # 240028

Contract Term: 8/1/22 -6/30/25 Renewal Option(s):

Contract Cost: 40,086.00 Price Amendment #2 on Original Contract 230024

BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

Funding Source: Budget Line # _____
Funding Source: Budget Line # _____

NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):

RECEIVED
By Elaine at 10:10 am, May 31, 2024

- _____ Completed Contract Review Form
- _____ SBAO Template Contract or other Contract (NOT SIGNED by District / School)
- _____ SIGNED Addendum A (if not an SBAO Template Contract) - *When using the Addendum A, this Statement MUST BE included in the body of the contract. "The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."*
- _____ Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:
COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.
General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.
Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).
Workers' Compensation = \$100,000 Minimum
[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].
- _____ State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)
- _____ Release and Hold Harmless (If Applicable)

****AREA BELOW FOR DISTRICT PERSONNEL ONLY ****

CONTRACT REVIEWED BY:	COMMENTS BELOW BY REVIEWING DEPARTMENT
Purchasing Department	
Review Date REVIEWED By Bertha Staefe at 8:54 am, Jun 04, 2024	Fix date on Attachment A to 2025
School Board Attorney JPS	
Review Date 6/4/24	Approved once date is fixed.
Other Dept. as Necessary	
Review Date	

PENDING STATUS: YES NO **IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR**

FINAL STATUS **APPROVED**
By Elaine at 11:51 am, Jun 04, 2024

CONTRACT REVIEW PROCESS FOR "ALL" CONTRACTS

A contract is defined as an agreement between two or more parties that is intended to have legal effect. This may include MOUs, Interlocal Agreements, Service Agreements and Contracts. Contracts document the mutual understanding between the parties as to the terms and conditions of their agreement, contain mutual obligations, and clearly state the agreement's consideration. The term consideration includes the cost of the services and/or products to be provided by second party (vendor or service provider) and any non-monetary performance. No school, department, or other organizational unit has authority to contract in its own name. All Board contracts must be made in the legal name of the Board, "The School Board of Clay County, Florida". The School or Department may extend this name to include the school or department as follows, "The School Board of Clay County, Florida o/b/o _____ (insert the school or department name)" where o/b/o means "on behalf of".

All contracts shall be reviewed and approved by the School Board Attorney and/or the Supervisor of Purchasing to ensure legality, compliance with Board policy, and to ensure the Board interests are protected before the authorized signatory may execute the contract.

All contracts having a value of \$100,000 or more shall be authorized by the Board at a regular or special meeting and signed by the Board Chairman. All approved contracts having a value of less than \$100,000 may be executed by the Superintendent or appropriate District administrator based on the value of the contract.

1. All approved contracts having a value of \$50,000 or more, but less than \$100,000 shall be signed by the Superintendent, or the person who has been designated, in writing by the Superintendent, as the Superintendent's Designee at the time of the contract signing. All contracts executed pursuant to this subparagraph shall be reported to the School Board in a separate entry as part of the monthly financial report.
2. All approved contracts having a value of \$25,000 or more, but less than \$50,000, shall be signed by the Superintendent, or the Assistant Superintendent for Business Affairs.
3. All approved contracts having a value of less than \$25,000 and contracts of any value described in Board Authorized Contracts above that are exempt from the requirement for Board approval, may be signed by the Superintendent, or the Assistant Superintendent for their Division, or Chief Officers, or Directors, or Principals.
4. The Superintendent is authorized to approve contract amendments or change orders for the purchase of commodities and services up to the amount of ten (10) percent or \$50,000, whichever is less, of the original contract amount that was previously approved by the Board.

Employees who enter into agreements without authority may be personally liable for such agreements, whether oral or written.

Step 1: Contract Initiator and Vendor prepare draft contract
(School Board Attorney Office (SBAO) Template Contracts available on SBAO webpage are strongly encouraged)

Step 2: Complete Contract Review Form, attach Required Documents to include the UNSIGNED Contract by the District / School.

For Contracts using Budgeted Funds or For No Cost / Master (County Wide) Contracts:
Initiator submits Contract Review Package to Purchasing Department - See Step 3

For Contracts using Internal Funds Individual to each School:
Initiator submits Contract Review Package direct to SBAO - See Step 4

IMPORTANT

Step 3: If Funded by Budgeted Funds, submit the Contract Review Package to the Purchasing Department. Purchasing will begin the contract review process and submit the contract to the SBAO for review. SBAO may reach out to Initiator and/or other Departments (Risk, IT,) with questions or concerns and will assist with contract revisions. SBAO will send the Contract Review Package back to the Purchasing Department for final processing and the return to Initiator.

Purchasing will log "District" Contracts (Cost/No Cost) on Contract Review Log and save copy of the Contract Review Package PLUS the Final Signed Contract you've return to Purchasing in the Contract Review Team Drive.

Step 4: If Funded by Internal Account (IA), submit the Contract Review Package directly to SBAO.
Email: contractreview@myoneclay.net
The SBAO will begin the contract review process and return it directly to Initiator

Step 5: The Initiator is responsible for finalizing the Contract which includes:
Addressing Comments/Revisions, Obtaining Required Signatures, Send District Final Signed Contract to Purchasing OR Retain Internal Accounts Final Signed Contract at School per School Board Record Policy.
If there is a Cost associated with Contract, the Initiator must work with their Bookkeeper to finalize the Purchasing Process.
Budgeted Funds require a District Purchase Order. Internal Accounts require an IA Purchase Order.

For assistance with legal-related matters, please visit the [School Board Attorney's Office \("SBAO"\) webpage](#) or call 904-336-6507
For assistance with insurance-related matters, please visit the [Business Affairs - Risk Management webpage](#) or call 904-336-6745
For assistance with District Purchasing, please visit the [Business Affairs - Purchasing webpage](#) or call 904-336-6736

**Amendment Two to
Dual Enrollment Agreement between Gaetz Aerospace Institute,
Embry-Riddle Aeronautical University, Inc. and
The School Board of Clay County, Florida
Academic Years 2022-2025**

This Amendment Two (the "Amendment") is entered into effective as of date of the last signature below (the "Effective Date") and is by and between The School Board of Clay County, Florida (hereinafter referred to as the **DISTRICT**), and Embry-Riddle Aeronautical University, Inc. a not-for-profit corporation organized and existing under the laws of the State of Florida (hereinafter referred to as **ERAU**) and collectively referred to as "Parties".

WHEREAS, The Parties entered into a Dual Enrollment Agreement effective August 1, 2022 through June 30, 2025 ("Agreement"); and

WHEREAS, the Parties desire to amend the Agreement to address various mutually agreed upon changes to the Agreement.

NOW, THEREFORE, in consideration of the covenants, agreements, terms and conditions set forth below, the Parties, intending to be legally bound, do hereby agree as follows:

1. Article 4.0 of the Agreement is voided and replaced with the following:

ARTICLE 4.0 PAYMENT

4.1 **DISTRICT** will make payment for the academic year (AY) in accordance with Attachment A AY 24-25, for those courses set forth in Appendix A AY 24-25, both of which are attached hereto and incorporated into this Agreement.

4.2 Payments for verified invoices for the academic year (AY) will be due as follows:

Date of Final Execution	50% of total amount due for AY
First business day in March 2025	50% of total amount due for AY

Upon Receipt of Certification	Payment of - 5% CAPE
Dollars in AY 25-26 if Applicable	Certification due for ASY

2. Except as expressly modified herein, the terms and conditions of the Agreement remain unchanged. In the event of a conflict between the terms of this Amendment, and those of the Agreement, the District and ERAU agree that the terms of this Amendment shall prevail and control.

**IN WITNESS WHEREOF, the Parties have caused this Agreement to be signed by their
duly authorized officers or representatives.**

For Embry-Riddle Aeronautical University

Nanette Guzman, DBA, CRA, Director,
Office of Sponsored Research Administration

Date

For the School Board of Clay County, Florida

Sign and print, Chair Ashley Gilhousen

Date: _____

ATTEST:

David Broskie, Superintendent

Date: _____

Attachment A AY 24-25

Statement of Work and Budget

AY 2024-2025 Course Sections

2024 Fall Semester/Spring Semester 2025

1. Dual Enrollment Course Sections	16
2. Secondary Course Section	1
Total Sections	17
Course Monitor Fees	\$ 1,600.00
Faculty Costs (Adjunct)	\$21,000.00
Fringe Benefits	\$ 1,740.00
Dual Enrollment Section Cost	\$ 8,000.00
Secondary Section Cost	\$ 250.00
Subtotal	\$32,590.00
Indirect Costs	\$ 7,496.00
Total Price	\$40,086.00

Grant funds will cover the cost of all technical training, travel for professional development, textbooks, UAVs, teacher stipends, program management, student industry certification exams and programs in UAS and Private Pilot Ground school, teacher industry certification exams and training programs in UAS and Private Pilot Ground School, professional industry conferences when possible and other aviation opportunities as they may arise.

Payment

The District will make payment for each academic school year in accordance with this schedule and any addenda to this contract entered into by both Parties. Payments will be due as follows:

Date of Final Execution	<u>\$20,043.00</u>	(50% of total due)
March 1, 2025	<u>\$20,043.00</u>	(50% of total due)
Total Due	\$40,086.00	+ 5% of Cape Certification Dollars upon receipt of funds in AY25

Appendix A AY 24-25

List of courses being taught in the School Board of Clay County, Florida:

Fall 2024

Location	Title	Instructor
Fleming Island HS	AS 120 - Principles of Aeronautical Science	Keller, David
Keystone Heights HS	AS 120 - Principles of Aeronautical Science	ERAU-George, Raymond
Keystone Heights HS	AS 235 - UAS & XCountry Data Entry	ERAU-George, Raymond
Keystone Heights HS	AS 121a - Private Pilot Operations	ERAU-George, Raymond
Keystone Heights HS	HSI 110 - Introduction to Homeland Security	Hall Richard
Middleburg HS	AS 120 - Principles of Aeronautical Science	Clark, Shannon
Oakleaf High School	AS 120 - Principles of Aeronautical Science	Bowler, Ellis
Oakleaf High School	sUAS - Small UAS Safety Operations	Bowler, Ellis
Orange Park High School	EGR 101 - Introduction to Engineering	DeMarco, Mary

Spring 2024

Location	Title	Instructor
Fleming Island HS	AS 220 - Unmanned Aircraft Systems	Keller, David
Keystone Heights HS	AS 220 - Unmanned Aircraft Systems	ERAU-George, Raymond
Keystone Heights HS	AS 222 - UAS Security	ERAU-George, Raymond
Keystone Heights HS	AS 121b - Private Pilot Operations	ERAU-George, Raymond
Keystone Heights HS	BA 201 - Principles of Management	Hall, Richard
Middleburg HS	HSI 110 - Introduction to Homeland Security	Clark, Shannon
Oakleaf High School	SS 130 - History of Aviation in America	Bowler, Ellis
Oakleaf High School	sUAS - Small UAS Safety Operations - continued	Bowler, Ellis
Orange Park High School	CS 223 - Scientific Programming in C	DeMarco, Mary