SCOPE OF WORK
EXTERNAL REVIEW OF UTAH STATE INSTRUCTIONAL MATERIALS ACCESS CENTER (USIMAC)
SOLICITATION # USBE-#######-PS

1. Overview and Purpose
The Utah State Board of Education (USBE) is seeking to contract with a vendor to perform an external review of data and calculations used to determine the outcome of a legislatively mandated cost-benefit analysis/study on the Utah State Instructional Materials Access Center (USIMAC). USIMAC is a function of USBE and is housed at the Utah Schools for the Deaf and Blind (USDB) and provides accessible instructional materials to K-12 students with print disabilities throughout the state.

The vendor selected for this project must have the following qualifications/experience:

- Accounting and/or auditing firm familiar with public education funding, specifically with knowledge and expertise related to special education programs and funding sources.
- Experience with providing opinions or evaluations of studies, research projects, cost-benefit analysis, and/or similar processes.
- Familiarity with USIMAC roles and responsibilities.

2. Scope of Work

The vendor shall review the data and calculations from the Utah Legislature mandated USIMAC cost-benefit analysis/study and provide a written opinion on the applicability and reliability of the conclusion of the analysis/study. USBE and USDB agree to provide to the vendor all data, information, methodologies, and calculations for the vendor to form a qualified opinion on the conclusion of the study conducted by USBE and USDB staff. The vendor shall form and provide the written opinion no later than January 15, 2023. The vendor will start the review no later than November 1, 2022 and provide the finished product/review for consideration by the USBE no later than January 15, 2023. The basis of the contract is for the vendor to spend no more than 75 days evaluating the data and calculations used for the analysis/study.

3. Timeline with Key Tasks and Deliverables

The project will commence on November 1, 2022 and end on January 15, 2023 (“contract period”). During the contract period, the following key tasks and deliverables can be anticipated:

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<tr>
<th>Date</th>
<th>Key Tasks and Deliverables</th>
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<tbody>
<tr>
<td>By November 1, 2022</td>
<td>● USBE and USDB will provide data, information, methodologies, and calculations to the vendor</td>
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<tr>
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<td>● Vendor begins review</td>
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November 1, 2022-January 14, 2023
○ Vendor performs review

January 15, 2023
○ Vendor provides written opinion on the conclusion of the study to USBE

4. Budget

Total Budget for Agreement: $50,000.00

Contractor shall be paid a total of up to $50,000.00, which is inclusive of all expenses. Contractor is wholly responsible for its own travel arrangements and expenses and cannot invoice USBE for travel.

5. Project Management

a. Any changes or deviation from the agreement must be agreed to in writing through a proper amendment to the agreement. The parties identified below are the points of contact for the agreement for the purpose of amending the contract.

b. Utah State Board of Education
   i. Program Manager:
   ii. Contract Manager:

c. Contractor
   i. Contract Manager:

6. Invoicing

a. Contractor shall submit monthly or quarterly invoices electronically to the USBE email account at invoices@schools.utah.gov and the USBE program manager identified in Attachment B for all goods and/or services provided in accordance with the terms on the agreement. Invoices will not be considered for payment if submitted by another method.

b. Invoices shall include the following:
   i. Contractor Name
   ii. Uniquely identifiable invoice number
   iii. Invoice date
   iv. Contract Number
   v. Recipient Entity’s contact information (phone number and email address)
   vi. Contractor’s authorized signature
   vii. Date(s) goods/services were provided
   viii. Description of goods and/or services for which payment is requested
   ix. Dollar amount requested.
b. Invoices submitted by Contractor to USBE without the required information will not be paid and shall be returned to the Contractor for completion.

c. All payments made to the Contractor under this agreement shall be made in the name of the Contractor, as it appears in this agreement. All payments will be sent to the address for the Contractor as it appears in the agreement. Changes to the information identified in this section must be requested in writing.

d. To obtain payment for the goods and/or services authorized by this agreement, Contractor shall submit the itemized invoice together with supporting documentation of work performed.

e. USBE reserves the right to question or seek clarification for any cost invoiced if the invoice is not supported by proper documentation.

f. Contractor may be required to repay USBE if, during or after the contract period, an audit or other review determines that payments made by USBE to Contractor were incorrectly paid or were based on incorrect information received from the Contractor. USBE reserves the right to withhold any or all subsequent payments to the Contractor until the incorrect amounts paid have been fully recovered.