



BOARD OF EDUCATION CONTRACT

FROM: METROPOLITAN BOARD
OF PUBLIC EDUCATION

TO: Kelly Flannery, Director
Metropolitan Department of Finance

Contract Number: 7555050 Contractor: Hispanic Family Foundation
Sourcing Method: Negotiated Services
Start Date: 7/15/2023 End Date: 7/14/2028
Address: 3955 Nolensville Pike, Suite 107 City: Nashville State: TN Zip: 37211
Supplier Number: 24445 Supplier Email: monica@hffus.org

PURPOSE OF CONTRACT:

Lease Agreement for the MNPS Office of English Learners to utilize office space at the Hispanic Family Foundation facility for the purpose of operating an English Learners (EL) Enrollment Center.

CONTRACT SPECIFICS:

Does this engagement require fund authorization by the MBPE? **Yes** Board Approval Date: **6/13/2023**
Is this an Intergovernmental Contract? **No**
Is this a Revenue contract (Board of Education will receive funds)? **No**
Is there DBE Participation? **No** Type of DBE (check all that apply): SBE MBE WBE SDV
Value of DBE Participation:

GRANT SUMMARY (IF APPLICABLE):

Grant Name:
Amount expected to receive: Business unit to which it will be deposited:
Are matching funds required? **No** If yes, amount of obligation:
If yes, specify fund that is being obligated:

CONTRACT FINANCIAL SUMMARY:

Amount obligated for current fiscal year is: \$12,000.00
The not to exceed contract value is: \$60,000.00

BUDGET INFORMATION:

Account number: 80101828.503120.2325910 Fund number: 35131 *kk R*

MNPS Contact Person: Molly Hegwood
Phone Number: (629) 224-9041

Contract Agent: Stephen Pitman
Phone Number: (615) 259-8619

**CONTRACT BETWEEN THE
METROPOLITAN NASHVILLE PUBLIC SCHOOLS
AND
HISPANIC FAMILY FOUNDATION
FOR USE OF FACILITY SPACE**

This contract (Contract) is entered into by and between The Metropolitan Nashville Public Schools (MNPS) and Hispanic Family Foundation (Contractor) located at 3955 Nolensville Pike, Suite 107, Nashville, TN 37211. This Contract consists of the following documents:

1. Any properly executed amendment to this Contract, (most recent with first priority),
2. This document and affidavit(s) including Exhibits.

In the event of conflicting provisions, all documents shall be prioritized in the order listed above.

WHEREAS, Contractor and the MNPS Office of English Learners share a common interest, vision and history of partnership in working to connect, elevate, and support English Learner students and their families.

WHEREAS, the MNPS Office of English Learners and Contractor agree to engage in a partnership to host a MNPS Office of English Learners Enrollment Center (EL Enrollment Site) at Contractor's Hispanic Family Foundation facility.

1.2. Purpose

The purpose of this Contract is to collaborate by locating an EL Enrollment Site at Hispanic Family Foundation with the goal of increasing awareness, supporting, and elevating the accessibility to families to have access to EL Enrollment services, as well as collaborating with other agencies, programs, and services offered by Contractor at Hispanic Family Foundation as a collaborative community center that hosts multiple non-profit organizations all driven by a similar mission.

1.3. Responsibilities of Parties

The above goals will be accomplished by undertaking the following activities and consents:

- EL Enrollment Site will be located at Hispanic Family Foundation (3927 Nolensville Pike, Nashville, TN 37211) and open to the public by appointment only. EL Enrollment Site will be operated five days out of the week at days and times to be mutually agreed upon by Contractor and MNPS.
- Contractor will provide a 1436 sq. ft. furnished office space to accommodate 2-3 workstations and a waiting area for the families to be served (Facility). The facility will have access to an exterior door facing the front parking lot of Plaza Mariachi. Contractor will provide MNPS with one or more keys to the exterior door, which MNPS will not duplicate. Access to bathrooms and a shared kitchen will be available for MNPS employee use.

- Workstation spaces may be enclosed or open depending on the confidentiality, security, visual, and acoustical privacy requirements of the job. MNPS will be responsible for ensuring the workstation spaces are set up to adequately address these accommodations as needed.
- All staff and visitors of the EL Enrollment Site will have access to bathrooms.
- Hispanic Family Foundation offers an approximately 418 parking spaces that can be used by all EL Enrollment Site visitors in a first come, first serve basis. Parking spots cannot be reserved.

- MNPS will:
 - Permit entry to the building only by MNPS employees and EL Enrollment Site participants;
 - Lock the exterior door promptly upon the conclusion of EL Enrollment Site programming each day;
 - Ensure that participants navigate the building safely and responsibly;
 - Encourage all staff and participants to wear a face mask inside the building, regardless of their vaccination status, or comply with such other guidance as may be issued from time to time by the Centers for Disease Control and state and local public health authorities regarding COVID-19;
 - Post prominent signage in Facility displaying the current policy regarding face masks and other measures to prevent the transmission of COVID-19, and otherwise refrain from posting any signage without Contractor's consent;
 - Maintain a supply of face masks on site for use by staff and participants;
 - Comply with all laws, regulations, and ordinances on building occupancy and safety; and
 - Comply, and ensure and that participants comply, with all posted signs and other Contractor instructions, whether written or oral.
- Contractor may promote its services to EL Enrollment Site participants by any reasonable method, including through the presence of staff and promotional materials in Facility waiting area.

2. CONSIDERATION

2.1. Term

The Contract Term will begin on July 15, 2023 and end on July 14, 2028.

This Contract may be extended by written Amendment executed by all parties and their signatories hereto.

However, in no event shall the term of this Contract exceed sixty (60) months without approval of Procurement, Administration, Legal, and the Metropolitan Nashville Public Schools Board.

2.2. Compensation

MNPS will compensate Contractor \$1,000 per month for use of the EL Enrollment Site space, upon receipt of invoice. MNPS will make reasonable efforts to make payments within 30 days of receipt of invoice but in any event shall make payments within 60 days.

There will be no other charges or fees for the performance of this Contract.

Total compensation to be paid to Contractor under this Contract is not to exceed \$60,000.

3. INSURANCE

3.1. During the term of this Contract, Contractor shall maintain an occurrence version commercial general liability (cgl) with limits of not less than \$1,000,000 per occurrence. Commercial general liability insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to MNPS. There shall be no endorsement or modification to make insurance excess over other available insurance. Contractor shall maintain workers' compensation insurance with statutory limits as required by the State of Tennessee or other applicable laws and employers' liability insurance with limits of not less than \$100,000.00. A certificate of insurance, in a form satisfactory to MNPS, evidencing said coverage shall be provided to MNPS prior to commencement of performance of this Contract. Throughout the term of this Contract, Contractor shall provide an updated certificate of insurance upon expiration of the current certificate.

3.2. MNPS is a metropolitan form of government as set out under the Governmental Tort Liability Act in T.C.A. § 29-20-101, et seq., and as such has its liability limits defined by law. MNPS carries no insurance and is self-insured in an adequately funded Self-Insurance Program, up to the limits as set out by the statute.

4. NOTICES

The provisions of this Contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto.

Except for the rights of money due to Contractor under this Contract, neither this Contract nor any of the rights and obligations of Contractor hereunder shall be assigned or transferred in whole or in part without the prior written consent of MNPS. Any such assignment or transfer shall not release Contractor from its obligations hereunder.

Notice of assignment of any rights to money due to Contractor under this Contract MUST be mailed or hand-delivered to the attention of the DIRECTOR OF FINANCIAL OPERATIONS, FINANCIAL OPERATIONS, METROPOLITAN NASHVILLE PUBLIC SCHOOLS, 2601 BRANSFORD AVENUE, NASHVILLE, TN 37204.

4.1. All other notices to MNPS shall be mailed or hand-delivered to:

Department: Procurement
Attention: Director of Procurement

Address: 2601 Bransford Avenue, Nashville, TN 37204
Phone: (615) 259-8400
E-mail Address: purchasing@mnps.org

4.2. Notices to Contractor shall be sent to:

Contractor: Hispanic Family Foundation
Attention: Monica Reyna, Program Director
Address: 3955 Nolensville Pike, Suite 107 Nashville TN 37211
Phone: 615-562-2222
E-mail Address: monica@hffus.org

4.3. Contractor's Federal Tax ID Number: 46-4181468

5. TERMINATION

5.1. Termination for Breach

Should either party fail to fulfill in a timely and proper manner its obligations under this Contract or if it should violate any of the terms of this Contract, the other party shall have the right to immediately terminate the Contract if the breaching party has not cured the breach to the satisfaction of the other party within thirty (30) days of written notification of the breach. It shall also be considered a breach of this Contract if a party becomes insolvent, makes an assignment for the benefit of its creditors, a receiver is appointed or a petition in bankruptcy is filed with respect to that party and is not dismissed within thirty (30) days.

5.2. Termination for Convenience

Either party may terminate this Contract at any time upon written notice to the other party. A termination for convenience shall not be a breach of this Contract by either party. Contractor shall not have any right to any actual general, special, consequential, incidental, or any other damages whatsoever of any description or amount for MNPS's exercise of its right to terminate for convenience.

5.3. Termination for Cause

In the event MNPS, in its sole discretion, does not or cannot obtain or continue the funding for this Contract from any source or sources to allow for payment of the Work, MNPS may exercise one of the following alternatives:

5.3.1. Terminate this Contract effective upon a date specified in a Termination Notice; or

5.3.2. Continue this Contract by reducing, through written notice to Contractor, the amount of this Contract and the scope of work, consistent with the nature, amount, and circumstances of the loss of funding.

Any termination or reduction of this Contract pursuant to this subsection shall not affect any obligations or liabilities of either Party accruing prior to such termination or reduction. MNPS shall not face any liability or penalty as a result of such termination or reduction of this Contract.

5.4 **Obligations at Termination**

Upon termination of the Contract, MNPS will restore Facility to its original state at the beginning of the Contract Term and return to Contractor the building key(s) and any other supplies provided by Contractor.

6. **STANDARD TERMS AND CONDITIONS**

6.1. **Taxes**

MNPS shall not be responsible for any taxes that are imposed on Contractor. Furthermore, Contractor understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to MNPS.

6.2. **Modification of Contract**

This Contract may be modified only by a written amendment executed by all parties and their signatories hereto.

6.3. **Partnership/Joint Venture**

Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties. None of the parties hereto shall hold itself out in a manner contrary to the terms of this paragraph. No party shall become liable for any representation, act or omission of any other party contrary to the terms of this paragraph.

6.4. **School District Statutory Immunity**

Any other term, covenant, or condition of this Contract to the contrary notwithstanding, the School District, its officers, employees and agents, and the members of the Board of Education, retain their statutory governmental, official, and any other immunity provided pursuant to the laws of the State of Tennessee, including under T.C.A. 29-20-101 et seq., and do not waive the defenses of governmental and official immunity derived from such laws. The School District does not waive for itself or its officers, employees, agents, or for members of the Board of Education, any other defenses or immunities available to it or any of them.

6.5. **Contingent Fees**

Contractor hereby represents that Contractor has not been retained, nor has retained any persons, to solicit or secure a MNPS contract upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide

employees or bona fide established commercial selling agencies for the purpose of securing business. Breach of the provisions of this paragraph is, in addition to a breach of this Contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under MNPS contracts.

6.6. Waiver

No waiver of any provision of this Contract shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

6.7. Gratuities and Kickbacks

It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefor.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor, higher-tier subcontractor, or a person associated therewith, as an inducement for the award of a subcontract or order. Breach of the provisions of this paragraph is, in addition to a breach of this Contract, a breach of ethical standards which may result in civil or criminal sanction and/or debarment or suspension from being a contractor or subcontractor under Metropolitan Nashville Public Schools contracts.

6.8. Non-Discrimination

It is the policy of MNPS not to discriminate on the basis of age, race, sex, color, national origin, or disability in its hiring, promotion, demotion, dismissal or laying off, and employment practices, or in admission to, access to, or operation of its programs, services, and activities.

With regard to all aspects of this Contract, Contractor certifies and warrants that it will comply with this policy. No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in MNPS's contracted programs or activities, on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with MNPS or in the employment practices of MNPS's Contractors.

Accordingly, all Proposers entering into contracts with MNPS shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination.

6.9. Americans with Disabilities Act

Contractor assures MNPS that all services provided shall be completed in full compliance with the Americans with Disabilities Act (ADA) 2010 ADA Standards for Accessible Design, enacted by law March 15, 2012, as has been adopted by MNPS. Contractor will ensure that participants with disabilities will have communication access that is equally effective as that provided to people without disabilities. Information shall be made available in accessible formats, and auxiliary aids and services shall be provided upon the reasonable request of a qualified person with a disability.

6.10. Iran Divestment Act

In accordance with the Iran Divestment Act, Tennessee Code Annotated §12-12-101 et seq., Contractor certifies that to the best of its knowledge and belief, neither Contractor nor any of its subcontractors are on the list created pursuant to Tennessee Code Annotated §12-12-106. Misrepresentation may result in civil and criminal sanctions, including contract termination, debarment, or suspension from being a contractor or subcontractor under MNPS contracts.

6.11. Debarment and Suspension

Contractor certifies, to the best of its knowledge and belief, that it, its current and future principals, its current and future subcontractors and their principals:

- 6.11.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency;
- 6.11.2. Have not within a three (3) year period preceding this Contract been convicted of, or had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or grant under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements or receiving stolen property;
- 6.11.3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses detailed in section b. of this certification; and
- 6.11.4. Has not within a three (3) year period preceding this Contract had one or more public transactions (federal, state, or local) terminated for cause or default.
- 6.11.5. Contractor shall provide immediate written notice to MNPS if at any time it learns that there was an earlier failure to disclose information or that due to changed circumstances, its principals or the principals of its subcontractors are excluded or disqualified.

6.12. Attorney Fees

Contractor agrees that in the event either party deems it necessary to take legal action to enforce any provision of this Contract, and, in the event MNPS prevails, Contractor shall pay all expenses of such action including MNPS's attorney fees and costs at all stages of the litigation.

6.13. Entire Contract

This Contract sets forth the entire agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties.

6.14. Force Majeure

No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, pandemic, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civil disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

6.15. Compliance with Laws

Contractor agrees to comply with any applicable federal, state and local laws and regulations.

6.16. Governing Law/Venue

The validity, construction and effect of this Contract and any and all extensions and/or modifications thereof shall be governed by the laws of the State of Tennessee. Tennessee law shall govern regardless of any language in any attachment or other document that the Contractor may provide. Any action between the parties arising from this Contract shall be maintained in the courts of Davidson County, Tennessee.

6.17. Severability

Should any provision of this Contract be declared to be invalid by any court of competent jurisdiction, such provision shall be severed and shall not affect the validity of the remaining provisions of this Contract.

6.18. Effective Date

This Contract shall not be binding upon the parties until it has been signed first by the Contractor and then by the authorized representatives of the Metropolitan Nashville Public Schools and has been filed in the office of the Metropolitan Clerk. When it has been so signed and filed, this Contract shall be effective as of the date first written above.

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THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY BY AND THROUGH THE METROPOLITAN BOARD OF PUBLIC EDUCATION:

APPROVED:

Rachael Elrod
MBPE Board Chair

RECOMMENDED:

Kevin Edwards
Director of Procurement


Molly Hegwood
Department Head

Mason Bellamy *DW*
Executive Staff Member

APPROVED AS TO AVAILABILITY OF FUNDS:

Account #: 80101828.503120.2325910 *kk*

[Signature]
Chief Financial Officer

 *R*
Metropolitan Director of Finance

APPROVED AS TO INSURANCE:

Balogun Cobb
Metropolitan Director of Insurance

APPROVED AS TO FORM AND LEGALITY:

Justin Marsh
Metropolitan Attorney

CONTRACTOR:

Hispanic Family Foundation
Firm/Organization

Susana Vasquez
Signature

Susana Vasquez
Name

Administration
Title

6/14/2023 | 11:32 AM CDT
Date

FILED IN THE OFFICE OF THE METROPOLITAN CLERK:

Metropolitan Clerk

Date Filed



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/10/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Darnell Clay Jr 117 Two Mile Pike Goodlettsville, TN 37072	CONTACT NAME: Darnell Clay Jr PHONE (A/C, No, Ext): 615-855-0360 E-MAIL ADDRESS: darnell@darnellclay.com
	FAX (A/C, No): 615-855-0390
INSURER(S) AFFORDING COVERAGE	
INSURER A : State Farm Fire and Casualty Company	NAIC # 25143
INSURED	
Hispanic Family Foundation 3955 Nolensville Road Nashville, TN 37211-4996	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD INSD	SUB WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		95NEH0156	05/17/2022	05/17/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000						
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		92NEH0042	05/17/2022	05/17/2023	PER STATUTE OTH-ER \$
	E.L. EACH ACCIDENT \$ 100,000						
	E.L. DISEASE - EA EMPLOYEE \$ 100,000						
	E.L. DISEASE - POLICY LIMIT \$ 500,000						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Metropolitan Nashville Public Schools is included as an additional insured with respects to General Liability.

CERTIFICATE HOLDER Metro Nashville Public Schools 2601 Bransford Avenue Nashville, TN 37204	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Certificate Of Completion

Envelope Id: B0CC1387B35E4A3B87E5DC3D674295C1	Status: Completed
Subject: Hispanic Family Foundation 7555050	
Source Envelope:	
Document Pages: 14	Signatures: 15
Certificate Pages: 5	Initials: 7
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Stephen Pitman
Time Zone: (UTC-06:00) Central Time (US & Canada)	2601 Bransford Ave.
	Nashville, TN 37204
	Stephen.Pitman@MNPS.org
	IP Address: 96.4.9.1


Record Tracking

Status: Original	Holder: Stephen Pitman	Location: DocuSign
5/18/2023 10:57:20 AM	Stephen.Pitman@MNPS.org	


Signer Events

Signer Events	Signature	Timestamp
Kevin Edwards Kevin.Edwards@mnps.org Director of Procurement Metro Nashville Public Schools Security Level: Email, Account Authentication (None)		Sent: 5/18/2023 11:26:27 AM Viewed: 5/18/2023 11:34:50 AM Signed: 5/18/2023 11:35:22 AM
	Signature Adoption: Pre-selected Style Using IP Address: 96.4.9.1	


Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Susana Vasquez Monica@hffus.org Administration Hispanic Family Foundation Security Level: Email, Account Authentication (None)		Sent: 5/18/2023 11:35:24 AM Resent: 6/14/2023 8:03:01 AM Viewed: 6/14/2023 11:31:07 AM Signed: 6/14/2023 11:32:24 AM
	Signature Adoption: Pre-selected Style Using IP Address: 70.237.80.33	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Kevin Knapp kevin.knapp@mnps.org Security Level: Email, Account Authentication (None)		Sent: 6/14/2023 11:32:28 AM Viewed: 6/15/2023 9:05:15 AM Signed: 6/15/2023 9:05:34 AM
	Signature Adoption: Pre-selected Style Using IP Address: 96.4.9.1	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Molly Hegwood Molly.Hegwood@mnps.org Security Level: Email, Account Authentication (None)		Sent: 6/15/2023 9:05:36 AM Viewed: 6/18/2023 4:10:29 PM Signed: 6/18/2023 4:10:43 PM
	Signature Adoption: Pre-selected Style Using IP Address: 68.34.211.191	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>David Williams david.williams2@mnps.org Interim Chief Academic Officer Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>DW</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 69.244.197.234 Signed using mobile</p>	<p>Sent: 6/18/2023 4:10:46 PM Viewed: 6/19/2023 6:53:16 AM Signed: 6/19/2023 6:53:29 AM</p>
<p>Mason Bellamy Mason.Bellamy@mnps.org Chief Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Mason Bellamy</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 96.4.9.1</p>	<p>Sent: 6/19/2023 6:53:32 AM Viewed: 6/20/2023 8:55:27 AM Signed: 6/20/2023 8:55:42 AM</p>
<p>Stephen Pitman stephen.pitman@mnps.org Contract Agent Metropolitan Nashville Public Schools Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>Completed</p> <p>Using IP Address: 96.4.9.1</p>	<p>Sent: 6/20/2023 8:55:44 AM Viewed: 6/20/2023 8:59:34 AM Signed: 6/20/2023 9:00:03 AM</p>
<p>Chris Henson chris.henson@mnps.org CFO Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Chris Henson</i></p> <p>Signature Adoption: Uploaded Signature Image Using IP Address: 96.4.9.1</p>	<p>Sent: 6/20/2023 9:00:06 AM Viewed: 6/20/2023 10:17:59 AM Signed: 6/20/2023 10:18:16 AM</p>
<p>Rachael Elrod cameo.bobo@mnps.org Board Chair Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>Rachael Elrod</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 98.193.234.119</p>	<p>Sent: 6/20/2023 10:18:19 AM Viewed: 6/23/2023 8:00:06 AM Signed: 6/23/2023 8:00:15 AM</p>
<p>Rose Wood Rose.Wood@nashville.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p><i>R</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185</p>	<p>Sent: 6/23/2023 8:00:18 AM Viewed: 6/23/2023 8:01:27 AM Signed: 6/23/2023 8:02:22 AM</p>

Signer Events**Signature****Timestamp**

Kelly Flannery
aaron.pratt@nashville.gov
Security Level: Email, Account Authentication
(None)

DocuSigned by:
Kelly Flannery/ap
DB59844A2DE04C4...

Sent: 6/23/2023 8:02:24 AM
Viewed: 6/23/2023 8:03:01 AM
Signed: 6/23/2023 8:03:07 AM

Signature Adoption: Uploaded Signature Image
Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Sally Palmer
sally.palmer@nashville.gov
Metro Water Services
Security Level: Email, Account Authentication
(None)

Completed

Sent: 6/23/2023 8:03:10 AM
Viewed: 6/23/2023 10:46:58 AM
Signed: 6/23/2023 10:51:31 AM

Using IP Address: 170.190.198.100

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Balogun Cobb
Balogun.cobb@nashville.gov
Insurance Division Manager
Security Level: Email, Account Authentication
(None)

Balogun Cobb

Sent: 6/23/2023 10:51:34 AM
Viewed: 6/23/2023 11:09:50 AM
Signed: 6/23/2023 11:10:05 AM

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Justin Marsh
justin.marsh@nashville.gov
Security Level: Email, Account Authentication
(None)

Justin Marsh

Sent: 6/23/2023 11:10:08 AM
Viewed: 6/23/2023 12:22:39 PM
Signed: 6/23/2023 12:23:04 PM

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Abraham Wescott
abraham.wescott@nashville.gov
Security Level: Email, Account Authentication
(None)

Abraham Wescott

Sent: 6/23/2023 12:23:09 PM
Viewed: 6/23/2023 4:30:54 PM
Signed: 6/23/2023 4:34:22 PM

Signature Adoption: Pre-selected Style
Using IP Address: 170.190.198.185

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Dr. Adrienne Battle
Annie.Pugh@mnps.org
Security Level: Email, Account Authentication
(None)

Dr. Adrienne Battle

Sent: 6/23/2023 12:23:09 PM
Viewed: 6/23/2023 3:15:29 PM
Signed: 6/23/2023 3:16:15 PM

Signature Adoption: Pre-selected Style
Using IP Address: 174.238.162.34
Signed using mobile

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
<p>Aaron Pratt aaron.pratt@nashville.gov Security Level: Email, Account Authentication (None)</p>	<p><i>Aaron Pratt</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185</p>	<p>Sent: 6/23/2023 4:34:25 PM Viewed: 6/26/2023 6:17:05 AM Signed: 6/26/2023 6:17:13 AM</p>

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

<p>Kelly Flannery Kelly.Flannery@nashville.gov Security Level: Email, Account Authentication (None)</p>	<p><i>Kelly Flannery</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.100</p>	<p>Sent: 6/26/2023 6:17:16 AM Viewed: 6/26/2023 7:59:40 AM Signed: 6/26/2023 7:59:54 AM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

<p>Justin Marsh justin.marsh@nashville.gov Security Level: Email, Account Authentication (None)</p>	<p><i>Justin Marsh</i></p> <p>Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.144</p>	<p>Sent: 6/26/2023 7:59:57 AM Viewed: 6/26/2023 8:24:21 AM Signed: 6/26/2023 8:24:28 AM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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<p>Sally Palmer sally.palmer@nashville.gov Metro Water Services Security Level: Email, Account Authentication (None)</p>	<div style="border: 2px solid blue; padding: 5px; text-align: center; color: blue; font-weight: bold; font-size: 1.2em;">COPIED</div>	<p>Sent: 6/23/2023 12:23:07 PM</p>
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	5/18/2023 11:26:27 AM
Certified Delivered	Security Checked	6/26/2023 8:24:21 AM
Signing Complete	Security Checked	6/26/2023 8:24:28 AM
Completed	Security Checked	6/26/2023 8:24:28 AM

Payment Events

Status

Timestamps