



## **ADDENDUM #1**

Information in this addendum takes precedence over original information. All other provisions of the document remain unchanged.

*Note to Proposers: Proposers are required to acknowledge all addenda on Appendix 1.*

The following additions, corrections and changes are hereby made to the above-referenced Request for Proposals.

### **QUESTIONS AND ANSWERS**

1. Q: I am requesting copies of previous bids and awarded contracts for Interpreter Services for the MSBSD within the past 4 years. Specifically, I would like:
1. Copies of winning bid proposals and contracts.
  2. Names of companies that submitted bids.
  3. Any available scoring or evaluation criteria.

A: Copies of the winning proposal, awarded contract, and evaluation scoring tabulation are provided as attachments. All requested information is included in these documents. Please note: The digital copy of the winning proposal omits certain signatures and information that were included on the physical copy. A full physical copy remains on file with the Purchasing Department.

2. Q: Could you provide information on the volume of interpreters needed or any historical data on interpreter usage?

A: The overall need for interpreters fluctuates depending on the students who are enrolled and their individual needs.

During the 23-24 school year we had:

- Elementary - 2 interpreters
- Middle - 2.5 interpreters
- Postsecondary: 2 interpreters
- Part time/Sub - 2 interpreters

During the 24-25 school year we had:

- Elementary - 2.5 interpreters
- High school - 0.5 interpreters
- Middle school - 0 interpreters
- Postsecondary: 2 interpreters, each part-time
- Subs - 2 interpreters

3. Q: Are we permitted to list "Additional Services" available within the company in a previous document page of the Proposal- with the cost of those services listed under Item No, B of "Unit Costs." I am asking to make sure that our proposal remains within the constraints of the SCOPE being requested by MSBSD.



A: Proposers are welcome to provide information about additional services in the narrative proposal, as long as no cost details related to those services are included. Cost information should be entered in the space provided on Attachment C: Cost Proposal Form. If the proposer has additional services with more detailed categories than are shown in the Unit Costs section of the cost proposal form, an additional sheet detailing those costs can be attached.



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# **MATANUSKA-SUSITNA**

## **BOROUGH SCHOOL DISTRICT**

STATE OF ALASKA

**Matanuska-Susitna Borough School District**

Division of **Student Support Services**

ATTN: MSBSD Purchasing Department

Request for Proposals (RFP) Number: B20-18

**Interpreter Services For The Matanuska-Susitna Borough School District**

690 Cope Industrial Way

Palmer, Alaska 99645

May 18<sup>th</sup> 2020



Proposal By: **Riaekt Consulting, LLC**

Owner/ Operator: **Hillarie Putnam**

PO Box 871370

Wasilla, Alaska 99687

riaekt@outlook.com | (907)795-9202 | [www.riaekt.com](http://www.riaekt.com)



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## Riaekt Consulting...

Cover Letter

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### **Matanuska-Susitna Borough School District**

MSBSD Purchasing Department  
690 Cope Industrial Way  
Palmer, Alaska 99645  
(907)861-5184  
RPF # B20-18



Hello Members of MSBSD,

Please respect this as our official response to the *Request for Proposal For Interpreting Services For Matanuska-Susitna Borough School District*. While working as an independent contractor for the Matanuska-Susitna Borough School District through Riaekt Consulting to provide Educational Interpreting services, I was made aware of the advertisement for RFP for Interpreting Services and the District's intent to award the contract to a sole proposer. *I have looked over and received all instructions, provisions and amendments to the RFP and am willing and able to comply with all details required of proposer upon award of contract. I, Hillarie Putnam, am the sole member/owner of Riaekt Consulting, LLC.*

*'riaekt'*: The international phonetic spelling of the English word "to react." The IPA is one used across the world where each symbol represents the sounds of spoken language. This tool is one applied by Speech Pathologists, Dialect Coaches, and is encountered by many throughout their educational experience. This tool was used in the inception of this consulting company as a metaphorical and literal way of communicating our intent across languages and sounds. Riaekt Consulting aims to do just that, continuously react with changing times, newly developing information and incorporate that evolution into its company's practices.

For far too long there has been an undeniable discrepancy between ASL Interpreters and the Educational setting in which they work. This is of no direct fault of those involved but is instead the result of a convergence point between two varied code of ethics, set forth by the demands of cultural differences between languages. The question throughout countless school districts across the nation remains to be, how do we mind the gap, in order meet the developmental needs of the students we service. This is where Riaekt's specialized approach is distinct. We use collaborative measures ensuring all members of the IEP Team take responsibility for their role in an *Educational Setting*. That itinerant interpreters have a well-defined understanding of each specific school's methodology following the principal's lead and implements the Deaf and Hard of Hearing Teacher's approach to learning.

Please consider the following proposal for Interpreting Services for the Matanuska-Susitna Borough School District. Riaekt Consulting has deeply enjoyed the last three years and its ability to provide Student Support Services through Educational Interpreting to the students and families of the MatSu Valley. We look forward to the opportunity to continue working with MSBSD.

Best Wishes,

Hillarie Putnam

Owner/Operator: Riaekt Consulting, LLC

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**ADVERTISEMENT**

	DATE OF ADVERTISEMENT
Frontiersman	May 1 and 3, 2020
Anchorage Daily News	May 1 and 3, 2020

Type of Ad: Classified / Public Notice

The material herein must be printed in its entirety on the dates shown above. Affidavit of publication is required prior to payment.

**Matanuska-Susitna Borough School District  
REQUEST FOR PROPOSALS**

RFP #B20-18

INTERPRETER SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

Notice is hereby given that the Matanuska-Susitna Borough School District (MSBSD) will consider proposals from qualified individuals and firms for the provision of:

INTERPRETER SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

Proposals are due on or before May 18, 2020 at 2:00 P.M. Palmer, Alaska time. Sealed proposals must be submitted and received by the MSBSD Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645, on or before said date and time designated for receipt of proposals. All proposals must be marked " RFP #B20-18 ." Proposal documents can be viewed on the MSBSD website at [www.matsuk12.us/bids](http://www.matsuk12.us/bids) and are also available at the MSBSD Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645. For more information, call (907) 861-5120.

The MSBSD reserves the right to accept or reject any or all proposals and waive any minor technicalities, informalities, and/or irregularities as it deems appropriate.

4/21/2020

Requested By:

C. Irvin

Approved By:

B. Munson

INTERPRETER SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

RFP #B20-18

Mat-Su Borough School District || Purchasing Department || 690 Cope Industrial Way || Palmer, Alaska 99645 || P. 2



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INTERPRETER SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

RFP #B20-18

**REQUEST FOR PROPOSAL**  
THIS IS NOT A PURCHASE ORDER

The Matanuska-Susitna Borough School District (MSBSD) is requesting proposals from qualified proposers to provide

INTERPRETER SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

as specific herein.

Proposals will be accepted until  at

Questions will be accepted until  at

**PROPOSER USE ONLY**

THIS PAGE MUST BE COMPLETELY FILLED IN, SIGNED, AND RETURNED WITH YOUR PACKET.

Company Name

Address

City

State

Zip

Telephone Number

Fax Number

State of Alaska Business License Number

Matanuska-Susitna Borough Business License Number

Authorized Signature

Printed Name

Date

INTERPRETER SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

RFP #B20-18

Mat-Su Borough School District || Purchasing Department || 690 Cope Industrial Way || Palmer, Alaska 99645 || P. 3



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## **APPENDIX 1:** **ADDENDUM ACKNOWLEDGEMENT**

Please sign below to acknowledge receipt of all addenda. Return this form with your bid packet. Failure to acknowledge receipt of addenda may result in a determination of your proposal as non-responsive.

If no addenda have been issued, please indicate "NONE" below.

[illegible]

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<b>ADDENDUM TO THE RFP DOCUMENTS</b>		Page: 1	Total Pages: 2
<u>Addendum No:</u> # 1		<u>Date this Addendum Issued:</u> <b>May 11, 2020</b>	
<u>Issuing Office:</u> Matanuska-Susitna Borough School District (MSBSD) Purchasing Department 690 Cope Industrial Way Palmer, Alaska 99645 Phone: (907) 861-5120 Facsimile: (907) 861-5184		<u>Previous Addenda Issued:</u>	
<u>Return Acknowledgment To:</u> <b>Issuing Department</b>		<u>Date and Hour of Bid Due Date:</u> May 18, 2020	
<u>RFP Title:</u> <b>Interpreter Services</b>		<u>As Advertised (Frontiersman):</u> <b>May 1 and 3, 2020</b>	
<u>RFP No:</u> <b>B20-18</b>		<u>As Advertised (ADN):</u> <b>May 1 and 3, 2020</b>	
<p>The following corrections, changes, additions, deletions, revisions, and/or clarifications are hereby made a part of the contract documents. In case of conflicts between this addendum and previously issued documents, this addendum shall take precedence. The proposer must acknowledge receipt of this addendum in the space provided on Appendix #1. Failure to do so may subject the proposer to disqualification.</p>			
<p><b>Attachments:</b></p> <p>Clarifications and Questions (1 page)</p>			
<b>END OF ADDENDUM #1</b>			
APPROVED BY:		DATE:	
Signature on File		May 11, 2020	



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**ADDENDUM #1**

Information in this addendum takes precedence over original information. All other provisions of the document remain unchanged.

*Note to Proposers: Proposers are required to acknowledge all addenda on Appendix 1.*

The following additions, corrections and changes are hereby made to the above-referenced Request for Proposals.

**CLARIFICATIONS, QUESTIONS AND ANSWERS:**

**GENERAL QUESTIONS:**

1. Q: I am posting to see if Matanuska-Susitna Borough School District is open to receiving bids for RFP-B20-18 using video remote interpretation in order to accommodate students, staff, and parents?  
  
A: Due to the varied nature of the interpreting services needed and per the requirements detailed in Attachment A: Scope of Services, remote video interpretation will not be accepted for this RFP.
2. Q: It is standard practice that interpreters are paid for their scheduled and committed time if a cancellation happens with less than 24 hours notice. In the event that A and C are not viable options where can the interpreter go to work on professional development? In the past, interpreters have not been given a space to work if students or staff members are absent, and thus, allowed to leave the job site with pay.  
  
A: Please refer to Attachment A: Scope of Services, Section C: Schedule, Subsection 15 and Section F: Professional Development, Subsection 3. Professional development is not an activity that will constitute a billable day.
3. Q: Number 1 in this section requests an interpreter to provide RID certification, however, number 2 requests an EIPA 4.0 or above. Are you requiring an interpreter to hold one of these or both? If an interpreter holds RID certification but not EIPA 4.0 will the 85% of base rate apply as stated in item B of 2?  
  
A: All interpreters should hold RID certification. In addition, interpreters should also have an EIPA score of 4.0 or above. Interpreters whose EIPA scores are below 4.0 will only be billed at 85% of the contract rate.
4. Q: Are you planning to award to a single vendor or multiple vendors?  
  
A: A single provider will be selected using the process outlined in the RFP documents.



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**APPENDIX 2:**  
**NON-COLLUSION CERTIFICATE**

The bidder certifies that:

1. The prices in this offer have been arrived at independently and neither the bidder nor any representatives of the bidder has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm, or person relating to:
  - Those prices;
  - The intention to submit an offer; or
  - The methods or factors used to calculate the prices offered.
2. The prices in this offer have not and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before contract award unless otherwise required by law.
3. No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date





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**APPENDIX 3:  
INSURANCE REQUIREMENT FOR CONTRACTORS**

**It is highly recommended that contractors and subcontractors confer with their respective insurance companies or brokers to determine if their insurance program complies with the Matanuska-Susitna Borough School District's (MSBSD) insurance requirements.**

The contractor and subcontractors shall procure and maintain in force at all times during the term of this agreement, and at its own cost, the following insurance policies required hereunder. Failure to furnish proper evidence of insurance, or the lapse of insurance required under the provisions of the contract, may be grounds for termination.

The insurance companies shall be rated no less than A-7 by AM Best rating service. MSBSD reserves the right to review and revise any of the following insurance requirements, based on insurance market conditions, availability or affordability of coverage, or changes within the scope of work that applies to this contract. In addition, the MSBSD reserves the right to reject any insurance policies that fail to meet the criteria listed within this section, or insurance carriers that are in poor financial condition or become in poor financial condition during the term of this contract.

The Policies of insurance required shall include the following:

**1. WORKERS' COMPENSATION INSURANCE:**

Workers' Compensation Insurance in compliance with the laws of the State of Alaska, with Statutory Limits, and Employers' Liability insurance with a limit no less than \$500,000 per accident for bodily injury or disease, and any other coverage that may apply to work performed by employees in this agreement and any project hereunder.

**2. COMMERCIAL GENERAL LIABILITY INSURANCE:**

The contractors and subcontractors shall procure and maintain during the life of this agreement, Commercial General Liability Insurance on a "per occurrence" basis with limits of liability not less than \$1,000,000 combined single limit bodily injury & property damage, \$1,000,000 personal injury, \$1,000,000 aggregate. Coverage shall include the following extensions: A) Contractual Liability; and B) Products and Completed Operations. The General Liability policy shall not exclude coverage for Wrongful Acts including abuse, molestation, and mental anguish.

**3. EXCESS LIABILITY INSURANCE:**

Contractors and subcontractors shall procure and maintain during the life of this agreement, Excess Liability insurance with a limit of liability not less than \$1,000,000 per occurrence or claim, and \$1,000,000 policy aggregate.

**4. BUSINESS AUTOMOBILE / MOTOR VEHICLE LIABILITY:**

The contractors and subcontractors shall procure and maintain during the life of this agreement, Motor Vehicle Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence combined single limit bodily injury and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**5. PROFESSIONAL LIABILITY:**

Contractors and subcontractors shall procure and maintain Professional Liability Errors and Omissions Insurance appropriate to the contractor/subcontractor's profession and work hereunder, in an amount of not less than \$1,000,000 per occurrence with a two year extended reporting provision.

**6. ADDITIONAL INSURED:**

The following shall be listed as an Additional Insured on each policy listed except Workers' Compensation, Professional Liability, and Errors & Omissions: the Matanuska-Susitna Borough School District including all agents, assigns, subsidiaries, subcontractors, employees, and volunteers of the MSBSD.

**7. INDEMNIFICATION AND HOLD HARMLESS:**

The contractors and subcontractors agree to defend, pay on behalf of, indemnify and save harmless the MSBSD, its agents, assigns, subcontractors, employees, and volunteers, against any and all claims, demands, suits, loss, costs and expenses, including attorney's fees, arising from any acts, omission or negligence, injury to person or damage to or loss of property, including loss of use, and for any damages which may be asserted, claimed or recovered against the MSBSD, which arises out of, is in any way connected or associated with, or as a result of this agreement, excepting those arising out of the sole negligence of the MSBSD.



## ***Riaekt Consulting...***

## Appendix 3

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**8. CANCELLATION NOTICE:**

All insurance policies, as described above, shall include an endorsement stating the following: "thirty (30) days Advance Written Notice of Cancellation or Non-Renewal shall be sent to: MSBSD, Attn: Purchasing Department, 690 Cope Industrial Way, Palmer, AK 99645.

**9. WAIVER OF SUBROGATION:**

The insurer shall agree to waive all rights of subrogation against the District, its Administrators, officers, officials, employees and volunteers for losses arising from work performed by the Contractor or any of its subcontractors for the District.

**10. CERTIFICATES OF INSURANCE:**

The contractors and subcontractors shall provide the MSBSD two (2) Certificates of Insurance and/or copies of policies acceptable to the MSBSD for the coverage's listed herein at the time the agreements are returned for execution.

**11. CONTINUATION OF COVERAGE:**

If any of the above coverage expires during the term of this agreement, the contractors and subcontractors shall deliver renewal certificates of insurance and/or policies to the MSBSD at least ten (10) days prior to the expiration date.

The duties required under this appendix shall survive the termination or expiration of this agreement.



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Certificate of Liability Insurance

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# CERTIFICATE OF LIABILITY INSURANCE

HILLPUT-01

BBENNINK

DATE (MM/DD/YYYY)  
7/24/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> CH Insurance Brokerage Services Co., Inc. 100 S. Salina St. Suite 370 Syracuse, NY 13202		<b>CONTACT NAME:</b> Gary Meyer <b>PHONE (A/C, No, Ext):</b> <b>E-MAIL ADDRESS:</b> GMeyer@dhhinsurance.com <b>FAX (A/C, No):</b>	
<b>INSURED</b> Riaekt Consulting LLC Hillarie Putnam 2200 Gordon Ct Wasilla, AK 99654		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Ins Cos. <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 23850	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PHBOP016555	6/28/2019	6/28/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPI/OP AGG \$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab			PHBOP016555	6/28/2019	6/28/2020	Each Claim 1,000,000
A	Professional Liab			PHBOP016555	6/28/2019	6/28/2020	Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Interpreter/ Proof of Insurance

## CERTIFICATE HOLDER

Mat-SU Borough School District  
 501 north Gulkana St  
 Palmer, AK 99645

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*[Signature]*

ACORD 25 (2016/03)

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**APPENDIX 4:  
VENDOR PAPERWORK**

Please complete this form in its entirety. Any applicable supplemental documents can be attached as needed. A W-9, available at [www.irs.gov/uac/about-form-w9](http://www.irs.gov/uac/about-form-w9), must be submitted with this form or the application will be denied.

Please check one: ☐ New Vendor Application ☐ Vendor Update/Change

Vendor Legal Name  EIN or SSN

Operating Name (DBA)

Vendor Mailing Address

City, State, Zip Code

Vendor Remit-To Address

City, State, Zip Code

Vendor Contact Name

Contact E-mail Address  Phone #

Vendor Website URL  Fax #

Describe the services, materials, and/or equipment to be provided:

How long have you been in business providing these services, materials, and/or equipment?

Describe any special instructions for shipping to Alaska:

Do you accept Purchase Orders (POs)? ☐ Yes ☐ No

How to you prefer to receive POs? ☐ Email ☐ Fax ☐ Mail

What is your preferred method of payment? ☐ EFT ☐ Check

Do you provide services to the public? ☐ Yes ☐ No

Do you have a current Business License? ☐ Yes ☐ No License #  State

Do you have a State of AK Business License? ☐ Yes ☐ No License #

Do you have a Mat-Su Business License? ☐ Yes ☐ No License #

Are you currently an MSBSD employee? ☐ Yes\* ☐ No \*Stop. Complete a Conflict of Interest Affidavit.

Are you related to an MSBSD employee? ☐ Yes\* ☐ No \*Stop. MSBSD employee must complete a Conflict of Interest Affidavit.

Do you have employees? ☐ Yes\* ☐ No \*Do you carry Worker's Compensation insurance? ☐ Yes ☐ No

Upon request, can you provide three (3) references from individuals/companies you have served? ☐ Yes ☐ No

Authorized Agent Signature (Required)	Date	Printed Name and Title
<b>Purchasing Department Use Only:</b>	Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No*	Vendor # <input type="text"/>
W-9 Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved/Denied By <input type="text"/>	
Pre-Pay? <input type="checkbox"/> Yes <input type="checkbox"/> No	*Reason for Denial <input type="text"/>	
Sent to Acctg.: <input type="text"/>	Alt. Vendor # <input type="text"/>	Alt. Vendor Name <input type="text"/>


INTERPRETER SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

RFP #B20-18

Mat-Su Borough School District || Purchasing Department || 690 Cope Industrial Way || Palmer, Alaska 99645 || P. 27



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## BP2300 - Conflict of Interest Affidavit

Purchasing Department  
Mat-Su Borough School District  
690 Cope Industrial Way  
Palmer, AK 99645  
P: (907) 861-5123 || F: (907) 861-5184

Print Form

I, Mary Helen Putnam due to my employment with the Matanuska-Susitna Borough  
Full Legal Name

School District (MSBSD) as a(n) Resource Specialist - Student Support Services  
Position with District

being first duly sworn, state for the record and for publication, pursuant to Board Policy 2300, that I intend or have an immediate family member who intends to have the following business dealings with MSBSD:

Name of Business	<u>Riaekt Consulting, LLC</u>
Business Address	<u>6802 S. Meyers Cir. Wasilla, AK 99623</u>
Business Phone #	<u>907-795-9202</u>
Nature of Business	<u>Deaf Ed Interpreting</u>

I understand that BP 2300 precludes me from participating in official District financial decisions in which I have a substantial financial interest.

I understand that this affidavit, along with total revenue received from the District, will be reported to the School Board.

Nature of Contract(s) with District

Deaf Ed Interpreter


---

I swear or affirm under penalty of perjury that my statements in this affidavit are true to the best of my knowledge and belief.

Signature Mary H Putnam

Date \_\_\_\_\_

Subscribed and sworn to or affirmed before me at Wasilla, Alaska, on 11/22/2018  
Date Paid



State Seal

Full Name Danielle Lewis

Signature Danielle Lewis

Clerk of Court, Notary Public, or other person authorized to administer oaths.

My Commission Expires: 01/25/2022



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Matanuska-Susitna Borough Business License

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**Matanuska-Susitna Borough Business License #: 32934**

350 E. Dahlia Ave, Palmer, Alaska 99645

**Effective Date:** FEB 26 2020

**Expiration Date:** DEC 31 2021

**This license must be prominently displayed.  
It is not transferable or assignable.**

This license shall not be taken as permission to do business in the State without having complied with the other requirements of the laws of the State of Alaska or the United States.

DEPARTMENT OF FINANCE

**RIAECT CONSULTING, LLC**  
HILLARIE  
PO Box 871370  
Wasilla, AK 99687

**Business Location(s):** Mat-Su School District  
6802 S. Meyers Cir.

This is to certify that the licensee named above holds a Matanuska-Susitna Borough business license covering the period listed above.

Detach Here

**RIAECT CONSULTING, LLC**  
HILLARIE  
PO Box 871370  
Wasilla, AK 99687

Fee Paid: \$100  
License No.: MBL **32934**  
Effective: FEB 26 2020 To DEC 31 2021

The above business has been licensed to conduct business in the Matanuska-Susitna Borough. The borough business license must be prominently displayed. When a business has more than one location, the original license shall be displayed at the main location and a copy of the license shall be displayed at each branch location. If the business is continued at the same location but there is a change in its form of organization, such as from a single proprietorship to a partnership or a corporation, the admission or withdrawal of a partner, or any other change, the seller making the change shall surrender his old borough business license to the borough for cancellation. When there is a change of location for the sellers place of business, a new business license is required showing the new address. Application for renewal of license shall be made before February 1 of the license year.

***Riaekt Consulting...***

State of Alaska Business License

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Alaska Business License # <b>1065084</b>	
<b>Alaska Department of Commerce, Community, and Economic Development</b> Division of Corporations, Business, and Professional Licensing PO Box 110806, Juneau, AK 99811-0806	
This is to certify that	
<b>RIAECT CONSULTING, LLC</b>	
PO Box 871370, WASILLA, AK 99687	
owned by	
RIAECT CONSULTING, LLC	
is licensed by the department to conduct business for the period	
January 21, 2020 to December 31, 2021 for the following line(s) of business:	
54 - Professional, Scientific and Technical Services; 61 - Educational Services	
	<p>This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.</p> <p>This license must be posted in a conspicuous place at the business location. It is not transferable or assignable.</p> <p>Julie Anderson Commissioner</p>

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**APPENDIX 5:**  
**PROPOSED SUBCONTRACTORS AND SUPPLIERS LIST**

**NOTE:** Please return this with your bid, if applicable. Put an "X" in the right columns indicating if the company is a sub-contractor or a supplier.

#	ITEM	CONTRACTOR NAME, ADDRESS, & E-MAIL	SUB	SUP
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date





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**APPENDIX 6:  
SCHOOL CALENDAR FY21**

Matanuska-Susitna Borough School District

School Calendar

2020 - 2021

S	M	T	W	T	F	S
JULY						
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
AUGUST						
						1
2	3	4	5	6	7	8
9	PD	PD	WD	SO		14
16	17	18	19	20	21	22
23	24	25	26	27	PD	29
30	31					
SEPTEMBER						
		1	2	3	V	5
6	H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
OCTOBER						
				1	2	3
4	5	6	7	8	9	10
11	12	13	Q1	15	16	17
18	19	20	21	22	23	24
25	26	27	28	PC	PD	31
NOVEMBER						
1	2	3	4	5	6	7
8	9	10	PD	12	13	14
15	16	17	18	19	20	21
22	23	24	25	H	H	28
29	30					
DECEMBER						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	Q2	WD	19
20	V	V	V	V	H	26
27	V	V	V	V		

**August**

10-11 Professional Development Days (PD)\*

12 Work Day for Teachers (WD)\*

13 School Opens for 1-12 (SO)

13-19 Kindergarten Roll-In

20 First Day for Kindergarten

28 Professional Development Day (PD)\*

**September**

4 Fair Day (V)\*

7 Labor Day Holiday (H)\*

**October**

14 Quarter 1 Ends (42 Days)

29 Parent Conference Day (PC)\*

30 Professional Development Day (PD)\*

**November**

11 Professional Development Day (PD)\*

26-27 Thanksgiving Holiday (H)\*

**December**

17 Quarter 2 Ends (41 Days)

18 Work Day for Teachers (WD)\*

21-31 Winter Vacation (V)\*

25 Christmas Holiday (H)\*

**January**

1 New Years Day (H)\*

18 Martin Luther King Jr. Day (H)\*

**February**

15 Parent Conference Day (PC)\*

16 Professional Development Day (PD)\*

**March**

5 Quarter 3 Ends (42 Days)

8-12 Spring Vacation (V)\*

15 Work Day for Teachers (WD)\*

**May**

7 Professional Development Day (PD)\*

20 School Closes/Quarter 4 Ends (47 Days)

21 Work Day for Teachers (WD)\*

S	M	T	W	T	F	S
JANUARY						
					H	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	19	20	21	22	23
24	25	26	27	28	29	30
31						
FEBRUARY						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	PC	PD	17	18	19
20	21	22	23	24	25	26
27	28					
MARCH						
		1	2	3	4	Q3
6	7	V	V	V	V	V
13	14	WD	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
APRIL						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
MAY						
						1
2	3	4	5	6	PD	8
9	10	11	12	13	14	15
16	17	18	19	SC	WD	22
23	24	25	26	27	28	29
30	H					
JUNE						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

\*Indicates no school for students

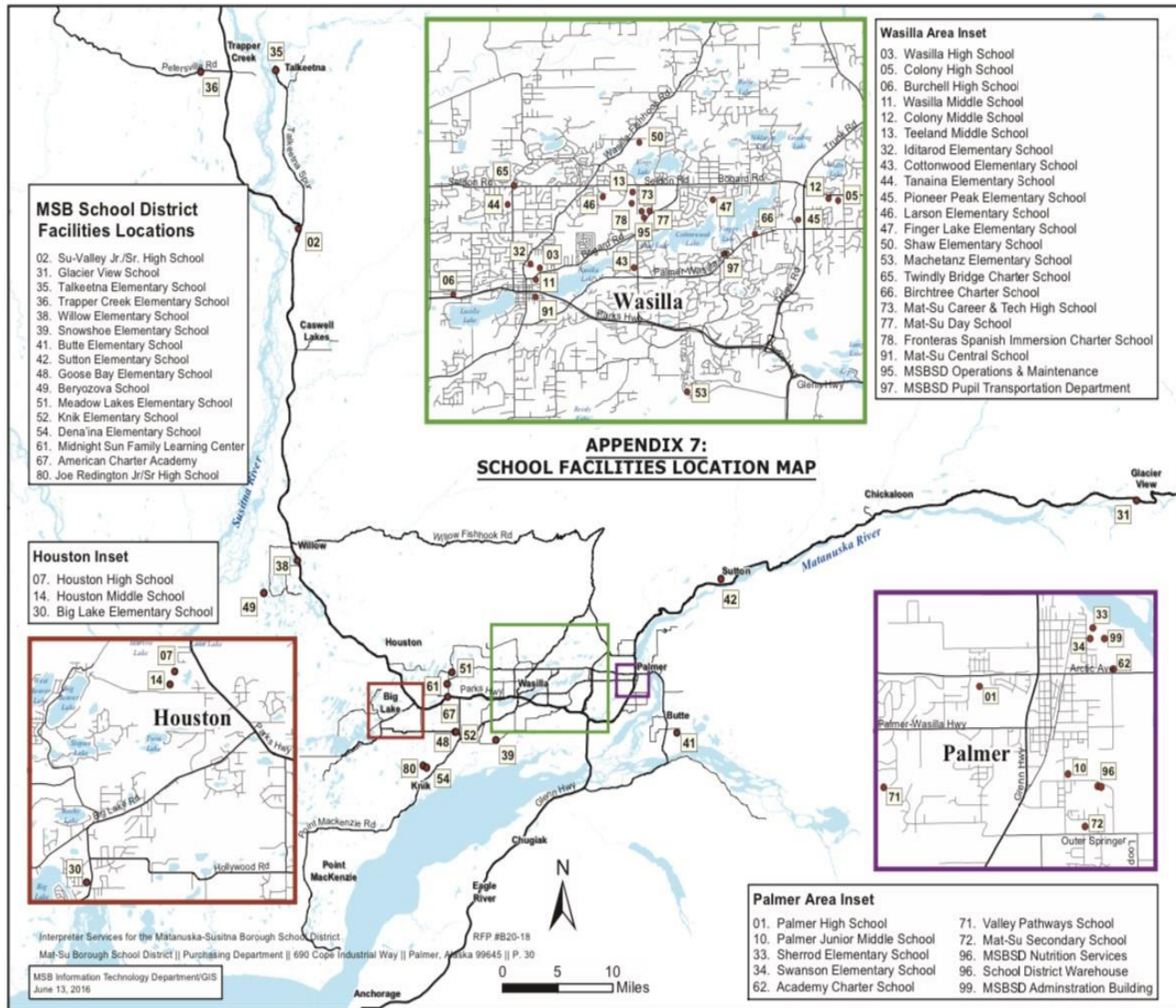
INTERPRETER SERVICES FOR THE MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT

RFP #B20-18

Mat-Su Borough School District || Purchasing Department || 690 Cope Industrial Way || Palmer, Alaska 99645 || P. 29



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**ATTACHMENT A:**  
**SCOPE OF SERVICES**

**1. SCOPE**

The Matanuska-Susitna Borough School District (MSBSD) is seeking proposals from qualified proposers to provide Educational Interpreter services to the MSBSD as described herein.

**2. BACKGROUND**

Ranging in enrollment from 20 students to more than 1,500 students, the schools of the MSBSD educate approximately 19,000 students at 46 schools located throughout the Matanuska-Susitna Borough. The MSBSD also supports a variety of administrative services including but not limited to Facilities, Purchasing and Warehouse, Nutrition Services, and Central Office Administration. MSBSD schools include 21 elementary schools, four middle schools, eight high schools, five non-traditional schools, and six charter schools.

**3. GENERAL REQUIREMENTS**

A. The MSBSD, to meet the Americans with Disabilities Act (ADA) accommodations, seeks an agency to provide certified and quality American Sign Language (ASL) Educational Interpreters (including tactile interpreters) and substitute Educational Interpreters as needed at various MSBSD locations as determined by students' Individualized Education Plans (IEPs), and in compliance with the Alaska Department of Education and Early Development's (DEED's) Advisory Board for the Deaf and Hard of Hearing.

B. Duties

1. Interpreters will interpret expressively and receptively for deaf and hard of hearing students/staff/parents in all aspects of the educational process, including but not limited to all classroom activities (lectures/discussions, small group work, media presentations, teacher/student conferring), counseling sessions (guidance, teacher, parents, administrative), assessments, evaluations, IEP meetings, disciplinary situations, tutoring sessions, make-up sessions, school-related activities which the deaf or hard of hearing students/staff/parents wish to attend or are required to attend during normal school hours.
2. Interpreters may be required to provide translation services for deaf staff members to other staff and students.
3. Duties may also include, but are not limited to, presenting in-service training to staff regarding the roles and responsibilities of the Educational Interpreter, providing academic support to students and school staff members for language acquisition, tutoring deaf/hard of hearing students under the guidance of a certified teacher, providing sign language support to non-deaf and non-hard of hearing students to communicate with deaf and hard of hearing students, providing interpreter services for students who may be visually impaired as well as hard of hearing.
4. Interpreters must work cooperatively with all members of school staff including the deaf or hard of hearing teacher, general education teachers, and deaf or hard of hearing students and parents.
5. Interpreters will email an outline of their daily schedule to include classroom teacher(s) names, and subjects to the scheduler and student's case manager. Students names shall not be included in the daily schedule. Interpreter must refer to student(s) by initials only.
6. Detailed substitute plans must be given to each student's case manager by the end of the first week of school and will be updated as needed throughout the school year. Included should be information regarding how the student utilizes the services of the interpreter, strategies for engaging the student and any other relevant information the substitute interpreter may need to know.



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C. Schedule

1. The expected schedule follows the MSBSD school calendar and DEED-designated student contact days. This schedule is subject to change. The expected calendar for the 2020-2021 school year is included in Appendix 6.
2. Interpreters must be available for regular school session days on as needed basis for the school year.
3. Services may also be required for the MSBSD's Extended School Year program, which typically includes twelve (12) student contact days during the summer. Extended School Year needs and schedule are subject to change.
4. Interpreters are required to provide services between, but not limited to, the hours of 7:30 AM and 4:00 PM Monday through Friday. At the MSBSD's discretion, interpreters may be required to work outside of normally scheduled school hours. Hours may vary to accommodate MSBSD School Board meetings, parent teacher meetings, graduations, and/or after school activities and/or events, and elementary or secondary school assignments.
5. Conditions of contract fulfillment include: sign-in, sign-out each time an interpreter enters or exits the site building, with times documented.
6. Interpreters are expected to be at their duty station and ready to provide services at the onset of their scheduled assignment start time. Interpreters are expected to wait fifteen (15) minutes before determining that the person to whom services are to be given is a "no-show."
7. Interpreters must fulfill all scheduled time on-site, unless an absence is submitted or prior approval has been given from the Executive Director of Student Support Services or designee.
8. Use of personal cellular telephones must be limited to personal time. Personal cellular telephones must not be utilized in the presence of students.
9. The MSBSD will not compensate the proposer for days not worked. This includes, but is not limited to, district holidays, school vacations, or unplanned school closures. The MSBSD is not responsible for providing personal/sick leave to interpreters.
10. The MSBSD will not reimburse for mileage or travel costs for interpreter travel to school sites.
11. The proposer and its interpreters are responsible to check local media sources and the MSBSD website for information regarding school closures.
12. Interpreting services may be required for staff members during professional development and staff workdays with prior approval from the Executive Director of Student Support Services or designee.
13. Requests for interpreter services for school activities and functions will come from schools and go directly to the scheduler and to the Executive Director of Student Support Services or designee. These will be scheduled upon approval. Stand-alone assignments will be compensated at a two (2) hour minimum.
14. In the event the student or staff member requiring service is absent with twenty-four (24) hours prior notice, the interpreter shall not report nor shall the proposer be compensated for services.
15. In the event the student(s)/staff/parent requiring service is absent with less than twenty-four (24) hours prior notice, one of the following may occur:
  - a. The assigned interpreter may be reassigned to cover another interpreter's absence (possibly at a different site).
  - b. The assigned interpreter may choose not to report to the designated assignment, and the proposer would not be compensated for the day.
  - c. The assigned interpreter may provide support to another interpreter in the MSBSD.
16. Day-to day-organization of schedules and duties will be facilitated by the deaf and hard of hearing education teachers and staff. Direct supervision of adherence to terms





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of this contract will be monitored by the Executive Director of Student Support Services or designee, with input from school site principals.

**D. Absences**

1. The proposer will provide a designated contact to serve as the interpreter scheduler. Absences and needs for substitutes will be submitted on the "ASL Interpreter Request Form" located on the Students Support Services web page of the MSBSD website. This form, when submitted, will be transmitted directly to the scheduler and to the Executive Director of Student Support Services or designee.
2. The scheduler shall be responsible for finding substitute interpreters to fulfill absences.
3. An interpreter's anticipated absences must be submitted as soon as possible in order to fill the absence and provide required services.
4. An interpreter's unanticipated absences must be submitted as soon as possible in order to fill the absence and provide required services.
5. If an emergency occurs while the interpreter is on site, requiring the interpreter to leave, immediate notice must be given to the front office staff and the scheduler via email or text message.

**E. Compliance and Certifications**

1. Interpreters must adhere to the National Association of the Deaf (NAD) guidelines and provide Registry of Interpreters for the Deaf (RID) certification.
2. Interpreters and substitute interpreters must provide current Educational Interpreter Performance Assessment (EIPA) score of 4.0 or above and passing score on the EIPA Written Test in accordance with Alaska Regulation 4 AAC.52.255 no later than two (2) years after the initial contract date.
  - a. The MSBSD will consider the initial contract date for all individual interpreters who have previously contracted with the MSBSD during the 2018-2019 and/or 2019-2020 school years as the "initial contract date" for the purposes of this contract.
  - b. In the event full time positions are not filled by Educational Interpreters with an EIPA score of 4.0 or higher, the MSBSD Department of Student Support Services reserves the right to screen candidates with lower EIPA score with the ability to deny or limit numbers of hours they may work. Compensation to the proposer for these interpreters will be at 85% of the base hourly interpreting rate as designated on Attachment C: Cost Proposal Form.
3. Interpreters must comply with all Health Insurance Portability and Accountability Act (HIPAA) requirements.

**F. Professional Development**

1. Interpreters are responsible for continuously developing their knowledge and skills in a manner similar to other educational professionals.
2. The MSBSD expects that each interpreter providing service to the MSBSD will participate in ongoing professional development.
3. The MSBSD will not compensate the proposer for interpreter professional development.

**4. COST**

All costs associated with the scope herein should be identified on the form provided in Attachment C: Cost Proposal Form. Costs identified shall be firm for the life of any resulting contract(s).

**5. SUBMITTAL REQUIREMENTS**

All proposals must include the following items, as a minimum, or the proposal may be considered non-responsive. Before submitting a proposal, please check the Purchasing section of the MSBSD website at <http://www.matsuk12.us/bids> for any additional information or addenda that may have been issued.



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The original and six (6) copies of the narrative proposal must be submitted and clearly marked. Proposer must also provide a USB drive with a PDF copy of the narrative proposal. The cost proposal should be submitted separately as outlined in subsection (F) below.

The proposal shall include, at minimum, the following:

A. Signature Page: Request for Proposal signature page signed by responsible party.

B. Introduction and Executive Summary:

1. Provide a brief description of your firm, including history, organizational structure, ownership structure, number of employees, and number of years in business. Include any information that may be of value to the MSBSD in evaluating your firm's qualifications.
2. Briefly describe the services and activities that your firm proposes to provide to the MSBSD, including the overall approach to the tasks described in the Scope of Services.
3. Describe the assignment of work within your firm's work team and with any proposed joint venture or subcontractor arrangements, including the overall approach to managing resources and output.
4. Provide the name, address, phone, fax number and e-mail addresses of the person or persons to be used as contacts.

C. Qualifications & References: Provide information on your or your firm's qualifications and references, to include but not be limited to the following:

1. Firm History and Background

Describe your firm's corporate background and experience. At minimum, proposers must address the following information:

- a. General information about the firm's organization, including date established, corporate office location, and ownership interests.
- b. Identification of active business venues (counties, states, etc.)
- c. General description of staff composition and organization.

2. Firm Experience and Customer References

The proposer must provide a description of providing interpreter services for school districts or for similar organizations whose needs and size are comparable to those of MSBSD. In addition to a description of experience, the proposer must describe its current customer base and include references as follows:

- a. Provide at least three (3) references of school district customers, with two (2) references preferred from organizations within Alaska. References should include the following for each customer:
  - i. Name of organization
  - ii. Location of organization (city/county, state)
  - iii. Nature of services provided
  - iv. Duration of relationship
  - v. Contact name, phone number, and email address
- b. Provide a full listing of customers that have engaged the firm's services in the last year. References should include the following for each customer:
  - i. Name of organization
  - ii. Location of organization (city/county, state)
  - iii. Nature of services provided

D. Service Approach: Describe your firm's approach to the requirements of the scope of services. Provide information on your or your firm's understanding of the MSBSD's needs and approach to be used, to include but not be limited to the following:





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1. Service Team Organization/Staffing
  - a. The proposer must provide an organizational chart of their proposed team.
  - b. The proposer must identify the staff and other resources available to the MSBSD, including a description of any of the firm's partnerships or affiliations that could be leveraged to add value to the services being provided.
  - c. The proposer must define the roles and responsibilities of each of its assigned staff. In addition, provide resumes of each staff member. Resumes should include work history related to providing interpreter services, particularly in an educational environment.
  - d. The proposer must describe in detail any work to be carried out by subcontractors.
  - e. Describe your firm's process for accounting for, and recording of staff personnel, training, licensing, and certification records.
  - f. Describe your firm's policies and procedures for employee conduct and performance, employee evaluation, and progressive discipline.
2. Service Work Plan
  - a. The proposer will be responsible for the development and maintenance of a detailed work plan for service start up. This must include, but is not limited to, the identification of all phases, stages, and tasks and the respective start dates, duration of tasks and dependencies of tasks, milestones, deliverable due dates, and responsible party.
  - b. The proposer must address the following MSBSD-identified milestones:
    - i. Contract start date of July 1, 2020
    - ii. Meet all staffing requirements by July 1, 2020
3. Service Risk, Change and Issue Management
  - a. The proposer must describe approach to managing service risk, change, and issues that may arise. Description should include specific approach to identification, communication, and resolution of such events.
4. Communication
  - a. Proposer must describe how the firm would ensure quality and timeliness of communication with the MSBSD, including:
    - i. The proposed communication methods and timelines to ensure the MSBSD is kept apprised of important information.
    - ii. The proposed reporting measures used to ensure quality assurance is being maintained and provided to the MSBSD.
5. Overall Service Approach
  - a. Proposer must discuss the proposed approach to meeting scope requirements identified in Section 3, General Requirements, including:
    - i. Understanding of the MSBSD's needs
    - ii. Staffing and implementation process
    - iii. Screening of employees
    - iv. Interpretive services provided and methods used
    - v. Minimum staffing standards and requirements

E. Resumes: Provide resumes for key personnel as described in subsection D of this section.

F. Sealed Cost Proposal: Cost proposal should be submitted in a separate sealed envelope within the larger, original sealed proposal. Only one copy of the cost proposal is desired. Do not submit cost information in the electronic copy of the proposal documents. Cost proposal should be submitted on the form provided in Attachment C, Cost Proposal.

G. Addendum Acknowledgment: Appendix 1, Addendum Acknowledgment, fully executed and signed.

INTERPRETER SERVICES FOR THE MATANUSKA-SUSTINA BOROUGH SCHOOL DISTRICT

RFP #B20-18



Mat-Su Borough School District || Purchasing Department || 690 Cope Industrial Way || Palmer, Alaska 99645 || P. 15

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- H. Non-Collusion Certificate: Appendix 2, Non-Collusion Certificate, fully executed and signed.
- I. Evidence of Insurance: Provide Evidence of Insurance as required in the RFP documents and Appendix 3.
- J. Vendor Paperwork: Appendix 4, Vendor Paperwork, fully executed.
- K. Proposed Subcontractors and Suppliers: Appendix 5, Proposed Subcontractors and Suppliers List filled out (if applicable).
- L. Licenses: Provide copies of State of Alaska business license and all other licenses, certificates, or permits required by city, borough, state and federal law as applicable.

**6. CONTRACT TERM**

The term of any contract resulting from this solicitation shall be for a one (1) year period beginning July 1, 2020 and ending on June 30, 2021. The MSBSD reserves the right to renew the contract for four (4) additional one (1) year terms, upon mutual written agreement between the MSBSD and the selected proposer. The MSBSD may exercise this option by giving written notice to the selected proposer prior to the expiration of the then-existing term, if it is found to be in the MSBSD's best interest.

**7. CONTRACT MANAGEMENT**

At the commencement of any resulting contract, the MSBSD and the successful proposer shall each designate a contract administrator. Such persons shall be each respective party's single point of contact for purposes of management of the contract. The proposer's contract administrator shall assume responsibility for the coordination of all contract issues under the contract.

**8. SUBCONTRACTORS**

If the proposed solution includes subcontractors, proposer must provide a detailed explanation of work to be done and complete Appendix 5, Proposed Subcontractors and Suppliers List. Subcontractors must comply with all licensing, indemnity, insurance limits, and insurance requirements imposed on the proposer.

**9. PERSONNEL**

A. Conduct:

1. The selected proposer will assure that each of its employees adheres to all applicable rules and regulations of the MSBSD and exhibits conduct that is appropriate to working in a public school environment.
2. The selected proposer shall prohibit its employees from personal use of MSBSD property and resources including, but not limited to, telephones, computers, printers/copiers, equipment, and supplies.
3. Knowledge of the Contract Requirements
  - a. The selected proposer will assure that each of its employees adheres to the terms of any contract arising from this solicitation, particularly those related to confidentiality, and disclosure.
  - b. The selected proposer shall make all employees aware of the provisions of the contract and shall include a written statement explaining these provisions in the employment agreement with the proposer.
  - c. Proposer personnel are required to follow all Federal, State, and local statutes and regulations as well as MSBSD policies and procedures while performing the duties under the contract. The selected proposer shall assure that each employee





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is aware of and adheres to the statutes, regulations, and policies applicable to his/her position.

- d. The selected proposer shall make all employees aware of the fact that their off-duty conduct, especially as it pertains to interactions with children, aside and apart from their employment responsibilities, shall have a bearing on their continued service under this contract. The selected proposer shall have in place and communicate a policy which establishes rules regarding prohibited work related off duty conduct. Such policy will at minimum restrict fraternization with school aged children outside of working hours to include interactions in person, via phone, on social media, etc.

4. Fingerprinting and Background Check

- a. The selected proposer shall conduct background checks for all of its employees. The background check shall be in accordance with AS 12.62.160 and MSBSD School Board policy BP 4112.5. The selected proposer shall provide the MSBSD immediate access to background check reports and results upon request.
- b. The selected proposer shall notify the MSBSD contract administrator, in writing, of its intention to hire an applicant whose background check returned adverse information. If the applicant has past convictions for crimes involving harm or risk of harm to children (such as those outlined in Section 8.5.3.2), that information shall be included in the written notification to the MSBSD of the selected proposer's intention to hire. If the applicant has past felony convictions (for any reason), that information shall be included in the written notification to the MSBSD of the selected proposer's intention to hire.

5. Sex Offenders

- a. Per MSBSD School Board Policy BP 3515.7, no employee may have a criminal record of any conviction for child abuse or assault, or be on the State of Alaska or other state Sexual Offender Registry.

6. Tobacco, Alcohol and Drugs

- a. No employee may use, distribute, or sell tobacco, or any non-FDA approved tobacco or nicotine delivery products or devices, including but not limited to cigarettes, cigars, dip, hookah pens, e-cigarettes, and dissolvable nicotine products on MSBSD premises or while performing any service under the contract.
- b. No employee shall be under the influence of, or have in his/her possession, alcohol, marijuana, or other any other forms of narcotics, while performing any service under the contract.
- c. Proposer personnel are required to comply with MSBSD School Board Policy, BP 4020, Drug, Tobacco and Alcohol-Free Workplace.

B. District right to approve, reject, or remove from district service contract employees:

1. The MSBSD reserves the right to approve, reject, or require the selected proposer to remove from MSBSD service any of the selected proposer's personnel as provided in this contract.
2. The MSBSD, in its sole discretion, may require the selected proposer to remove from MSBSD service any employee the MSBSD deems harmful to children, unsafe, incompetent, careless, or otherwise objectionable within the scope and purpose of the contract requirements. The selected proposer shall remove the employee from active status with the MSBSD immediately.
3. The selected proposer agrees to take appropriate disciplinary or corrective action against an employee if the MSBSD's contract administrator deems the employee's performance to be of concern and that the employee is likely to cause the selected proposer to breach the contract.
4. The selected proposer shall enter into no contract or arrangement with any employee, person, group, or organization which shall in any way interfere with the selected proposer's ability to comply with the MSBSD's right to request disciplinary or corrective



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action against an employee or to reject or remove from MSBSD service selected proposer's staff to the maximum extent allowed by law.

5. Habitual employment by the selected proposer of unacceptable employees who are removed may result in a partial or complete termination of this contract, at the MSBSD's sole discretion.
- C. Selected proposer's right to remove employees from district service: Nothing contained in this contract shall impair the selected proposer's right to remove or suspend from MSBSD service an employee for unsatisfactory performance or for other grounds.



## *Riækt Consulting...*

Narrative Proposal: Introduction/Executive Summary

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Our mission is to provide our educational community a central location for highly qualified, specialized, professionals involved in Student Support Services with a focus on Deaf and Hard of Hearing education. From individual student experience, to family support and community outreach, we aim to connect the dots and break down barriers by building strong team member relationships that foster a deeper understanding for our students.

We are a collection of like-minded student support professionals. Together we have over 40+ years' experience in the education sector. Riækt was designed to operate as a collaborative, taking individual educational plans and applying a vast range of experts to elevate student performance and bring programs to a higher level of academic achievement. We ensure this by providing our own team members ongoing, industry leading professional development, workshops, mentorship, seminars, and support in attaining/upholding national certifications.

It is a blend of personal expertise, professional dedication, and years of experience in Student Support Services focused on Deaf Education, that this group of individuals brings to their practices.

This collective has decided to team up so to provide a plethora of services to the Matanuska-Susitna Borough, its students, and families. Whether your students are in public education, PreK, homeschool, or continuing education programs we have differing contracts available to meet the needs of your organization and the community.

The goal, to raise student outcome projected by educational personnel and improve the experience of Deaf and Hard of Hearing families serviced within the Matanuska-Susitna valley.

In addition to our support of the Educational process, we believe that to raise up the whole, we must educate the individuals. Therefore, we also provide ongoing education and professional development to all those involved in the collective. This way we ensure that it is with the newest and most up-to-date information that we propel forward.

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Currently Riækt Consulting is contracted through the district to provide Student Support Services for Deaf and Hard of Hearing students in the form of Educational Interpreting and has been doing such for the past three years. Because of this first hand experience in the schools of the Matanuska-Susitna School District, Riækt Consulting has a well informed and vetted approach at providing Interpreting services to the district's students, as well as a preexisting wealth of knowledge regarding specific students, their specialized needs, and strategies to meet them. But beyond that, this relationship is one very dear to Riækt Consulting because it is the community in which its founder was raised.

Hillarie Putnam was raised the youngest of three. Alongside her Deaf siblings, she witnessed firsthand many of the successes and setbacks Deaf and Hard of Hearing children face in Alaska and across the nation. Fueled by this and ASL being her first language, she returned after college and a career in entertainment and re-immersed herself in the world of Educational Interpreting in the Matanuska Susitna Valley. Hillarie married her lifelong friend Timothy Gossett and together they are living and raising their children in the Matanuska-Susitna Valley.

In addition to her role as an Educational Interpreter, Hillarie is also the owner/operator of Riækt Consulting and acts as the communicative liaison between subcontracted members of the collective and outside contracting sources. Owning her own business in the Entertainment Industry providing Production Development in LA, Portland and Seattle, her company Red Thread Entertainment was charged with the Marketing and Project Management of Teams for Microsoft's Augmented technology known as the HOLOLENS, as well as numerous Blockbuster films and corporate clothing companies. She aims to bring that business experience and innovation to her professional relationships in Deaf Education and Student Support Services.

Hillarie has an A.A. Degree from American Musical and Dramatic Academy with an emphasis on Agency, Production Development and Talent Management.

Deaf Education is a difficult program to navigate for even the most specialized professionals. The community it revolves around is ever evolving, where its members have taken an active role in reclaiming their language and culture. Stuck in the middle of this ongoing evolution are school districts, their principals, teachers, paraprofessionals, and interpreters. Because Riækt Consulting is made up of professionals who stand at every level of this community- educators, interpreters, outreach managers, community navigators, family of Deaf and Deaf individuals themselves, this team is perfectly equipped to respond to the needs of this difficult field with a depth of understanding that simply cannot be found in other, albeit similar, Interpreting Agencies.

The reason, our company provides a well rounded approach at analyzing the needs of our contracting companies and the clients they service. Please review the list of services Riækt Consulting is already providing outside sources within the MatSu and Anchorage communities. It is because of this network that we can consult with one another internally about best practices and how to overcome professional challenges related to this type of work.



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**STUDENT SUPPORT SERVICES**
**DESCRIPTION OF SERVICES**

<b>EDUCATIONAL INTERPRETERS</b>	<ul style="list-style-type: none"> <li>• Provide full/part time Interpreters</li> <li>• Maintain quality assurance (performance/written/cultural skills)</li> <li>• EIPA 4.0 Documentation- Professional support to raise EIPA scores</li> <li>• NIC Documentation- Professional support to raise NIC</li> <li>• RID K-12 Endorsement</li> <li>• Professional Development (GAP Program) when needed</li> <li>• Provide Interpreters with Mentors both Deaf &amp; Hearing</li> <li>• Oversee Interpreter Placement- skills to match student needs</li> <li>• Primary contact for Interpreter concerns/mentorship/development</li> </ul>
<b>DEAF ED COORDINATING</b>	<ul style="list-style-type: none"> <li>• Advise Student Support Services on working with D/HH Students and current updates in the field</li> <li>• Attend IEP meetings for D/HH students when needed</li> <li>• Assist teachers in development and implementation of IEPs for D/HH students</li> <li>• Provide teacher support for curriculum and assessments related to Deaf/HH instruction</li> <li>• Oversee D/HH student placement options</li> <li>• Individual/Team PD when needed</li> <li>• Assist with newly identified students re: placement and services</li> <li>• Parent contact for D/HH students new to school district</li> <li>• Parent training and meetings</li> <li>• Teaming with audiologists and SLP</li> <li>• Early Intervention/PreK supports</li> </ul>
<b>AKSD LIASON</b>	<ul style="list-style-type: none"> <li>• Work with members of Alaska School for the Deaf to ensure practices are in line with State requirements</li> <li>• Attend DEB team meetings and sub committees</li> <li>• Direct contact for AKSD Director</li> </ul>
<b>CHILD FIND LIASON</b>	<ul style="list-style-type: none"> <li>• Assist educational teams working with D/HH student transition from Child Find into MSBSD</li> </ul>
<b>HOPE COMMUNITY RESOURCES LIASON</b>	<ul style="list-style-type: none"> <li>• Work with Coordinator of Deaf Supports to provide ongoing support to students, parents, and family members who have Deaf/HH needs</li> </ul>
<b>EARLY CHILDHOOD INTERVENTION</b>	<ul style="list-style-type: none"> <li>• Provide Infant Learning Program supports and training for educational teams and families with children who are Deaf or Hard of Hearing</li> </ul>

Riaekt Consulting Interpreters have experience with the following:

• General Classroom Instruction K-12 • Extra Curricular Activities • Professional Meetings • IEP Meetings • Graduation Ceremonies • Professional Development for Staff • Staff Meetings • Interveners for Deaf/Blind • Deaf+ • Medical (school nurse/school medical emergencies) • Team Instructions w/Deaf Ed Teacher • Distance Learning Interpreting (editing/virtual classrooms)

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Our Educational Interpreters interpret and transliterate between deaf students and English speaking non-signers in school-related environments. Riækt Consulting contracted Interpreters acknowledge their responsibility for a potential need to tutor DHH students (language development) and provide other linguistic supports to their learning environment that may be requested of them by fellow members on the IEP team.

The following Educational Interpreter requirements are preferred to begin subcontract work with Riækt Consulting.

1. An associate degree in American Sign Language Interpreting from an accredited college or University.
2. Must be working toward RID/NIC certification or equivalent.
3. Completion of an educational interpreter training program, or documented proof of ongoing participation in interpreter training activities, or ongoing support from an accredited mentor.
4. Minimum of two years of paid interpreting work.
5. Possession and maintenance of an Educational Interpreter Performance Assessment rating of 3.5.
6. Receipt of a passing score on the Educational Interpreter Knowledge Assessment (EIPA-WT).
7. Must acquire an EIPA 4.0 or above and the passage of the knowledge Written Test within four years of contract..
8. Must be knowledgeable regarding American Deaf culture and sensitive to multicultural environmental conditions.
9. Must be fluent in American Sign Language and spoken/written English, including academic English.
10. Must have the ability to effectively and accurately comprehend, interpret, and transliterate ASL to English and vice versa among students, staff, parents, administrators, and the public.

Our Educational Interpreters have proven their dedication to the students of MSBSD over the past seven years through their previous contract work with the district. Our interpreters have established a themselves as integral members of not only the educational community, but of the MatSu Valley altogether, living and raising their children here.

Interpreters who have yet to meet the desired 4.0 or NIC requirements, will be billed at 85%. Interpreters who have attained the 4.0 are required to retest every 5 years, the costs of which are covered by Riækt Consulting. Too often the field of interpreting leaves interpreters on their own, without a mentor or a clearly outlined “chain of command.” This allows for potential substandard practices, leaves interpreters without a source for feedback, and creates discrepancy among the professionals’ guidelines. Riækt Consulting aims to aide in this by ensuring interpreters receive a mentor who works with them on their various skill sets, as well as providing an outlet with whom to voice professional challenges.

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***John D. Shaw Elementary School***

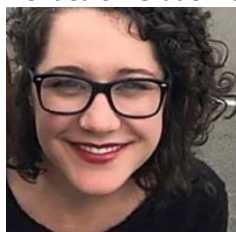
## **Proposed Interpreter Placement**

John Shaw Elementary School is where MSBSD houses its district wide Primary Deaf Education Program. David Russel is an active principal in his school community, and this holds true to his oversight of Student Support programs and staff. Principal Russel is outspoken with regard to his staff and expectation for strong interpersonal skills. Shaw embodies a TEAM mentality where the title "Educational Professional" comes before any specialized training or "role." Because of this Shaw has seen its share of controversy over the years surrounding the Deaf Ed program and Interpreters.

However, in the past four years and under new program direction by Mrs. Ricke and her influence over interpreter placement, this relationship has grown into one of mutual understanding and respect. Shaw has since become an educational establishment where all students and staff fully embrace the Deaf Ed program and culture.

Shaw Elementary currently has three students in their program spread throughout different grade levels: Pre-Kindergarten, Second Grade, Third Grade. Because of this, the caseload at Shaw requires two full time interpreters and one part time interpreter. The following interpreters have been chosen based on their expertise at the Primary level as well as their previous years working at Shaw Elementary.

**Recommended 3<sup>rd</sup> Grade Interpreter**



**Amy Smith**

**Recommended 2<sup>nd</sup> Grade Interpreter**



**Hillarie Putnam**

**Recommended Pre-K Interpreter**



**Desiree JacksonC**

Coming to us from Michigan, Amy now lives in Palmer and has contracted with MSBSD for three years. She has serviced a number of students, staff and outside contacts and is diligent about meeting the needs of her students. Amy is noted as a joy to work with by all her coworkers and has a respected report by MSBSD schools and family. Amy graduated from Michigan State with a degree in Sign Language Interpreting, has her K12 (EIPA) certifications and currently working towards her National Certification.

Hillarie has contracted with MSBSD for the past three years. During her time servicing Deaf and Hard of hearing students her focus has been on early language development and language deprived students. Hillarie has a strong background in ASL as well as the various milestones of concept development because of the diversity of her Deaf siblings. Due to recent events with COVID-19 she is also well versed in distance learning and remote video interpreting. EIPA 3.9 currently working towards her National Certification.

Desiree comes to us Eagle River, and lives with her Husband and daughter. Desiree is constantly immersed in Deaf culture as her husband is Deaf himself. Desiree has worked with MSBSD for multiple years. Most recently she has worked at Shaw Elementary School in the Pre-K classroom. Because of this Desiree has a strong understanding of the classroom structure, student needs and how to go about meeting them. Desiree is set to take her EIPA in the summer of 2020.

## ***Riækt Consulting...***

## Narrative Proposal: Service Approach

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Please see the estimated schedule and potential agreement for each proposed subcontracted interpreter. Additionally the following details onsite procedure and expected communication process between professionals at varying levels.

#### **Amy Smith:**

Vender to provide subcontracted Sign Language Interpreter (SLI) services to the assigned MSBSD students. Service provider shall at all times be performing as an independent contractor. Schedule follows the MSBSD 2020/2021 school calendar student contact days. Interpreters are to make themselves available for work by July 1<sup>st</sup> and commit to the School Open date of August 13<sup>th</sup>. Conditions of contract fulfillment include: Sign-in, sign-out each and every time interpreter enter or exit the building with times noted; timely arrival at work-site and in classes; must fulfill all scheduled time on-site unless absence is documented by representative of Riækt Consulting, noted by student's case manager and receives approval from Executive Director of Student Support Services and adhering to professional educational interpreter standards. Personal cell phone usage will be limited to times when students are not present.

Primary site: JSE \* 168 student contact days x not to exceed 7 hrs/day + 10 est hrs for meetings/events/ESY (require pre-approval) = 1,187 hrs. all inclusive, includes mileage between MSBSD sites. Interpreters shall not work on district holidays, school vacations, breaks, professional development and staff work days. Invoices to be submitted by Vendor directly to Terry Donahue on an agreed upon billing cycle. MSBSD may reserve the right to revisit contracted services quarterly and to adjust scheduled hours or placement of interpreters according to student needs.

#### **Hillarie Gossett:**

Vender to provide subcontracted Sign Language Interpreter (SLI) services to the assigned MSBSD students. Service provider shall at all times be performing as an independent contractor. Schedule follows the MSBSD 2020/2021 school calendar student contact days. Conditions of contract fulfillment include: Sign-in, sign-out each and every time interpreter enter or exit the building with times noted; timely arrival at work-site and in classes; must fulfill all scheduled time on-site unless absence is documented by representative of Riækt Consulting, noted by student's case manager and receives approval from Executive Director of Student Support Services and adhering to professional educational interpreter standards. Personal cell phone usage will be limited to times when students are not present.

Primary site: JSE \* 168 student contact days x not to exceed 7 hrs/day + 10 est hrs for meetings/events/ESY (require pre-approval) = 1,187 hrs. all inclusive, includes mileage between MSBSD sites. Interpreters shall not work on district holidays, school vacations, breaks, professional development and staff work days. Invoices to be submitted by Vendor directly to Terry Donahue on an agreed upon billing cycle. MSBSD may reserve the right to revisit contracted services quarterly and to adjust scheduled hours or placement of interpreters according to student needs.



## ***Riækt Consulting...***

## Narrative Proposal: Service Approach

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### **Desiree Jackson:**

Vender to provide subcontracted Sign Language Interpreter (SLI) services to the assigned MSBSD students. Service provider shall at all times be performing as an independent contractor. Schedule follows the MSBSD 2020/2021 school calendar student contact days. Interpreters are to make themselves available for work by July 1<sup>st</sup> and commit to the School Open date of August 13<sup>th</sup>. Conditions of contract fulfillment include: Sign-in, sign-out each and every time interpreter enter or exit the building with times noted; timely arrival at work-site and in classes; must fulfill all scheduled time on-site unless absence is documented by representative of Riækt Consulting, noted by student's case manager and receives approval from Executive Director of Student Support Services and adhering to professional educational interpreter standards. Personal cell phone usage will be limited to times when students are not present.

Primary site: JSE \* 168 student contact days x not to exceed 7 hrs/day + 10 est hrs for meetings/events/ESY (require pre-approval) = 1,187 hrs. all inclusive, includes mileage between MSBSD sites. Interpreters shall not work on district holidays, school vacations, breaks, professional development and staff work days. Invoices to be submitted by Vendor directly to Terry Donahue on an agreed upon billing cycle. MSBSD may reserve the right to revisit contracted services quarterly and to adjust scheduled hours or placement of interpreters according to student needs.

- Should modifications be made regarding the ongoing primary site placement of a proposed interpreter, Riækt Consulting requires a initial meeting with case manager, Executive Director of Student Support Services to discuss the conditions of the modification. This should then be followed by a secondary meeting involving case manager, interpreter and Riækt Consulting representative.

All communication between interpreter schedules, invoices code of conduct and contractual details shall be between Hillarie Putnam, Riækt Consulting owner/operator and District representative. This is to maintain a streamline communication process as concerns arise.

All day to day communication between case manager, general ed teacher, and interpreter fall on the shoulders of the assigned interpreter and their primary placement site. Interpreters should look to their students' case manager for daily direction and implementation of desired educational applications as they relate to their interpretation of subject matter. Should concerns arise they will be addressed by the case manager, interpreter and building administrator- if needed, a follow up with Riækt Consulting representative.

Ongoing meetings between the Executive Director of Student Support Services and Riækt Consulting representative, Hillarie Putnam, should occur upon award of contract, beginning of the year, and quarterly. Major events that arise resulting in a modification to the contract, a meeting between Executive Director of Student Support Services and Riækt Consulting representative will occur.

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## Proposed Interpreter Placement

Colony High School is where MSBSD houses its district wide Secondary Deaf Education Program. Administration at this school are in strong support of the Deaf Ed programs and have worked with several interpreters throughout the years. The philosophy at this school is one that promotes a mainstreamed curriculum with additional supports in place from the DHH Teacher.

Pending on the district's student caseload, DHH Teachers at this location vary between full and part time work. Sally Hoople was the previous Deaf Ed Teacher but retired at the end of last year and worked part time this current year. We are excited for the potential to work with MSBSD's new hire in the years to come.

Colony High School currently houses two students in their program spread across different grade levels: Sophomore, Junior. One student receives full time Deaf Ed services and requires an interpreter, the other receives Deaf Ed services however does not require ASL interpretation for educational access. Because of this caseload, Colony requires one full time interpreter.

### Recommended Sophomore Interpreter Ashley Bethel



Ashley is the longest contracted interpreter with MSBSD and is loved by teachers and staff alike throughout the district. Her passion and dedication to student development is profound.

Currently Ashley resides in Wasilla with her husband and her seven children. Not only is she involved in the education community as an interpreter, but her children have been educated by MSBSD as well. Ashley's wealth of knowledge of the MSBSD school district is one multifaceted.

Ashley has held RID certifications and is currently waiting on her EIPA assessment. In addition to Ashley's extensive history working as an Educational Interpreter for Deaf and Heard of Hearing students, her specialized experience in working with Deaf+ and Deaf/Blind is an asset to this team.

## ***Riækt Consulting...***

## Narrative Proposal: Service Approach

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### **Ashley Bethel:**

Vender to provide subcontracted Sign Language Interpreter (SLI) services to the assigned MSBSD students. Service provider shall at all times be performing as an independent contractor. Schedule follows the MSBSD 2020/2021 school calendar student contact days. Interpreters are to make themselves available for work by July 1<sup>st</sup> and commit to the School Open date of August 13<sup>th</sup>. Conditions of contract fulfillment include: Sign-in, sign-out each and every time interpreter enter or exit the building with times noted; timely arrival at work-site and in classes; must fulfill all scheduled time on-site unless absence is documented by representative of Riækt Consulting, noted by student's case manager and receives approval from Executive Director of Student Support Services and adhering to professional educational interpreter standards. Personal cell phone usage will be limited to times when students are not present.

Primary site: CHS \* 168 student contact days x not to exceed 7 hrs/day + 10 est hrs for meetings/events/ESY (require pre-approval) = 1,187 hrs. all inclusive, includes mileage between MSBSD sites. Interpreters shall not work on district holidays, school vacations, breaks, professional development and staff work days. Invoices to be submitted by Vendor directly to Terry Donahue on an agreed upon billing cycle. MSBSD may reserve the right to revisit contracted services quarterly and to adjust scheduled hours or placement of interpreters according to student needs.

- Should modifications be made regarding the ongoing primary site placement of a proposed interpreter, Riækt Consulting requires a initial meeting with case manager, Executive Director of Student Support Services to discuss the conditions of the modification. This should then be followed by a secondary meeting involving case manager, interpreter and Riækt Consulting representative.

All communication between interpreter schedules, invoices code of conduct and contractual details shall be between Hillarie Putnam, Riækt Consulting owner/operator and District representative. This is to maintain a streamline communication process as concerns arise.

All day to day communication between case manager, general ed teacher, and interpreter fall on the shoulders of the assigned interpreter and their primary placement site. Interpreters should look to their students' case manager for daily direction and implementation of desired educational applications as they relate to their interpretation of subject matter. Should concerns arise they will be addressed by the case manager, interpreter and building administrator- if needed, a follow up with Riækt Consulting representative.

Ongoing meetings between the Executive Director of Student Support Services and Riækt Consulting representative, Hillarie Putnam, should occur upon award of contract, beginning of the year, and quarterly. Major events that arise resulting in a modification to the contract, a meeting between Executive Director of Student Support Services and Riækt Consulting representative will occur.

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## SUB Interpreters / Mentors

The Following Interpreters and Deaf Education supports work throughout the community as Mentors, community interpreters, Deaf Navigators, Program Developers, Outreach Program Department Heads. Both have been contracted by MSBSD in previous years, providing sub interpreter services as well as outreach and mentorship. Each is highly accredited and have offered mentorship through Riækt Consulting to parents and interpreters alike.



Sharon Miranda, Deaf  
Interpreter/Mentor

smiranda@hope.org | Phone: 907-350-6840

Sharon is a prolific Deaf adult in the Alaskan community. The work she does for outreach programs, educating Alaskans on the culture and experience of Deaf individuals is unparalleled. We are honored to have her as a member of our collective team.

Sharon is the Coordinator of Deaf Supports for Hope Community Center. She helps lead their Deaf Navigator Program which is dedicated to providing a range of resources and services to Deaf and Hard of Hearing Alaskans, aimed at improving their long-term employment and housing options. In addition to this Sharon has also taught ASL I,II,III,IV through UAA and Matsu Campuses. Sharon is active in supporting families of Deaf and Hard of Hearing families through in-home interactions and ASL family classes.

In addition to this Sharon has taken her efforts around the state of Alaska through the Rural Deaf Student Support Program. This program links Deaf students ages 3 - 22 with host families fluent in American Sign Language that are knowledgeable of Deaf Culture and meet all foster care requirements.



Alana King-Weaver,  
Interpreter/Mentor

Denis@axisgroup.com |

Phone: 123-456-7890

Fascinated by childhood interactions with various Deaf and Hard of Hearing individuals and interpreters, Alana decided to major in ASL/English interpreting at Goshen College in Indiana. The four year program cumulated in an internship at East High School of the Anchorage School District in 2008 and this experience solidified her love of both educational interpreting and Alaska. Alana spent four years working for the Alaska School for the Deaf. In addition to this Alana has been a community interpreter since 2012, before she began her journey of Interpreter mentoring.

Alana has NIC: Advanced and Ed: K-12 (EIPA) certifications. She has a variety of mentoring experiences (co-mentoring, group mentoring, and individual online mentoring.) Alana is currently working on becoming a facilitator for Demand-Control Scheme (DCS) supervision sessions and loves seeing the correlations between this process and mentoring.



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***John D. Shaw Elementary School***

**David Russell**  
Principal

**P.O. Box 875910-MS#240**  
**Wasilla, Alaska 99687**  
**Phone: (907) 352-0500/Fax: (907) 352-0580**

**Shelley Eisenhower**  
Administrative Secretary

May 13, 2020

To Whom It May Concern,

It is a pleasure to write this letter of recommendation on behalf of Hillarie Putnam, a current interpreter in the Deaf/Hard of Hearing program at Shaw Elementary School. I have had the privilege of getting to know Hillarie over the course of the past three years. During this time, I have observed both her interpreting and interpersonal skills with staff, students, and parents.

Hillarie has excellent skills in the area of interpreting; however, what sets her apart from her colleagues is her ability to build relational capacity with students and colleagues. She works hard to get to know her audience and tailors her approach accordingly. Feedback from classroom teachers who work directly with Hillarie is all positive. Though her position is considered to be itinerant, Hillarie is very much a part of the Sundog team. She works in direct collaboration with our Deaf/Hard of Hearing Teacher, providing integral information to help the teacher design appropriate lessons. Hillarie also works closely with classroom teachers to ensure they team together to have appropriate spacing and flow to meet the needs of our DHH students.

Hillarie has a can do attitude and is passionate about education. Growing up with deaf siblings helped build the knowledge base of what a deaf student is dealing with as they traverse this journey of public education. Her passion for all students to have the best access possible is a real asset.

Hillarie Putnam has the skillset, confidence, and willingness to do what is necessary to be a successful leader in the district's Deaf/Hard of Hearing programs. Not only does Hillarie have the skills necessary, she brings a love and a passion for the deaf culture and helps make our students shine. I wholeheartedly recommend Hillarie Putnam as a viable candidate for a position in Mat-Su. Please feel free to give me a call at 352-0511 if you have any questions.

Sincerely,

David Russell

"Nurturing a healthy community of caring life-long learners"



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March 19, 2019

To Whom It May Concern,

I am writing to express my support of Hillarie Putnam in her career as an American Sign Language (ASL) interpreter. As her mentor through the Alaska School for the Deaf's Guided Advancement Program (GAP) for this school year, I have come to know and regard Hillarie as a quality individual. From the start, she was committed to taking extra time from a busy schedule to videotape work samples, analyze the results, and practice improving her skills. She was highly motivated to seek feedback of her work, not only from myself but from other online interpreter groups and from colleagues in her area too.

While she has a strong base of knowledge of ASL and Deaf culture, her commitment to expanding on this and advancing her work as an interpreter was clear from our conversations. She not only sought to discuss strategies for improving test scores but also ways in which she could understand and support the Deaf student that she was currently working with. She has set a goal of becoming a nationally certified interpreter and will be trying to enter an online interpreting program to help achieve this. These are all definitely desirable qualities to have as an interpreter- critical thinking about job demands, openness to analyzing oneself, and passion for providing consumers with the best services possible.

I am happy to be used as a reference for Ms. Putnam and think her dedication to professionalism would make her an asset to any team.

Sincerely

Alana King Weaver, NIC-Advanced, Ed:K-12  
American Sign Language Interpreter/ Mentor  
Phone: (217) 474-2459  
Email: akingweaver@gmail.com

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**South Central Region**  
540 W. International Airport Rd.  
Anchorage, AK 99518-1110  
[www.hopealaska.org](http://www.hopealaska.org)

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May 12, 2020

Matanuska-Susitna Borough School District  
501 N Gulkana Street  
Palmer, Alaska 99654

To whom it may concern,

I am writing a letter of recommendation for Hillarie Putnam and her company Riaekt Consulting. It is my understanding that she is applying for Request for Proposals - District Wide Interpreting Services as they relate to Deaf and Hard of Hearing students and their families in the Matanuska Susitna Borough School District. I have known Hillarie for over 25 years as a family friend; and professionally since 2017. I have worked with her as an interpreter, a mentee and a peer.

My first meeting with Hillarie was when her mother was taking an American Sign Language (ASL) class I taught at the University of Alaska, Anchorage many years ago. At that time Hillarie was a young, energetic child with two older deaf siblings. She grew up in a signing environment, immersed in Deaf culture and gained master ASL skills. Her family and my family became life-long friends, sharing our cultures and languages of two worlds, Deaf and Hearing. Over the years, Hillarie has shown a great respect for the rich culture of Deaf people and became fluent in ASL. She brings a wealth of experience and knowledge to Deaf education settings.

As a consultant and mentor, I have worked with Hillarie in community settings where she functioned as an interpreter and a host for Deaf community events. Hillarie has keen insight into determining the zone of proximal development of individuals and is adept at meeting their individual needs, both linguistically and theoretically as a tool in creating a scaffold for their learning. She is fluent in ASL and English, and is adept at managing communication in both languages and cultures.

Hillarie is an exceptional professional. Her honesty, dependability, and strong work ethic have earned her respect within her community. I personally look forward to working with her and enjoy collaborating in any setting. She is highly intelligent and sets a high standard for herself and her colleagues. Hillarie would be a tremendous asset to the Matanuska-Susitna Borough School District. She brings a wealth of experience and knowledge to the contract.

Sincerely,

*Sharon Miranda*  
Sharon Miranda  
Coordinator of Deaf Supports  
907.268.4416  
[smiranda@hopealaska.org](mailto:smiranda@hopealaska.org)

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Serving Anchorage, Mat-Su Valley, Kenai Peninsula, Seward, Kodiak, Dillingham and Utqiagvik

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05/16/2020

To Whom It May Concern,

It is my pleasure to recommend Mrs. Hillarie Putnam and her company Riaekt Consulting. Mrs. Putnam and I have worked together professionally since 2017 when she began working for MSBSD as an Educational Interpreter. I have worked for the MSBSD as the Deaf Education Coordinator for the past 15 years. Prior to that, I was a Deaf Education Teacher for 17 years. In my current position, I work with MSBSD Deaf/HH Education Teachers, Audiologists, Deaf Paraprofessionals and Interpreters to enhance the education of our Deaf/Hard of Hearing students and their families.

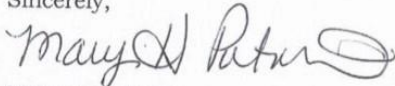
During my 32 years in education, I have worked with many Educational Interpreters. I have found Mrs. Putnam to demonstrate skills that are equal to or above many other Interpreters in the Deaf Education field. Some of the many strengths she demonstrates include:

- Exceptional American Sign Language skills due to being bilingual in ASL and English all her life
- Outstanding ability to work with Deaf students who are just learning language and need a strong emphasis on concept development and visual/special language
- Comprehensive and heart felt understanding of Deaf culture due to having two siblings who are deaf and immersion into the deaf community all her life
- Willingness to always improve her skills in ASL and seek out mentorships from other professionals in the field of deafness
- Ability to discuss with fellow colleagues difficult situations and create productive solutions
- Team leader and great communicator with regular education teachers and parents
- Works collaboratively with other ASL Interpreters in MSBSD and the state of Alaska
- Ability to share confidential information on student growth and needs within the mainstream setting with the Deaf Education Teacher/Case Manager
- Strives to immerse herself with other Deaf Education professionals in the state to work on improving the education and life experiences for Deaf/Hard of Hearing students and adults

It was my pleasure to oversee Mrs. Putnam in her role as an ASL Interpreter in our school district. It is my belief that she will bring the same level of desire, expertise and hard work to any endeavor she may be interested in pursuing. I confidently recommend Mrs. Putnam as a provider of services in the field of educational interpreting and related supports in the field of deaf education.

Please feel free to contact me should you like to discuss Mrs. Putnam's qualification and experience further.

Sincerely,



Mary H. Putnam

Matanuska Susitna Borough School District – Deaf/Hard of Hearing Coordinator

907-775-0720



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Matanuska-Susitna Borough School District  
Purchasing Department  
501 N. Gulkana  
Palmer, Alaska 99645  
May 17, 2020

Dear Purchasing Committee members,

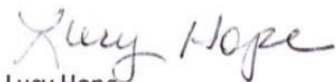
Please consider this letter a reference for Ms. Hillarie Putnam, as owner of Riaekt Consulting, to provide districtwide ASL interpreting services for the district. I initially hired, and subsequently worked with Mrs. Putnam in her capacity as an educational interpreter since 2017 until I retired in July of 2019. Ms. Putnam is an exceptionally talented interpreter, and has a rare ability to match her interpreting to the needs of individual students and their immediate educational settings.

Ms. Putnam is well positioned to provide these services. Her knowledge of the field of deaf education, needs of the school district, and the community are evident in her qualifications and experience. Her past ownership of small businesses brings management experience.

Ms. Putnam has deep respect for all members of an educational team and values the contribution of all who are working with children in our schools. In addition, she has positive relationships with all members of the deaf community and deaf education community, which is crucial in this field. Over the past three years, she has assisted with arranging schedules for multiple conflicting needs for interpreters, as well as addressing times when interpreter shortages presented challenges. This ability to problem-solve is necessary to provide equitable services to students.

It is for these reasons, as well as her high ethical standards that I recommend Ms. Putnam, and her firm Riaekt Consulting as the agency to provide ASL interpreting services for the district; students, staff, and community members at district events.

Sincerely,



Lucy Hope

Former Director Student Support Services in Mat-Su Borough School District  
(907) 355-5204  
[lucyhope@mac.com](mailto:lucyhope@mac.com)



## *Riaekt Consulting...*

### Narrative Proposal: Firm Qualifications and References

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The following letters of support are with regard to my previous work in Entertainment and production management. These letters are included in this proposal to stand as a testament to the work I have done for the past 10 years in team and production management across large scale markets in the entertainment and marketing sectors.

To Procurement Manager & State of Alaska,

I would like to share our endorsement for Hillarie Putman. We embraced Hillarie as an asset to the film industry because of her drive and dedication to the craft of filmmaking.

I believe that her passion, along with overall knowledge and experience in production and team management will prove to be a necessary asset for the future development of independent films. It is rare to find someone who can so easily immerse herself completely and so quickly into any community.

I am also appreciative of Hillarie's total commitment to her Alaskan background and dedication to developing projects in Alaska that can support the community there. I have learned so much from her. Please feel free to contact me if you have any questions

Sincerely

Billie Greif

**Billie Grief:** (Los Angeles, CA/ Portland, OR) Billie Greif - Chief Creative Officer (Co-Founder) B. Billie Greif is the Chief Creative Officer and Co-Founder of Tulip Entertainment Group. Before taking this position she was Chief Operating Officer of a Division of Sony Music. As COO, she provided management services for major artists including Marc Anthony and Jennifer Lopez. She co-founded IndieArts and has maintained ownership of her own solutions for distribution models and continues to utilize them to this day. Billie's goal is to effectively change the way films are distributed through the use of the most advanced technologies and social media. CREDITS INCLUDE: Smoke Signals, Lenny the Wonder Dog, Thank You For Smoking, Gospel Hill

*Tulip Entertainment Group, Chief Creative Officer and Co-Founder*  
516-524-5817

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To Procurement Manager & State of Alaska,

Please consider my highest recommendation for Hillarie Putnam to be the Alaska State Film Representative.

During Hillarie's efforts with our organization I have seen her work towards every task with professionalism and enthusiasm, from taking a leadership role in the OMPA's Talent Committee to speaking with multiple members of the Oregon Legislature in support of Oregon film and increased incentive programs throughout the state.

Hillarie is an intelligent and insightful communicator who will be an asset to any team. I strongly believe that her passion and determination will allow her to succeed both in her career as an agent and as an advocate for the television and film industry both here in Oregon and in Alaska.

Best regards,

Tom McFadden

**Tom McFadden:** (Portland, OR) is Executive Director, Programs Oversight, Fundraising Oversight, and Member in Public Communications for OMPA; Oregon Media and Production Association. Tom works tirelessly to give the growing entertainment industry in Oregon a voice aiming for success. Tom was one of the associations founders and since creation has created a common ground for industry professionals to gather and speak on common issues. This association has also proven to be a strong force in helping promote the Portland industry to the rest of the world. Communications have begun between REDPOINT Productions and OMPA on working to establish like-minded methods for the Alaskan entertainment community.

*Oregon Media Production Association, Executive Producer: 901 SE Oak St #104 Portland, OR 97214  
503-228-8822 x3*

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To Procurement Manager & State of Alaska,

I have been working with Hillarie Putnam developing a story about the struggles of young people on the North Slope and find her to be brilliant and attentive. She knows drama, can read people, and her acting experience has given her a feeling for all that is unspoken, unknown, and unwanted between people.

She is a passionate, resourceful advocate for Alaska; its natives, lore, landscape, and stories. She is great with people. Tireless, quick, and fun, she wins you over. I would work with her anytime. She has my unqualified recommendation to be the Alaska Film Representative.

Gill Dennis

**Gil Dennis:** (Los Angeles, CA/ Portland, OR) was Nominated, Satellite Award

Outstanding Screenplay, Adapted for Walk the Line (2005). AFI Award

Best Screenplay, Original for On My Own. Gill won the Los Angeles Drama Critics' Circle Award for Distinguished Direction in theatre in 1973 and is Master Filmmaker in Residence at the American Film Institute. He has taught screenwriting workshops in Ireland, Portugal, Scotland, England, and Australia. CREDITS INCLUDE: Walk the Line; Man on Lincoln's Nose; Without Evidence; On My Own; Riders of the Purple Sage;

*Los Angeles, CA: 444 N Larchmont Blvd. Ste. 200 Los Angeles, CA 90004  
323-856-3070 / 503-243-5640*

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**ATTACHMENT B:**  
**EVALUATION CRITERIA**

**1. GENERAL**

An Evaluation Committee will be selected by the Matanuska-Susitna Borough School District (MSBSD) to review the proposals.

**2. NARRATIVE PROPOSAL SCORING**

The total score of all below criteria combined will dictate the ranking of proposals. Each proposal will be evaluated based on the criteria provided below.

Outstanding	1.0 – 0.9	The proposal far exceeds expectations, is very desirable, and has an excellent probability of success.
Excellent	0.8 – 0.7	The proposal exceeds the requirements of the criterion, demonstrates a high level of competence, and has a very good probability of success.
Good	0.6 – 0.5	The proposal meets the requirements of the criterion, achieves all objectives in a reasonable fashion, has a good probability of success.
Fair	0.4 – 0.3	The proposal adequately meets most of the requirements of the criterion, may be lacking in some areas which are not critical, and has a reasonable probability of success.
Poor	0.2 – 0.1	The proposal addresses some, but not all, of the requirements of the criterion to the minimum acceptable level, falls short of expectations, is lacking in some areas which are critical, and has a low probability of success.
Unsatisfactory	0	The proposal does not meet the requirements of the criterion, and the approach has no or very low probability of success.

The maximum weight (score) for each criterion is provided in the rubric below. The evaluation system is based on a maximum score of 500 points. Calculated points will be rounded to the nearest tenth of a point.

**EXAMPLE:** Firm A receives a score of 0.6 (Good) on the Introduction and Executive Summary criterion. Firm A's weighted score for that item would be:

20 points maximum x 0.6 score = 12.0 points

For the purposes of evaluation, a rating of "Good" or "Fair" shall be considered a baseline rating. Ratings outside of this range shall be justified by the evaluator.

In evaluating proposals, factors such as overall experience relative to the proposed contract, quality of work, control of cost, and ability to meet schedules may be considered. Evaluators may also contact listed references or other persons with knowledge of a proposer's past performance in order to make determinations.





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### 3. **COST PROPOSAL SCORING**

In addition to a narrative proposal, the proposer shall prepare a cost proposal for the work to be performed. The cost proposal should be submitted in a separate sealed envelope. Cost proposals shall be scored using the following formula, which assigns the full point value to the least-cost proposal:

*Maximum points available x (Lowest Price Received / Proposer's Price)*

**EXAMPLE:** Firm A proposes \$60,000; Firm B proposes \$75,000; and Firm C proposes \$80,000.

Firm A: (150 points maximum x (\$60,000/\$60,000)) = 150.0 points  
 Firm B: (150 points maximum x (\$60,000/\$75,000)) = 120.0 points  
 Firm C: (150 points maximum x (\$60,000/\$80,000)) = 112.5 points

### 4. **EVALUATION CRITERIA**

The final evaluation scores will be based on the following criteria and point system:

EVALUATION CRITERIA	MAXIMUM POINTS	SCORE	WEIGHTED SCORE
<b>NARRATIVE PROPOSAL</b>			
INTRODUCTION AND EXECUTIVE SUMMARY			
This criterion reflects the extent to which the proposal addresses, in a professional and well-organized manner, the services and activities the firm proposes to provide, including the overall approach to the tasks described in the scope of service.	25		
<b>FIRM QUALIFICATIONS &amp; REFERENCES</b>			
Firm Background and History: The firm must have a background and history that substantiates its stated ability to perform the services as required by the scope. (Demonstrate this qualification by describing the firm's background and its capacity to meet the needs of the MSBSD.)	30		
Firm Experience and Customer References: The firm must have experience in performing work for other clients of comparable size and complexity. (Demonstrate this qualification by describing such experience and providing references that include the nature of services provided for each.)	40		
<b>SERVICE APPROACH</b>			
Service Team Organization/Staffing: The firm must have a viable approach to staffing. (Demonstrate this qualification by describing the assignment of work within the firm's team and with any proposed subcontractor arrangements, including the overall approach to managing resources and output.)	50		
Service Work Plan: The firm must have a viable approach to the tasks and schedule required for implementation. (Demonstrate this qualification by providing the firm's detailed work plan that achieves the milestone dates set forth by the MSBSD.)	25		



## Riaekt Consulting...

Attachment B

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Service Risk, Change, and Issue Management: The firm must have a viable approach to manage unexpected events in the course of the service. (Demonstrate this qualification by describing the firm's plan for handling such events, including identification, communication, and resolution.)	30		
Communication: The firm must provide overview of methods in which information will be provided to MSBSD. (Demonstrate this qualification by describing the firm's communication plan, including methods and timelines.)	50		
Overall Service Approach: Discuss the proposed approach to the recruitment process and screening methods. (Demonstrate this qualification by discussing the proposed approach to meeting the MSBSD's requirements as outlined in the General Requirements of the Scope of Services.)	100		
<b>SUBTOTAL</b>	<b>350</b>		
<b>COST PROPOSAL</b>	<b>150</b>		
<b>TOTAL SCORE</b>	<b>500</b>		



Matanuska-Susitna Borough School District  
RFP #B20-18, Interpreter Services for the MSBSD  
Evaluation Tabulation

<b>RFP #B20-18, Interpreter Services</b>		<b>JD Interpreting</b>	<b>Riaekt Consulting</b>
<b>Criterion</b>	<b>Max</b>		
Intro/Exec Summary	25	10.0	<b>13.3</b>
Firm Background and History	30	14.0	<b>17</b>
Firm Experience and Customer References	40	18.7	<b>26.7</b>
Service Team Organization/Staffing	50	16.7	<b>26.7</b>
Service Work Plan	25	7.5	<b>15</b>
Service Risk, Change, and Issue Management	30	10.0	<b>17</b>
Communication	50	20.0	<b>28.3</b>
Overall Project Approach	100	36.7	<b>63.3</b>
Cost	150	149.5	<b>150</b>
Total	500	283.1	<b>357.3</b>

# **AGREEMENT BETWEEN MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT AND RIAEKT CONSULTING, LLC**

**THIS AGREEMENT** is made this 29<sup>th</sup> day of May, 2020, by and between:

**MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT** (hereinafter "MSBSD") and **RIAECT CONSULTING, LLC** (hereinafter the "CONTRACTOR").

The parties agree as follows:

**SECTION 1. WORK:** The Contractor will do all work described in the Proposal Documents and refer to the Standard Agreement for Services, as set forth herein. The work is more specifically identified as: **RFP #B20-18 to provide interpreting services for the MSBSD as described in the RFP documents.**

**SECTION 2. AGREEMENT COMMENCEMENT:** This Agreement shall commence upon execution by both parties. The MSBSD will not be liable for work performed by the Contractor, prior to execution of the Agreement by both parties.

**SECTION 3. AGREEMENT TIME:** The Agreement term shall begin July 1, 2020 and shall be effective until June 30, 2021.

A. **Option to Renew:** The MSBSD reserves the right to renew the contract for four (4) additional one (1) year terms, upon mutual written agreement between the MSBSD and the Contractor.

**SECTION 4. AGREEMENT PRICE:** The MSBSD will pay the Contractor as specified on the cost proposal for all work outlined in the Scope of Services. The costs of all licensing, certifications, permits, etc., required by the Matanuska-Susitna Borough, State of Alaska and/or Federal Government shall be the sole responsibility of the Contractor.

**SECTION 5. METHOD OF PAYMENT:** Payments shall be made to the Contractor within thirty (30) days after the MSBSD receives and approves a written Request for Payment or Invoice. Requests for Payment or Invoices shall be addressed to the Matanuska-Susitna Borough School District, Attn: Accounts Payable, 501 N. Gulkana Street, Palmer, AK 99645 or invoices can be emailed to [accounting@matsuk12.us](mailto:accounting@matsuk12.us). The MSBSD desires monthly invoices.

**SECTION 6. RELATIONSHIP OF THE PARTIES:** The Contractor shall perform its obligations hereunder as an independent Contractor of the MSBSD. The MSBSD may administer this Agreement and monitor the Contractor's compliance with this Agreement but shall not supervise or otherwise direct the Contractor except to provide recommendations and to provide approvals pursuant to this Agreement.

**SECTION 7. ASSIGNMENTS AND SUBCONTRACTORS:**

- A. The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of the MSBSD.
- B. The MSBSD acknowledges that subcontractors will be providing subcontract work on this project. Please note that all subcontractors must meet all the requirements of the RFP documents as pertains to, but not limited to, licenses, permits and insurance.
- C. The Contractor shall not delegate additional duties or otherwise subcontract additional work or services under this Agreement without prior written approval of the MSBSD.

**SECTION 8. PERSONNEL REQUIREMENTS:** The MSBSD may, by serving notice in writing, require the Contractor to promptly remove from the site of work any employee or worker the MSBSD





deems incompetent, careless, or otherwise objectionable, including, but not limited to, violation of MSBSD Policies relating to alcohol, tobacco, illegal drugs, or firearms on any MSBSD property.

#### **SECTION 9. INDEMNIFICATION:**

- A. Any and all employees of the Contractor and other persons, while engaged in the performance of any work or services required by the Contractor under this agreement, shall not be considered employees of the MSBSD.
- B. Any and all claims that might arise under the Worker's Compensation Act on behalf of the Contractor or other persons while engaged in the performance of the duties or services contemplated, and any and all claims that might be made by any third persons as a result of any act or failure to act, shall be the Contractor's sole obligation and the Contractor shall indemnify the MSBSD and hold it harmless from any liability for any act or failure to act on the part of the Contractor.
- C. The Contractor shall indemnify, defend, hold and save the MSBSD, its elected and appointed officers, agents and employees, harmless from liability of any nature or kind, including costs, expenses, and attorney fees for or on account of any and all legal actions or claims or any character resulting from injuries, death, economic loss, damages, violation of constitutions, statutes, ordinances, regulations, and other laws or any other kind of loss sustained by any person or property arising from the Contractor, Contractor's attorneys, partners, officers, agents, employees, assigns, and sub-contractors performance of any awarded contract in any way whatsoever.

#### **SECTION 10. TERMINATION FOR CAUSE:**

- A. If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner their obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the MSBSD shall thereupon have the right to terminate this Agreement by serving written notice to the Contractor of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination.
- B. The MSBSD reserves the right to cancel any agreement due to non-compliance unsatisfactory performance, and/or damage to any MSBSD property. In the event an incident occurs, the Contractor shall have three (3) business days to mitigate damages, unless otherwise agreed to. If the situation is not resolved to the satisfaction of the MSBSD, the contract will be immediately cancelled. Dan Molina, Director of Student Support Services, or his designee, shall determine whether the duties and responsibilities of the Contractor are being performed satisfactorily.
- C. In the event it becomes necessary to cancel this Agreement, regardless of the circumstances or time remaining on the Agreement, the Contractor will be responsible for any and all expenses incurred by the MSBSD. These expenses can include, but not be limited to, cost of locating interim services, cost of re-issuing a RFP, and any additional costs to the MSBSD by the new Contractor greater than the current Agreement.
- D. The Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed in accordance with the payment provision as set forth under Section 5 of this Agreement. Equitable compensation shall not exceed the amount reasonable billed for work actually done and expenses reasonably incurred. Dan Molina, Director of Student Support Services, or his designee, shall determine whether work completed is satisfactory.

#### **SECTION 11. TERMINATION FOR CONVENIENCE OF THE MSBSD:**

- A. The MSBSD may terminate this Agreement at any time by serving written notice to the Contractor of such termination and specifying the effective date of such termination at



least ten (10) days prior to the effective date of termination.

- B. Upon termination of any awarded Agreement, the MSBSD shall pay the Contractor for all work completed to the satisfaction of the Dan Molina, Director of Student Support Services, or his designee, as of the date termination is effective.

**SECTION 12. DRUG, TOBACCO, AND ALCOHOL-FREE WORKPLACE:** The Contractor agrees to comply with the "Drug, Tobacco and Alcohol-Free Workplace", as stated in the MSBSD School Board Policy, BP 4020. This policy states, in part: "In the interest of the health and safety of students and employees, it is a violation of this policy for students, staff, parents, visitors, contractors and all others to use, distribute or sell tobacco, any non FDA approved tobacco or nicotine delivery products or devices including but not limited to, cigarettes, cigars, dip, hookah pens, e-cigarettes, and dissolvable nicotine products on District premises, at school-sponsored activities on or off District premises and in District-owned, rented or leased vehicles."

**SECTION 13. CODE OF ETHICS:**

- A. The selected Proposer shall comply with the MSBSD Codes of Ethics as stated in the MSBSD School Board Policy, BP 4119.21.
- B. The selected Proposer shall comply with the MSBSD Restrictions on Sex Offenders on Campus as stated in the MSBSD School Board Policy, BP 3515.7. This policy states, in part: "To protect the morals, health, and safety of students, it is the policy of the district to deny entrance onto the premises of any district school or any building used for school activities to registered sex offenders or persons required to register under the sex offender registration act of whom the district has knowledge."
- C. The selected Proposer shall take affirmative action to insure that no Contractor, employee or Subcontractor who will be working on MSBSD property have a criminal record of any conviction for child abuse or assault, be on the State of Alaska or any State Sexual Offender Registry, or have any prior conviction for property theft or burglary. The MSBSD has the right to verify such records at any time during the life of the contract.

**SECTION 14. AGREEMENT DOCUMENTS AND INTEGRATION:**

- A. This Agreement and those documents and appendices incorporated by reference in Section 14.B shall constitute the entire Agreement of the parties. There are no promises, terms, conditions, or obligations other than those stated in this Agreement and its appendices, and this Agreement shall supersede all previous communications, representations, or agreements, either oral or written, between the parties.
- B. The following documents are incorporated by reference into this Agreement as if fully set forth herein:
- RFP Documents to include, but not be limited to, Instructions to Proposers, Scope of Services, Cost Proposal or Bid Form and any and all attachments and appendices
  - All Addenda issued
  - Proposer's Response to the RFP with all attachments
  - Notice of Award
  - Certificates of Insurance as required by the MSBSD
  - All licenses, certificates or permits required by City, Borough, State and Federal Law as applicable.
  - List of all subcontractors, if applicable
  - Requests for additional information and Proposer's Responses

**SECTION 15. MODIFICATIONS:** The MSBSD may, from time to time, require modifications in the Scope of Services to be performed under this Agreement. However, it is expressly understood that this Agreement shall not under any circumstances be modified without written authorization from



the MSBSD. All modifications in the terms of this Agreement shall be incorporated by written amendments to this Agreement executed by both parties.

**SECTION 16. EQUAL EMPLOYMENT OPPORTUNITY:**

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, gender, age, national or ethnic origin, disability, marital status, change in marital status, pregnancy, parenthood, or any other basis prohibited by Alaska State or Federal Laws. The Contractor will take affirmative action to insure non-discrimination. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- B. The Contractor shall state, in all solicitation or advertisements for employees to work on contract jobs, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, gender, marital status or change in marital status, physical or mental handicap.
- C. The Contractor shall comply with all applicable reporting requirements which the MSBSD Equal Opportunity Employment contract compliance may establish by regulation.
- D. The Contractor shall include the provision of subsections A through C of this section in every subcontract or purchase order under this contract, so as to be binding upon every subcontractor or vendor of the Contractor under this contract.

**SECTION 17. CONFLICT OF INTEREST:**

- A. The Contracting party expressly represents that the contract is not contrary to MSBSD School Board Policy BP 2300 (Conflict of Interest) and that the contracting party has read and understands BP 2300. If this representation is false, the Superintendent may terminate the contract without regard to partial performance and in the event of such a termination the District will have no further liability or obligation to the contracting party.
- B. Any employee and/or employee with immediate family members that may have a financial interest in the contract must file an annual BP 2300 Conflict of Interest Affidavit with MSBSD.
  - 1. The following definitions apply to this policy: Immediate family member means an employee's grandparent, parent, child, grandchild, brother, sister, spouse, child of a spouse, or regular member of the employee's household.

**SECTION 18. NON-WAIVER:** The failure of the MSBSD at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provisions, nor in any way effect the validity of this Agreement or any part thereof, or the right of the MSBSD thereafter to enforce each and every protection hereof.

**SECTION 19. FERPA:** If the Contractor has access to students and/or employees records, the Contractor shall limit its employees' access to the records to those persons for whom access is essential to the performance of this contract. At all times during this contract, the Contractor shall comply with the terms of the Family Educational Rights and Privacy Act of 1974 in all aspects.

**SECTION 20. AUDITS AND INSPECTIONS:** At any time during normal business hours and as often as the MSBSD may deem necessary, there shall be made available for examination all of its records with respect to all matters covered by this Agreement and will permit a representative of the MSBSD to audit, examine, and make excerpts or transcripts from such records, and to make audits of all Agreements, invoices, materials, payrolls, records, or personnel information, conditions of employment, and other data relating to all matters covered by this Agreement.



**SECTION 21. JURISDICTION: CHOICE OF LAW:** Any civil action arising from this Agreement shall be brought in the Superior court for the Third Judicial District of the State of Alaska in Palmer. The Law of the State of Alaska shall govern the rights and obligations of the parties.

**SECTION 22. PERMITS, LAWS AND TAXES:** The Contractor shall acquire and maintain in good standing all permits, licenses and other entitlement necessary to its performance under this Agreement. All actions taken by the Contractor under this Agreement shall comply with all applicable statutes, ordinances, rules and regulations. The Contractor shall be responsible for any City, Borough, State and/or Federal taxes pertaining to its performance under this Agreement.

**SECTION 23. SEVERABILITY, ILLEGALITY & IMPOSSIBILITY:** If any provision of the Agreement or the application thereof to any person or circumstances is held invalid, the remainder of this Agreement and its application to other persons or circumstances shall not be affected thereby. However, should this contract be declared by a court of competent jurisdiction to be illegal, invalid, or otherwise impossible of performance, it may be cancelled without liability on the part of the MSBSD.

**SECTION 24. CONTRACTOR'S VIOLATIONS OF MSBSD OBLIGATIONS:**

- A. Any Contractor in arrears on a MSBSD obligation, including but not limited to lease, sale or rental payments, whether as an individual, or as a representative of a business, organization, firm, corporation, or partnership, shall not be awarded the Agreement if the delinquency is not cured within ten (10) calendar days of receipt of written notice sent by the MSBSD of the delinquency.
- B. This Agreement can be terminated for cause, pursuant to Section 11, if it is determined that a Contractor, whether the amounts owed are in the name of the Contractor as an individual or as a representative of a firm, business, corporation, or partnership, is in arrears of any lease or rental agreement that is due to the MSBSD that is not remedied within ten (10) calendar days of notification by certified mail, return receipt requested.
- C. The MSBSD reserves any right it may have to offset amounts owed by any corporation or business for delinquent monies owed on leases and rental agreements against any amount owing to the same under an Agreement between the MSBSD and the same.

**SECTION 25. RULE OF INTERPRETATION:** This Agreement shall not be interpreted for or against either party, but shall be interpreted according to its fair and reasonable intent.

**SECTION 26. NOTICES:** Any notice required pertaining to the subject matter of the Agreement shall be personally delivered or mailed by registered or certified mail to the following address:

**MSBSD:** Zachary Albert, Director of Finance  
501 N. Gulkana Street  
Palmer, AK 99645  
Phone: (907) 746-9260

**Contractor:** Riaekt Consulting, LLC  
Attn: Hillarie Putnam  
PO Box 871370  
Wasilla, AK 99687  
Phone: (907)795-9202

**SECTION 27. INSURANCE:** It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of the Agreement to create in the public or any member thereof a third party benefit hereunder, or to authorize anyone not a party to this





Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Contractor shall procure and maintain minimum insurance requirements as indicated in the RFP Documents and shall provide proof of coverage to the MSBSD within five (5) working days upon award of any contract. Failure to provide Certificate of Insurance may result in the RFP being awarded to the next qualified Proposer.

**It is highly recommended that Contractors confer with their respective insurance companies or brokers to determine if their insurance program complies with the MSBSD's insurance requirements, as per the RFP Documents.**

**SECTION 28. AGREEMENT ADMINISTRATION:**

- A. Zachary Albert, Director of Finance, or his designee, will be the representative of the MSBSD administering this Agreement.
- B. The services to be furnished by the Contractor shall be administered, supervised, and directed by Hillarie Putnam or her designee (907) 795-9202. In the event that the individual named above or any of the individuals identified in the RFP to perform work under the contract are unable to serve for any reason the Contractor shall appoint a successor in interest subject to written approval of the MSBSD.


**SECTION 29. UNDERSTANDING:** The Contractor acknowledges that the Contractor has read and understands the terms of this Agreement, has had the opportunity to review the same with counsel of the Contractor's choice, and is executing this Agreement of the Contractor's own free will.

**SECTION 30. TITLES:** The titles of sections in this Agreement are for identification purposes only and are not to be construed as definitions or limitations on the terms of the Agreement.

**SECTION 31. AGREEMENT PERSON:** Any questions regarding the work to be performed under this Agreement will be directed to Dan Molina, Director of Student Support Services, or his designee.

**MATANUSKA-SUSITNA BOROUGH  
SCHOOL DISTRICT**

**RIAECT CONSULTING, LLC**

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

Zachary Albert  
\_\_\_\_\_  
Printed Name

Hillarie H. Putnam  
\_\_\_\_\_  
Printed Name

Director of Finance  
\_\_\_\_\_  
Title

Owner/Operator  
\_\_\_\_\_  
Title

8/21/2020  
\_\_\_\_\_  
Date

6/29/2020  
\_\_\_\_\_  
Date



## **AMENDED AGREEMENT**

### **BETWEEN MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT AND RIAKT CONSULTING**

**THIS AMENDED AGREEMENT** is made this 1<sup>st</sup> day of May, 2021, by and between:

**MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT** (hereinafter the "School District")  
and **RIAKT CONSULTING** (hereinafter the "Contractor").

The original agreement, dated May 29, 2020 is amended to address the following change:

- The agreement shall be extended for an additional one (1) year term and shall be effective through June 30, 2022.

All other terms and conditions of the original contract remain in full force and effect.

#### **MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT**

  
Signature

Zachary Albert  
Printed Name

Director of Finance  
Title

5/8/2021  
Date

#### **RIAKT CONSULTING**

  
Signature

Hillarie H. Putnam  
Printed Name

Owner / Managing Member

7/26/2021  
Date



## **AMENDED AGREEMENT**

### **BETWEEN MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT AND RIAEKT CONSULTING**

**THIS AMENDED AGREEMENT** is made this 6<sup>th</sup> day of July, 2022, by and between:

**MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT** (hereinafter the "School District")  
and **RIAECT CONSULTING** (hereinafter the "Contractor").

The original agreement, dated May 29, 2020 is amended to address the following change:

- The agreement shall be extended for an additional one (1) year term and shall be effective through June 30, 2023.
- The Indemnification provision is modified to read:  
Duty of Defense and Indemnification: Riækt Consulting shall indemnify, defend, and hold harmless the MSBSD from and against any claim of, or liability for, independent or sole negligent acts, errors, omissions, or willful misconduct of Riækt Consulting under this Agreement. Riækt Consulting is not required to indemnify, defend, or hold harmless the MSBSD for any claim of, or liability for, the independent or sole negligent acts, errors, omissions, or willful misconduct of the MSBSD. If there is a claim of, or liability for, a joint negligent act, error, omission, or willful misconduct of Riækt Consulting and the MSBSD, the indemnification, defense, and hold harmless obligation of this provision shall be apportioned on a comparative fault basis. In this provision, "Riækt Consulting" and "MSBSD" include the employees, agents, and contractors who are directly responsible, respectively, to each. In this provision, "independent or sole negligent acts, errors, and omissions" means negligence other than in the MSBSD's selection, administration, monitoring, or controlling of Riækt Consulting, or in approving or accepting the Riækt Consulting's work.

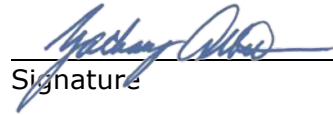
Any and all claims that might arise under the Worker's Compensation Act on behalf of Riækt Consulting or other persons while engaged in the performance of the duties or services contemplated, and any and all claims that might be made by any third party as a result of any act or failure to act, shall be Riækt Consulting's sole obligation and Riækt Consulting shall indemnify and defend the MSBSD and hold it harmless from any liability for any act or failure to act on the part of Riækt Consulting.

- In the event that Riækt Consulting hires, directs, or causes any third party to enter any MSBSD owned or controlled premises for the purposes of performing services as described under the terms of this Agreement, Riækt Consulting shall verify that said party maintains Workers' Compensation insurance coverage, when applicable, not less than the Statutory Limits and excess liability insurance coverage not less than the amount required of Riækt Consulting.
- The insurance coverage of Riækt Consulting shall be primary as respects to MSBSD, its officers, officials, employees, volunteers, agents, assigns, and subsidiaries. Any insurance or self-insurance maintained by MSBSD, its officers, officials, employees, volunteers, agents, assigns, and subsidiaries shall be excess of the Contractor or subcontractor's insurance and shall not contribute to it.



All other terms and conditions of the original contract remain in full force and effect.

**MATANUSKA-SUSITNA BOROUGH  
SCHOOL DISTRICT**


  
Signature

Zachary Albert  
Printed Name

Director of Finance  
Title

7/12/2022  
Date

**RIAEKT CONSULTING**

  
Signature

Hillarie H. Gossett  
Printed Name

Owner/Operating Member  
Title

7/6/22  
Date





## **AMENDED AGREEMENT**

### **BETWEEN MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT AND RIAKT CONSULTING**

**THIS AMENDED AGREEMENT** is made this 26<sup>th</sup> Day of June, 2023, by and between:


**MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT** (hereinafter the "School District")  
and **RIAKT CONSULTING** (hereinafter the "Contractor").

The original agreement, dated May 29, 2020 is amended to address the following change:

- The agreement shall be extended for an additional one (1) year term and shall be effective through June 30, 2024.

All other terms and conditions of the original contract remain in full force and effect.

**MATANUSKA-SUSITNA BOROUGH  
SCHOOL DISTRICT**

  
Signature

Sunshine Hunsaker  
Printed Name

Director of Finance  
Title

7/5/2023  
Date

**RIAKT CONSULTING**

  
Signature

Hillarie H. Gossett  
Printed Name

Owner/Operator  
Title

6/28/23  
Date



## **AMENDED AGREEMENT**

### **BETWEEN MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT AND RIAKT CONSULTING**

**THIS AMENDED AGREEMENT** is made this 7<sup>th</sup> Day of March, 2024, by and between:

**MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT** (hereinafter the "School District")  
and **RIAKT CONSULTING** (hereinafter the "Contractor").

The original agreement, dated May 29, 2020 is amended to address the following change:

- The agreement shall be extended for an additional one (1) year term and shall be effective through June 30, 2025.

All other terms and conditions of the original contract remain in full force and effect.

**MATANUSKA-SUSITNA BOROUGH  
SCHOOL DISTRICT**

*Sunshine Hunsaker*  
Signature

Sunshine Hunsaker  
Printed Name

Director of Finance  
Title

3/24/2024  
Date

**RIAKT CONSULTING**

*Hillarie Helen Gossett*  
Signature

Hillarie Helen Gossett  
Printed Name

Owner/Operator  
Title

3/7/24  
Date

