

Contract Committee Meeting
November 1, 2022 5:00 PM
Central Services Board Room

1. Call to Order - Mrs. Teresa Boston
2. Moment of Silence - Mrs. Teresa Boston
3. Approval of Meeting Minutes
4. AVAZA Interpretation Services
5. NIET Proposal of Services
6. Stellar Therapy Services Amendment
7. Other Discussion
8. Adjournment

**Contract Committee Meeting August 17, 2022
Central Services Board Room**

The Contract Committee met on Wednesday, August 17, 2022, in the Central Services Board Room where Mrs. Teresa Boston called the meeting to order at the approximate hour of 5:44 p.m. She welcomed everyone to the meeting and appreciated everyone for attending.

PRESENT:

Mrs. Teresa Boston, District 8, Chair	Mr. Bo Magnusson, Safety/Security Supervisor.
Mrs. Rebecca Hamby, District 7	Ms. Kim Bray, HR Director
Mr. Jim Inman, District 1	Mr. William Stepp, Director of Schools
Mr. Earl Patton, Board Attorney	
Mo Charnot, Media	

Absent: Robert Safdie

- 1. Call to Order – Mrs. Teresa Boston**
- 2. Moment of Silence/Pledge of Allegiance – Mrs. Teresa Boston**
- 3. Approval of minutes – Hamby made a motion to approve the minutes.**

VOICE VOTE: Hamby (mover-yes) Safdie(seconder-yes)

All Ayes

MOTION: Carried Unanimously

4. Interquest Detection Canine Agreement

Boston introduced the contract. She told everyone that atty Patton had recommended an updated indemnify clause. Hamby made the motion for approval with attorney recommendation.

VOICE VOTE: Hamby (mover-yes) Boston (seconder-yes)

VOICE VOTE: All Ayes

MOTION: Carried Unanimously

5. Uplands Design Group Stone Elementary Roof

Boston introduced this. She told everyone that this was standard, and the changes were made but the BOE was already aware of these changes. Boston made the motion to approve this. Hamby with a second.

VOICE VOTE: Boston (mover-yes) Hamby (seconder-yes)

VOICE VOTE: All Ayes

MOTION: Carried Unanimously

6. Uplands Design Group North Electrical Phase 2 and 3

Boston introduced this contract and said this was a bit confusing. The first phase was signed in January 2022 but phase 2 and 3 has to be re-bid. This is an amendment for Upland Design Group fees. Hamby made the motion for approval and Boston with the second.

VOICE VOTE: Hamby (mover-yes) Boston (seconder-yes)

VOICE VOTE: All Ayes

MOTION: Carried Unanimously

7. United Healthcare Services Billing Contract

Boston introduced this contract to the committee. She told everyone this is a services billing contract directly from the United Healthcare Insurance Company. Hamby made the motion to accept. Boston made the second.

VOICE VOTE: Hamby (mover-yes) Boston (seconder-yes)

VOICE VOTE: All Ayes

MOTION: Carried Unanimously

8. Adjournment

Boston said she would entertain a motion to adjourn. Hamby made the motion and Boston with a second. Meeting adjourned.

VOICE VOTE: Hamby (mover-yes) Boston (seconder-yes)

VOICE VOTE: All Ayes

MOTION: Carried Unanimously

(The meeting was adjourned at the approximate hour of 5:53 p.m.)

Mr. William Stepp
Director of Schools

Mrs. Teresa Boston
Chairman of the Contract Committee

Diane McCartney
Executive Assistant for the Director of Schools and BOE



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CLIENT REGISTRATION PACKET

General Info:

Company Name: Cumberland County Board of Education
Primary Contact: Sandy Helton SS#/EIN# _____
Phone: 931-484-6135 Fax: _____ Email: Heltons1@ccschools.k12tn.net
Address: 368 Fourth Street
City: Crossville
State: TN Zip: 38555

Billing Info:

Billing Contact: Sandy Helton/Cassie Matthews heltons1@ccschools.k12tn.net
Phone 931-484-6135 Fax: 931-484-6491/456-5898 Email: cmatthews@ccschools.k12tn.net
Billing Address: 368 4th Street
City: Crossville
State: TN Zip: 38555

Services Requested: (check all that apply)

- | | |
|--|---|
| <input checked="" type="checkbox"/> AVAZA OPI Line (over-the-phone interpreting) | <input type="checkbox"/> Translations (document) |
| <input checked="" type="checkbox"/> On-Site (face-to-face interpreting) | <input checked="" type="checkbox"/> Video Remote Interpreting |

Usage Frequency:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Standard User | <input type="checkbox"/> Premium User (1000 minutes or 50 sites a month) |
|---|--|

Upon signing this document, I certify that I am authorized to represent said company in contracting these services, and legally bound to its provisions and statues. I also authorize AVAZA to conduct credit checks on the company or myself.

Authorized Representative (Print Name / Title / Signature)



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Agreement for Professional Interpreting and Translating Services

This Agreement effective this 4th day of October, 2022, is made between AVAZA Language Services Corp, hereinafter known as "AVAZA" or "Company," with its principle office located at, 1400 Donelson Pike, Suite B11, Nashville, TN, 37217, and Cumberland County Schools

hereinafter known as "Client", with principle location at, as "Client," with principle location at;
368 4th Street Crossville, TN 38555

WHEREAS, Client finds that the Company is qualified to perform the work and that such performance will be in furtherance of Client's business, the Client desires to contract with the Company, and Company is willing to perform said services described in accordance with provisions of this Agreement; and the Company is an independent contractor of the Client; and WHEREAS, the Company is engaged in, the service of interpreting and translating, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

1. Terms

Upon the signing of both parties, the Agreement shall be effective and will continue to be effective for 12 months from the date of execution of this Agreement. The Company may terminate this Agreement should Client fail to make any payment in accordance with paragraph 6 below. Client may terminate this Agreement in the event the Company fails to cure any breach of its material obligations in paragraph 2 below within a reasonable time of receiving from the Client written notice of the breach. Reasonableness shall be adjudged in accordance with the accepted. Client may also terminate this Agreement without cause; however, should Client terminate without cause, Client shall pay the termination fee described in paragraph 6 below.

2. Services

Interpreting and translating services by the Company shall not commence until Client receives training and materials and or instructions on how to request services and has a registered account with designated client identification number and Access Code(s). Company shall strive to perform services in accordance with the accepted standards within the Interpreting and Translating industries. The Client hereby acknowledge that these services are intended for internal use only. Client shall use services for internal use and is not authorized to subcontract said services to third parties. Client shall not use the services in any way that violates any applicable government statute, regulation, or laws. Client shall protect its client identification number and Access Code(s) assigned to them by the Company from unauthorized use. Client shall be fully responsible for any and all use of its client identification number and Access Code(s). Company does not warrant the availability of all languages at any times but shall perform to reasonable standards in providing such interpreters immediately or within a reasonable response time after request. Further, it is hereby acknowledged that all interpreting and translating may not be accurate at all times, but it is the intention of the Company to convey and translate all messages, statements, and documents accurately with reasonable care. The Company warrants that it services shall be performed by personnel possessing competency consistent with applicable industry standards. No other representation, express or implied, and no warranty or guarantee are included or intended in this Agreement, or in any report, opinion, deliverable, work product, document or otherwise. Furthermore, no guarantee is made as to the efficacy or value of any services performed. THIS SECTION SETS FORTH ONLY THE WARRANTIES PROVIDED BY THE COMPANY CONCERNING THE SERVICES AND RELATED WORK PRODUCT. THIS WARRANTY IS MADE EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF FITNESS FOR APARTICULAR PURPOSE, MERCHANTABILITY, NON-INGRINGRMENT, TITLE OR OTHERWISE.

Client may, with the approval of the Company, issue written directions within the general scope of any Services to be ordered. Such changes by written request may be for additional work or the Company may be directed to change the direction of the work covered by the original request, but no change will be allowed unless agreed to by the Company in writing.

3. Confidentiality

Company shall not disclose any privileged information obtained from the Client or any parties represented by the Client, during the term of this Agreement, unless authorized in writing from the Client or parties represented by the Client. The Company shall treat such privileged information with reasonable care - parallel to the Company's own confidential information.

Company may use logos of the Client solely for marketing purposes. No representation or association of either Company or Client is depicted within this provision.

4. Indemnification

Client agrees to forever indemnify and hold harmless Company and any officers, representatives, or affiliates from and against any and all claims, suits, damage or damages and/or loss or losses and/or action or actions of any kind as the result of and arising from the use and consequence of any service, or by-product of, in any manner.

5. Limitation of Liability

Company as defined is any officer, agent, representative, affiliate, employee, contractors, and sub-contractors, and damages shall refer to any and all claims, suits, damage or damages and/or loss or losses and/or action or actions. With exception to any obligations for payment and terms within this Agreement,



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neither party be liable for any special, indirect, consequential, lost profits, or punitive damages, liable for any indirect damage of any kind or consequence, as a result of this Agreement, whether breach of contract or negligence, and either parties agree that such damages may occur even if all exclusive remedies fail to meet their purpose. The limitation of liability set forth herein is for any and all matters for which the Company may otherwise have liability arising out of or in connection with this Agreement, whether the claim arises in contract, tort, statute, or otherwise. The parties hereby agree that this Agreement is exclusively controlled by the laws of the State of Tennessee.

6. Payment Terms and Invoicing

During the entire term of this Agreement, Company shall bill for all charges for services and or products, the Client;

Twice a month _____ (initial),

or

Once a month **SH** _____ (initial),

or

Immediately upon usage (credit card, debit card or ACH methods) _____ (initial);

at the rates and prices offered by the Company on the Standard User Sheet or the Premium User sheet and or the Hardware Purchasing or Leasing sheet of this Agreement. In addition to the the rates and prices, Company may charge any bank processing fees, merchant or other that applies. Company shall invoice Client for rendered services between the 1st and 10th of each month. The Client shall pay all invoiced charges within 30 days of invoice date. If Client has any valid reason for disputing any portion of an invoice, Client will so notify the Company within seven (7) calendar days of receipt of invoice by Client, and if no such notification is given, the invoice will be deemed valid. The portion of the Company's invoice which is not in dispute shall be paid in accordance with the procedures set forth herein, (a) A finance charge of 2% per month on the unpaid amount of an invoice, or the maximum amount allowed by law, will be charged on past due accounts. Payments by Client will thereafter be applied first to accrued interest and then to the principal unpaid balance. Client shall pay any attorney fees, court costs, or other costs incurred in collection of delinquent accounts. If payment of invoices is not current, the Company may suspend performing further work. If reasonable grounds for insecurity arise with respect to Client's ability to pay for the Services in a timely fashion, the Company may demand in writing adequate assurances of Client's ability to meet its payment obligations under this Agreement. Unless Client provides the assurances in a reasonable time and manner acceptable to the Company, in addition to any other rights and remedies available, Company may partially or totally suspend its performance while awaiting assurances, without liability to Client.

Credit Card or Debit Card Payments

In the event the Company agrees to accept and the Client agrees to pay for services through credit or debit cards, the fees the Client will be charged for using any service, hardware leasing or hardware purchase will be identified in this Agreement, specifically in the Standard User sheet or the Premium User sheet and or the Hardware Purchasing or Leasing sheet. Company shall invoice Client for rendered services between the 1st and 10th of each month. All fees will be charged to your credit or debit card on file with us for your account including any bank or merchant processing fees. Current credit/debit card processing rates are 3.5% plus \$0.15 per transaction, rates subject to change. Your credit card information will be kept in a secure, encrypted environment. You credit card details will be captured by Company when submitted. If we cannot validate your credit card, you will be contacted by Company for order confirmation and payment details prior to your ability to use the Service. When you provide payment information ("Billing Information") to Company or its authorized processor, you represent that you are an authorized user of the payment card, PIN, Authentication Code, account or other payment method specified by you ("Payment Method"), and you authorize Company to charge such Payment Method for the full amount of the transaction. The terms of your payment will be based on your Payment Method and may be determined by agreements between you and the financial institution, debit/credit card issuer or other provider of your chosen Payment Method (the "Payment Method Provider"). If Company does not receive payment from your Payment Method Provider, you agree to pay all amounts due on your account upon demand. In the event we are advised of insufficient funds in your account or credit to cover your payment by your Payment Method, we may re-present such un-cleared or rejected payment, or any lesser amount thereof, to your Payment Method Provider. In the event we have to collect unpaid amounts you owe us, you will be liable for all collection costs, including attorneys' and collection agency fees. Company reserves the right to correct any errors or mistakes that it makes even if it has already requested or received payment and to update your information from available third-party sources. In the event Company cannot charge the Payment Method you provide we reserve the right to terminate your order and invoice you for any unpaid amounts. You must promptly notify Company if your Payment Method is canceled (e.g., for loss or theft). If you fail to notify us, you remain responsible for any continued charges to the Payment Method you provided.

Automatic Clearing House (ACH) Payments

In the event the Company agrees to accept and the Client agrees to pay for services through ACH payments, the Company shall invoice Client for rendered services between the 1st and 10th of each month. Client shall take action through its banking institution to enact payment via ACH to the Company's banking institution within 30 days on the invoice date. ACH transactions will remain in effect until cancelled in writing. Client agrees to notify the Company 15 days prior to the next billing cycle for any changes to the Client's banking account and 15 days prior to the next billing cycle for termination of this authorization. In the case the ACH transactions are rejected on any grounds, the Client understands that the Company may attempt the transaction again within 30 days and agree to an additional \$50 charge for each attempt, which will be initiated as a separate transaction from the initial authorized payment. Client certifies the the origination of the ach transactions to its account must comply with all provisions of U.S. law.

Termination fee - No termination fee.

7. Severability

Should any part of this Agreement for any reason be declared invalid, such decision shall not affect the validity of any remaining provisions, which remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid portion thereof eliminated, and it is hereby declared the intention of the parties that they would have executed the remaining portion of this Agreement without including any such part, parts, or portions which may, for any reason, be hereafter declared invalid. Any provision shall nevertheless remain in full force and effect in all other circumstances.



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8. Modification and Waiver

Waiver of breach of this Agreement by either part shall not be considered a waiver of any other subsequent breach.

9. Notices

Client shall give the Company written notice within one hundred eighty (180) days of obtaining knowledge of the occurrence of any claim or cause of action which Client believes that it has, or may seek to assert or allege, against the Company, whether such claim is based in law or equity, arising under or related to this Agreement or to the transactions contemplated hereby, or any act or omission to act by the Company with respect hereto. If Client fails to give such notice to the Company with regard to any such claim or cause of action and shall not have brought legal action for such claim or cause of action within said time period, Client shall be deemed to have waived, and shall be forever barred from bringing or asserting such claim or cause of action in any suit, action or proceeding in any court or before any governmental agency or authority or any arbitrator. All notices or other communications hereunder shall be in writing, sent by courier or the fastest possible means, provided that recipient receives a manually signed copy and the transmission method is scheduled to deliver within 48 hours, and shall be deemed given when delivered to the address specified as the principle place of business.

10. Assignment

The Agreement is not assignable or transferable by Client. This Agreement is not assignable or transferable by the Company without the written consent of Client, which consent shall not be unreasonably withheld or delayed.

11. Disputes

Mediation-The Company and Client recognize that disputes arising under this Agreement are best resolved at the working level by the parties directly involved. Both parties are encouraged to be imaginative in designing mechanism and procedures to resolve disputes at this level. Such efforts shall include the referral of any remaining issues in dispute to higher authority within each participating party's organization for resolution. Failing resolution of conflicts at the organizational level, the Company and Client agree that any remaining conflicts arising out of or relating to this Contract shall be submitted to nonbinding mediation unless the Company and Client mutually agree otherwise. If the dispute is not resolved through non-binding mediation, then the parties may take other appropriate action subject to the other terms of this Agreement.

12. Section Headings

Title and headings of sections of this Agreement are for convenience of reference only and shall not affect the construction of any provision of this Agreement.

13. Representations; Counterparts

Each person executing this Agreement on behalf of a party hereto represents and warrants that such person is duly and validly authorized to do so on behalf of such party, with full right and authority to execute this Agreement and to bind such party with respect to all of its obligations hereunder. This Agreement may be executed (by original or tele-copied signature) in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute but one and the same instrument.

14. Residuals

Nothing in this Agreement or elsewhere will prohibit or limit the Company's ownership and use of ideas, concepts, know-how, methods, models, data, techniques, skill knowledge and experience that were used, developed or gained in connection with this Agreement. The Company and Client shall each have the right to use all data collected or generated under this Agreement.

15. Non-Solicitation of Employees or Contractors

During and for one (1) year after the term of this Agreement, Client will not solicit any employee or contractor for the purposes of employment or contracted work, or employ the Company's personnel, employees, or contractors without Company's written consent. Client will further pay the reasonable costs, including court costs and or attorney's fees of Company's enforcement of this provision.

16. Cooperation

Client will cooperate with the Company in taking actions and executing documents, as appropriate, to achieve the objectives of this Agreement. Client agrees that the Company's performance is dependent on Client's timely and effective cooperation with the Company. Accordingly, Client acknowledges that any delay by Client may result in the Company being released from an obligation or scheduled deadline or in Client having to pay extra fees for the Company's agreement to meet a specific obligation or deadline despite delay the delay.

17. Governing Law and Construction

This Agreement will be governed by and construed in accordance with the laws of Tennessee, without regard to the principles of conflicts of law. The language of this Agreement shall be deemed to be the result of negotiation among the parties and their respective counsel and shall not be construed strictly for or against any party. Each party agrees that any action arising out of or in connection with this Agreement shall be brought solely in courts and jurisdiction of the State of Tennessee, and agrees that, whenever a party is requested to execute one or more documents evidencing such consent, it shall do so immediately.

18. Entire Agreement; Survival

This Agreement, including any Exhibits, states the entire Agreement between the parties and supersedes all previous contracts, proposals, oral or written, and all other communications between the parties respecting the subject matter hereof, and supersedes any and all prior understandings, representations, warranties,



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agreements or contracts (whether oral or written) between Client and the Company respecting the subject matter hereof. This Agreement may only be amended by an agreement in writing executed by the parties hereto.

19. Force Majeure

The Company shall not be responsible for delays or failures (including any delay by the Company to make progress in the prosecution of any Services) if such delay arises out of causes beyond its control. Such causes may include, but are not restricted to, acts of God or of the public enemy, fires, floods, epidemics, riots, quarantine restrictions, strikes, freight embargoes, earthquakes, electrical outages, computer or communications failures, and severe weather, and acts or omissions of subcontractors or third parties.

20. Use By Third Parties

Work performed by the Company pursuant to this Agreement is only for the purpose intended and may be misleading if used in another context. Client agrees not to use any documents produced under this Agreement for anything other than the intended purpose without the Company's written permission. This Agreement shall, therefore, not create any rights or benefits to parties other than to Client and the Company.

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

Cumberland County Board of Education

Client Name

Sandy Helton Title III Director

Client Authorized Representative (Print Name / Title)

Client Authorized Representative (Signature)

Date

AVAZA Language Services Corporation

Company Name

Minh Nguyen, President/CEO

Company Representative (Print Name / Title)

Company Representative (Signature)

10/04/2022

Date

Language Sets

Please refer to our OTP and VRI Language List for all available languages. Language availability and sets are subject to change.

Language Set 1	Language Set 2	Language Set 3	Language Set 4	
Spanish	Arabic Kurdish Chinese Mandarin French Haitian Creole Somali Vietnamese Russian Korean American Sign Language	Albanian Amharic Armenian Bengali Bosnian Chinese Croatian Dinka Farsi French German Gujarati	Hindi Italian Japanese Karen Nuer Portuguese Russian Slovenian Tigrinya Turkish Urdu	All other languages

Clients of AVAZA Language Services enjoy flexible term contracts, a free toll-free or DID phone number, free training and language ID media (one packet per client) and detailed monthly billing.

Additional benefits are available to clients that use more than 1000 minutes a month (Over the Phone, VRI), 21 or more sites a month (On-Site), or 6 or more translations a month. Such benefits include waiver of the one-time registration fee, free and unlimited training and language ID materials and special discounted rates.

AVAZA Media Packs

Once a client has registered for any of AVAZA’s services, they will receive an AVAZA Media Packet that will include:

- 1 18x24 Language ID Chart
- 1 8x11 Language ID Chart
- 1 AVAZA OPI Language ID Trifold 5 AVAZA OTP Quick Reference Cards

Access Codes

Upon registering for services, clients will be assigned an Access Code(s) that serve as a unique identifier. Please keep these Access Codes secure and confidential. You will be asked for your Access Codes when you contact AVAZA for services. We cannot connect you to an interpreter without the correct Access Code(s). Clients may change or have their Access Codes deleted. Clients are responsible for all usage under your Access Code(s) whether or not any part of the service was authorized.



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CLIENT REGISTRATION PACKET

AVAZA OTP (Over the Phone Interpreting)	LS1	LS2	LS3	LS4	
OTP from 7 am to 5 pm CST	\$0.74	\$0.86	\$0.96	\$1.06	Per minute
OTP from 5 pm to 7 am CST	\$0.84	\$0.96	\$1.06	\$1.16	
Minimum Charge	One minute				
Volume Pricing	Discounted rates available for usage of 1000 minutes or more per month				

- ◊ Please call our main office to learn about premium rates for high volume usage
- ◊ Additional \$25 fee will apply to additional OTP media packet

On-Site (Face-to-Face Interpreting)	LS1	LS2	LS3	LS4	
On-Site from 7 am to 5 pm CST	\$85	\$87	\$95	\$98	Per hour
On-Site from 5 pm to 7 am CST	\$100	\$102	\$110	\$113	
Minimum Charge	One hour				
Weekends/After Hours Fee	N/A				
Rush Fee	Additional \$10				
Cancellation Fee	One hour				
Mileage Fee	\$0.60				
Volume Pricing	Discounted rates available for usage of 50 sites or more per month				

- ◊ Rush jobs are any sites requested 48 hours or less prior to appointment.
- ◊ Mileage rates are subject to change.
- ◊ Cancellation fees apply if cancelled 24 hours or less prior to appointment.
- ◊ Additional charges will apply to any additional AVAZA media packets.

Translations	LS1	LS2	LS3	LS4	
Text Translations (no formatting)	\$0.25	\$0.30	\$0.45	\$0.50	Per word
Birth Certificate/Diploma	\$75	\$80	\$85	\$90	Per page
Minimum Charge	One hour				
Rush Job Fee	Additional \$10				
Notarization Fee	Additional \$10				
Cancellation Fee	\$25 plus all completed word				
Additional Copies (paper b/w)	\$0.30				
Volume Pricing	Discounted rates available for bulk and high frequency services				

- ◊ Formatting and designing charges vary depending on difficulty and quantity. An estimate for these charges will be given in the Estimate of Costs and is subject to change at AVAZA's discretion.
- ◊ Any color printing will be charged depending on quantity and quality of paper.
- ◊ Additional charges will apply to any requested Translations packets that were not included in the membership fee

VRI (Video Remote Interpreting)	LS1	LS2	LS3	LS4	
VRI from 7 am to 5 pm CST	\$0.90	\$1.25	\$1.35	\$1.45	Per minute
VRI from 5 pm to 7 am CST	\$1.00	\$1.35	\$1.45	\$1.55	
Minimum Charge	One minute				
Volume Pricing	Discounted rates available for high frequency usage				

- ◊ Video remote interpreting services can be simultaneous and/or consecutive interpreting
- ◊ Additional \$25 will apply to any additional AVAZA OPI media packets

Please Note: All new clients will be charged a \$200 one-time registration fee, credited to their usage.



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CLIENT REGISTRATION PACKET

AVAZA Media Packet

Once a client has registered for any of AVAZA's services, they will receive an AVAZA Media Packet that will include:

- 1 18x24 Language ID Chart
- 1 8x11 Language ID Chart
- 1 AVAZA OPI Language ID Tri-Fold
- 5 AVAZA OPI Quick Reference Cards

Access Codes

Upon registering for services, clients will be assigned an Access Code(s) that serve as a unique identifier. Please keep these Access Codes secure and confidential. You will be asked for your Access Codes when you contact AVAZA for services. We cannot connect you to an interpreter without the correct Access Code(s). Clients may change or have their Access Codes deleted. Clients are responsible for all usage under your Access Code(s) whether or not any part of the service was authorized.



ACCOUNT #	626000551TN
CLIENT ID #	300200

ACCESS CODE REGISTRATION FORM

Agency Information:

A group of divisions/users who will need to access services. Each agency will receive one monthly invoice. If you require additional, separated invoices for select groups, please complete additional forms.

Name of Agency (Appears on Invoice)		SS# / EIN# / TIN#	
Primary Contact	Phone	Email	
Primary Address	City	State	Zip Code

Billing Information:

A monthly invoice will be created for the divisions/users listed within this form. Please specify the contact information for the billing representative

Billing Contact	Phone	Email	
Billing Address	City	State	Zip Code

Divisions/Users Information:

Each of the divisions/users added to this form will be issued a unique access code. The access code(s) will be provided to you, once you have completed this form and returned it to our accounts team.

Each of the access codes that are assigned to this agency will appear as a separated, subtotaled section within the invoice. Also, each invoice will include a monthly report, depicting the amount of usage by each of this agency's access codes during the invoice period.

ACCESS CODE	70002
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Primary Division/User (Appears on Invoice) Sandy Helton	Phone 931-484-6135	Email Heltons1@ccschools.k12tn.net	
Address 368 Fourth Street	City Crossville	State TN	Zip Code 38555

NOTE: Please complete one of the following sections for each access code that is needed by this agency. If only one access code is required, the remainder of this form can be left blank .



ACCESS CODE REGISTRATION FORM

Divisions/Users Information:

See details on first page for more information about completing this form.

ACCESS CODE 70001	Division/User (Appears on Invoice) Marlene Holton	Phone	Email	
	Address	City	State	Zip Code
ACCESS CODE 70003	Division/User (Appears on Invoice)	Phone	Email	
	Address	City	State	Zip Code
ACCESS CODE	Division/User (Appears on Invoice)	Phone	Email	
	Address	City	State	Zip Code
ACCESS CODE	Division/User (Appears on Invoice)	Phone	Email	
	Address	City	State	Zip Code
ACCESS CODE	Division/User (Appears on Invoice)	Phone	Email	
	Address	City	State	Zip Code
ACCESS CODE	Division/User (Appears on Invoice)	Phone	Email	
	Address	City	State	Zip Code
ACCESS CODE	Division/User (Appears on Invoice)	Phone	Email	
	Address	City	State	Zip Code
ACCESS CODE	Division/User (Appears on Invoice)	Phone	Email	
	Address	City	State	Zip Code
ACCESS CODE	Division/User (Appears on Invoice)	Phone	Email	
	Address	City	State	Zip Code
ACCESS CODE	Division/User (Appears on Invoice)	Phone	Email	
	Address	City	State	Zip Code
ACCESS CODE	Division/User (Appears on Invoice)	Phone	Email	
	Address	City	State	Zip Code

**National Institute for Excellence in Teaching Proposal of Services
For
Cumberland County Schools
September 13, 2022**

September 13, 2022

Dr. William Stepp
Director of Schools
Cumberland County Schools
368 4th Street
Crossville, TN 38555

Dear Dr. Stepp,

We are pleased to present Cumberland County Schools with this Proposal of Services from the National Institute for Excellence in Teaching. Please find included in the following pages an outline of proposed services for training and support during the 2022-23 school year.

NIET has developed the following professional support plan for the Cumberland County Schools District. The NIET team will provide the district with support centered on the development and revision of the districts strategic plan during the 2022-23 school year.

Summary of Proposal:

- **11 days of onsite support (\$27,500.00)**
- **3 days of internal strategic plan document development and meeting prep (\$7,500.00)**
- **11 day of estimated travel for onsite support (\$2,750.00)**
- **Total cost included estimated travel (\$37,750.00)**
- **Additional onsite/virtual support days including travel can be added amending the Statement of Work, at the NIET daily rate, as needed and/or requested by the school district.**

Please find attached Appendix A with more details on the specific proposed support plan and costs. We look forward to supporting Cumberland County Schools.

Sincerely,



Joshua H. Barnett, Ph.D. | Chief Executive Officer

National Institute for Excellence in Teaching
<https://www.niet.org/>



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Appendix A: NIET Proposal of Services

Time Period	Training/Support	# of Days	Participants	Description
2022-23 School Year	NIET Consulting Services *11 days of onsite support. 3 days of internal document review, development, and meeting prep.	14	District Staff, School Staff	<p>NIET will work collaboratively with Cumberland County Schools to review the current strategic plan and revise and develop documents and associated materials as needed to complete the updating of the district strategic plan. Bulleted items below are designed as an outline of the strategic planning process. NIET will work with the school district to tailor the strategic planning process to the district's unique needs:</p> <ul style="list-style-type: none"> • Analysis of current strategic plan • Development of Project Plan and Timeline • Meeting and leading district steering committee through strategic plan process to include but not limited to: <ul style="list-style-type: none"> • SWOT Analysis • Review of District Mission, Vision, Values, and Goals • Development of Subcommittees to include Subcommittee agendas and meeting plan development • Development of Goals and Actions steps with steering committee • Strategic plan report for School Board Review and approval • Strategic plan monitoring and review plan and associated documents • Facilitation of steering committee meetings

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2022-23 School Year	Travel Estimate	0		Estimated travel costs
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NIET Estimated Costs for Outlined Services

Proposed Training/Support	Days	Cost
2022-23 School Year		
NIET Consulting Services	14	\$ 35,000.00
Travel Estimate	11	\$ 2,750.00
Total		\$ 37,750.00

*All other support will be invoiced on a monthly basis in half- and full-day increments based on direct hours of support. For 3 or fewer hours, a half-day will be invoiced. For more than 3 hours, a full-day will be invoiced.



Stellar Therapy Services, LLC

PO Box 8114, Chattanooga, TN 37414

AMENDMENT TO SERVICES AGREEMENT

This document shall amend the Administrative and Therapy Services Contract Agreement between Cumberland County Schools and Stellar Therapy Services dated June 23, 2022.

Item 4. Compensation, section (b) is amended to add:

School Psychologist \$68/hour

IN WITNESS WHEREOF, the parties hereto have executed this Agreement through their duly authorized representatives below.

SCHOOL DISTRICT:

Stellar Therapy Services, LLC:

District Representative

Melissa Christopher, Owner