



# Illinois Resource Center

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[www.thecenterweb.org/irc](http://www.thecenterweb.org/irc)

## Proposal/Contract for Springfield District 186

Request #406

Prepared on 8/15/2023 by Carly Spina, Illinois Resource Center

Requested by:

Amy Dahlkamp	English Language Learner Coordinator Teacher, Instructional Leader, Student Support	Springfield Public School District 186	adahlkamp@sps186.org	(217) 525-3060
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### BILLING CONTACTS:

Springfield Public Schools Business Office, 217-525-3040; 530 W. Reynolds St., Springfield, IL 62702

### **Intro/Narrative**

This is a *draft proposal* for services requested for the 2023-20234 school year.

The table below provides details (based on our email conversation) for the scope of work. As noted below, we can continue to update and modify the topics and formats that can be tailored further to reflect the district's logistical parameters, priorities, and needs. You can reach out to Dr. Sarah Thomas directly for more information on bulk pricing for [Moving Beyond for Multilingual Learners](#) at [Sarah@edumatch.org](mailto:Sarah@edumatch.org)

Sincerely,

Carly Spina

224-622-8794

[cspina@cntrmail.org](mailto:cspina@cntrmail.org)

## Proposed Plan

Service/ Support	Topic	Description	Date/ Time/ Location	Associated Cost
Virtual Book Study	Moving Beyond for Multilingual Learners	Content: Exploration of the book Moving Beyond for Multilingual Learners  Audience: All Springfield District 186	Two 60-minute virtual sessions from 2:15-3:15 CST  Zoom Link will be provided by Carly Spina  November 8, 2023  December 13, 2023	\$1600  Group Size 41-100 (Additional \$150 Fee)
			Total Quote	\$1600
Is the IRC responsible for issuing credit?				

1. Purchase orders must be received at least 4 weeks prior to the date of service.
2. Any change in date or scope of service received more than 4 weeks prior to the original service date must be negotiated and approved beforehand with The Center/IRC. If a date or scope of service cannot be fulfilled as a result, then The Center/IRC reserves the right to cancel or reschedule the service at a mutually convenient time and date.
3. Changes to date or scope of service are not allowed within 4 weeks of the original date of service.
4. CANCELLATION FEES
  - If a district cancels an agreed upon paid event 60 days or more (minimally 2 months notice) prior to the date of service, there is no cancellation penalty.
  - If a district cancels an agreed upon paid event up to 31 to 59 days prior to the date of service, the cancellation fee is 25%.
  - If a district cancels an agreed upon paid event up to 15 to 30 days prior to the date of service, the cancellation fee is 50%.
  - If a district cancels an agreed upon paid event between 7 and 14 days prior to the date of service, the cancellation fee is 75%.
  - If a district cancels an agreed upon paid event up to 7 days prior to the date of service, the district must pay the entire amount of the fee.
5. If an event must be cancelled because of an emergency school day cancellation, the event will be rescheduled at a mutually agreed upon date.
6. Invoices will be sent each month after a date of service in the contract has been provided.
7. Payment is due within 30 days of the date of service. If late, a 1.25% monthly service fee will be charged.
8. For workshops, if group size exceeds 100 participants, a \$500 additional charge will be applied.
9. For keynotes, if group size exceeds 300 participants, a \$150 additional charge will be applied. If group size exceeds 1000 participants, a \$500 additional charge will be applied.
10. If customization or a special format for delivery (multi-group, multi-topic, mini-conference style, etc.) is requested after the initial booking, or needed on the day of delivery, we reserve the right to increase the charge to reflect the next tier of billing (increases begin at \$400).
11. Acceptance of these terms and conditions is required for fulfillment of this service request. If the terms and conditions are not accepted, this service request will be denied.

#### Additional Information

All services include at least 1 hour of planning conversation/follow-up availability.

Recording of Live Virtual Sessions: \$150 Fee for Use Beyond Registered Participants, Link Available for 3 Months. \*ALL recordings are only available for 3 Months

A list of developed workshops on a variety of topics is available [here](#).

For programmatic consulting or instructional coaching strands, fees will vary based on the scope of the request, beginning at \$5600. Once the Request for Service form is submitted, the IRC staff will contact you to discuss this request and provide you with a proposal, including a quote.

For in-person services, districts will need to pay for specialists' mileage and/or lodging if the place of service is more than 50 miles away (one way), and can be negotiated at the time of booking.

*Carly Spina*

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Education Specialist, Illinois Resource Center

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Signature of Client