



# Canutillo Independent School District

7965 Arcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: February 3, 2014

SUBJECT: Approval of a Contract with Naviance, Inc.

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As stated in Board Policy CH (Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to approve a contract with the Naviance, Inc. in the total amount of \$19,291.67. Please find attached quotation and funding source letter.

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends approval of the contract with the Naviance, Inc. for Consulting Services, eDoc for Northwest Early College HS, and Naviance Course Planner for the District in the amount of \$19,291.67 as presented.

*The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.*

*El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.*



# Request for Board Agenda Item

Purchasing Department

Date: 01/27/2014

Campus/Department: CISD / CAREER & TECHNICAL EDU

Vendor Name: NAVIANCE

Total Cost: \$ 19,291.67

Item Description and Justification for Purchase:

- Consulting Services - Jump Start Package (20hrs)
- eDoc for North West Early College HS
- Naviance Course Planner for District

Participating Schools/Departments: CHS

Funding Source: 244. <sup>31,6299</sup> 11. 6499. 00 . 917 . 22  
(Account number to charge)

[Signature]  
Campus/Department Administrator

1/27/14  
Date Signed

\*\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*\*

(To be completed by the Financial Services Division)

Purchasing Method: BELOW BID THRESHOLD

[Signature]  
Purchasing Agent

2/3/14  
Date Signed

[Signature]  
Executive Director of Financial Services

2/4/14  
Date Signed



# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved       Denied

Comment: \_\_\_\_\_  
Signature: Martha Aguiar      Date: 2/5/14

## Federal Programs (For Compliance with Grant Requirements)

Not Required       Approved       Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required       Approved       Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required       Approved       Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Legal Review

Not Required       Approved       Denied

Comment: \_\_\_\_\_  
Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Purchasing

Approved       Denied

Comment: \_\_\_\_\_  
Signature: [Signature]      Date: 2/5/14



# Order Form



To:  
Canutillo Isd  
P O Box 440  
Canutillo, TX, 79835

Date: January 24, 2014

**Hobsons Contact:**  
Sauda Callahan  
sauda.callahan@hobsons.com

Product or Service	Subscriber	Quantity	Unit of Measure	Start Date	End Date	Price
Consulting Services - Jump Start	Canutillo Isd	1	Package	02/12/14	02/11/15	\$3,500.00
Naviance Course Planner for District	Northwest Early College High School	409	Enrollment	02/12/14	02/11/15	\$409.00
Naviance Course Planner for District	Canutillo High School	1541	Enrollment	02/12/14	02/11/15	\$1,541.00
Naviance Course Planner for District	Jose Alderete Middle School	747	Enrollment	02/12/14	02/11/15	\$747.00
Naviance Course Planner for District	Canutillo Middle School	653	Enrollment	02/12/14	02/11/15	\$653.00
Naviance eDocs	Canutillo High School		SrEnrollm ent	07/17/14	02/16/15	\$291.67
Naviance eDocs	Northwest Early College High School		SrEnrollm ent	02/12/14	02/11/15	\$500.00
Naviance for High School - District Edition	Canutillo High School	1541	Enrollment	02/12/14	02/11/15	\$4,623.00
Naviance for High School - District Edition	Northwest Early College High School	409	Enrollment	02/12/14	02/11/15	\$1,227.00
Naviance for Middle School - District Edition	Canutillo Middle School	653	Enrollment	02/12/14	02/11/15	\$1,306.00
Naviance for Middle School - District Edition	Jose Alderete Middle School	747	Enrollment	02/12/14	02/11/15	\$1,494.00
Private Web-Based Training	Canutillo Isd	4	Package	02/12/14	08/11/15	\$3,000.00
<b>Total Price</b>						<b>\$19,291.67</b>

<b>Notes (if applicable)</b>	<p>Consulting hours must be utilized within 12 months from date of purchase. An Implementation Guide (equivalent to 5 consulting hours) will be provided as part of the Consulting Services listed on this order form. Private professional development sessions must be scheduled and delivered within 6 months of date of purchase. Client is responsible for travel expenses associated with onsite consulting services Private professional development courses can have up to 15 participants per session. Subscription to Naviance eDocs is based on enrollment of Senior class only.</p>
<b>Comments</b>	All figures quoted are exclusive of sales tax.

Please complete or update the following information:

Account Contacts	First and Last Name	Email Address
Primary	Jan Massie	jmassie@canutillo-isd.org
Billing	Jan Massie	jmassie@canutillo-isd.org
Data/Technology		
Training		
<b>Payment Method</b>	<input type="checkbox"/> Purchase Order # _____ Expiration (mm/yy): ____/____	

If paying by credit or debit card

CEEB Code

Credit Card # \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Check

Security Code: \_\_\_\_\_

*Prices are valid for 30 days from the date specified above. All costs are denominated in U.S. dollars. Payment is due within 30 days of your invoice date. Unless separate invoice and payment terms are specified, Hobsons will issue invoices once per year, with the first taking place upon execution of the order form and then annually thereafter throughout the term of the contract. Payment terms in all instances are Net 30.*

*The services are delivered in accordance with applicable terms that can be found at <https://succeed.naviance.com/signin.php?tos=1>. By signing below, you agree to be bound by such terms and that such terms are made a part of this contract.*

*Please complete the contact and payment information as indicated, then sign below to indicate your acceptance. By signing this contract, you are stating that you are authorized by your institution to make this purchase. If a Purchase Order is required for payment to be issued, please indicate below. If you have selected professional services, travel expenses for on-site professional services will be billed separately following your session(s).*

\_\_\_\_ Yes, a Purchase Order is required. It will be sent to Naviance by \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Position

\_\_\_\_\_  
Signature Date

Authorized Signer

Terms of Service

**Purchase Order & Order Forms:**  
Naviance, Inc.  
3033 Wilson Boulevard, Suite 500  
Arlington, VA 22201

**Remit To:**  
Naviance, Inc  
P.O. Box 504571  
St. Louis, MO 63150-4571

**IF YOU CHOOSE TO FAX, THEN PLEASE CLICK ON THE 'SIGN ON PAPER' BUTTON FOLLOWED BY 'PRINT AND FAX' BUTTON AND FAX YOUR SIGNED ORDER FORM TO THE NUMBER PROVIDED ON THE COVERPAGE OF THE DOWNLOADED DOCUMENT**



**Sandra M. Velez**

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**Subject:** FW: New Texas Naviance Success Manager  
**Attachments:** Naviance Order Form - - 1\_24\_2014.pdf

**From:** Sauda Callahan [mailto:sauda.callahan@hobsons.com]  
**Sent:** Friday, January 24, 2014 9:57 AM  
**To:** Jan Massie; Sandra M. Velez  
**Subject:** Re: New Texas Naviance Success Manager

Hello Jan and Sandra,

As per my conversation with Sandra yesterday, I'm attaching the renewal order form for Canutillo district. This order form is based on similar products/services and enrollment from your 2013 contract with the addition of two items. I've added the following:

- Consulting Services - Jump Start Package (20hrs) - Jan you had a conversation with Neil back in the fall regarding this. At that time you mentioned needing assistance with developing the district 4 year course plan. Is this still a need?
- eDoc for North West Early College HS - You currently only have it for Canutillo High School. Please note you will not be able to send documents to CommonApp schools through eDocs until summer, but you can send documents to non-CommonApp school. We want you to have the functionality so the campus can start learning it. Also, we will be offering free web-based training for eDocs in the summer.

Your current subscription ends on **February 12, 2014**, so we have about three weeks to finalize this order form to avoid any service interruption. I'm available to discuss the attached order form and answer any questions you may have. Once we finalize the order form I can send a revised one, so you can sign via docusign.

Best regards,  
Sauda

**Sauda Callahan**

Strategic Success Manager | Hobsons  
3033 Wilson Boulevard, Suite 500 | Arlington, VA 22201  
703. 234.5961 | [sauda.callahan@hobsons.com](mailto:sauda.callahan@hobsons.com) | [hobsons.com](http://hobsons.com)

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