

START-UP SERVICES OR INCUBATION AGREEMENT

Similar to management agreement requirements, working with an educational service provider relies upon an external agency to support the implementation of significant components of your approved proposal. Below is a checklist that the Institute has provided as a resource for groups to use that ensure essential components and best practice considerations are included.

Checklist of Considerations

Did you...	Yes?
1. Provide the effective date and duration of the MOU or agreement.	<input type="checkbox"/>
2. Specify all services that are to be provided by the vendor or contractor.	<input type="checkbox"/>
3. Articulate the process for amending the MOU or agreement.	<input type="checkbox"/>
4. Clarify severability clauses, if any.	<input type="checkbox"/>
5. Specify required channels of communication between the parties as well as the Institute.	<input type="checkbox"/>
6. Describe the coordination with and/or participation by the vendor in: school board or leadership structures, curricular initiatives, review processes, professional development, or other programs, in accordance with the description of these areas in the charter application.	<input type="checkbox"/>
7. Ensure the inclusion of measurable objectives that demonstrate both the presence and effectiveness of the provided services.	<input type="checkbox"/>
8. Provide requirements on progress reporting that consider frequency, audience, format, and agreed upon implementation benchmarking.	<input type="checkbox"/>
9. Ensure that the term of the contract with the service provider does not exceed the term of the school's charter or contain an automatic contract renewal provision.	<input type="checkbox"/>
10. Include a clear method for determining the service provider's compensation. Methods of compensation should indicate all contract payments, lease payments, management fees, administrative fees, licensing fees, expenses, and any other amounts payable to the service provider and under what conditions these amounts are payable.	<input type="checkbox"/>

Additional Notes

1. It is important to consider the effect of start-up services or incubation agreements on the school's governance structure, channels of accountability, and methods of communication between the Institute and school.
2. The Institute will review a copy of your agreement to ensure fulfillment of federal, state, and local requirements.

