



**Building Careers.  
Changing Lives.**

## **PACT LICENSE**

This PACT LICENSE ("License") is made as of Apr 8, 2024 ("Executed Date") for a period May 3, 2024--May 2, 2025 by and between Home Builders Institute, a District of Columbia nonprofit corporation ("HBI") whose address is 1201 15th Street NW, Sixth Floor, Washington, D.C. 20005

and

Jackson County School Board ("Licensee") whose address is:

4294 Liddon Street  
Marianna FL 32446.

This License is made under the following circumstances:

A. HBI operates various programs which are designed to train individuals in various crafts in the construction industry. HBI offers a program to prospective employees in the construction industry ("Students") known as the Pre-Apprenticeship Certificate Training ("PACT Program") in which, among other things, HBI provides an Instructor Guide ("Guide") and a Student Workbook ("Workbook") and access to the Instructor and Student HBI Learning Management System accounts ("LMS"), CTEtechWorks ([hbi.litmos.com](http://hbi.litmos.com)), and other Instructor Resources to assist in training Students to qualify for the PACT Assessment and issue the PACT Certificate, an industry-recognized credential accepted by the U.S. Department of Labor and sponsored by the National Association of Home Builders issued by HBI ("Assessment") which qualifies Students to obtain employment in the construction industry throughout the United States.

B. Licensee desires to offer the PACT Program to Students in its geographic area which, among other things, requires HBI to train and certify ("PACT Instructor Certification") the instructors ("Instructors") employed by Licensee to offer the PACT Program.

C. HBI has caused the Guide, Workbook and LMS content to be copyrighted and the names and brands utilized by HBI to be trademarked.

D. Subject to the terms of this License, HBI authorizes Licensee to offer the PACT Program and utilize the Guide, Workbook, LMS and Instructor Resources. In addition, HBI (or its designee) will certify Instructors identified in Attachment 1 by Licensee, which are reasonably acceptable to HBI.

E. Licensee agrees to adhere to all federal, state, and local laws and regulations concerning work site and OSHA safety laws and regulations, workers compensation, discrimination in the workplace and all other relevant requirements while using HBI training materials under this License.

NOW, THEREFORE, based upon the covenants, agreements, warranties and representations of this License, HBI and Licensee agree as follows:

1. **License.** HBI hereby grants to Licensee a non-exclusive license, without the right to sublicense or assign, and subject to and in accordance with the terms contained in this License to use the Instructor Guide, Student Workbook, LMS and associated Instructor Resources only by HBI approved Instructors (as set forth below) to train Students. HBI will be available to train two Instructor candidates per licensed school/site to provide the PACT Program (“Technical Assistance”).
2. **HBI Fees.** In return for the Technical Assistance, use of the Guide, LMS and Workbook, review of prospective Instructors, and reasonable ongoing assistance from time to time, for the Term of this License, the ability to cause Assessments to be utilized, and Certificates to be issued, Licensee shall pay to HBI a nonrefundable fee in accordance with the amount and schedule provided in the payment terms section of this agreement (The payment terms hereby incorporated into, and made a part of, this License).
3. **Term.** This License shall be for a term of one (1) year (“Term”) between the contract dates specified. Upon mutual agreement of HBI and Licensee, this License may be extended (“Extended Term”). The Extended Term shall be on the same terms and conditions contained in this License except the fee paid by Licensee to HBI for the first one-year Extended Term shall be a fee in accordance with the amount and schedule provided in the payment terms section (The payment terms hereby incorporated into, and made a part of, this License) per site/school which the parties agree prior to the commencement of the Extended Term. Upon mutual agreement of HBI and Licensee, the Term may be extended for additional years after the initial one year of the Extended Term at HBI’s prevailing rate for such license extension.
4. **Student Fee.** Licensee may offer the PACT Program during the Term for profit or not for profit. The amount Licensee charges each Student to receive the PACT Program shall receive prior approval by HBI, which approval shall not be unreasonably withheld.
5. **Territory and Costs.** Licensee may only offer the PACT Program to Students directly enrolled with Licensee, or within additional sites/schools noted in license agreement. The PACT Program may only be offered by Licensee in the Marianna Standard Metropolitan Statistical Area in which the principal office of Licensee is located or and/or such other locations noted in the license agreement. Offering of remote programs or other sites/schools is not permitted without the prior written approval of HBI Licensee shall pay all the costs incurred to present the PACT Program including, without limitation, rent, wages of Instructors and cost printed materials.
6. **Tools and Materials.** HBI shall furnish to Licensee a printed Workbook and a printed Guide together with access to the Learning Management System and other online Instructor Resources. During the Term of a current License, Licensee will have access to any new or updated PACT materials at no additional cost. All tools, materials, equipment and supplies necessary to offer the PACT Program, including, without limitation, copies of the Workbook, construction materials and building sites remain the responsibility and cost of Licensee.
7. **Use and Distribution of Materials.** During the Term, Licensee shall be permitted to purchase additional copies and distribute the Guide and associated material solely to HBI approved Instructors, and the Workbook solely to HBI PACT-enrolled Students within the Licensee’s direct organization. Licensee shall not offer, provide, or distribute electronic, digital, or computer access (whether on the internet, or any other means) to the Guide, LMS, Workbook, or any other materials provided by HBI (collectively, “HBI Materials”) to any third party without prior written request to and approval from HBI. Licensee promotional materials must prominently display the HBI logo and the HBI and PACT trademark(s). Any removal, disguise, or modification of the HBI trademark or HBI copyright notice shall be a violation of this License in addition to applicable law. Licensee shall not provide any HBI Materials to non-approved Instructors or Students, or any unauthorized third parties. Upon termination of this License or upon HBI’s request, Licensee shall promptly return all HBI Materials, in accordance with the terms herein.

8. **Student Assessments:** The method for students to earn certification from HBI is managed through the LMS, through a combination of a standardized assessment and an instructor-led performance-based evaluation. Therefore, fees are associated with successful assessment completion and instructor evaluation. Assessments are available for pre-purchase and expire one year from date of purchase. Any additional assessments utilized will be invoiced by HBI.

9. **Violation of Copyright.** Licensee shall not copy the Guide or any content in the LMS under any circumstances. Subject to HBI's right to demand return of all HBI Materials, Licensee may keep the Workbook and allow Students to retain the Workbook and related materials for their own personal use.

10. **Co-branding.** Any materials produced by Licensee to promote HBI and/or the PACT Curriculum or Program shall contain the co-branded lockup logo. The co-branded logo shall include the Licensee logo in a horizontal or vertical lockup format with the HBI registered mark logo as shown in the HBI Branding Guidelines. The lockup logo must be used in accordance with the HBI Branding Guidelines. The guideline rules outlined in the HBI Branding Guidelines shall govern the use of the lockup logo, including but not limited to the following:

- the default logo is the full color HBI/PACT logo with the Licensee logo, which shall be used in full color; the default HBI logo shall be illustrated on a white background when available or used as a black or white HBI logo with no distractive background designs;
- the two logos should be optically equal in size;
- when the logos are locked up, they shall be separated by four centimeters vertically or horizontally with the vertical and horizontal pipeline.
- The Licensee must follow the HBI Branding Guidelines for other questions concerning use of the HBI/PACT and Licensee lockup logo. HBI retains the right to inspect any materials produced by Licensee that include the HBI logo, HBI trademark, PACT trademark, or lockup logo and to reject the use of such materials at its discretion. In addition, HBI may use the Licensee name and/or logo for promotional purposes.
- Any variation must be approved in writing by HBI's Marketing & Communications team.

11. **Instructors.** Licensee shall select people which have at least five (5) years construction trade experience to be candidates to be Instructors. Only Licensee employees who have received PACT Instructor Certification from HBI shall be considered Instructors and authorized to have students complete Assessments and issue Certificates. In order to retain PACT Instructor Certification, the PACT Instructor must teach one complete PACT class and certify at least one student during the Contract dates of this agreement. Failure to comply with above provision will result in expiration of PACT Instructor Certification and will require re-certification. Licensee is responsible for notifying HBI in a timely manner of any changes in primary points of contact, accounts payable contacts, Instructors, or other direct employees with access to the LMS. Failure to do so may negatively impact access to LMS. Please refer to appropriate HBI staff for costs and conditions for additional Instructor training.

12. **Books and Records.** Licensee shall give HBI complete access to all records and materials generated by the Licensee in the presentation of the PACT Program, including without limitation, enrollment information and evaluations of Students participating in the PACT Program. The information maintained by Licensee in connection with the PACT Program shall be true and correct. Licensee and Instructors shall follow the curriculum established in the PACT Program, and utilize the LMS to register, evaluate, assess, and certify students as directed by HBI. HBI shall have the right to observe Instructors as they present the PACT Program. Licensee shall, during the Term, maintain PACT Program skill achievement records sufficient to document Student competency along with other records that Licensee uses for documentation of construction training related to the PACT Program. HBI, or its designated agent, shall have the right, during normal business hours during the Term and for a period of three (3) years after the expiration or termination of the Term, to inspect, review, or audit such books and records of Licensee. Licensee shall give HBI access to the presentations of the PACT Program and the books and records produced by Students, Instructors and Licensee in the PACT Program during normal business hours. Licensee shall notify HBI immediately, but, in any event, within 48 hours of receipt of any complaint concerning the actions of any Instructor, the materials or the PACT Program

and shall provide all relevant details.

13. **Reporting.** HBI may request additional or supplemental information related to student enrollment, progress, and certifications for information not contained within the LMS. HBI does require Student first and last name but will not require additional personal identifying information, except where permitted by Licensee.

14. **No Solicitation.** HBI and Licensee shall be independent contractors. Licensee shall not employ any person who is, or has been within the preceding year, an employee of HBI. Similarly, HBI shall not employ any person who is, or within the preceding year been, an employee of Licensee. HBI and Licensee shall each maintain separate business operations, books, and records. HBI shall have no right to act on behalf of or bind Licensee in any manner. Licensee shall have no right to act on behalf of or bind HBI in any manner. During the Term, and thereafter, HBI may provide the PACT Program to other persons, organizations, and firms. Neither HBI nor Licensee shall, either directly or indirectly, through any person, entity, or by any other means (i) induce or attempt to induce any employee of the other party to leave the employ of the party or in any way interfere with the relationship between the party and any employee thereof, or (ii) hire any person who was an employee of the other party at any time during the Term or within one (1) year after the end of the Term.

15. **Confidentiality.** Licensee will hold in confidence all documents, records, materials and all other information it receives from HBI in connection with the PACT Program (whether received before or after the date of this License), including the Guide and Workbook, provided, however, Licensee shall be permitted to provide the Workbook to Students in hardcopy only. At the request of HBI, Licensee, except as provided herein, shall return to HBI all copies of nonpublic documents and materials that have been furnished to Licensee, including the Guide and Workbook, ("Confidential Materials"). Confidential Materials shall not be communicated, distributed, or provided to any third party. The obligation of Licensee to treat Confidential Materials in confidence shall not apply to any information which (i) is or becomes available to Licensee from a source other than HBI, (ii) is or becomes available to the public other than as a result of disclosure by Licensee or its agents, or (iii) is required to be disclosed under applicable law or judicial process, but only to the extent it must be disclosed. Notwithstanding the foregoing, in the event that Licensee is required to disclose any Confidential Materials or information by applicable law, judicial process or rule of governmental agency, it is agreed that Licensee shall provide HBI with prior notice of such requirement and HBI may seek an appropriate protective order if it so desires.

16. **Termination.** If either party defaults in the performance of, or compliance with, any term or condition of this License, the other party may terminate this License. The non-defaulting party shall give the defaulting party prompt written notice of any default under this License and termination of this License shall be effective thirty (30) days from the date the non-defaulting party sends such notice, unless, within thirty (30) days of the date notice is sent, the defaulting party has corrected or cured the default or if the non-defaulting party is satisfied that the defaulting party has taken appropriate action likely to affect such correction within a reasonable time, in the sole discretion of the non-defaulting party. The non-defaulting party may, at its option, terminate this License including, without limitation, all the rights hereunder. Upon termination by HBI, Licensee shall remain obligated to pay any and all amounts due hereunder to HBI, including, without limitation, the remaining installments of the Assessment or License Fees, and shall return to HBI all materials in accordance with the terms hereof.

17. **Indemnification.**

A. By HBI. HBI hereby indemnifies and holds Licensee and its directors, officers, employees and agents harmless from and against any and all liabilities, losses, claims, damages, costs and expenses (including court costs and reasonable attorney's fees) incurred by one or more of such parties and arising from HBI's services, duties and obligations hereunder except where such liabilities, losses, claims, damages, costs or expenses are attributable to the act or omission of Licensee or its directors, officers, employees or agents. In all cases, HBI's liability shall be limited to the PACT Program fee paid by Licensee.

B. By Licensee. Licensee hereby indemnifies and holds HBI and its directors, officers, employees and

agents harmless from and against any and all liabilities, losses, claims, damages, costs and expenses (including court costs and reasonable attorney's fees) incurred by one or more of such parties and arising from or connected with Licensee's duties and obligations (or violation thereof) hereunder, including, but not limited to, any unauthorized use of the HBI Materials, except where such liabilities, losses, claims, damages, costs or expenses are solely attributable to the negligent act or omission or intentional misconduct of HBI or its directors, officers, employees or agents.

18. **Notice.** Any notices or other communications required or permitted under this License shall be sufficiently given if in writing and (i) hand-delivered, including delivery by courier service, (ii) sent by facsimile, (iii) sent by email or similar system, or (iv) sent by certified mail, return receipt requested, postage prepaid, addressed to the recipient at the address stated below, or to such other address as the party may substitute by written notice to the other party during the Term. If the notice is sent by facsimile or email, it must be properly addressed, reflecting the following facsimile phone number or email address, respectively, of the addressee:

**If to HBI:**

Home Builders Institute
1201 15th St NW
6th Floor
Washington, DC 20005
United States
Attention: Jeremy Albritton
Fax: (202) 266-8999
Email: ContractManagement@hbi.org

**If to Licensee:**

Jackson County School Board
4294 Liddon Street
Marianna FL 32446.
Attention: Chris Franklin
Email: chris.franklin@jcsb.org
Phone: 8504829617

**Licensee Accounts Payable and IT Contact:**

Attention:
Pat Bellamy
4294 Liddon Street
Marianna FL 32446.
Phone: 8504829617
Email: pat.bellamy@jcsb.org
IT Support Contact Name: Kendall Braxton
IT Support Contact Title: Instructional Technology Specialist
IT Support Contact Email: kendall.braxton@jcsb.org

Notices and other communications delivered by facsimile must be transmitted by a facsimile machine which produces a dated message completed confirmation. Notices sent by email must be transmitted through a system that produces a delivery receipt. All notices hand-delivered shall be deemed received on the day of delivery. All notices forwarded by mail shall be deemed received on the date two (2) business days immediately following date of deposit in the U.S. mail; provided, however, the return receipt indicating the date upon which the notice is received shall be prima facie evidence that such notice was received on the

date of the return receipt. Notices and other communications transmitted by facsimile or email shall be deemed delivered on the day transmitted unless such day is a Saturday, Sunday, or legal holiday in which event it shall be deemed received on the next business day. Addresses may be changed by giving notice of such change in the manner provided herein. Unless and until such written notice is received, the last address given shall be deemed to continue in effect for all purposes.

19. **Severability.** Should any provision of this License be determined to be invalid for any reason, such invalidity shall not affect the validity of any other provisions, which other provisions shall remain in full force and effect as if this License had been executed with the invalid provision eliminated, and it is hereby declared the intention of the parties that they would have executed the other provisions of this License without including therein any such provision which may for any reason be hereafter determined invalid. Whenever possible, each provision of this License shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this License or the application of any such provision to any party or circumstance shall be held to be prohibited by or invalid, illegal, or unenforceable under applicable law in any respect by a court of competent jurisdiction, such provision shall be ineffective only to the extent of such prohibition or invalidity, illegality or unenforceability, without invalidating the remainder of such provision or the remaining provisions of this License. Furthermore, in lieu of such illegal, invalid, or unenforceable provision, there shall be added automatically as a part of this License, a legal, valid, and enforceable provision as similar in terms to such illegal, invalid, or unenforceable provision as may be possible. Notwithstanding the foregoing, if any such determination materially and adversely affects either party, the parties shall negotiate in good faith to modify this License to the fullest extent permitted by applicable law so as to affect their original intent as closely as possible to the end that the transactions contemplated hereby are fulfilled and consummated to the maximum extent possible.

20. **Assignment.** No party may assign any of its rights under this License, except with the prior written consent of the other party. All assignments of rights are prohibited under this License, whether they are voluntary or involuntary, by change of control, merger, consolidation, dissolution, operation of law, or any other manner. For purposes of this Section:

1. "change of control" refers to a change in control of 50% or more of the party; and
2. "merger" refers to any merger in which a party participates, regardless of whether it is the surviving or disappearing entity.

Any purported assignment of rights or delegation of performance in violation of this License is void.

21. **Governing Law.** This License shall be construed in accordance with and governed by the laws of the District of Columbia without reference to principles of conflict of laws.

22. **Counterparts.** This License may be executed in counterparts, all of which taken together shall constitute one agreement binding on all the parties, notwithstanding that all the parties are not signatories to the original or the same counterpart. The parties shall become bound by this License only when all parties have executed a counterpart of this License.

23. **Expenses.** Each party hereto will pay all costs and expenses incident to its negotiation and preparation of this License and to its performance and compliance with all agreements and conditions contained herein on its part to be performed or complied with, including the fees, expenses and disbursements of its counsel and accountants.

24. **Gender, Plural.** Whenever the context may require, any pronoun used herein shall include the corresponding masculine, feminine or neuter forms. The singular form of nouns, pronouns and verbs shall include the plural and vice versa.

25. **Submission to Jurisdiction and Forum.** The parties hereby agree that any suit, action or proceeding arising out of or related to this License or any of the transactions contemplated hereby or thereby shall be brought exclusively in either the United States District Court for the District of Columbia or an appropriate court of the District of Columbia. The parties hereby irrevocably submit in any suit, action or proceeding arising out of or related to this License or any of the transactions contemplated hereby or thereby to the jurisdiction of the United States District Court for the District of Columbia and the jurisdiction of any court of the District of Columbia. The parties hereto waive any and all objections to jurisdiction and venue in those courts that they may have under the laws of the District of Columbia or the United States. Licensee agrees that in the event of the actual or threatened unauthorized use of the HBI Materials or HBI Trademarks, HBI shall be irreparably harmed and/or threatened with irreparable harm and be entitled to seek injunctive relief without the necessity of posting a bond.

26. **Entire Agreement.** This License shall constitute the entire agreement between the Parties with respect to the limited subject matter specified herein and may not be modified or amended other than by a written instrument executed by both Parties. This License supersedes all prior oral and written communications, agreements, and understandings of the Parties with respect to the limited subject matter of this License.

27. **Third Party Beneficiaries.** None of the provisions of this License shall be for the benefit of or enforceable by any creditors of the parties.

28. **Waivers.** Any term of this License may be waived, or the time for its performance may be extended, by the party or parties entitled to the benefit thereof. Any such waiver shall be validly and sufficiently authorized for the purposes of this License if, as to any party, it is authorized in writing by an authorized representative of such party. The failure of any party hereto to enforce at any time any provision of this License shall not be construed to be a waiver of such provision, nor in any way to affect the validity of this License or any part hereof or the right of any party thereafter to enforce each and every such provision. No waiver of any breach of this License shall be held to constitute a waiver of any other or subsequent breach.

29. **Captions.** The captions of the paragraphs of this License have been inserted only for the purpose of convenience and such captions are not a part of this License and shall not be deemed in any manner to modify, explain, enlarge, or restrict any of the provisions of this License.

30. **System Requirements.** Instructors and Students must be registered on HBI's LMS to complete course requirements. Please ensure your IT point of contact whitelists the system; for more information, contact [lmssupport@hbi.org](mailto:lmssupport@hbi.org) (mailto:lmssupport@hbi.org) with subject line: whitelist. For optimal user experience and product performance, please note the LMS system requirements below, which are subject to change in HBI's discretion:

Desktop:

- Broadband Internet connection

Web browser:

- Internet Explorer 8+
- Firefox 2+
- Safari on Mac 1.2+
- Google Chrome (current version)
- Javascript and Cookies enabled

Mobile Devices:

- Apple iOS devices using Safari mobile web browser
- Android devices using Google Chrome mobile web browser

If premium Interplay Learning content is purchased through HBI, note the system requirements and end-user hardware suggested for optimal delivery:

Browser-Based Training Requirements for PC, MAC, and Chromebook:

- 64 bit operating system required-simulations run on most modern 64 bit browsers, including
- Google Chrome, Firefox, and Safari. Microsoft Edge or Internet Explorer are not supported. Apple/Macs work in this mode ONLY.
- 8GB of RAM is recommended, though the simulations may load on a machine with 4GB of RAM. They will not load on a machine with less than 4GB of RAM.
- Most Intel i3, i5, or i7 processors should be sufficient.
- Machines with Pentium, Atom, and Celeron processors are usually not powerful enough for the simulations.
- You should have an internet connection speed of at least 15mbps.

Hardware requirements for Virtual Reality (VR) use (optional):

- GPU: Nvidia GeForce GTX 970, AMD Radeon R9 290 equivalent or better.
- CPU: Intel i5-4590, AMD FX 8350 equivalent or better.
- RAM: 4 GB or more.
- Video Output: HDMI 1.4, DisplayPort 1.2 or newer.
- USB Port: 1x USB 2.0 or better port.
- Operating System: Windows 7 SP1, Windows 8.1 or later, Windows 10.
- HTC Vive, Oculus Rift S HMD or equivalent

31. **Site/School Information.**

Please complete the requested information for each site/school represented by this agreement.

**Site/School 1:** JCSB Magnet Building Construction Program

**Site/School 2:**

**Site/School 3:**

**Site/School 4:**

32. **Instructor Contact Information.**

Please complete the requested information per each Instructor to be Trained & Certified.

**Instructor 1:**

David
Castleberry
chris.franklin@jcsb.org
4294 Liddon Street
Marianna FL 32446.

**Instructor 2:**

Greg
Morris
greg.morris@jcsb.org
4294 Liddon Street

**Instructor 3:**




**Instructor 4:**


**Payment Terms**

The following represents the payment terms identified for this license agreement.

Name	Description	Qty / Unit Price	Tax	Subtotal
Partnership Agreement	The Extended Term shall be on the same terms and conditions contained in this License except the fee paid by Licensee to HBI for the first one year Extended Term shall be \$2,000.00 per site/school which the parties agree prior to the commencement of the Extended Term.	1 x \$2,000.00		\$2,000.00

Total: \$2,000.00

Due Date	Amount Due
(TBD) - 30 day(s) after contract signed by client	\$2,000.00

**LICENSEE:**

I am authorized to enter this License on behalf of Licensee and agree to the terms, conditions and payment schedule of this License as listed above.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

*Signature*

\*

**HBI:**

I am authorized to enter this License on behalf of HBI and agree to the terms and conditions of this License.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

*Signature*

