



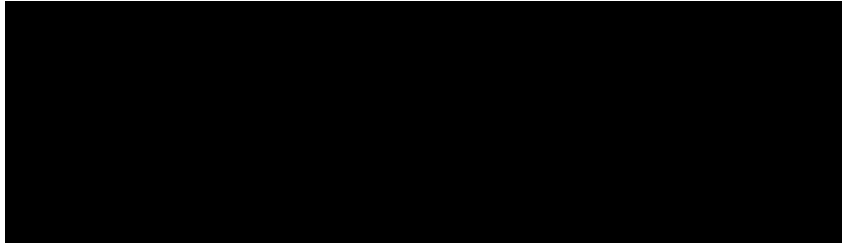
## PROGRAM CONTRACT


December 10, 2021

The Train-The-Trainer Program have been scheduled with the National Coalition Building Institute (NCBI). The terms are as follows. Please sign the contract and return to NCBI by December 27, 2021.

DATE(S) OF PROGRAM: March 21-23, 2022 – Train-The-Trainer Program

NAME OF ORG./CAMPUS: The University of North Texas  
Health Science Center at Fort Worth  
3500 Camp Bowie Blvd.,  
Fort Worth, TX 76107

CONTACT PERSON: 

NAME OF FACILITATOR(S): 

TRAINING FEE: \$16,000.00 – (Train-The-Trainer + Expenses (Airfare, Hotel, Meals, and Ground Transportation or Zoom Tech Support))

The following outlines NCBI's arrangements regarding NCBI trainer's expenses for the training outlined above.

The addendum covers all expenses incurred by NCBI trainers during the contract period. This period may be but is not limited to one day before and one day after the training takes place depending on the travel itinerary selected.

**If there are no travel expenses because this is an online training with this contract, please go to Items 6 and 7.**

Clients often have access to preferential rates for hotel and car rental services. To keep expenses low, clients are encouraged to book travel and accommodation instead of reimbursing trainers for these expenses. This also tends to facilitate the billing and payment process for all parties involved.

### 1. Airfare

Please select one. Client will:

- purchase airfare directly. Both trainers must approve the itinerary selected prior to purchase.
- reimburse NCBI for airfare purchased
- not applicable to this contract

### 2. Hotel

The hotel will be close to the training site to reduce transportation time and cost. The NCBI trainers' preference is for a room on upper floors, away from sources of noise like elevators or ice machine. The rooms selected should not have adjoining doors with an adjacent room.

Please select one. The client will:

- reserve lodging directly.
- reimburse NCBI for the cost of lodging
- not applicable to this contract

### 3. Meals

Meals consumed by the trainers during the contract period will be reimbursed by the client with exception of alcoholic beverages. If the client provides meals, trainers' dietary restrictions should be taken into consideration. Does your institution apply per diem rates for meals?

- No
- Yes. Please state the amount per day \$ 75.00
- Not applicable to this contract

### 4. Car Rental

Please select one. Client will:

- pay car rental expenses directly including fuel and full insurance coverage
- reimburse NCBI for car rental cost including fuel and full insurance coverage
- Not applicable to this contract

## 5. Ground Transportation

Client will reimburse ground transportation cost incurred during the contract period including taxi/ride-sharing services, parking, and valet (when necessary due to accessibility needs)

NCBI has a strong commitment to inclusion; therefore, NCBI's travel expense reimbursement policy ensures that any additional expenses incurred to meet a trainer's accessibility needs will be reimbursed by the client. This could include ground transportation. The client will be made aware of any additional expenses arising from accessibility needs.

Not applicable to this contract

## 6. Video Taping and Pictures

There will be no videotaping, picture taking, press, or social media posting of any segment of a workshop without prior discussion with the trainers.

### Virtual Sessions

Zoom Online Training

If NCBI Training is done by Zoom there are no additional expenses such as airfare, hotel, meals, car rental or ground transportation.

## 7. Payment Arrangements:

The client is responsible for paying the trainer(s)'s airfare, hotel, meals, ground transportation, and car rental expenses, when applicable. NCBI will invoice on the day following services rendered for trainer fees plus expenses. Unless other arrangements are made, invoices are payable within 30 days of receipt.

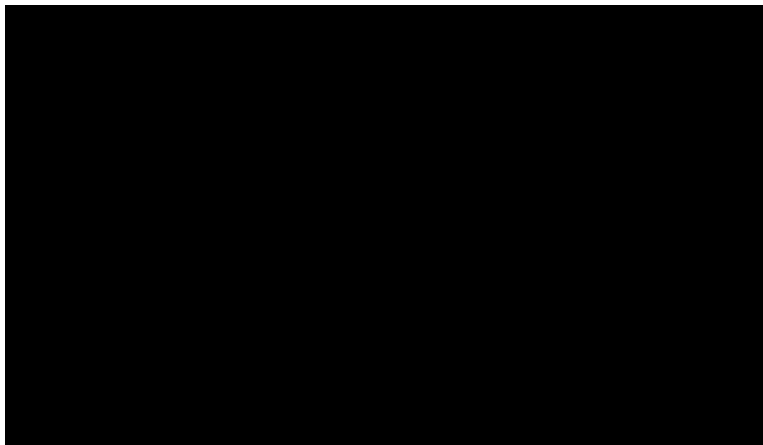
In the event of cancellation (barring weather or extreme emergency, to be agreed upon by both parties), NCBI will invoice for the days that were reserved for your organization and any difference in travel expenses.

Please select one payment method:

Make payment by direct deposit (ACH)

Make payment by check payable to the National Coalition Building Institute.

SEE ATTACHED UNT HEALTH SCIENCE CENTER ADDENDUM FOR ADDITIONAL TERMS AND CONDITIONS



Date: 1/3/2022

Date: 12/10/2021

HSC Contract #2022-0324

## STANDARD ADDENDUM TO AGREEMENT

Contracts with the **University of North Texas Health Science Center at Fort Worth** (“University”) are subject to the following terms and conditions, which are incorporated for all purposes into the Agreement to which they are attached. In the event of a conflict between the Agreement and this Addendum to Agreement, this Addendum shall govern. Any term or condition of the Agreement that is not superseded by a term or condition of this Addendum shall remain in full force and effect.

**Payment.** Payment will be made in accordance with the terms of University’s purchase order. Vendor must be in good standing, not indebted to the State of Texas, and current on all taxes owed to the State of Texas for payment to occur.

**Eligibility to Receive Payment.** By entering into and performing under this Agreement, Vendor certifies that under Section 231.006 of the Texas Family Code and under Section 2155.004 of the Texas Government Code, it is not ineligible to receive the specified payment and acknowledges that this Agreement may be terminated and payment may be withheld if this certification is inaccurate.

**Tax Exempt.** University is exempt from the payment of taxes and will provide necessary documentation confirming its tax exempt status.

**Breach of Contract Claims against University.** Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving goods, services, and certain types of projects. To the extent that Chapter 2260, Texas Government Code, is applicable to this Agreement and is not preempted by other applicable law, the dispute resolution process provided for in Chapter 2260 and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by Vendor to attempt to resolve any claim for breach of contract against University that cannot be resolved in the ordinary course of business.

**Governing Law and Venue.** This Agreement shall be construed and enforced under and in accordance with the laws of the State of Texas. The Agreement is made and entered into, and is performable in whole or in part, in the State of Texas, and venue for any suit filed against University shall be subject to the mandatory venue statute set forth in § 105.151 of the Texas Education Code.

**No Excess Obligations.** In the event this Agreement spans multiple fiscal years, University’s continuing performance under this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Texas State Legislature. If the Legislature fails to appropriate or allot the necessary funds, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act, University shall issue written

notice to Vendor that University may terminate the Agreement without further duty or obligation.

**Travel Expenses.** In the event the Agreement required University to reimburse Vendor for travel expenses, then reasonable travel, meals, and lodging expenses shall be charged in accordance with and shall not exceed State of Texas travel, meal, and lodging reimbursement guidelines applicable to employees of the State of Texas.

**Delivery.** Delivery shall be FOB Destination.

**Public Information.** University shall release information to the extent required by the Texas Public Information Act and other applicable law. If requested, Vendor shall make public information available to University in an electronic format. The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this contract and Vendor agrees that the contract can be terminated if Vendor knowingly or intentionally fails to comply with a requirement of that subchapter. Further, Vendor agrees (1) to preserve contracting information for the duration of the contract and according to University records retention requirements; (2) to promptly provide contracting information to University when requested; and (3) upon completion of the contract to provide, at no cost, all contracting information to University or to preserve all contracting information according to University’s records retention requirements.

**Required Posting of Contracts on Website.** Vendor acknowledges and agrees that University is required by Section 2261.253 of the Texas Government Code to post each contract it enters into for the purchase of goods or services from a private vendor on its Internet website, including any terms and conditions otherwise marked confidential and/or proprietary.

**Insurance.** University, as an agency of the State of Texas, is insured for general liability insurance under a self-insurance program covering its limits of liability. The parties agree that such self-insurance by University shall, without further requirement, satisfy all general liability insurance obligations of University under the Agreement.

**HIPAA.** The parties understand and agree that this Agreement may be subject to the Health Insurance

Portability and Accountability Act of 1996 (HIPAA), the administrative regulations and/or guidance which have issued or may in the future be issued pursuant to HIPAA, including, but not limited to, the Department of Health and Human Services regulations on privacy and security, and Texas state laws pertaining to medical privacy (collectively, "Privacy Laws"). Vendor agrees to comply with all Privacy Laws that are applicable to this Agreement and to negotiate in good faith to execute any amendment to this Agreement that is required for the terms of this Agreement to comply with applicable Privacy Laws. In the event the parties are unable to agree on the terms of an amendment pursuant to this paragraph within thirty (30) days of the date the amendment request is delivered by a party to the other, this Agreement may be terminated by either party upon written notice to the other party.

Debarment. Vendor certifies that neither it nor any of its Principals (officers, directors, owners, partners, key employees, principal investigators, researchers or management or supervisory personnel) is presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in this transaction or in any federal grant, benefit, contract or program (including but not limited to Medicare and Medicaid and Federal Health Care Programs) by any Federal department or agency. (See Executive Orders 12549 and 12689, 45 CFR part 76, 48 CFR part 9; 42 USC sect. 1320a-7). Vendor shall notify University within three (3) days of its receipt of an initial sanction notice, notice of proposed sanction or of the commencement of a formal investigation, or the filing of any charges by any governmental regulatory or law enforcement agency that effects this certification.

State Law Verifications. If the Agreement is subject to Texas Gov't Code Section 2271.002, Vendor hereby represents, verifies, and warrants that it does not boycott Israel and will not boycott Israel during the term of the Agreement. If the Agreement is subject to Texas Gov't Code Section 2274.002, Vendor hereby represents, verifies, and warrants that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate against a firearm entity or firearm trade association during the term of the Agreement. If the Agreement is subject to Texas Gov't Code Section 2274.002, Vendor hereby represents, verifies, and warrants that it does not boycott energy companies and will not boycott energy companies during the term of the Agreement.

**Limitations. University is subject to constitutional and statutory limitations on its ability to enter into certain terms and conditions of the Agreement, which may include those terms and conditions relating to: liens on University property; disclaimers and limitations of warranties; disclaimers and limitations of liability for damages; waivers, disclaimers, and limitations on legal rights, remedies, requirements, and processes; limitations of time in which to bring legal action; granting control of litigation or settlement to another party; liability for acts or omissions of third parties; payment of attorney's fees; dispute resolution; and indemnities. Terms and conditions relating to these limitations will only be binding on University to the extent permitted by the Constitution and the laws of the State of Texas.**

**VENDOR**

**UNIVERSITY OF NORTH TEXAS  
HEALTH SCIENCE CENTER AT FORT WORTH**



HSC Contract # 2022-0324

## **Declaration of Procurement Method**

The attached contract document has been issued as a result of either a sole source or proprietary justification approved by the University of North Texas System Procurement Department.

The approved justification form is on file with the UNT System Procurement Department records.