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| Susan Finn Miller | 101024 | susanfinn\_miller@iu13.org |

**LINCS Professional Development Center  
Training Cadre Subcontract**

**A.1. Scope of Work**

Trainer will:

* Prepare for and deliver Learner-Centered Practice in Adult ESL (ELL-U) on June 26, 2019, at Delaware Adult Education Summer Academy, Dover, DE
* Communicate any questions or complications to Kaye Beall, LINCS PD Center Director, [kaye\_beall@worlded.org](mailto:kaye_beall@worlded.org).
* Work with state trainers, as directed
* Support training participants in completing the LINCS Customer Satisfaction Survey in paper or online format. If the survey is given in paper form, surveys must be returned to World Education c/o Sydney Breteler before payment can be issued.

Sydney Breteler

World Education, Inc.

44 Farnsworth Street

Boston, MA  02210

* Complete Follow-up Activities that include:
* Completing a post-delivery survey: <https://www.surveygizmo.com/s3/4312937/LINCS-QCP-Trainer-Feedback>
* Beginning a related discussion thread in the LINCS Community of Practice to provide an opportunity for training participants to ask ongoing questions related to the training

**A.2. Deliverables and Timeframe**

Prepare, deliver, and close the agreed upon training session according to the schedule determined by the LINCS PD Center and Subcontractor. Submit completed LINCS customer satisfaction surveys for each of the sessions.

**Contacts**

Jessie Stadd, MSG Project Manager, [jstadd@manhattanstrategy.com](mailto:jstadd@manhattanstrategy.com)   
[Contracts@manhattanstrategy.com](mailto:Contracts@manhattanstrategy.com)

[Accounting@manhattanstrategy.com](mailto:Accounting@manhattanstrategy.com)

**A.3.Payment**

The Subcontractor will be paid according the table below for the delivery of the training event, as stipulated by the LINCS Professional Development Center contract (Contract No. ED-VAE-16-O-0010).Payment will be made based on satisfactory completion of the tasks outlined above and submission of completed LINCS customer satisfaction forms and travel reimbursement form with receipts for all expenses. Payment will be made within 45 days of receipt of the required documentation.

MSG is not responsible for late receipt of payment due to late or incomplete submission of above-listed required documentation. The Subcontractor accepts the application of all pertinent federal regulations to MSG processing of all compensation and reimbursement due to the subcontractor.

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|  | Rate | Number | Totals |
| Training Day | $600.00 | 1 | $ 600.00 |
| Preparation & Travel Days | $450.00 | 2 | $ 900.00 |
| State Trainer Activities\* | $525.00 | 1 | $ 525.00 |
| Follow-up Activities | $75.00 | 1 | $ 75.00 |

\*Number of days calculated at 50% of number of training and preparation days.

**A.4. Travel:** Trainers should contact Cindy Treta, [cindyt@globetrottermgmt.com](mailto:cindyt@globetrottermgmt.com), to book air travel (coach class), ground transport, and rental cars. Trainers will pay for rental cars on their own credit card. Trainers renting a car must have valid driver’s license and a major credit card with available credit in their name.

Car travel is reimbursed at .545 cents per mile, plus parking and tollsand cab fares to and from the event sites. A mileage map showing miles driven must be submitted as documentation. Car rental fees and purchase of gasoline is reimbursed when renting a car is necessary. The Subcontractor is responsible for making the travel arrangements.

**Lodging & Per Diem**: The Subcontractor will be reimbursed for travel expenses according to the GSA per diem rate of the location of the training: <http://www.gsa.gov/portal/content/104877>. The Subcontractor will be reimbursed for lodging at $118.00 per night plus taxes, and up to $56.00 per diem ($13.00 for breakfast, $15.00 for lunch, $23.00 for dinner, $5.00 for incidentals).The Subcontractor is responsible for making lodging arrangements.

**Training Materials:** The Trainer will be reimbursed for trainer supplies and duplication of handouts.

There will be no reimbursement for any additional miscellaneous expenses.