

**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 Agreement between the National Association of State Student Grant and Aid Programs (NASSGAP) and the Illinois Student Assistance Commission (ISAC) is for the administration of the annual state survey and production of the annual survey report.

**Agreement**

**1. Term of Agreement**

This Agreement is effective upon the date of last signature of this Agreement and expires September 30, 2023 unless earlier terminated pursuant to Section 8 hereof.

**2. Scope of Work**

ISAC will use NASSGAP's web-based survey collection tool to produce a survey report with tables, charts and text approved by NASSGAP's Executive Committee. In connection with its responsibilities hereunder, ISAC will perform the following duties:

- A. Update the survey questions and add new questions or delete old questions as required by the NASSGAP Executive Committee to the extent of ISAC's technical expertise.

As states report their data it is held in an SQL server. ISAC acknowledges that the data in this server is owned by NASSGAP and NASSGAP members. ISAC agrees to assist NASSGAP in accessing and reviewing data held in the SQL server upon reasonable notice to ISAC. ISAC will execute queries and extract data from the server as needed in order to produce the survey report. ISAC will work with survey responders and is responsible for updating the SQL server database as required.

- B. Monitor completion of the survey and encourage all survey responders to enter data using the web-based survey collection tool.
- C. Edit and review data for consistency and completeness.

ISAC shall examine data for errors that may not be detected in the web-based collection process. ISAC will work with NASSGAP as it continues to enhance the web-based collection to reduce the possibility of entry errors.

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

NASSGAP shall be responsible for hiring, at its sole expense, any consultants needed to write and update the software or other programming needed to take in data entered by states and create the standard tables and charts required for the survey report. ISAC shall examine such tables and charts and make recommendations to NASSGAP's Executive Committee to change or eliminate items. ISAC shall also inform NASSGAP's Executive Committee of additional tables, charts, or other items that might further inform the survey report's audience.

ISAC shall update and maintain any programming created by any NASSGAP consultant to the extent of its technical expertise.

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

- E. Create the draft report, deliver the report or selected portions of the report to each survey responder for review and approval of their data, and work with survey responders to resolve any outstanding issues.
- F. Print and distribute a hard copy paper report or distribute an electronic version of report materials to each survey responder, and post an electronic version of the report in a printable format on the NASSGAP web site for public download.
- G. Write the cover letter and press release for NASSGAP Executive Committee's approval. Answer technical questions from reporters or researchers. Provide reasonable support to NASSGAP officials and members regarding interpretation and promotion, among other activities, of the survey, survey process, and survey results. Run additional reports for survey responders or researchers who would like the data configured in an alternate way as approved by the NASSGAP Executive Committee.

### **Timeline**

The estimated annual timeline for completion of survey reports under this contract are as follows:

October-November	Open the survey collection tool on the NASSGAP Web site and encourage survey responders to begin data entry.
March-April	Encourage survey responders to complete the survey by an annually determined spring deadline.
May-June	Send draft report elements to all survey responders to confirm data.
June-July	Revise data as needed. Make any suggested changes to data.
July-August	Complete report and distribute to public, press, and all survey responders.

### **3. Consideration and Payment**

ISAC shall complete the services listed in the table below entitled Annual Project Cost for a total cost of \$8,750 annually. The annual cost includes the special supplemental report. The special supplement to the survey shall be produced and distributed in form and substance similar to reports previously prepared by ISAC.

ISAC shall bill NASSGAP for the total Annual Project Cost upon distribution of the annual report.

## Annual Project Cost

1. Initiate data collection process and follow-up with survey responders to ensure all data is collected.	\$400
2. Check data to ensure validity, resolve problems.	\$400
3. Manage SQL file layout, structure, and location; Manage online survey collection tool; work to ensure data integrity and data consistency; develop ad-hoc queries as needed.	\$1,900
4. Conduct analyses, recheck data.	\$1,600
5. Generate report.	\$2,600
6. Distribute draft copy of report.	\$350
7. Resolve problems with draft report.	\$400
8. Distribute final report.	\$350
9. Produce and distribute Special Supplement to survey.	<u>\$750</u>
Total	\$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 the current NASSGAP President or any other individual appointed by NASSGAP with written notice to ISAC.

ISAC's Authorized Representative is its current Executive Director.

ISAC's contact person is Michael Solomon, Manager, Policy Analysis, Illinois Student Assistance Commission, 500 West Monroe, Third Floor, Springfield, Ill. 62704-1876, 217-524-7933, michael.solomon@illinois.gov or any other individual 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 authorized officers of the parties.

#### **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 Rachelle Sharpe

Printed Name Rachelle Sharpe

Title Deputy Executive Director

Date Sept. 17, 2018

**Illinois Student Assistance Commission**

Signature Eric Zarnikow

Printed Name Eric Zarnikow

Title Executive Director

Date 9/27/18