

**Delaware Department of Education  
Limited Service Contract**

C16-423

The Delaware Department of Education Akoben, LLC

and hereafter referred to as DDOE and Consultant, mutually agree to the following conditions of employment in a consulting capacity.

1. CONSULTANT Abdul-Malik Muhammad malik@akoben.org  

<u>Name</u>	<u>Email</u>		
<u>131 Sheehan Drive</u>	<u>Middletown</u>	<u>DE</u>	<u>19709</u>
<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
			<u>302-379-1043</u>
			<u>Phone Number</u>
2. FEDERAL EIN OR EMPLOYEE ID OR FSF VENDOR ID: 0000158166
3. DUNS NUMBER: \_\_\_\_\_
4. PRESENT POSITION: Contractor  
 IF RETIRED FROM STATE OF DELAWARE, DATE RETIRED: \_\_\_\_\_
5. DOES INDIVIDUAL RECEIVE A STATE OF DE PAYCHECK? Yes  No
6. DELAWARE GENERAL BUSINESS LICENSE NUMBER 2014606419
7. COMPENSATION AND/OR OTHER EXPENSES TO BE PAID (List estimated expense of each item).  
 \$ 6,000. No other expenses will be paid. Payment/s to be made upon submission of invoice.

For DOE Use  
Funding Source  
2015 / 225

This Agreement may be terminated by either party upon thirty (30) days written notice to the other party. In the event of termination, Consultant shall not incur any new obligations and shall cancel as many outstanding obligations as possible. DDOE shall allow full credit to Consultant for any non-cancelable obligations properly incurred by Consultant prior to termination.

950101  
40554  
ADMINSTRN  
Budget Name

8. CHARACTERISTICS OF EMPLOYMENT:  
 To develop and provide three (3) one-day training sessions for alternative-to-suspension trainings during May thru June 2016. Each Restorative Practices (RP) training will provide knowledge based information for reducing student suspension and technical assistance on including RP in LEA funds request through the consolidated grant process. Consultant will also provide approved training materials/publications. Trainings will be held in New Castle, Kent, and Sussex County sites and completed by June 30, 2016. A maximum of 40 participants will attend each session with the target audience being school discipline administrators.

Account # \_\_\_\_\_  
 Director Finance or Designee Initial AW  
 Director Initial AW 4/18/16

DDOE Certificated Staff person coordinating this activity: [Signature]

The Delaware Department of Education hereby certifies that:

1. The work cannot be performed effectively and more appropriately by regular employees of the Department.
2. Consultants will perform purely advisory work, rather than operational functions.
3. The appointee clearly has the high level of expertise required to serve as a consultant.
4. The compensation is appropriate and justifiable in terms of the qualifications and duties of the appointee.
5. The appointee is not employed beyond the time limits prescribed by law, and other applicable rules and regulations.

The rights and obligations of each party to this agreement shall not be effective unless and until the provisions of the contract have been approved and a valid executed purchase order has been approved by the Secretary of Finance. (As per the Attorney General's Office.)

The Consultant hereby certifies: It is understood that in the performance of the services herein provided for, Consultant shall be, and is, an independent contractor, and is not an agent or employee of DDOE or the State of Delaware and shall not represent itself as such.

BY: [Signature] 5/2/16  
 Associate Secretary, (or Designee) Date  
 Financial Management and Operations

[Signature] 4/27/16  
 Branch Associate Secretary Date  
[Signature] 5/3/16  
 Consultant Date