TCM Contract # 2021-19

SERVICE AGREEMENT

Effective Date: April 13, 2021

University: University of North Texas

University Address: 1112 Dallas Dr. Ste. 4000
Denton, TX 76205

Contractor: College Bound Selection Service

Contractor Address: 118 Congress Street
Belton, MO 64012

Services: The Services to be provided under this Agreement are set forth in Exhibit “A” Scope of Services, attached hereto and incorporated herein for all purposes.

Completion Date: Upon Completion of Exhibit “A” Scope of Services

Compensation: $17,343.46

RECITALS

This Service Agreement is made and entered into by University and Contractor as of the Effective Date.

WHEREAS, University desires that Contractor provide the Services, and Contractor desires to provide the Services to and for the benefit of University;

THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, University and Contractor agree as follows:

AGREEMENT

1. Provision of Services. Contractor shall provide all necessary personnel, equipment, material, supplies, and facilities in the performance of the Services. Contractor shall perform the Services with that standard of professional care, skill, and diligence customarily and ordinarily provided in the performance of similar services.

2. Term. Unless otherwise terminated in accordance with the provisions set forth herein or by mutual written agreement of the parties, the initial term of this agreement shall begin on the Effective Date, and continue through the Completion Date, unless otherwise extended or terminated by the parties.

3. Termination. University may terminate this Agreement at any time upon 30 days prior notice. Either party has the right to terminate this Agreement if the other party is in default of any obligation
hereunder. Contractor shall be entitled to compensation for services rendered through the effective date of
termination.

4. **Payment of Compensation.** University shall pay the Compensation to Contractor in
accordance with the payment terms set forth above, provided that, if no payment terms are specified
payment shall be made in accordance with Chapter 2251 of the Texas Government Code. Contractor 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. Invoices and any required supporting documents must be presented to:

University of North Texas System
Business Service Center - Payment Services
1112 Dallas Drive, Suite 4000
Denton, TX 76205

5. **No Assignment or Delegation.** This Agreement, and the rights and obligations set forth
herein, are for personal services and may not be assigned or delegated by either party without the express
written consent of the other party.

6. **Property Rights.** University shall, at all times, retain ownership in and the rights to any
creative works, research data, reports, designs, recordings, graphical representations, or works of similar
nature that may be produced in connection with this Agreement or the Services. Contractor agrees that
such works are “works for hire” and assigns all of Contractor’s right, title, and interest to University.

7. **FERPA.** If Contractor has access to students’ educational records, Contractor shall limit
its employees’ access to the records to those persons for whom access is essential to the performance of the
Services. Contractor shall, at all times and in all respects, comply with the terms of the Family Educational
Rights and Privacy Act of 1974, as amended.

8. **Public Information.** University shall release information to the extent required by the Texas
Public Information Act and other applicable law. If requested, Contractor shall make public information
available to University in an electronic format.

9. **Required Posting of Contracts on Website.** Contractor 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.

10. **Relationship of Parties.** Contractor shall, at all times, act as an independent contractor and
not as a partner, employee, or agent of University. Contractor shall not act or hold himself out to third
parties as a partner, employee, or agent of University in the provision of the Services. University shall not
have or exercise such control over the manner in which the Services are provided as would jeopardize the
status of Contractor as an independent contractor. University will not withhold federal or state income tax
or Social Security tax on behalf of Contractor. In addition, Contractor shall have no claim under this
Agreement or otherwise against University for vacation pay, sick leave, unemployment insurance, worker’s
compensation, retirement benefits, disability benefits, or employee benefits of any kind. Contractor shall
have the exclusive responsibility for the payment of all such taxes and arrangements for insurance coverage
and shall discharge such responsibility fully. In the event the Internal Revenue Service or any other
governmental agency should question or challenge the independent contractor status of Contractor, the
parties hereto mutually agree that both Contractor and University shall have the right to participate in any
discussion or negotiation occurring with such agency or agencies, regardless of by whom such discussion
or negotiation is initiated.
11. **Non-Waiver.** No failure by either party to insist upon the strict performance of any covenant, agreement, term, or condition of this Agreement, or to exercise a right or remedy shall constitute a waiver. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, condition, agreement, and term of this Agreement shall continue in full force and effect with respect to any other existing or subsequent breach.

12. **Indemnity.** Contractor agrees to indemnify and hold harmless University and its regents, officers, agents, and employees, from and against any liability, losses, or damages it may suffer as a result of claims, demands, causes of action, costs, or judgments against it arising out of Contractor’s arising out of any act or omission by Contractor in the provision of the Services.

13. **Breach of Contract Claims Against University.** University is required by law to provide notice that Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving, goods, services, and certain types of projects. If Chapter 2260 applies to this Agreement, then the statutory dispute resolution process must be used by the Contractor to attempt to resolve all of its disputes arising under this Agreement.

14. **Governing Law and Venue.** This Agreement shall be construed and enforced under and in accordance with the laws of 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.

15. **Israel Non-Boycott Verification.** If the Agreement is subject to Texas Gov’t Code Section 2270.002, Vendor hereby represents, verifies and warrants that it does not boycott Israel and will not boycott Israel during the term of this Agreement.

16. **Incorporation and Entire Agreement.** This Agreement incorporates the usual and customary University purchase order and the terms, conditions, and notices contained therein are included herein for all purposes. This Agreement, including any exhibits or addenda identified and incorporated by reference herein, and the corresponding University purchase order constitute the entire agreement between the parties and contain all the agreements between the parties with respect to Contractor and the provision of the Services. The parties expressly acknowledge that, in entering into and executing this Agreement, the parties rely solely upon the representations and agreements contained in this Agreement and no others.

IN WITNESS WHEREOF, the parties have executed this Agreement in multiple originals to be effective as of the date first written above.
COLLEGE BOUND SELECTION SERVICE

By: ____________________________
Name: __________________________
Title: __________________________
Date: 4/13/2021

UNIVERSITY OF NORTH TEXAS

By: ____________________________
Name: __________________________
Title: __________________________
Date: 4/13/2021
Exhibit A

Sales Quote

Date: 3/23/21  Customer:  Sales Rep: RR  2201-2021

Customer: University of North Texas

1155 Union Circle
Denton, TX 76203
940-565-3921

<table>
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<tr>
<th>Item</th>
<th>Details</th>
<th>Quantity</th>
<th>Price</th>
<th>Unit</th>
<th>Total</th>
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<td>ea.</td>
<td>$100.00</td>
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List Charges  Materials  Shipping  Tax  Total

$17,343.46
# LIST RENTAL AGREEMENT

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<tr>
<td>Institution:</td>
<td>University of North Texas</td>
</tr>
<tr>
<td>Contact:</td>
<td>(Redacted)</td>
</tr>
<tr>
<td>Address:</td>
<td>1155 Union Circle #311277</td>
</tr>
<tr>
<td>City:</td>
<td>Denton</td>
</tr>
<tr>
<td>State:</td>
<td>TX</td>
</tr>
<tr>
<td>Zip:</td>
<td>76203</td>
</tr>
<tr>
<td>Phone:</td>
<td>(Redacted)</td>
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<tr>
<td>Email:</td>
<td>(Redacted)</td>
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**If a broker is used, please complete the following:**

<table>
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<tr>
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<td>Email:</td>
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</tbody>
</table>
QUANTITY DESIRED

Minimum __________________________ Maximum 44,214 Transfer, 25,868 free freshman

Minimum order is $500.00

DELIVERY

☐ CBSS FTP: $100
   (file will be delivered via CBSS FTP unless otherwise noted)

Send notification email to: __________________________
 __________________________
 __________________________

☐ Other: __________________________

OUTPUT MEDIA FORMAT

* CRM system: __________________________

Format:

☐ CSV
☒ Excel
☐ Fixed (ASCII Flat)
☐ Comma Delimited

Case:

☐ UPPER ONLY
☒ Upper/Lower
☐ Other: __________________________
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.