

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 9/29/2021

Contract/Agreement Vendor: MANDT SYSTEMS

Name of Vendor
MARY MCKENZIE 800-810-0755

Contact Person Phone Number

Address _____

City State Zip

mary@mandtsystems.com

Email address

10/25/2021-10/28/2021

Date of services

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE : W9 _____ And _____

Vendor Registration

Person Submitting Contract/Agreement for Review: DAYLENE THORNTON ESC

Name Site

Reason for Review: (New Agreement, Renewal...): NEW AGREEMENT

Audience/Group to benefit from Contract/Agreement: DISTRICT STAFF

Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE

Principal **and** Director or Administrator: *Daylene Thornton*
Daylene Thornton (Sep 29, 2021 12:18 CDT)

Signature

Does this Contract/Agreement utilize technology? No Yes

Has it been reviewed by the Chief Technology Officer? No Yes

If yes, Approved by: _____
 (Signature) Technology /Approval

Leadership Team Member: *Karla Dyson*
 Signature

Funding Source: SPECIAL EDUCATION LOCAL OR GRANT FUNDS

Description OCAS Coding

Process: **PLEASE FOLLOW ALL STEPS**

1. The Contract/Agreement is reviewed and approved by site Principal/ Director/ Administrator.
2. If Technology related, the Contract/Agreement is reviewed and approved Technology.
3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on 10/11/2021"
Date of Board Meeting
5. Attach this form with Contract/Agreement and Board Memo
6. **The appropriate Leadership Team Member will review and submit to the Contract Committee**
7. Keep copy for your records

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:30a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



MEMORANDUM

To: Dr. Janet Dunlop

From: Daylene Thornton

Date: 9/29/2021

Re: New Agreement between Broken Arrow and Mandt Systems

SUBJECT

The subject should be a complete statement of what the board is being asked to either approve or disapprove and should begin with the phrase: "Discussion, motion and vote on motion to approve or disapprove the NEW agreement between Broken Arrow Public Schools and Mandt Systems Inc. Broken Arrow agrees to host an open training for instructors in the Mandt program. Mandt agrees to provide one free instructor training for Broken Arrow. The estimated cost of the training is \$1,699.00 for each additional person registered to attend and will be paid with Special Education Local or Grant funds. – D. Thornton

SUMMARY

The Mandt System is a state approved form of restraint training used in schools to prevent injury to students and staff during stressful events. Professional development and training are required annually to remain certified.

FUNDING

Special Ed local funding or IDEA Grant Funds

ENCLOSURE/ATTACHMENTS

Contract / Agreement



The Mandt System®

September 27, 2021

Daylene Thornton
Executive Director of Special Education
Broken Arrow Public Schools
701 South Main Street
Broken Arrow, OK 74012

Dear Ms. Thornton,

Please review carefully the following terms of the proposed Relational/Conceptual/Technical (RCT) Instructor Certification program hosted by Broken Arrow Public Schools ("Entity") on October 25-28, 2021 and conducted by The Mandt System, Inc. (Federal Tax I.D 74-1934982) ("Mandt"):

The Mandt System, Inc. agrees to:

1. Conduct One (1) thirty-two (32) hour Relational/Conceptual/Technical (RCT) Instructor Certification program hosted by Broken Arrow Public Schools on October 25-28, 2021.
2. Provide a Mandt System Faculty Instructor to conduct the training.
3. Provide all necessary and applicable teaching materials for participants attending the training.
4. Make all travel arrangements and hotel reservations for the Mandt System Faculty Instructor.

Broken Arrow Public Schools agrees to:

1. Entity will provide all requirements listed in the hosting agreement. This agreement, as listed herein, is contingent upon you signing the hosting agreement. The hosting form was signed by Sandra Dee on June 30, 2021. A signed copy of the hosting agreement is attached.
2. Entity must i) provide proof of insurance in an amount equal to or exceeding \$1,000,000 in liability for injuries to persons or damages to property which may arise from or in connection with Entity's provision of the facilities; ii) the cost of such insurance shall be borne by Entity; and ii) execute Hold Harmless Agreement below.

Please Note: Participants in the RCT Instructor Certification Program must be in attendance the full four days and successfully complete an Instructor Practicum, the competency-based physical testing and a written examination to receive Instructor Certification. The Conceptual chapters of the program are taught as optional online program which can be completed after the instructor successfully completes the Relational and Technical chapters of the program.

All products and services rendered are provided in consideration of the transaction contemplated herein. Entity acknowledges and agrees that the programs and the provision of information and materials does not constitute a license of intellectual property to Entity, and that all rights therein (including, without limitation, trademarks, service marks, copyrights and all other intellectual property) belong to and shall remain the sole and exclusive property of The Mandt System, Inc.

Unrivaled
global experts
in preventing
workplace
and relational
violence

Since 1975
we have
partnered with
organizations
worldwide to
create healthy
relationships

Utilizing a
research
based
continuous
learning and
development
approach

If these terms are agreeable, please sign below, retain a copy for your file, and email one copy back to The Mandt System, Inc.

This Letter of Agreement will be considered null and void if not signed and received by The Mandt System, Inc. on or before October 13, 2021.

AUTHORIZED SIGNATURE FOR (ORGANIZATION NAME) **DATE**

NAME (PLEASE TYPE OR PRINT) **TITLE**

HOLD HARMLESS AGREEMENT

Entity agrees that the provision of the facility by Entity for the foregoing training is based upon Entity's assertion that the facility is fit for use as described herein. Under no circumstances shall The Mandt System, Inc., its principals, owners, directors, employees, contractors, agents, volunteers, or insurers (collectively, "The Mandt System") be liable for the facility provided by Entity for the foregoing training, its condition, or its maintenance. Entity agrees to defend, indemnify, and hold harmless The Mandt System, Inc. from and against any and all liability, loss, damage, expense, costs (including and without limitation, costs, attorney's fees and fees of litigation) of every nature arising out of, or in connection with, or relating to the facilities provided by Entity or any use thereof by Entity's employees, licensees, or invitees.