**CONTRACT**

**between**

**Oklahoma Assistive Technology Foundation**

**and**

**Oklahoma ABLE Tech**

**Department of Wellness**

**Oklahoma State University**

**ARTICLE I: INTRODUCTION**

This contract is effective July 1, 2014, by the Oklahoma Assistive Technology Foundation, (hereinafter referred to as OkAT) located in Stillwater, Oklahoma and Oklahoma ABLE Tech, Department of Wellness, Oklahoma State University, (hereinafter referred to as ABLE Tech) located in Stillwater, Oklahoma for the provision of staff support services for the Alternative Financing Program (AFP) as set forth in Title III of the Assistive Technology Act of 1998, P.L. 105-394 and the Access to Telework Fund Program (ATF) as set forth in Section 303(b) of the Rehabilitation Act of 1973, as amended and implemented by program regulation 34CFR Part 373.

**ARTICLE II: CONTRACT PERIOD**

This contract shall become effective July 1, 2014 and shall terminate on June 30, 2015. This contract may be terminated by either party at any time with or without cause by providing thirty (30) days written notice of termination to the other party.

**ARTICLE III: AWARD AMOUNT**

The financial obligation of OkAT shall be equal to 50% of the Loan Coordinator’s current salary and fringe benefits, limited to $33,262.00 for this contract period. Oklahoma State University will invoice OkAT on a monthly basis for payment of services provided. A percentage of the funds made available for indirect costs through this contract may not exceed 8% pursuant to Title III Section 303(b)(7) of the Assistive Technology Act of 1998.

**ARTICLE IV: STATEMENT OF WORK**

ABLE Tech will maintain support services devoting 50% of an FTE of the Loan Coordinator to work with the OkAT Board to carry out the day to day operation of the AFP and ATF.

**WORK SCOPE:**

In fulfilling the requirements of the contract, ABLE Tech shall

1. Coordinate meetings:
	1. Create and disseminate agendas, budgets, reports and other materials necessary to make decisions on behalf of the OkAT.
	2. Give notice to OkAT Board of dates, times and locations of meetings.
	3. Provide draft minutes of each meeting.
2. Facilitate communication between OkAT, ABLE Tech, AFP/ATF banking partner and loan applicants:
	1. Organize and disseminate client information to OkAT Board members necessary for them to determine client loans and/or fiscal liabilities associated with guaranty loans.
	2. Follow up with all applicants at various stages of the application process.
	3. Provide financial counseling or alternative options for applicants as needed.
	4. Monitor and maintain active loans with borrowers and banking partner.
	5. Conduct follow up surveys of all borrowers to determine the outcome and satisfaction of the loan process.
3. Create and maintain the following documents and reports including, but not limited to:
	1. All mandatory state and federal reports.
	2. Annual audit.
	3. Contracts and/or formal agreements.
	4. Policy and procedures of OkAT’s programs.
	5. Analyze and report on various quality indicators to improve services.
4. Manage fiscal obligations of OkAT’s contracts:
	1. Authorize transactions for client’s late payment or default of a guaranty loan.
	2. Authorize transactions of funds to pay banking partner for any contractual buy-down arrangement.
	3. Prepare invoices for services rendered.
	4. Coordinate and prepare documents for accountant and auditor.
5. Outreach initiatives to increase awareness of OkAT programs:
	1. Provide Oklahoma citizens with information and materials on various programs offered by OkAT and its contracted partners.
	2. Update brochures, fact sheets, websites, and other informational material to be used for public awareness.
	3. Exhibit and present at regional and statewide conferences.
	4. Targeted marketing to vendors, professionals, and other stakeholders.

**ARTICLE V: ACCOUNTS AND REPORTS**

Oklahoma State University agrees to maintain sufficient records, books, ledgers, and documentation to show fiscal responsibility and to allow inspection, monitoring, auditing, and evaluation of expenditures. Fiscal records shall accurately account for expenditures of OkAT funds using Generally Accepted Accounting Principles. ABLE Tech will provide the required reports under WORK SCOPE to OkAT on a quarterly basis.

**ARTICLE VI: FULL AND COMPLETE AGREEMENT**

This Agreement, herein incorporated by reference constitutes the full and complete understanding of the parties regarding the subject matter hereof. No modification or alteration of or addition to this Agreement shall be effective to bind the parties hereto unless it shall be in writing signed by the parties or their authorized representatives.

**EXECUTED**

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Sheryl A. Tucker Wanda Johnson

Interim VP for Research & Technology Transfer President

Oklahoma State University Oklahoma Assistive Technology Foundation

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_