



Requisition VR#   
(to be assigned by the Purchasing Office)

## Purchasing Requisition

### Type of Purchase:

Department Name:	
Department Head:	
Requestor Name:	
Requestor Email:	
Phone Number:	

Suggested Vendor Name:	
Suggested Vendor Address:	
Suggested Vendor Contact Name:	
Suggested Vendor Contact email:	
Suggested Vendor Phone number:	

Budget Account #:	
Budget Balance:	
Total Cost:	
If Grant, Enter End Date	
If Event, Enter Date	

### Accounting Office Review/Notes:

### Budget Review Signature:

**Attention Departments:** Please ensure that a requisition number is assigned and allow two weeks for reviewing and processing. When checking status on orders, reference the assigned requisition number.

Purchases of goods and services of \$10,000 and above require three (3) quotes.

Quotes attached	Yes	No	N/A
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Please use this area to enter any other comments that you would like the Purchasing Office to consider when processing your request including shipping instructions:

<input type="checkbox"/> Heavy Duty Item	<input type="checkbox"/> Requires Lift Gate	<input type="checkbox"/> Unloading Dock	Building Name: <div></div>	Room#: <div></div>
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Department Requestor:	
Department Head Approval:	
Dean Approval:	
Associate Provost Approval:	
Executive Approval:	
President Approval:	
(If applicable)	



Instructure, Inc.  
6330 South 3000 East, Suite 700  
Salt Lake City, UT 84121  
United States

## Order Form

**Order:** Q-394354-

**Date:** 2025-05-12

**Order Valid Through:** 2025-08-31

### Order Form for Laredo College

#### Bill to Information

**Entity Name:** Laredo College  
**Address:** W. End Washington St.  
**City:** Laredo  
**State/Province:** Texas  
**Zip/Postal Code:** 78040  
**Country:** United States

#### Billing Contact

**Name:**

**Email:**

**Phone:**

#### Ship to Information

**Entity Name:** Laredo College  
**Address:** W. End Washington St.  
**City:** Laredo  
**State/Province:** Texas  
**Zip/Postal Code:** 78040  
**Country:** United States

#### Shipping Contact

**Name:** Alicia Reed

**Email:** alicia.reed@laredo.edu

**Phone:** +1 956 721 5368

#### Billing Information

**Billing Frequency:** Annual Upfront

**Billing Frequency Term:** Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

**Payment Terms:** Net 30

Year 1								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S9	Intelligent Insights	2025-09-01	2025-09-30	Recurring	FTE	8,014	USD 1,983.33	USD 1,983.33
S8	Canvas Cloud Subscription Short Courses	2025-09-01	2025-09-30	Recurring	User	300	USD 0.98	USD 294.00
S7	Canvas Credentials Subscription	2025-09-01	2025-09-30	Recurring	User	834	USD 0.30	USD 250.20
S6	Canvas Studio Cloud Subscription	2025-09-01	2025-09-30	Recurring	User	500	USD 0.50	USD 250.00
S5	Canvas Archiving by K16 Solutions	2025-09-01	2025-09-30	Recurring	Per Course	8,014	USD 0.29	USD 2,333.00
S4	Impact Cloud Subscription	2025-09-01	2025-09-30	Recurring	User	300	USD 0.21	USD 63.00
S3	Canvas Catalog Cloud Subscription	2025-09-01	2025-09-30	Recurring	User	834	USD 0.50	USD 417.00
S2	Impact Cloud Subscription	2025-09-01	2025-09-30	Recurring	FTE	8,014	USD 1,682.94	USD 1,682.94
S1	Canvas Cloud Subscription	2025-09-01	2025-09-30	Recurring	FTE	8,014	USD 1.23	USD 9,857.22
S12	Canvas Certified Technical Administrator Certification Bundle	2025-09-01		Non-Recurring	Per Each	1	USD 4,000.00	USD 4,000.00
S11	Technical Consulting	2025-09-01		Non-Recurring	Per Hour	5	USD 175.00	USD 875.00

Year 2								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S9	Intelligent Insights	2025-10-01	2026-09-30	Recurring	FTE	8,014	USD 23,800.00	USD 23,800.00

S8	Canvas Cloud Subscription Short Courses	2025-10-01	2026-09-30	Recurring	User	300	USD 11.70	USD 3,510.00
S7	Canvas Credentials Subscription	2025-10-01	2026-09-30	Recurring	User	834	USD 3.60	USD 3,002.40
S6	Canvas Studio Cloud Subscription	2025-10-01	2026-09-30	Recurring	User	500	USD 6.30	USD 3,150.00
S5	Canvas Archiving by K16 Solutions	2025-10-01	2026-09-30	Recurring	Per Course	8,014	USD 3.49	USD 28,000.00
S4	Impact Cloud Subscription	2025-10-01	2026-09-30	Recurring	User	300	USD 2.49	USD 747.00
S3	Canvas Catalog Cloud Subscription	2025-10-01	2026-09-30	Recurring	User	834	USD 6.00	USD 5,004.00
S2	Impact Cloud Subscription	2025-10-01	2026-09-30	Recurring	FTE	8,014	USD 19,954.86	USD 19,954.86
S1	Canvas Cloud Subscription	2025-10-01	2026-09-30	Recurring	FTE	8,014	USD 14.78	USD 118,446.92

Year 3								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S9	Intelligent Insights	2026-10-01	2027-09-30	Recurring	FTE	8,014	USD 24,990.00	USD 24,990.00
S8	Canvas Cloud Subscription Short Courses	2026-10-01	2027-09-30	Recurring	User	300	USD 12.29	USD 3,687.00
S7	Canvas Credentials Subscription	2026-10-01	2027-09-30	Recurring	User	834	USD 3.78	USD 3,152.52
S6	Canvas Studio Cloud Subscription	2026-10-01	2027-09-30	Recurring	User	500	USD 6.62	USD 3,310.00
S5	Canvas Archiving by K16 Solutions	2026-10-01	2027-09-30	Recurring	Per Course	8,014	USD 3.49	USD 28,000.00
S4	Impact Cloud Subscription	2026-10-01	2027-09-30	Recurring	User	300	USD 2.61	USD 783.00
S3	Canvas Catalog Cloud Subscription	2026-10-01	2027-09-30	Recurring	User	834	USD 6.30	USD 5,254.20
S2	Impact Cloud Subscription	2026-10-01	2027-09-30	Recurring	FTE	8,014	USD 20,916.54	USD 20,916.54
S1	Canvas Cloud Subscription	2026-10-01	2027-09-30	Recurring	FTE	8,014	USD 15.52	USD 124,377.28

Year 4								
Ref	Description	Start Date	End Date	Invoice	Metric	Qty	Price	Amount
S9	Intelligent Insights	2027-10-01	2028-09-30	Recurring	FTE	8,014	USD 26,239.00	USD 26,239.00
S8	Canvas Cloud Subscription Short Courses	2027-10-01	2028-09-30	Recurring	User	300	USD 12.90	USD 3,870.00
S7	Canvas Credentials Subscription	2027-10-01	2028-09-30	Recurring	User	834	USD 4.10	USD 3,419.40
S6	Canvas Studio Cloud Subscription	2027-10-01	2028-09-30	Recurring	User	500	USD 6.95	USD 3,475.00
S5	Canvas Archiving by K16 Solutions	2027-10-01	2028-09-30	Recurring	Per Course	8,014	USD 3.49	USD 28,000.00
S4	Impact Cloud Subscription	2027-10-01	2028-09-30	Recurring	User	300	USD 2.75	USD 825.00
S3	Canvas Catalog Cloud Subscription	2027-10-01	2028-09-30	Recurring	User	834	USD 6.62	USD 5,521.08
S2	Impact Cloud Subscription	2027-10-01	2028-09-30	Recurring	FTE	8,014	USD 21,878.22	USD 21,878.22
S1	Canvas Cloud Subscription	2027-10-01	2028-09-30	Recurring	FTE	8,014	USD 16.29	USD 130,548.06

Billing Summary			
Segment	Recurring	Non-Recurring	Total
Year 1	USD 17,130.69	USD 4,875.00	USD 22,005.69
Year 2	USD 205,615.18	USD 0.00	USD 205,615.18
Year 3	USD 214,470.54	USD 0.00	USD 214,470.54
Year 4	USD 223,775.76	USD 0.00	USD 223,775.76
<b>Total</b>	<b>USD 660,992.17</b>	<b>USD 4,875.00</b>	<b>USD 665,867.17</b>

Products	Description	Qty
Intelligent Insights	Intelligent Insights leverages AI and analytics to proactively surface actionable insights that inform strategic initiatives to improve course and ed-tech effectiveness, student retention, and graduation rates. Intelligent Insights proactively monitors leading indicators and provides deep insights into students in need of attention, course readiness, LTI usage, as well as a conversational AI feature "Ask Your Data" that lets educators ask complex questions using simple and natural language.	8,014.00

Canvas Cloud Subscription Short Courses	One Month to Four Months	300.00
Canvas Credentials Subscription	Canvas Credentials Subscription: Per User	834.00
Canvas Studio Cloud Subscription	Canvas Studio Cloud Subscription: Per User	500.00
Canvas Archiving by K16 Solutions	Canvas Archiving services include the extraction of student level data and course data from the client's Canvas LMS environment. Student level data includes when available, enrollment information, student submissions, discussions and replies, file attachments, assignments, quizzes, feedback and gradebook. All data will be stored on K16 Solutions' Scaffold platform which will be integrated with the client's Canvas instance. Administrative access to Scaffold will be granted to each institution. This service is designed for administrative access to all courses and not designed for student access.	8,014.00
Impact Cloud Subscription	Impact Cloud Subscription: Per User	300.00
Canvas Catalog Cloud Subscription	Canvas Catalog Cloud Subscription: Per User Annual Catalog subscription for Higher Education clients	834.00
Impact Cloud Subscription	Impact Cloud Subscription: Per FTE	8,014.00
Canvas Certified Technical Administrator Support Benefit	Upon completion of a Canvas Certified Technical Administrator program, a named field admin will have the option to have their support tickets routed to second level support upon submission, bypassing tier 1 support. Access to the support benefit is only available for the field administrators who have completed the Canvas Certified Technical Administrator program and/or recertified and is only available while the field admin works at the institution that has purchased this benefit. Support benefit is not transferrable to other institutions or other field administrators. Customer must have an active subscription to Canvas in order to access and utilize the Canvas Certified Technical Administrator Support Benefit. Any unused services that remain after Customer's Canvas subscription has lapsed are non-refundable.	2.00
Canvas Certified Technical Administrator Certification Program	One enrollment in a series of 3 online courses to complete the Canvas Certified Technical Administrator program. Once a named participant has enrolled in and begun the first course in the program, the named participant may not be swapped for a different named participant. Delivery of the Canvas Certified Technical Administrator program is only available in English. Institutions who purchase at least 1 Canvas Certified Technical Admin seat and a quantity of Canvas Certified Educator seats equal to or greater than 10% of their faculty (10 seat minimum) will receive Canvas Certified Institution designation. Canvas Certified Institution designation is valid for two years. For details on the Canvas Certified Institution please see <a href="https://docs.google.com/document/d/1Z1HudS9yQXiZ9CnWDnJ9RJ2MAui-QgUtQ_humsj2VWU/preview#heading=h.va6eb3bwsku8">https://docs.google.com/document/d/1Z1HudS9yQXiZ9CnWDnJ9RJ2MAui-QgUtQ_humsj2VWU/preview#heading=h.va6eb3bwsku8</a>	2.00
Canvas Certified Technical Administrator Certification Bundle		1.00
Technical Consulting	Technical Consulting provides the client dedicated time with an Implementation Consultant up to the contracted number of hours (minimum of 5 hours) per 12 months. The 12 month time period will begin upon the later of the signing of Order Form or subscription start date (if purchased on this Order Form) unless otherwise noted. Time spent will be tracked by the Implementation Consultant in increments of 15 minutes (with a minimum of 15 minutes per request) and reported back to the client throughout the 12 month period. Unused hours at the end of the 12 month time period will not roll over and are non-refundable. If additional hours are required in the 12 month time period, the client must purchase additional hours at the standard rate. Services that may be delivered include consultation on data provisioning, content migration strategy, theming and branding, authentication configuration, API documentation, integrations and LTI, general account structure and organization, and project management. Services rendered are on an as-needed basis. This agreement does not include future maintenance of any solutions proposed during consultation. Scheduling and usage of consulting services are subject to consultant availability and capacity. Consultant assigned to work will be selected based on scheduling need and available capacity. Working hours are limited to Instructure normal operating business hours including company holidays.	5.00

#### **Quote Special Terms**

The services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related services prior to the first year Start Date at its sole discretion.

**User Clause:** User Metric reflects the maximum number of individuals authorized by the Customer to access and/or use the Service and Customer has paid for such access and/or use.

**User Typical Use Clause:** In the event Customer enables access to the Service to more Users over a given contract year than are allocated to such contract year as set forth above, then Instructure reserves the right, in its sole discretion, to invoice the Customer for such additional number of Users. In addition, the User fees set forth above are based on the assumption that Customer's Users will use the Service commensurate with the average usage patterns of users across Instructure's user base in the aggregate (such average usage being referred to herein as "Typical Use") and do not account for usage of the Service by Customer's Users beyond such Typical Use. To the extent the Users' usage of the Service, in the aggregate, exceeds the Typical Use at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of or additional Users who have access to the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days of receipt.

**Payment Terms - Renewal Order Form:** In the event that Customer fails to execute this Order Form prior to the Start Date listed above, all fees shall become due payable upon Customer's receipt of an invoice.

**Non-Recurring Expiration:** Unless otherwise stated in an applicable Statement of Work or this Order Form, Non-Recurring Products and 3rd Party Products must be completed within 12 months beginning on the later of the last date of signature or the Initial Start Date specified in this Order Form.

**Terms and Conditions**

**Governing Terms:** This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/mastertermsconditions>

**Data Processing Addendum:** The data processing addendum between the parties is available at: <https://www.instructure.com/policies/data-processing-addendum>

**Conflict Clause:** In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

**Product Supplement Terms:** Product Specific Supplements which can be found here: <https://www.instructure.com/policies/product-supplements>, govern the use of the applicable product and/or feature offerings listed in this Order Form and/or utilized by Customer, and are incorporated into the Master Terms and Conditions.

**Notes:**  
Omnia Contract #R201402

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?  Please Enter (Yes or No):	Check here if your company is exempt from US state sales tax:
If Yes, please enter PO Number:	<i>Please email all US state sales tax exemption certifications to ar@instructure.com</i>

Customer purchasing documentation, such as Purchase Orders, shall only be used as proof of acceptance of the Order Form referenced therein, and the associated Master Terms and Conditions. Any terms and conditions included in any such Customer purchasing documentation are hereby expressly disclaimed by Instructure, shall be void and of no effect, and shall in all cases be superseded by the applicable Master Terms and Conditions.

By executing this Order Form, each party agrees to be legally bound by this Order Form.

**Laredo College**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructure, Inc. (USA/CAN)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_