

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1590599

Vendor Name: Christopher Merrill

Invoice Number: 0000001

Invoice Date: 04/20/20

PO Number:

Check Number: 0267871

Check Amount: \$ 1,000.00

Check Date: 05/12/2020

Department ID: 04400

Reviewer Name:

Voucher Number: V0621718

Redaction Type: Other

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

College of DuPage - Accounts Payable  
Check Request Form  
revised 4/14/2020

This form may be used to request check payments **only for those items for which the issuance of a purchase order would not be appropriate**. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Non-Purchase Order Procedure No. 10-65

Date: 4/20/2020  
Vendor ID: [REDACTED]

Invoice Number	Fund	Func.	Dept.	Object	Object Descip.	Amount
0000001	06	10	04400	5309001	Other Contractual Services Exp	\$ 1,000.00

Grand Total \$ 1,000.00

--- \$1,000 and Greater Approval of Division Vice President Required ---

Check the appropriate box below and sign

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☐ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name:

Other Instructions:

Payee Address:

Description on Check:

SEPI grant stipend

Approvals:

Prepared By: Maki Jursinic  
Signature: Maki Jursinic  
Payment Due: 4/20/2020  
Board Approved Date:

Approved By: Marianne Hunnicutt Date: 4-21-20  
Signature: Marianne Hunnicutt  
Approved By: Kirk Overstreet Date: 4/27/2020  
Signature: Mark Curtis-Chavez Date: 4/29/2020  
Approved By Division VP: [REDACTED] Date:  
Signature:

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), [acctpay@cod.edu](mailto:acctpay@cod.edu)

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From: zerrudom@cod.edu  
Sent: Wed Apr 29 10:09:49 CDT 2020  
To: invoicing@cod.edu  
CC:  
Subject: FW: SEPI Grant Invoices  
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**From:** Jursinic, Maki  
**Sent:** Wednesday, April 29, 2020 9:50 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: SEPI Grant Invoices

Good morning Marivic. Attached please find invoices with the Provost's signature. This should be all you need, I hope, but please let me know if you need anything else.

Thank you.

Maki

**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Tuesday, April 28, 2020 9:43 AM  
**To:** Jursinic, Maki <jursinicm@cod.edu>  
**Subject:** RE: SEPI Grant Invoices

Will do

Thanks maki

**From:** Jursinic, Maki  
**Sent:** Tuesday, April 28, 2020 9:41 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: SEPI Grant Invoices

Oooo. I will get it now. Will you please disregard the ones I sent this morning?

Thank you.

Maki

**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Tuesday, April 28, 2020 9:40 AM  
**To:** Jursinic, Maki <jursinicm@cod.edu>  
**Subject:** RE: SEPI Grant Invoices

Mark Chavez? Yes please

Thanks Maki

**From:** Jursinic, Maki  
**Sent:** Tuesday, April 28, 2020 9:38 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** RE: SEPI Grant Invoices

Marivic – one last question. Did you need the provost's signature on those? I only got Kirk Overstreet's. Let me know if Mark's signature is also required. I will route them back to the area.

Thanks!

Maki

**From:** Zerrudo, Maria <zerrudom@cod.edu>  
**Sent:** Tuesday, April 28, 2020 8:35 AM  
**To:** Jursinic, Maki <jursinicm@cod.edu>  
**Subject:** FW: SEPI Grant Invoices

Good morning Maki,

I am doing well, thanks.  
Hope you and Hanna are well and stay safe.



Thank you

**Marivic Zerrudo**  
**Accounts Payable Team Leader**  
**College of DuPage**  
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599  
phone 630-942-2601 | [zerrudom@cod.edu](mailto:zerrudom@cod.edu)

**From:** Jursinic, Maki  
**Sent:** Tuesday, April 28, 2020 8:29 AM  
**To:** Zerrudo, Maria <zerrudom@cod.edu>  
**Subject:** FW: SEPI Grant Invoices

Good morning Marivic. Hope you are doing well. I have these three invoices that are ready to be paid. I was not sure which AP lead to forward to. Will you please help me out?

Thank you so much in advance.

Maki

**From:** Hunnicutt, Marianne <hunnicut@cod.edu>  
**Sent:** Tuesday, April 28, 2020 8:08 AM  
**To:** Jursinic, Maki <jursinicm@cod.edu>  
**Cc:** Zawlocki, April <zawlockia@cod.edu>

**Cc:** Zawlocki, April <zawlockia@cod.edu>

**Subject:** SEPI Grant Invoices

Maki,

I have attached the SEPI grant invoices signed by Dr. Overstreet. Do I need to do anything more than submit them to you?

Best,

Marianne Hunnicutt  
Dean Social Behavioral Sciences and the Library  
College of DuPage  
(630) 942-4306

**College of DuPage - Accounts Payable**

**Check Request Form**

**Notes:**

**Processing a Check Request**

To expedite the processing of a Check Request, or other non-purchase order disbursement, the requesting department should

1. Verify that the vendor intake process has been completed by the Purchasing Department. Payment cannot be made to a vendor until this process has completed.
2. Complete and review this Check Request Form and confirm that all relevant supporting documentation is attached
3. Ensure the payee information is complete and includes the vendor's Colleague ID number
4. Ensure that the General Ledger Account number is included and correct.
5. Maintain a copy of the approved Check Request Form for department records.
6. Submit the completed Check Request Form to the Accounts Payable Department.

The Check Request Form will be returned to the Authorized Signer if the information is incomplete, not in compliance with College Policy, or if budget is not available.

From

# INVOICE

To

College of DuPage

Customer address

Invoice # 0000001

Invoice Date 04/15/2020

Due Date 04/15/2020

Item Description

Service ↕ Sepi Grant - Stipend

+ New Line

Unit Price

1000.00

Quantity

1.00

Amount

1000.00

Invoice Notes

Subtotal

1000.00

Total

1000.00

Amount Paid

0.00

Balance Due

\$1000.00

## **SERVICES AGREEMENT**

This Services Agreement ("**Agreement**") is made and entered into by and between the Board of Trustees of Northern Illinois University, located in DeKalb, Illinois 60115 ("**University**") and **College of DuPage**, with a principal business address of 425 Fawell Blvd., Glen Ellyn, Illinois 60137 ("**Contractor**").

IN CONSIDERATION OF the mutual covenants and promises hereinafter set forth, the parties hereto mutually agree as follows:

### **1. Services**

- 1.1 Contractor shall provide services and deliver to University deliverables and supporting documentation in accordance with the project objectives communicated by University to Contractor and in accordance with the scope of services outlined in the Statement of Work ("**SOW**") attached hereto as Exhibit A and incorporated herein by reference. During the term of this Agreement, the parties may agree to additional projects pursuant to a fully executed SOW which shall become part of this Agreement and incorporated herein by reference.
- 1.2 Contractor shall perform the services hereunder as an independent contractor and shall not be considered an employee or agent of the University for any purpose.

### **2. Term and Termination**

- 2.1 The term of this Agreement ("**Term**") shall commence on **July 1<sup>st</sup>, 2019** ("**Effective Date**") and terminate on **June 30<sup>th</sup>, 2020**, unless earlier terminated as provided for herein. This Agreement shall not be binding until it is signed by authorized representatives of both parties. The Term may be extended by the mutual agreement of the parties in accordance with Section 7.2 hereof and if there is a corresponding term renewal.
- 2.2 University may terminate this Agreement or any SOW by giving Contractor written notice. Contractor shall immediately cease work on any SOW then in effect. University shall pay Contractor on a pro rata basis for work completed up to the effective date of termination. Any amounts prepaid to Contractor by University for work not completed as of the effective date of termination shall be refunded to the University by Contractor.

### **3. Compensation and Expenses**

- 3.1 In consideration and as full and complete compensation for Contractor's satisfactory performance of the services described herein, and subject to the terms of this Agreement, University shall pay undisputed Contractor fees as provided in the SOW. Under no circumstances will University pay for



charges in excess of the fees set forth in this Agreement, and total fees and expenses under this Agreement shall not exceed **\$14,000** without University's prior written approval and issuance of its purchase order or change order covering such payments. Contractor shall submit invoices in accordance with any instructions provided by University and University shall make payment to Contractor within thirty (30) days of receipt of invoice. Payment for all or part of the services or deliverables shall not constitute acceptance.

- 3.2 If applicable, any travel costs and expenses must be pre-approved in writing by University. Contractor shall provide University with appropriate and complete documentation (e.g., receipts, invoices marked "Paid in Full") upon University's request in connection with any expense reimbursement sought by Contractor in connection with this Agreement.
- 3.3 University has the right to audit all invoices presented, using either University auditors or the services of an independent auditor. Contractor shall make all necessary receipts and records available to University for this purpose in accordance with the Illinois Procurement Code. University will use commercially reasonable efforts to give the Contractor at least seven (7) business days' notice of any such audit.

#### **4. Obligations of Contractor**

- 4.1 Contractor represents and warrants that (i) it and its employees, agents and subcontractors have the qualifications and skills necessary to perform the specified services under this Agreement in a competent and professional manner; (ii) it has the full right and power to enter into and fully perform this Agreement in accordance with its terms; (iii) the execution, delivery, and performance of this Agreement will not infringe upon the rights of any third party or violate the provisions of any agreement to which it is a party; (iv) it and its employees, agents and subcontractors will comply with all applicable federal, state and local laws, rules and regulations in providing or performing the services, as such laws, rules and regulations may be amended from time to time; (v) it will comply with all financial and administrative requirements prescribed by Illinois law and University rules and regulations; and (vi) the services will conform to the standards applicable in the field or industry.
- 4.2 Neither this Agreement nor any duties or obligations herein may be assigned by Contractor without the prior written consent of University.
- 4.3 **[For Governmental Entities.]** To the fullest extent allowed by Illinois law and subject to the limitations of applicable Illinois law, Contractor shall indemnify, defend, and hold University free and harmless from all claims,

demands, losses, costs, expenses, judgments, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, attorneys' fees, and costs, however caused, resulting from, arising out of or in any way connected with Contractor's, its employees', agents' or subcontractors' performance of this Agreement or breach of any representation, warranty or provision contained herein.

**5. Work Product**

- 5.1 Contractor agrees that University may freely utilize any reports, work deliverables or items produced by Contractor, its employees, or agents while performing services under this Agreement (collectively, "Work Product"), including, but not limited to, for information sharing with other community networks undertaking high school career exploration or preparation projects.

**6. Confidentiality**

- 6.1 Each party to this Agreement, including its agents and subcontractors, may have or gain access to confidential data or information owned or kept by the other party while carrying out its responsibilities under this Agreement. Contractor will presume all information received from University or to which it gains access in connection with this Agreement is confidential and shall maintain the confidentiality of such information in accordance with the terms of this Agreement.
- 6.2 Contractor information, unless marked as confidential and exempt from disclosure under the Illinois Freedom of Information Act, will be considered public.
- 6.3 No confidential data collected, maintained, or used during performance of this Agreement will be disseminated except as authorized by law and with the written consent of the disclosing party, either during the period of the contract or thereafter. The receiving party must return all confidential data collected, maintained, created, or used during the performance of this Agreement, in whatever form it is maintained, promptly at the end of the Agreement, or earlier at the request of the disclosing party, or notify the disclosing party in writing of its destruction.
- 6.4 The foregoing obligations do not apply to confidential data or information lawfully in the receiving party's possession prior to its acquisition from the disclosing party that were received in good faith from a third party not subject to any confidentiality obligation to the disclosing party; that is now or later becomes publicly known through no breach of confidentiality obligation by the receiving party; or is independently developed by the receiving party without the use or benefit of the disclosing party's confidential information.

## **7.0 General Provisions**

- 7.1 Service of all notices required or permitted under this Agreement shall be sent to Contractor at the address set forth on the first page of this Agreement and to University at Northern Illinois University, Education Systems Center, 148 N. 3<sup>rd</sup> Street, DeKalb, Illinois 60115, Attn: Business Manager, with a copy to Northern Illinois University, Procurement Services and Contract Management, Lowden Hall 107, DeKalb, Illinois 60115, or to any other address which a party specifies by giving notice in accordance with this section. Notices are effective upon receipt and the sender has the burden of proving receipt.
- 7.2 No modification of this Agreement is binding unless it is in writing and signed by University and Contractor.
- 7.3 The University is generally exempt from the payment of taxes and shall not be obligated to pay any taxes from which it is exempt.
- 7.4 Contractor shall not issue any press release or other public announcement relating to this Agreement or the activities contemplated by this Agreement or use the University's name, logos, marks or any other trade designations (including, but not limited to, on its website, in printed materials or in any other manner) or any other University intellectual property (collectively, "University IP") without the prior written approval of University, which approval may be withheld for any reason. Any approved use of University IP shall be subject to compliance with all University requirements, specifications and brand guidelines pertaining to the use of such University IP. Contractor shall comply with all reasonable requests from University in the event any use of University IP does not meet the reasonable expectations of University. Contractor shall not acquire or claim any right, title, interest or ownership rights of any nature whatsoever in any University IP by virtue of this Agreement and shall cease use of any University IP upon University's request or upon termination of this Agreement.
- 7.5 A party does not waive any right under this Agreement by failing to insist on compliance with any of the terms of this Agreement or by failing to exercise any right hereunder. Any waivers granted hereunder are effective only if recorded in writing and signed by the party granting such waiver.
- 7.6 Each party shall maintain Commercial general liability insurance, including coverage for errors and omissions and products and completed operations, with a minimum amount of liability of \$1,000,000 per occurrence. Each party shall provide a certificate of insurance upon request.
- 7.7 This Agreement and all related public records maintained by, provided to,

or required to be provided to the University are subject to the Illinois Freedom of Information Act (5 ILCS 140) notwithstanding any provision to the contrary that may be found in the Agreement.

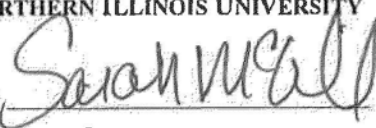
- 7.8 This Agreement is contingent upon and subject to the availability of funds. The University, at its sole option, may terminate or suspend this contract, in whole or in part, without penalty or further payment being required, if the Illinois General Assembly or the federal funding source fail to make an appropriation sufficient to pay such obligation. If funds needed are insufficient for any reason, the University has discretion on which contracts will be funded. (30 ILCS 500/20-60)
- 7.9 Except in limited circumstances, no business or member of a unitary business group, as defined in the Illinois Income Tax Act, may submit a bid for or enter into a contract with a State university if that business or any member of the unitary business group is an expatriated entity. (30 ILCS 500/50-17)
- 7.10 Contractor shall have a written sexual harassment policy that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. A copy of the policy shall be provided to the University upon request. (775 ILCS 5/2-105(A)(4)) (30 ILCS 500/50-80)
- 7.11 If this Agreement is more than one year in duration for the initial term or any renewal term, Contractor shall certify to University any changes that affect its ability to satisfy the requirements pertaining to eligibility for a contract award by January 1 of the second and any subsequent fiscal years the Agreement remains in effect. If a contractor or subcontractor continues to meet all requirements, it shall not be required to submit any certification. (30 ILCS 500/50-2)
- 7.12 The parties agree that a signature transmitted to the other party by facsimile or other electronic transmission shall be effective to bind the party whose signature was transmitted. The parties further agree that any xerographically or electronically reproduced copy of this fully executed agreement shall have the same legal force and effect as any copy bearing original signatures of the parties.

- 7.13 If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.
- 7.14 Contractor warrants that there exists no actual or potential conflict between Contractor's family, business or financial interests and its services under this Agreement. Contractor shall notify University in writing of any change in conditions that might create, give the appearance of or raise questions regarding a possible conflict of interest.
- 7.15 This Agreement shall be interpreted and construed according to the laws of the State of Illinois, without regard to its conflict of laws principles.
- 7.16 This Agreement, together with all attached exhibits and schedules and any required State of Illinois Certifications and Disclosures & Conflicts of Interest which are incorporated by this reference, constitute the complete and final agreement of the parties pertaining to the services. To the extent there is a conflict between the terms in this Agreement and any attached exhibits or schedules, the terms in the Agreement shall govern. This Agreement supersedes the parties' prior agreements, understandings and discussions relating to these services. The provisions of the Agreement relating to confidentiality and any other provisions which by their nature should survive termination or expiration of this Agreement, shall so survive.

*Signature page follows.*

IN WITNESS WHEREOF, authorized representatives of the parties have executed this Agreement in the appropriate spaces below.

BOARD OF TRUSTEES OF  
NORTHERN ILLINOIS UNIVERSITY


By: 

Name: Sarah McGill

Title: VP Admin + Finance / CFO

Date: 9-19-19

COLLEGE OF DUPAGE

By: 

Name: Dr. Brian Caputo

Title: President

Date: 7/3/19

**EXHIBIT A**  
**STATEMENT OF WORK**

This Statement of Work ("**SOW**") is an exhibit to the Services Agreement between Contractor and University with an Effective Date of **July 1<sup>st</sup>, 2019** (the "**Agreement**"), which is hereby incorporated by reference. All capitalized terms which are not defined herein shall have the same meanings set forth in the Agreement.

1. **Project**. The project (referred to herein as the "**Project**") shall consist of the following:

**STEP: Supported Technical Education Pathway**

2. **Scope of Services**. Contractor shall perform the following services (the "**Services**") and provide the following deliverables (each a "**Deliverable**") with respect to the Project:

**Develop and implement a plan to offer high school students the opportunity to earn Education College and Career Pathway Endorsements meeting the expectations and requirements of the PWR Act as well as the Technical and Essential Employability competencies adopted by the State.**

**Contractors will also provide placement and initial career supports in the teaching profession and promote the education profession broadly in their district by:**

- **Specifically targeting and developing a pipeline of candidates representing the diversity of the community;**
- **Including a commitment by the participating teacher preparation program(s) to provide formal recognition of the Endorsement in their application, advising, or placement processes;**
- **Supporting all pathway participants to meet the entrance requirements of the teacher participating preparation program(s);**
- **Utilizing the CCPE web-based template and submit the necessary information to EdSystems and ISBE.**

Upon completion of Project activities, Contractor must complete a Project report and questionnaire on a form provided by Education Systems Center at Northern Illinois University.

Contractor shall obtain final written approval from University for all Services and Deliverables, and Contractor shall comply with all reasonable requests from University in the event any of the Services and/or Deliverables do not meet the reasonable expectations of University.

A. SOW Term. The Services shall commence on **July 1<sup>st</sup>, 2019** ("**SOW Effective Date**") and shall continue in full force and effect until **June 30<sup>th</sup>, 2020** ("**SOW Termination Date**").

B. Completion Date and Milestones. The Services shall be complete on or before the SOW Termination Date with the following intermittent milestones:

- **Attendance at a Fall Community of Practice Professional Development Summit**
- **Documenting the Education Pathway Endorsement in the EdSystems/ISBE Web-based tool and Progress Report Submitted: December 2019**
- **Attendance at a Spring Community of Practice Professional Development Summit**

C. Timetables. Contractor shall perform the Services in accordance with the terms and conditions of this SOW, including any timetables and metrics, as may be specified by University.

D. No Modification. Any Services different from, or in addition to, those Services expressly stated herein shall be subject to a separate mutually agreed SOW executed by the parties.

3. Pricing and Payment. Pricing and payment for the Services, including the Deliverables, shall be as set forth below. Fees and expenses under this SOW shall not be modified without University's prior written approval and issuance of its purchase order or change order covering such payments.

**Project Pricing: \$14,000** maximum for all Project activities

**Project Invoicing:** Payment of invoices shall be in accordance with the terms of the Agreement. The invoicing schedule is structured as follows:

Invoice Date	Description	Invoice Amount
Upon Execution	Initial invoice upon the Effective Date of the Agreement	<b>\$7,000</b>
Upon Project Completion	Final invoice upon satisfactory completion of all Deliverables and Project activities	<b>\$7,000</b>

Total fees and expenses under this SOW shall not exceed \$14,000 without University's prior written approval and issuance of its purchase order or change order covering such payments.

All invoices submitted to University must include a detailed summary of applicable fees, expenses and services delivered during the invoice period. Payment will be made subject to the issuance of a purchase order(s) from the University. Invoices are to be sent to Northern Illinois University, General Accounting, Lowden Hall 204, DeKalb, Illinois 60115 via email (AccountsPayableSrvs@niu.edu) or fax ((815)753-2007), unless instructed otherwise in writing by University.

4. Not an Offer. This SOW shall only be binding if it is signed by both University and Contractor.

5. Special Terms/Assumptions.

NONE

*Signature page follows.*

This Statement of Work is hereby agreed to by the parties as evidenced by the signatures of its authorized representatives below.

BOARD OF TRUSTEES OF

By:

Name: Sarah McGill

Title: VP Admin + Finance / CFO

Date: 9-19-19

COLLEGE OF DUPAGE

By:

Name: Dr. Brian Caputo

Title: President

Date: 7/3/19





**CEDEI (Scaling Education Pathways in Illinois) Grant Budget**