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A Technical Assistance Agreement

The Council for Exceptional Children (CEC) located 2900 Crystal Drive, Arlington, VA 22202-3557 and … University (Client) make this agreement (Agreement) on the date of the signatures below for CEC to provide technical assistance (TA) described in Attachment A: Workscope.

# RESPONSIBILITIES

# CEC will provide TA consultant, and assume financial responsibility for the honorarium of CEC’s consultant.

# The Client will:

* Contact Consultant and mutually agree on dates, times, and logistics for the TA
* Provide media equipment and equipment set up, including AV to project a Powerpoint presentation.
* Provide appropriate training site and facilities.
* Inform participants of relevant schedules and logistics.
* Arrange lodging reservations for the TA consultant at a convenient hotel, if necessary

# PAYMENT

# The Client will assume financial responsibilities for the TA including:

* A fee of $300 per hour payable to CEC within thirty days of the completion of the training. A day of TA is routinely defined as six hours unless agreed to otherwise with the CEC consultant. Upon submission of an invoice, the fee for services is payable directly to CEC.
* Transportation, lodging, and meal expenses for the trainer in accordance with the Client’s standard travel expense procedures. The consultant expenses are payable directly to the consultant.

# TERM OF CONTRACT:

# The Client or CEC may terminate contract with a written, certified mail notice, or other receipted delivery service received at least 30 days prior to the scheduled TA. If the Client must cancel the scheduled TA within the 30-day schedule, the Client is responsible for any payment of fees for changes in travel arrangements.

# Upon breach of contract, either party with a 30-day written notice may terminate the Contract. Notification of breach and intention to terminate the contract is to be delivered by certified mail or other receipted delivery service. If breaching party corrects breach within 30 days, the contract shall continue to remain in place until its defined expiration.

# ASSIGNMENT

# The Contract is considered legal and binding in all countries. If there should be any legal dispute, the laws of the Commonwealth of Virginia shall apply.

CEC program reviewers have no conflict of interest in the programs they review. This Agreement and the provision of TA services neither explicitly nor implicitly implies that the Client’s Program Report will receive any sort of special treatment or favoritism in the review process. Neither does this Agreement imply any sort of guarantee of success in the program review.

This Agreement constitutes the entire agreement between Client and CEC, and supersedes previous agreements, whether oral or in writing. Modification of this contract may only occur in writing, signed by both parties.

**AGREED TO:**

|  |  |  |
| --- | --- | --- |
| Council for Exceptional Children |  | Client |
| Bruce A. Ramirez |  |  |
| Executive Director |  |  |
|  |  |  |
| Date: |  | Date |
|  |  |  |
|  |  |  |

**ATTACHMENT A: WORKSCOPE**

### Description of Technical Assistance

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| --- |
| CEC will provide a consultant for technical assistance to program faculty regarding the design or redesign, as appropriate, of the program assessment system, including program assessments, performance rubrics, and data tables to align to the major elements of the CEC Preparation Standards as informed by appropriate specialty set(s).  The consultant will review the department’s program materials and conduct the technical support with the department. |

### Logistics

|  |  |
| --- | --- |
| Date(s): |  |
| Time(s): |  |
| Location(s) |  |
| Media: |  |

### Contact Information

|  |  |
| --- | --- |
| Client |  |
| Name: |  |
| Mail Address: |  |
| Phone: |  |
| Fax: |  |
| Email: |  |

|  |  |
| --- | --- |
| CEC |  |
| Name: | Richard Mainzer |
| Mail Address: | Council for Exceptional Children  2900 Crystal Drive, Suite 1000  Arlington, VA |
| Phone: | 703 264 9408 |
| Fax: | 703 758 1896 |
| Email: | [richardm@cec.sped.org](mailto:richardm@cec.sped.org) |

|  |  |
| --- | --- |
| Consultant |  |
| Name: |  |
| Mail Address: |  |
| Phone: |  |
| Fax: |  |
| Email: |  |