

CONTRACT FOR IT TECHNICAL SERVICES 2024-25

This agreement, entered this 1st day of July 2024, by and between Meeker and Wright Special Education Cooperative, #938 (MAWSECO) and Howard Lake-Waverly-Winsted ISD #2687 (HLWW District) witnesses that:

WHEREAS, MAWSECO has determined that it is necessary to retain the services of a qualified IT Technical Services staff to provide technical support services for the following:

1. MAWSECO Central Office
2. Birth-3 Program
3. Cornerstones Program
4. Eastern Wright Program
5. Journeys Program
6. STEP Program
7. Trek Program
8. Wings Alternative Program
9. Village Ranch Alternative Program
10. Sholund School for Girls Program

WHEREAS HLWW District staff is duly qualified to perform these services.

NOW THEREFORE, the parties agree as follows:

1. HLWW District staff shall provide the services necessary to meet the objectives stated above.
2. HLWW District staff shall provide services at the sites listed above.
3. The IT Technical Services will be funded from federal 108-446 funds and district local general education funds.
4. HLWW District will provide technical service for the contracted sum of \$62,500 per year. Service will include all facets of MAWSECO technology including devices, hardware, software, etc. It may also include, as agreed upon, training for MAWSECO staff. In consultation with HLWW staff, budget recommendations may be made but the final budget approval for MAWSECO technology remains with MAWSECO administration.
5. If emergency technical services are needed that will require extra hours more than normal services, the parties will mutually agree upon a separate agreement for payment of the additional time spent, or services may require a contracted service to complete the work, in which case MAWSECO shall pay for all expenses from the outside vendor.
6. HLWW District shall maintain appropriate liability coverage commensurate with the services provided.
7. On a quarterly basis, HLWW District Staff shall compile a time study of the three previous months service, determining an estimate of direct, indirect, and email/phone correspondence service hours to be shared with the MAWSECO business manager, to be used in future consideration of needed service agreements.
8. HLWW District shall be responsible for appropriate coverage for workers' compensation, FICA, PERA, TRA and insurance benefits based on HLWW District's contract language.
9. MAWSECO will pay HLWW technology staff directly for mileage costs.
10. This agreement shall be in force from July 1, 2024, until June 30, 2025. Either party shall provide written notice regarding reduction/discontinuation of service contract with a 90-day notice.

Signed by:

Howard Lake-Waverly-Winsted
ISD #2687
PO Box 708
Howard Lake, MN 55349

By: 
Superintendent - Nate Walbruch

Meeker & Wright Special Education
Cooperative #938
P.O. Box 1010
Howard Lake, MN 55349

By: Melissa Hanson
Melissa Hanson (May 7, 2024 15:47 CDT)
Executive Director - Melissa Hanson

Date: 5/3/24

Date: 5/7/24






IT Technical Services HLWW 24-25

Final Audit Report

2024-05-07

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