



S U P R E M E
—CONSULTANTS—

Letter Agreement

January 14, 2022

Janet Cash
Director Special Services
Colonial Road School
749 Colonial Road
Franklin Lakes, NJ 07417

This Letter Agreement outlines the terms under which Supreme Consultants, LLC, will provide temporary, Child Study Team staffing services to **Franklin Lakes School District** (hereinafter "Client") on a temporary basis pending execution of a formal comprehensive agreement between Supreme Consultants and the Client. **This Letter of Agreement shall commence on January 2022 and end on January, 2022**

This Letter Agreement shall continue and will automatically renew for successive periods of 45-days calendar days until such time that the Parties enter into a Comprehensive Agreement. At such time, this Letter Agreement will immediately terminate upon execution of the Comprehensive Agreement.

It is understood and agreed that the temporary, professional health care staff provided by Supreme Consultants to the Client are employees of Supreme Consultants on temporary assignment with Client ("Employee(s)").

It is further understood and agreed upon by the Parties that Client may offer employment positions with Supreme Consultants' Employees. In such circumstances, Client agrees to immediately notify Supreme Consultants of any and all job offer(s) made to Employee(s) whom were on temporary assignment with Client. Unless otherwise agreed upon in writing by Supreme Consultants, it is required that all Employee(s) must have worked for a minimum of five hundred (500) hours while on temporary assignment with Client prior to accepting any position of employment with the Client. The five hundred (500) hours are counted from the time the Client notifies Supreme Consultants in writing of its intention to hire an Employee of Supreme Consultants. This condition is and remains effective for six months beyond the last date of the Contractor's most recent assignment.

Client _____

Supreme Consultants _____

The fees for the above temporary staffing services for Employee(s) are set out in Schedule A, attached hereto and incorporated in its entirety herein. Schedule A shall not be modified unless agreed to in writing by Supreme Consultants. Furthermore, unless otherwise agreed to in writing by Supreme Consultants, all invoices for services under this Letter Agreement are due within thirty (30) calendar days from the date of invoice and will be forwarded to the designated agent of Client as indicated on Schedule A. All outstanding balances will be subject to interest and late charges as indicated on Schedule A. If payment is not made in accordance with the terms set forth herein, Supreme Consultants will have the right to cease providing temporary staffing Employee(s) to Client, and Supreme Consultants' Employee(s) will not be released to any existing assignment until payment is received in full, including any applicable interest and late charges.

Thank you for utilizing Supreme Consultants. We look forward to continuing our relationship with you and filling your health care professional staffing needs, especially when it comes to Bilingual professionals. Please contact our offices should you have any questions regarding this Letter Agreement or any other concern.

If these terms are acceptable, please sign this Letter Agreement and return it to our office at your earliest convenience.

Respectfully,

Supreme Consultants, LLC

Understood and Agreed to by:

Gustavo Estrada
President,

Signature of Client Agent or Officer

Date

Title of Officer

Client _____

Supreme Consultants _____

Supreme Consultants, LLC
71 Union Ave. Suite 207
Rutherford, NJ 07070
Ph. (201) 372-9600
Fax. (201) 372-9550

SCHEDULE A

As incorporated into the Letter of Agreement dated 1/14/2022, between Supreme Consultants and **Franklin Lakes School District**. It is understood and agreed to by the Client that the Client shall pay to Supreme Consultants the following fees pursuant to the following schedule:

TYPE OF SERVICE	FEES
Bilingual Psychological	\$750.00 per evaluation
Bilingual Educational	\$750.00 per evaluation
Bilingual Speech & Language Evaluation	\$750.00 per evaluation
Monolingual Evaluations/Assessments	\$600 per evaluation/assessment
Interpreting Services	\$47.00 per hour / 2 hours minimum
Home/Bed Side Instruction	\$45.00 per hour / 2 hours minimum
Transcribing	25 cents per word
Bilingual Arabic educational evaluation	\$850 per evaluation

**Mileage reimbursement will be charged at .50 cents/mile for employees that travel one plus hours to designated location for service.*

In addition to the above schedule of fees, it is understood and agreed to by the Client that the Client shall pay, in addition to the above fees, a late charge of 1.5% will be assessed in the event that a payment is not received within thirty (30) days from the date of invoice.

The designated for receipt of this invoice is: Name _____

Title _____ Ph: _____ Email _____

Supreme Consultants: Maria Garcia-Estrada, Accounting Supervisor
Mariae@supremeconsultants.com

Client _____

Supreme Consultants _____