



## General Contract Agreement

### Final Version

**Contract State:** This contract shall be governed by the laws of the State of California, USA.

**Contract Number:** 032019

**Project Name:** dGlobal@UTEC: Bringing the Stanford Design Innovation Methodology to UTEC

**Main Project Objectives:** Strengthen UTEC's innovation pedagogy, especially team-and project-based courses, by leveraging and localizing key program elements and practices from the ME310 Global Design Innovation, Stanford University's flagship design innovation program.

#### Contracting Parties:

This General Contract Agreement is made between *IntoActions LLC, San Francisco, USA ('IntoActions')*, and *Universidad Tecnológica del Uruguay ('UTEC')*.

#### Deliverables

##### 1. dGlobal@UTEC Workshop:

- IntoActions will provide an interactive workshop for 20 participants from UTEC, as well as offer additional meetings with workshop teams and members of the larger UTEC community, in Uruguay during the week of March 11-15, 2019. The workshop and other activities will focus on the ME310 Global Design Innovation course, and will specifically address the needs of the workshop participants as they implement a human-centered innovation pedagogy within the local context.

##### 2. dGlobal at Stanford Online Course (DSN300W):

- The dGlobal at Stanford online course is an essential part of the dGlobal@UTEC project. The dGlobal at Stanford online course will be administered by Stanford University, and IntoActions will work with UTEC to facilitate the enrollment of all workshop participants in the dGlobal at Stanford online course. Participants who successfully complete the program will earn an official Stanford University transcript and 1 Unit of Stanford University Continuing Studies credit. The dGlobal at Stanford online course will be led by Reinhold Steinbeck, instructor with the dGlobal at Stanford Program. Content of the dGlobal@UTEC Workshop and the dGlobal at Stanford online course will be aligned. Support for the Spanish language will be provided.
  - Spring Quarter: April 1 - May 10, 2019
  - <http://dglobal.stanford.edu> (English)
  - <http://dglobal.stanford.edu/espanol> (Spanish)

##### 3. dCoaching:

- IntoActions will provide weekly online coaching sessions, as needed, for participants in the workshop and the online course throughout the first semester of 2019.

## Fees

### dGlobal@UTEC Workshop and Online dCoaching (provided by IntoActions):

- For the services and deliverables for the dGlobal@UTEC workshop and the dCoaching sessions, UTEC agrees to pay the following fee to IntoActions: US \$ 14,450.00. This amount represents a significantly discounted fee.
- Included: Preparation and content development, translation of core content (except external readings).
- Not included: Participant travel and lodging, venue costs, workshop materials, workshop catering costs.

### dGlobal at Stanford Online Course (offered and administered through Stanford University):

- Tuition for the 6-week dGlobal at Stanford online course is USD \$400.00 per person, payable to Stanford. There will be a one-time registration fee of USD \$35.00 per person.
- Payments for the online course are due upon registration before the beginning of the course. IntoActions will work with UTEC and participants to facilitate the registration and payment process.
- Included: Official Stanford University transcript and 1 unit of Stanford Continuing Studies credit for DSN300 (upon successful completion). Participants will also be able to join the Stanford University Continuing Studies Program alumni community.

### Airfare, Lodging & Meals:

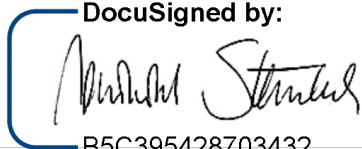
- UTEC will cover costs for lodging and provide a daily allowance for meals and local transportation during the following days in Uruguay:
  - Arrival in Montevideo: Saturday, March 9, 2019
  - Departure from Montevideo: Sunday, March 17, 2019
- UTEC further agrees to provide an allowance of USD \$1,500.00 towards travel costs from San Francisco to Montevideo.

## Payment Terms

- IntoActions will submit an invoice to UTEC upon completion of the dGlobal@UTEC Workshop on March 15, 2019. Full payment of project fees of USD \$14,450.00 is due 30 days after receipt of invoice.
- 50% of the project payment (USD \$ 7,225.00) is due in case UTEC cancels the project after March 4, 2019.
- Payment can be made in cash, via PayPal (online link included in invoice), or by money transfer.
- Money Transfer Information:
  - IntoActions, LLC
  - JPMorgan Chase Bank, N.A
  - 2112 15th Str.
  - San Francisco, CA 94114, USA
  - Checking Account #: 910866966
  - Routing Number: 322271627
  - SWIFT: CHASUS33
- Business Registration and Tax ID:
  - Business Registration Location and Number: City and County of San Francisco: 1070196
  - US Tax ID: 237-61-7055

Both parties agree that the foregoing fairly sets out the understanding of the mutual responsibilities.

**DocuSigned by:**



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IntoActions LLC

Reinhold Steinbeck | Managing Director

2/25/2019

Date

Universidad Tecnológica del Uruguay

Elianne Elbaum | Responsable de  
Relaciones Internacionales

Date