

## MASTER SERVICES AGREEMENT

AGREEMENT #: C0003891

This Master Services Agreement (“MSA”) is made and entered into as of the date the last authorized signature is affixed hereto by Butler Institute for Families - University of Denver, (“Contractor”) and Virginia Commonwealth University, a corporation and an institution of higher education of the Commonwealth of Virginia, (“VCU”). Contractor and VCU are sometimes referred to as a “Party” and collectively as the “Parties.”

### RECITALS

WHEREAS, Contractor provides various executive coaching services; and

WHEREAS, VCU desires to use executive coaching services on an as-needed and optional-use basis; and

WHEREAS, Contractor is willing to offer executive coaching services to VCU in the manner described herein.

**NOW, THEREFORE**, in consideration of the mutual promises set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. **CONTRACT DOCUMENTS.** The contract documents are integrated and shall consist of:

- a) Master Services Agreement
- b) Appendix II – Offeror Response Form
- c) RFP#: 175357155CK in its entirety (incorporated herein by reference)

All of the foregoing, together, (the “Contract”). Should a conflict arise among the foregoing, Master Services Agreement, Appendix II – Offeror Response Form, and RFP#: 175357155CK in its entirety, this MSA shall control.

2. **SERVICES.** Contractor shall provide to VCU executive coaching services as set forth in “Conditions of Award” in Appendix II, and any statements of work or similar document later agreed upon between the Parties.

3. **ENTIRE AGREEMENT.** This Master Services Agreement (MSA), including Appendix II and Appendix III will serve as the complete MSA between Contractor and VCU. The contract between Contractor and VCU (the “Contract”) includes this MSA and statements of work (SOW) or other similar documents (collectively, the “contract documents”). In the event of a conflict among the contract documents, the order of precedence will be: this MSA first and then the SOW or other similar documents.

4. **TERM and RENEWAL OF CONTRACT.** The term of this MSA commences on the Effective Date and ends on September 30, 2025. This MSA will renew upon mutual agreement of authorized representatives for both parties, unless otherwise terminated, under the terms and conditions for three (3) additional two (2) year periods until June 30, 2031.

5. **EFFECTIVE DATE.** This MSA is binding on the date that the last authorized signature is affixed.

6. FEE. VCU shall pay Contractor a fee in accordance with Appendix II and Appendix III as agreed between the Parties. Unless set forth otherwise in Appendix II, all invoices shall be paid net 30 days following receipt of a proper invoice, services rendered, or goods delivered, whichever is later pursuant to and in accordance with § 42-45 of the *Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth*.

7. DEPOSIT. VCU shall not be required to pay a security deposit.

8. TERMINATION. VCU may terminate this MSA with or without cause with sixty (60) days prior written notice to Contractor. VCU shall pay any outstanding fees due for Services performed up to the termination date. If Contractor breaches this MSA, in addition to any other rights or remedies, VCU may terminate this MSA without prior notice.

9. WORK MADE FOR HIRE. VCU is engaging the services of Contractor to provide Services as described herein for or on behalf of VCU. Contractor recognizes and agrees that all work and products that Contractor creates or develops within the scope of this MSA will be Work Made for Hire that belongs to VCU and will remain the property of VCU. VCU will exclusively own, solely and completely, any work, deliverable, process, product, idea, concept, or social media page – whether such may be protected by intellectual property laws or not – that Contractor creates, conceives or develops, in whole or in part, within the scope of this MSA. To the extent that Contractor's work for VCU may not be deemed a Work Made For Hire, Contractor hereby assigns all of its ownership, interest and intellectual property rights in such works completely and exclusively to VCU.

10. INSURANCE. Contractor certifies that it has and shall maintain the following insurance coverages for the term of this MSA and that all such insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

- a. COMMERCIAL GENERAL LIABILITY. \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. VCU must be named as an additional insured and so endorsed on the policy.
- b. PROFESSIONAL LIABILITY. \$1,000,000 per occurrence.
- c. AUTOMOBILE LIABILITY, where applicable. \$1,000,000 combined single limit.
- d. CYBER SECURITY LIABILITY, where applicable. \$5,000,000 per occurrence.

11. CONFIDENTIALITY. Contractor may obtain confidential and proprietary information from VCU during the performance of the services under this MSA. Such confidential and proprietary information may be disclosed in writing, orally or contained via any other media. "Confidential Information" is defined as any information designated as confidential by VCU, including but not limited to information about VCU personnel and students of VCU to the extent such information is not available to the public domain in accordance with the laws of the Commonwealth of Virginia and the Family and Education Records Privacy Act (FERPA).

Contractor agrees that all Confidential Information shall be held in the strictest confidence and shall not be used for purposes other than its business with VCU. Contractor agrees not to release, copy or discuss in any format any Confidential Information. Contractor shall disclose Confidential Information only to its officers, directors, or employees with a specific need to know who are held to the confidentiality standards of this MSA. Contractor shall not disclose, publish or otherwise

reveal any Confidential Information received from VCU to any other party whatsoever, except with the specific prior written authorization of VCU.

Upon the completion of the services and upon request of VCU, Contractor shall return all Confidential Information received in written format, including copies or reproductions of or other media containing Confidential Information within seven (7) calendar days of such request. At Contractor's option, any such documents or other media developed by Contractor containing Confidential Information may be destroyed by Contractor provided that Contractor provides VCU a written acknowledgement that all media containing Confidential Information has been destroyed by Contractor.

12. ADVERTISING. All advertising and promotion materials, whether print or electronic, that display a VCU trademark, logo, or otherwise refers to VCU must be reviewed and approved by VCU's Division of University Relations prior to use. VCU retains all rights, title and interest to its trademarks, logos and other intellectual property.

13. LIMITATION OF LIABILITY.

- a. THE TOTAL CUMULATIVE LIABILITY OF VCU, ITS OFFICERS, EMPLOYEES AND AGENTS IN CONNECTION WITH THIS MSA OR IN CONNECTION WITH ANY GOODS, SERVICES, ACTIONS OR OMISSIONS RELATING TO THIS MSA, SHALL NOT UNDER ANY CIRCUMSTANCE EXCEED PAYMENT OF THE MAXIMUM PURCHASE PRICE. REGARDLESS OF ANY PROVISION HEREIN, CONTRACTOR SHALL BE LIABLE FOR ALL PERSONAL INJURY AND PROPERTY DAMAGE RESULTING FROM CONTRACTOR, ITS AGENTS, OFFICERS, DIRECTORS, AND AFFILIATES NEGLIGENCE, GROSS NEGLIGENCE, OR WILLFUL MISCONDUCT.
- b. Contractor shall be liable for the actual damages caused by the negligence of itself, its officers, employees and agents in connection with this MSA or in connection with any goods, services, actions, or omissions relating to this MSA.

14. INDEMNITY. Contractor agrees to indemnify, defend, and hold harmless VCU, the Commonwealth of Virginia, and their officers, employees and agents from any claim, damage,

Contractor's negligence under this MSA. Accordingly, VCU shall promptly notify Contractor of any

defend any such claim or action pursuant to the provisions and requirements of § 2.2-514 of the *Code of Virginia (Virginia Code)*.

15. REGULATIONS. During the performance of this MSA, Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of Contractor. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Contractor, in all solicitations or advertisements for employees placed by or on behalf of Contractor, will state that Contractor is an equal opportunity employer; and (2) Contractor agrees to (a) provide a drug-free workplace for Contractor's employees; (b) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (c) state in all

solicitations or advertisements for employees placed by or on behalf of Contractor that Contractor maintains a drug-free workplace; and (d) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

16. FORCE MAJEURE. Neither Party will be responsible for any losses resulting from delay or failure in performance resulting from any cause beyond either Party's reasonable control, including without limitation, war, strikes or labor disputes, civil disturbances, fires, natural disasters, pandemics, including if VCU, in its sole discretion, must close a campus location or take other restrictive actions due to concerns related to the COVID-19 pandemic or acts of God. If the delay or failure in the performance of the Party claiming Force Majeure continues for thirty (30) days or more, then the Party not claiming Force Majeure may terminate this MSA by written notice to the other Party without penalty. Any funds paid will be reimbursed pro rata based on Services not provided.

17. GOVERNING LAW AND FORUM. This MSA shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia without regard to choice of law principles. Contractor agrees that all disputes arising under this MSA will be brought before a court of competent jurisdiction located in Richmond, Virginia. VCU does not waive its right to jury trial.

18. SOVEREIGN IMMUNITY. VCU is an agency of the Commonwealth of Virginia and is afforded the protection of sovereign immunity under Virginia law. Any claims against VCU or the Commonwealth of Virginia are subject to the requirements established under Virginia law for bringing such claims against VCU or the Commonwealth of Virginia, including the Virginia Tort Claims Act (*Virginia Code* §§ 8.01-195.1 et seq.) and other applicable statutes relating to claims against the Commonwealth or its agencies. Notwithstanding any other provision, nothing in this MSA shall be deemed to be or construed as a waiver of VCU's or the Commonwealth of Virginia's sovereign immunity, or any other applicable requirements under Virginia law for bringing claims against VCU or the Commonwealth of Virginia.

19. ENTIRE AGREEMENT. This Master Services Agreement (MSA) and Appendix II will serve as the complete contract between Contractor and VCU. The contract between Contractor and VCU may include statements of work (SOW), a data protection addendum (DPA), or other similar documents as necessary. In the event of a conflict among the contract documents, the order of precedence will be: this MSA, Appendix II, if applicable, the DPA, SOW, and then the RFP.

20. MISCELLANEOUS. This MSA may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute but one and the same instrument. The relationship between VCU and Contractor created by this MSA is that of independent contractors. Nothing contained herein shall be construed as constituting any other relationship between VCU and Contractor. Contractor shall not assign this MSA to another party without the written consent of VCU. The conditions and covenants herein contained shall inure to the benefit of and are binding upon the parties hereto, their personal representatives, successors and permitted assigns. As a registered vendor in eVA and/or RealSource, Contractor is responsible for the security of its portal account, including restricting access to it, maintaining the confidentiality of login information, and taking any other actions necessary to protect the security of the Contractor's account. VCU will not be responsible for a third party's fraudulent collection of VCU payments due to the Contractor's failure to update or protect its account information.

20. NOTICES. All notices, requests, demands and other communications which are required or permitted to be given under this MSA shall be in writing and shall be deemed to have been duly given upon the delivery or receipt thereof, as the case may be, if delivered personally or sent by

registered or certified mail, return receipt requested, postage prepaid, to the respective Party hereto.

**Contractor:**

Butler Institute for Families - University of Denver  
Attention: Corinne Lengsfeld  
2601 E Colorado Ave, 4th Floor  
Denver, CO 80210  
612-481-6704  
ORSP@DU.edu

**VCU:**


Virginia Commonwealth University  
Procurement Services  
912 W. Grace Street, 5<sup>th</sup> Fl  
Richmond, VA 23284  
procurement\_services@vcu.edu

IN WITNESS WHEREOF, the Parties to this MSA by their duly authorized representatives have executed this MSA the day and year below.

**Virginia Commonwealth University**

By:  \_\_\_\_\_  
Printed Name: John McHugh  
Title: Director, Procurement Services  
Date: 3/13/2024

**Butler Institute for Families - University of Denver**

By:  \_\_\_\_\_  
Printed Name: Corinne Lengsfeld  
Title: Senior Vice Provost for Research  
Date: 3/1/24



# VCU Procurement Services

## APPENDIX II

### OFFEROR RESPONSE FORM

RFP 175357155CK – EXECUTIVE COACHING SERVICES

#### 1. General Information

- A. Contractor Name: University of Denver
- B. Street Address: 2601 E Colorado Ave, 4<sup>th</sup> floor
- D. City: Denver
- E. State: Colorado
- F. Zip Code: 80210
- G. Phone Number: 612-481-6704
- H. Email Address: Brenda.lockwood@du.edu
- I. Brief history of the firm:

The Butler Institute for Families (Butler) is housed at the University of Denver (DU) Graduate School of Social Work (GSSW) and was created over 27 years ago to provide training to Colorado's child welfare workforce. Since that time, Butler's work has expanded to include providing coaching services, workforce development, research and program evaluation, strategic planning, organizational assessment and improvement efforts, and change management in behavioral health, early childhood education, child welfare, and tribal child welfare sectors across the country. Butler holds a deep understanding of how to work with state and local agencies, community partners and providers, service recipients, and other partners. Since the beginning, Butler has been on the forefront of competency-based training, rigorous curriculum development, innovative delivery methods, coaching, transfer of learning approaches, and multilevel training evaluations, resulting in Butler creating and delivering high-quality learning experiences. In 2020, Butler established our Academy of Professional Coaching and became an accredited coaching education provider through the International Coaching Federation (ICF). Additionally, our certified coaches provide mentor coaching to individuals seeking certification through ICF, individual one-on-one coaching for individuals and organizational leaders, and group and team coaching. Butler continues to grow our internal capacity to provide this valuable workforce development tool. Learn more about our Academy and coaching services on our website:

<https://socialwork.du.edu/butler/butler-coaching-program>.

- J. Client Reference List: (Provide at least one business reference)

Fairfax County Department of Family Services,      Contact: Roxana Meruvia  
Children, Youth and Families Division

Address: 12011 Government Center Parkway,      Phone #: (703) 947-7017  
Fairfax, VA 22035

E-mail address:

ximena.torricomeruvia@fairfaxcounty.gov

Fairfax County Virginia, Children, Youth and Families Division (2021-Present): Butler partners with the Fairfax County Department of Family Services' (DFS) Child Welfare Institute (CWI) to redesign their training system based upon the needs and preferences of the community and organization. Butler conducted department-wide focus groups to understand the onboarding training needs of the workforce. Butler has developed over 80 hours of competency-based training curriculum and 24 hours of simulation and transfer of learning materials. In addition, to support the transfer of learning and a culture of development, Butler adapted and delivered a five-module course for supervisors and managers regarding how to incorporate coaching into their current leadership style.

K. Experience

Provide Curriculum vitae, Resumes or capabilities statement for all personnel that may be assigned to the University. Include relevant experience or certifications. You may attach additional pages.

See attached resumes and coaching certifications

L. Other

Provide any other information the University should consider in evaluating the firm's proposal:

See proposal attached

**2. eVirginia (eVA) Registration Status**

A. Is Contractor currently eVA registered and active:  Yes  No

**3. Small, Women, and Minority Owned Business Information: (Complete A-G)**

A. Small:  Yes  No

B. Minority-Owned:  Yes  No

B. Women-Owned:  Yes  No

D. Virginia DSBSD Certified:  Yes  No

G. Virginia DSBSD Certification #: Click or tap here to enter text.

**4. Conditions of Award**

Please check each box below confirming agreement with the conditions of award. Terms that contain a check box must be checked to confirm acceptance.

A. RealSource Registration

The Contractor agrees to maintain or become registered as a vendor within the VCU RealSource Vendor Registration network upon being invited to register.

B. Detailed Scope of Work

The Contractor will provide a detailed statement of work prior to any project, summarizing specific services, deliverables, delivery dates and cost – without additional terms or conditions requiring VCU signature. VCU has a signatory authority policy that allows only specified individuals to sign contracts.

C. Purchase Orders

- The Contractor will accept a VCU issued Purchase Order as the commitment to start a project and will not start work on a project until a Purchase Order is received.

D. Invoicing

- The Contractor agrees to invoice in accordance with the procedures outlined on the VCU Purchase Order.

E. Payment Method (Check the box AND select an option from the dropdown)

VCU is migrating away from processing payments via paper check and strongly encourages the use of our electronic payment options.

- ACH - Paymode-X Basic (Net 35) and Early Payment Discount (EPD)

F. Early Payment Discount (EPD): (Check the box AND select an option from the dropdown)

- N/A

G. Experience

1. Contractor has a least 4 years of experience.

- Yes
- No

2. Contractor has worked with clients in the higher education sector.

- Yes
- No

3. Contractor has experience providing coaching and development services to employees at several levels of an organization.

- Yes
- No

4. Contractor has experience providing coaching and development services in a variety of formats, including workshops, seminars, and one-on-one coaching.

- Yes
- No

5. Contractor has experience working with virtual teams and providing virtual coaching and development services.

- Yes
- No

H. Fees

The following pricing / fees will be charged for the Services. The fee structure includes rates charged for all personnel or service that may be provided to VCU.

**Coaching**

Below is a cost summary for coaching services per session. Butler builds a budget by estimating the time needed to complete the activity, including coordination and follow-up time.

- One-on-one coaching session–50-minute session delivered over Zoom. \$250 per session/per person.
- Group coaching session–90-minute session delivered over Zoom to a group of up to 8 individuals. \$500 per session/per group.

**Assessments**

Below is a cost summary for coaching services per session with an attached assessment. Butler builds a budget by estimating the time needed to complete the activity, including coordination and follow-up time.



- 360° Assessment – \$825 per assessment/per person. Cohort based pricing will apply for groups of 5 or more.
- Myers-Briggs Personality Type Indicator (MBTI) – \$370 per session/per person.
- CliftonStrengths® Assessment - \$320 per session/per person.
- Intercultural Development Inventory® - \$370 per session/per person. Cohort based pricing will apply to groups.

### Training and Organizational Development Sessions

Below is a cost summary for the types of trainings Butler offers. Butler builds a budget by estimating the time needed to complete the activity, including meeting with leadership to prepare for delivery and follow-up time, and any additional travel or materials needed. If VCU requests adaptation of curriculum materials, there may be an additional cost.

- Foundations of Coaching (Virtual)–10 virtual classroom hrs. plus prework and homework. \$8,500 for a group of up to 24 with two trainers.
- Coaching: Fundamentals of Coaching (Hybrid)–19 classroom hrs. plus homework, 16 in person and 3 virtual. Handouts and one trip for two trainers to VCU. \$20,500 for a group of up to 24 with two trainers.
- Coaching: Academy of Professional Coaching–3 modules (7 days) delivered over 3 months, plus learning circles and experiential activities. Virtual: \$40,000. In person: \$60,000. Group of up to 24 with two trainers.
- NCWWI Leadership Academy–5 modules delivered over 9-12 months. Virtual \$50,000. In person: \$85,000. Group of up to 20 people with two trainers.

VCU prefers fully loaded rates inclusive of travel and expenses. If travel and expenses must be charged separately, the Contractor must receive written approval from VCU before initiating travel to any VCU campus or location. For travel that is approved in writing by VCU, Contractor shall submit its reasonable out-of-pocket expenses to VCU. Travel expenses must be clearly documented in the form of receipts. VCU shall reimburse Contractor for its reasonable out-of-pocket expenses in accordance with, and limited by, the VCU Travel Guidelines & Procedures. VCU reserves the right to dispute the reasonableness of, and reject, any travel expense. Contractor shall adhere to VCU’s current guidance for on-campus visits available at <https://together.vcu.edu/>

### 5. Proprietary or Confidential Information:

- A. The Contractor’s proposal contains proprietary or confidential information.:  Yes  No
- B. If Contractor answered “Yes” above, provide additional details.

The contents of Butler’s approach and all written documents are the intellectual property of the Butler Institute.

Note: See RFP, Section “Confidential / Proprietary Data and Information” for more information.

### 6. Acceptance

This document will be incorporated into the Master Services Agreement (MSA) between your Firm and the VCU. The contract between your Firm and VCU may include statements of work, a data protection addendum, or other similar documents as necessary. The MSA will have precedence over all other contract documents.

Contractor Name: University of Denver

Authorized Officer/Signatory: Corinne Lengsfeld

Title: Sr. Vice Provost for Research & Graduate Education

Authorized Officer/Signatory Email Address: [ORSP@DU.edu](mailto:ORSP@DU.edu)

Date: 10/16/2023

- Electronic Signature:** By typing the name of the firm's authorized representative/signatory into the field above, the firm certifies that it is providing a binding "Electronic Signature" and further specifically validates that the individual affixing the Electronic Signature below is fully authorized to bind the firm with respect to the goods, services, pricing, terms and conditions listed herein. **No award will be made without a fully executed MSA.**