

# FLORIDA DEPARTMENT OF EDUCATION



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Division of Career and Adult Education



March 5, 2012

## MEMORANDUM

**TO:** Recipients of Federal Carl D. Perkins Career/Technical Education and Adult Education and Family Literacy Grants

**FROM:** Kathleen Taylor, Interim Chancellor 

**SUBJECT:** 2012-2013 Contractual Service Agreement Technical Assistance Conference Call

The Division of Career and Adult Education (DCAE) is hosting a technical assistance conference call for grant recipients on how to develop a meaningful and measurable contractual service agreement pursuant to state and federal rules and regulations. Interested parties are invited to participate by calling the conference access number provided below.

The conference format shall consist of (1) an audio presentation, (2) posted Microsoft PowerPoint Slide Presentation, (3) Questions and Answers, (4) Closing, and (5) an Electronic Evaluation. Upon completion of this conference, participants will be able to:

- Determine if contractual services are “really” necessary during the planning phase of developing their 2012-13 applications and proposals;
- Write a complete contractual service agreement with a quantifiable scope of work, reasonable cost analyses, specific invoicing dates and deliverables; and
- Evaluate agreements to ensure that all critical sections are included pursuant to the State of Florida Contract and Grant User Guide.

Technical Assistance Conference Call	March 14, 2012	10:00 AM – 11:00 AM (EDT)	Accessing the Conference  Call: <b>1-888-808-6959</b>  Conference Code: <b>4496605046</b>
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The Contractual Service Agreement Technical Assistance Conference Call Presentation will be posted on or before Monday, March 12, 2012. To locate this information, simply go to the DCAE website at: <http://www.fldoe.org/workforce/dwdgrants>. If you have any question, please contact Dr. Ike Gibson at [Ike.Gibson@fldoe.org](mailto:Ike.Gibson@fldoe.org) or call 850-245-9026.

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