

**CONTRACT**  
**BETWEEN THE OKLAHOMA DEPARTMENT OF LIBRARIES**  
**AND OKLAHOMA STATE UNIVERSITY**  
**CENTER FOR EXECUTIVE AND PROFESSIONAL DEVELOPMENT**

**I. CONTRACTING PARTIES**

The American Rescue Plan Act (ARPA) grant is offered through the American Rescue Plan Act of 2021 (Public Law 117-2) and the IMLS authorization statute (20 U.S.C. § 9101 et seq.) by the Institute of Museum and Library Services (IMLS) and administered by the Oklahoma Department of Libraries. The contracting parties are the Oklahoma Department of Libraries, a state agency (Department), and Oklahoma State University through its Center for Executive and Professional Development, (Contractor), collectively known as the Parties.

**II. TERM OF THE CONTRACT**

This Contract shall begin on the date of execution and shall terminate on September 15, 2022.

- a. In the event the Contractor fails to comply with the terms and conditions of this Contract, the Department may, upon written notice of such non-compliance to the Contractor, cancel the Contract effective upon receipt of notice. Such cancellation shall be in addition to any other rights and remedies provided for by law.
- b. The Parties of this Contract understand and acknowledge any future contracts or renewals are not automatic nor implied by this Contract.

**III. OBLIGATIONS OF THE CONTRACTOR**

The Contractor shall render diligently and competently the services as indicated and in the manner set forth herein which shall be binding on the Parties of this Contract.

The Contractor shall:

- a. Use grant funds to provide a two-part online webinar series for Attracting and Retaining Oklahoma's Workforce, and services to develop, manage, and promote the Attracting and Retaining Oklahoma's Workforce project, which includes registration, hosting, and evaluation for two (2) online webinars as described in the proposal as submitted by the Contractor on March 30, 2022.
- b. Will fully deploy all grant-funded services by August 31, 2022.
- c. Agree to and sign the *LSTA Terms and Conditions Agreement*.
- d. Publicize receipt of LSTA grant and project activities in at least two formats (newspaper, social media, website, presenter, etc.).
- e. The Institute of Museum and Library Services (IMLS) and Department must be referenced in all publicity.



- f. Maintain receipts for five (5) years for all purchases paid with grant funds.
- g. Follow conflict of interest policy when selecting vendors.
- h. Collect required statistics and maintain copies of all related information.
- i. Submit the Final Report Survey to the Department by August 31, 2022. The report will include an Expenditure Report and a Narrative Report that documents the benefit of the award program participants.

#### **IV. OBLIGATIONS OF THE DEPARTMENT**

The Department shall carry out the subsequent administrative responsibilities:

- a. Approve proposal, and provide a contract, *LSTA Terms and Conditions Agreement*, and claim form to the Contractor.
- b. Process grant payment to the Contractor upon receipt of notarized claim form.  
Payments will be made in one (1) installment, for work performed May 2022 through August 2022.
- c. Provide Final Report documents for completion.
- d. Review and approve the Final Report.

#### **V. PROJECT FUNDING**

In accordance with the terms of this Contract, the Department will grant **Five Thousand Five Hundred Dollars (\$5,500)** to provide equipment and services to develop, manage, and promote the *Attracting and Retaining Oklahoma's Workforce* webinars.

- a. Expenditures for this project must conform to the approved budget and to applicable local, state, and federal laws and regulations, and are subject to all conditions of this Contract. Any deviations from the approved budget must be approved in writing by the Department.
- b. Payment will be made via electronic deposit within 45 days of receipt of an invoice.
- c. The Contractor assures that expenditures under this Contract will be included in its next regular audit.

#### **VI. GENERAL PROVISIONS**

##### **a. Notices**

Any notices to be given herein are deemed to be given when deposited with the United States Postal Service, certified or registered mail, return receipt requested, with sufficient postage prepaid, addressed as specified below. Either party may at any time designate any other address by giving written notice to the other party.

As to the Department:

Oklahoma Department of Libraries



Attn: Tara McCleod  
200 NE 18 Street  
Oklahoma City, OK 73105-3205

As to the Contractor:

Oklahoma State University  
Center for Executive and Professional Development  
Attn: Kelle DeBord, Program Manager  
294 Business Building  
Stillwater, OK 74078

**No Grant of Authority**

Nothing herein shall be construed as conferring upon Contractor the authority to assume or incur any liability or obligation of any kind, expressed or implied, in the name of or on behalf of the Department. The Contractor agrees not to assume or incur any such liability without the prior written consent of the Department.

**b. Performance Suspension**

Performance may be suspended by either party for any act of God, war, riots, fire, explosion, strike, injunction, inability to obtain fuel, power, labor, or transportation, accident, national defense requirements, or any cause beyond the control of such party, which prevents the performance of such party. An alleged breach of this Contract by either party shall be grounds for immediate suspension of performance.

**c. Liability**

The Department shall not be liable for any injuries or damages to persons or property resulting from acts or omissions of the Contractor, its officers, employees, agents, or trustees, in carrying out the activities of this Contract.

**d. Accident or illness**

The Contractor agrees that any accident or illness during the performance of this Contract will not be the responsibility of the Department and in no way holds the Department liable for such accident or illness.

**e. Understanding of Terms**

The Parties hereto have read and fully understand the terms of this Contract and the *LSTA Terms and Conditions Agreement* and agree to be bound by the same.



## **VII. RECORDS MAINTENANCE AND ACCESS REQUIREMENTS**

The Contractor agrees to keep and maintain appropriate books and records reflecting the services performed and costs and expenses incurred in connection with its performance of the services, including accounting procedures, practices or any other items relevant to this Contract, for a period of five (5) years from the ending date of this Contract. Upon reasonable notice, the Department, Office of the Attorney General (OAG), the State Auditor's Office, the State Purchasing Director, or their representatives, shall be entitled to any books, records, and other documents and items for purpose of audit and examination at Contractor's premises during normal business hours. The Contractor further agrees to provide appropriate access by the aforementioned parties to any subcontractor's associated records. In the event any audit, litigation, or other action involving these pertinent records is started before the end of the five (5) year period, the Contractor agrees to retain these records until all issues arising out of the action are resolved or until the end of the five (5) year period, whichever is later.

## **VIII. VENUES AND APPLICABLE LAW**

This contract shall be governed by and construed in accordance with the laws of the State of Oklahoma.

## **IX. ADDITIONAL REQUIREMENTS**

- a. It is expressly agreed that the Contractor under this contract is an independent Contractor and under no circumstances shall any owners, officers, employees or volunteers of the Contractor be considered employees of the Department. The Contractor is responsible for all types of claims due its volunteers, employees, or any third parties.
- b. Include the following acknowledgment on any publication or presentation resulting from Contractor's participation in this grant: "This activity is supported by the Institute of Museum and Library Services (IMLS) and the Oklahoma Department of Libraries. The opinions and content of activities and materials do not necessarily reflect the position or policy of the Oklahoma Department of Libraries or IMLS, and no official endorsement should be inferred."
- c. In the event the Contractor does not comply with the terms of this contract, including the timetable, budget, and objectives, the Contractor will be given written notification of such noncompliance by the Department. The Contractor may appeal for reconsideration by giving written evidence of compliance within twenty (20) days following receipt of such notification. Should noncompliance be confirmed, the Department may take possession of items purchased under this contract for reassignment to other programs and projects.





- d. Evidence of failure to comply with the above policies shall result in a hold being placed on pending payments for all future grants until compliance can be assured.
- e. It is expressly agreed that any solicitation for, or receipt of, funds of any type by the Contractor is for the sole benefit of the Contractor and is not a solicitation for, or receipt of, funds for the Department.
- f. The Contractor will comply with regulations under the Open Meetings Act and the Open Records Act.

**X. AMENDMENTS**

Any alterations, additions, or deletions to the terms of this Contract shall be in writing and executed by all Parties.

**XI. ENTIRE CONTRACT**

This instrument, consisting of six pages, constitutes the entire Contract between the Parties. All oral or written agreements between the Parties relating to the subject matter of this Contract have been reduced to writing and are contained herein.

**XII. EXECUTION OF CONTRACT**

The Contractor affirms that all information, documentation, and representations submitted in securing this Contract are true and correct to the best of their knowledge.

The Contractor certifies that neither the Contractor, nor anyone subject to the Contractor's direction or control, has paid, given, or donated, or agreed to pay, give, or donate to any officer or employee of the Department or the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this Contract.

Each signatory to this Contract declares that he/she has legal authority for obligating the entity he/she represents for the benefits and/or liabilities resulting under said Contract and accepts liability for any misrepresentation of such authority.

IN WITNESS WHEREOF, the Contractor and the Department have each caused this Contract to be executed in their behalf.



**SIGNATURES**

Kelle DeBord

Kelle DeBord, Program Manager  
Oklahoma State University

5-17-22

Date

Melody A Kellogg

Melody A. Kellogg, Director  
Oklahoma Department of Libraries

05.17.22

Date

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FOR USE BY THE OKLAHOMA DEPARTMENT of LIBRARIES  
Assurances: Fund 415-21 is encumbered for this Contract

Lead Officer approval: JMcCleod

Date: 5.18.22

LSTA Coord. approval:

Date:

