

**AGREEMENT BETWEEN
National Association of State Student Grant and Aid Programs
and The Illinois Student Assistance Commission
for Producing the Annual NASSGAP Survey Report**

This is a five (5) year agreement between The National Association of State Student Grant and Aid Programs (NASSGAP) and The Illinois Student Aid Commission (ISAC) for the administration of the annual state survey and production of the annual survey report.

Agreement

1 Term of Agreement

- 1.1 *Effective date:* Upon date of execution of this agreement.
- 1.2 *Expiration date:* August 31, 2008 or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 *Continuation:* The terms of this contract may be continued upon mutual written agreement of both parties.

2 Scope of Work

ISAC will use NASSGAP's Web-based survey collection tool and produce the survey report with tables, charts and text approved by the Executive Committee.

ISAC will perform the following duties:

- 1. Annually update the survey questions and add new questions or delete old questions as required by the NASSGAP Executive Committee.

As states report their data it is held in an SQL server. ISAC will pull the data into an Access database in order to produce the survey report. The current Access database is available for inspection. ISAC is responsible for updating both the SQL server and the ACCESS database as needed.

- 2. Monitor completion and encourage all states to enter data using the Web-based survey collection tool.
- 3. Edit and Review data for logical consistency and completeness.

The new NASSGAP Web-based collection tool has internal edits to prevent data errors but it will still be necessary for ISAC to examine the data for errors not caught in the collection process. As NASSGAP develops more experience with this new tool, edits may be adjusted or new edits may be created to further reduce the possibility of entry errors.

4. Analyze the data by producing the tables and charts required for the survey report.

NASSGAP shall hire a consultant to write a program that will take data entered by states and automatically create the standard tables and charts required for the survey report. ISAC shall critically examine these tables and inform the NASSGAP Executive Committee if ISAC thinks some of these tables or charts should be changed or eliminated. ISAC shall also inform the Executive Committee of additional tables or charts that might further inform the survey report's audience.

ISAC shall update the computer program created by the consultant so that these improvements will be incorporated into future reports.

ISAC shall review the information submitted on the "special topics" part of the survey collection tool and summarize the responses.

5. Create the draft report and convey it to each state for review and approval of their data and work with the states to resolve any outstanding issues.
6. Print and distribute one paper report to each state or territory and post an electronic copy of the report in a printable format on the NASSGAP Web site for others to download.
7. Write the cover letter, report executive summary highlighting the emerging national findings and trends, and press release for NASSGAP Executive Committee's approval. Answer technical questions from reporters or researchers. Run additional reports for states or researchers who would like the data configured in an alternate way if approved by the NASSGAP Executive Committee.

Timeline

The schedule for completion of the first survey report under this contract (Number 34) is as follows:

- | | |
|------------------|--|
| September 2003 - | ISAC will work with JBL, Inc. to become familiar with the survey collection tool and the report tables and charts. |
| October 2003 - | All states are asked to complete the survey collection tool on the NASSGAP Web site. |
| November 2003 - | Encourage all states to complete the survey. |
| January 2004 - | Send draft report # 34 to all states to confirm data. |

March 2004 - Make any suggested changes to data.

April 2004 - Report is completed and distributed to all states.

Subsequent survey work would follow a similar timeline.

3. Consideration and Payment

ISAC shall complete the services outlined in the RFP for a total of \$9,100 for the first year and \$8,000 annually for three additional years. The cost figures include the components shown in the table entitled Project Cost.

ISAC shall bill NASSGAP for one-half of the first-year project cost in December of 2003 and one-half of the first-year project cost upon completion of the project in April 2004. Subsequent years would follow a similar billing arrangement.

| Project Cost | | |
|---|--------------|--------------|
| | First Year | Years 2-5 |
| 1. Initiate data collection process and follow-up with responding states to ensure all data is collected. | \$400 | \$400 |
| 2. Check data to ensure validity, resolve problems. | \$400 | \$400 |
| 3. Learn SQL file layout, structure, and location; create access queries and database to match SQL file structure using existing database and queries as guide. | \$3,000 | \$1,900 |
| 4. Pull down SQL files, run access queries, conduct additional analysis, recheck data. | \$1,600 | \$1,600 |
| 5. Generate report. | \$2,600 | \$2,600 |
| 6. Distribute draft copy of report. | \$350 | \$350 |
| 7. Resolve problems with draft report. | \$400 | \$400 |
| 8. Distribute final report. | \$350 | \$350 |
| 9. Produce and distribute Special Supplement to survey. | <u>\$750</u> | <u>\$750</u> |
| Total | \$9,850 | \$8,750 |

4 Conditions of Payment

All services provided by ISAC under this agreement shall be performed to NASSGAP's satisfaction, as determined at the sole reasonable discretion of NASSGAP's Authorized Representative.

5 Authorized Representative

NASSGAP's Authorized Representative is Cheryl Maplethorpe, Director of the Division of Student Financial Aid Services, Minnesota Higher Education Services Office, 1450 Energy Park Dr., Suite 350, St. Paul, Minnesota 55108, 651-642-0533 EX. 3400 maplethorpe@heso.state.mn.us, or successor as appointed by NASSGAP.

ISAC's Authorized Representative is Michael Solomon, Manager, Policy Analysis, Illinois Student Assistance Commission, 500 West Monroe, Third Floor, Springfield, Ill. 62704, 217.524.7933, msolomon@isac.org, or successor as appointed by ISAC.

6 Amendments

Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

7. Liability

Each party will be responsible for its own acts and behavior and the results thereof.

In no event shall either ISAC or NASSGAP be liable for any consequential, incidental, special, indirect, punitive or exemplary damages or for any lost profits or lost savings arising out of or related to this agreement, even if advised of the possibility of such damages or loss and whether or not such damages or loss were foreseeable. To the fullest extent permitted by law, a party's aggregate liability for all damages and losses whatsoever arising out of this agreement shall not exceed the highest yearly value of the agreement.

8. Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party. In the event of termination ISAC shall be paid for any work or portion of work performed to the date of termination. After termination ISAC shall submit to NASSGAP an invoice indicating the amount owed for projects completed and/or the amounts owed for work done on any incomplete project (based on the percentage of the project completed to the date of termination). All amounts owed shall be determined by referring to the Project Cost table.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

National Association of State Student Grant and Aid Programs

Signature

Printed Name

Title

Date

Illinois Student Assistance Commission

Signature

Printed Name

Title

Date