

**SCHOOL BOARD OF BREVARD COUNTY, FLORIDA
BOARD AGENDA ITEM – April 13, 2021**

DEPARTMENT/SCHOOL INITIATED AGREEMENT

21-035-A-JW-A1 Kaier EC Consulting LLC

<input type="checkbox"/> (BW) Bids Waived <input checked="" type="checkbox"/> (A) Agreement
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REQUESTOR: Head Start

Legal Review Required: Yes No

Standard Template Used with No Changes: Yes No

Standard Template Type: Amendment

VENDOR NAME	AMOUNT AWARDED	REQUIRED PRODUCTS/SERVICES
Kaier EC Consulting LLC	\$49,300.00 Increase \$10,200.00	Early Childhood Consulting Services for Head Start
New Total	\$59,500.00	

<input type="checkbox"/> Contract Renewal	New Contract Amount	\$59,500.00
<input checked="" type="checkbox"/> Contract Amendment	Previous Contract Amount	\$49,300.00
<input type="checkbox"/> New Contract	Variance	\$10,200.00

PRICE INCREASE / DECREASE EXPLANATION: The increased cost to the agreement is fully funded by the Head Start grant’s training and technical assistance budget.

DISCUSSION:

Head Start entered into an agreement with Kaier EC Consulting for the purpose of supporting instructional coaches and teachers. The support provided has enhanced the implementation of coaching requirements as outlined by the Head Start Program Performance Standards (HSPPS). The increased Scope of Work supports the program with enhancing the family engagements requirements of the HSPPS and for the purpose of developing a professional development plan for the 2021-2022 school year.

The standard agreement amendment template has been used, which does not require legal review.

CONTRACT TERM:

The initial contract term commenced on August 6, 2020 and will continue until June 30, 2021.

RECOMMENDATION:

It is the recommendation of Mrs. Jane Cline, Assistant Superintendent of Elementary Leading & Learning and Dr. Wendy Smith, Director of Elementary Programs to approve the attached amendment with Kaier EC Consulting LLC increasing the total to \$59,500.00.

AUTHORITY FOR ACTION:

Florida Administrative Code 6A-1.012



Agreement #: 21-035-A-JW-A1
Approval Date: _____

Amendment 1
To Agreement Between
The School Board of Brevard County, Florida
and
KAIER EC CONSULTING LLC
21-035-A-JW-A1

THIS AMENDMENT (hereinafter referred to as “Amendment”) to the agreement identified above (referred to as the “Agreement”) by and between The School Board of Brevard County, Florida, a political subdivision of the State of Florida, located at 2700 Judge Fran Jamieson Way, Viera, Florida 32940, more commonly known as Brevard Public Schools (hereinafter referred to as “BPS”) and Kaier EC Consulting LLC whose business address is 4929 Dunson Way, Rockledge, FL 32955, (hereinafter referred to as “Contractor”), is made as follows:

WITNESSETH:

WHEREAS, pursuant to the terms of the Agreement, the parties may amend the Agreement upon mutual written consent; and

WHEREAS, BPS and Contractor wish to amend the Agreement to modify the scope of work and an additional charge through this Amendment;

NOW, THEREFORE, in consideration of the mutual covenants and provisions contained herein, the parties hereto agree as follows:

1. Exhibit “A” Scope of Services has been amended to include the following additional Scope of Services:
 - Monthly meetings (virtual or face-to-face) with the family services manager and family advocates to provide staff development.
 - Weekly meetings (virtual or face-to-face) with management team members to support the program with achieving full enrollment.
 - In collaboration with the Head Start leadership team and service area managers, participate in the annual review and revision of program policies and procedures.
 - Develop and implement additional transition strategies with teachers and advocates for our Head Start VPK students.
 - Enhance training and support in the area of disabilities specific to the requirements of Head Start performance standards.
 - Develop yearlong *Professional Development Calendar* for Head Start staff.
 - Planning for the 2021-2022 school year with instructional coaches and management staff.
2. Exhibit “B” Fees for services has been amended to add an additional \$10,200.00 to bring the total agreement NTE \$59,500.00.

3. The above recitals are true and correct and are hereby incorporated by reference.
4. Except as expressly modified herein, the terms and conditions of the Agreement remain unchanged. In the event of a conflict between the terms of this Amendment and those of the Agreement, BPS and Contractor agree that the terms of this Amendment shall prevail and control.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, BPS has made and executed this Amendment and Contractor has made and executed this Amendment on the day and year below written.

KAIER EC CONSULTING LLC

By: Cynthia Kaier Date: 3/25/2021

Authorized Representative Signature

Print Name: Cynthia Kaier

Title: Kaier EC Consultant

THE SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

By: _____ Date: _____
Misty Belford, Board Chairperson

YEAR	FND	CNTR	PROJECT	FUNC	OBJT	PRG	S	AMOUNT
2021	425	9215	421096	6300	321	000		NTE \$59,500.00

Send required insurance certificates to the Procurement Department.

New Vendors: Send all completed Forms to the Procurement and Distribution Services Department.

Contractor Contact Name: Cynthia Kaier
Email Address: cindy.kaier56@gmail.com
Phone Number: 720-318-1784
Fax Number: N/A