



HOWARD COUNTY
PUBLIC SCHOOL SYSTEM

December 2, 2011

Ray and Associates, Inc.
Gary Ray
4403 1st Avenue SE, Ste 407
Cedar Rapids, IA 52402-3221

RE: Superintendent Search Services
RFP No. 004.12.B1

Dear Mr. Ray:

Enclosed please find a fully executed copy of the agreement for RFP No. 004.12.B1. The contract administrator for these services is Janet Siddiqui, Chairman of the Board of Education of Howard County. She may be reached at 410 313-7194.

Should you have any questions regarding the contents of this letter, please call me at (410) 313-6722.

Sincerely,



Douglas Pindell
Purchasing Officer

Enclosure

c: J. Siddiqui
file

AGREEMENT FOR PROFESSIONAL SERVICES

AGREEMENT # 004.12.B1

THIS AGREEMENT is entered into this 3rd day of November, 2011, effective as of this date, by and between the Board of Education of Howard County (hereinafter referred to as the "Board") and Ray and Associates, Inc., 4403 1st Avenue SE, Ste 407, Cedar Rapids, Iowa 52402-3221, (hereinafter referred to as the "Contractor").

RECITALS

WHEREAS, the Contractor submitted a proposal to RFP #004.12.B1 issued by the Board and has been selected to perform a national executive search for a school superintendent in accordance with the terms and conditions expressed in the RFP;

WHEREAS, the Board desires the Contractor to perform certain work and services, on the terms and conditions herein set forth and the Contractor is ready, willing, and able to perform such work and services; and

WHEREAS, this Agreement shall be administered by the Board of Education and/or their designee; and

NOW, THEREFORE, in consideration of the promises contained herein and the promises each to the other made, the parties hereby agree as follows:

ARTICLE I - CATEGORY OF WORK AND SERVICES

1. The work and services to be performed by the Contractor shall be in accordance with the following documents:

Request for Proposal, RFP No. 004.12.B1, dated September 9, 2011;
and Ray and Associates, Inc., proposal dated October 3, 2011.

ARTICLE II - TERMS AND CONDITIONS

Contractor agrees to perform the work and services required under this Agreement in accordance with RFP No.004.12.B1, whose provisions for professional services are incorporated herein by reference. Contractor shall diligently ensure compliance with the criminal background requirement for employees assigned to the work under this agreement. Background investigations include a criminal records history check through the employee's State criminal records repository via submission of the employee's ten-print fingerprint card. The Board of Education reserves the right to require verification of the criminal records check and State reply upon request. Results must be returned to the employer by the State agency must be delivered to the Board of Education within 72 hours of receipt by Contractor or within 72 hours of request.

ARTICLE III - TERM OF AGREEMENT

The term of agreement shall begin on the date above and terminate on the successful placement of a Superintendent.

ARTICLE IV – FEES, PAYMENTS AND SCHEDULE OF PAYMENTS

The Contractor shall be paid a base fee amount of Forty-six Thousand dollars (\$46,000) with a contingency for miscellaneous expenses and reimbursable fees in the amount of Twenty-nine Thousand dollars (\$29,000) with the total contract value amount not to exceed Seventy-five Thousand dollars (\$75,000). Payment will be made within 30 days

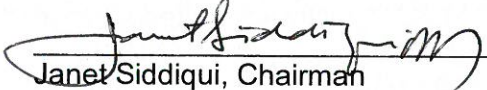
of an approved invoice. Payment shall be made in accordance with the provisions set forth in Part V, Payments.

ARTICLE VI - INSURANCE

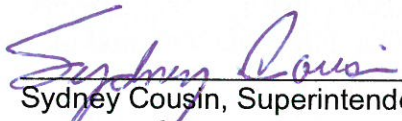
The Contractor agrees to and has complied with the insurance requirements set forth in the RFP.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above-written.

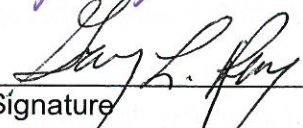
BOARD OF EDUCATION OF HOWARD COUNTY

By:  (SEAL)
Janet Siddiqui, Chairman
Board of Education of Howard County

WITNESS:

By:  (SEAL)
Sydney Cousin, Superintendent

WITNESS:

By: 
Signature

Gary L. Ray, President
Typed Title

Ray and Associates, Inc.
Company Name

4403 1st Avenue SE, Suite 407
Address

Cedar Rapids, Iowa 52402
City, State Zip

319-393-3115 319-393-4931
Telephone Fax