



## **Canutillo ISD**

### **Finance/Audit/Facilities/Planning Committee Meeting**

**Wednesday, January 13, 2016 6:00 PM**

# **Agenda of Finance/Audit/Facilities/Planning Committee Meeting**

## **Special Work Session**

### **The Board of Trustees**

#### **Canutillo ISD**

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A Finance/Audit/Facilities/Planning Committee Meeting of the Board of Trustees of Canutillo ISD will be held January 13, 2016, beginning at 6:00 PM in the Canutillo ISD Administration Office - 7965 Artcraft - El Paso, Texas.

The subjects to be discussed or considered are as listed below. Items do not have to be taken in the order shown on this meeting notice.

#### **1. GENERAL FUNCTIONS**

A. Call to Order

B. Roll Call

*Laure Searls, Chairperson; Adrian Medina and Rachel Quintana*

#### **2. COMMITTEE BUSINESS**

**All committee business items are for discussion and possible formulation of recommendation to the Board of Trustees**

##### **A. REPORT**

1. SFE Report 5
2. Unlimited Tax Return Refunding Bonds, Series 2016 as January 13, 2016, \$8,645,000.00  
Presenter: R. Mejia

##### **B. BOND CONSTRUCTION**

1. CBAC Input.  
Presenter: H. Martinez
2. January 2016 Bond Update.  
Presenter: H. Martinez

##### **C. FINANCE**

1. District Monthly Financials for Dec. 1-31, 2015. 15  
Presenter: A. Zuniga
2. Warrant List for Dec. 1-31, 2015. 16  
Presenter: A. Zuniga
3. Budget Amendments. 17  
Presenter: A. Zuniga

4. Donations. Presenter: A. Zuniga	22
5. Budget Updates. Presenter: A. Zuniga	39
6. Discussion and recommendation regarding the SRO contract with the Anthony Police Department. Presenter: C. Carrillo	
7. Discussion and recommendation regarding a request to renew the annual software Zenworks through Novell, the vendor providing the best value. This product will manage district desktop computers. Total Amount \$29,628.66. Presenter: T. Flores/ V. Campbell	41
8. Discussion and recommendation regarding the purchase and installation of projectors through Plan B Networks, Inc. the vendor providing the best value utilizing Region 19 COOP Contract #14-6992 for Math and Social Studies classrooms . Total Amount \$15,128.00. Presenter: M. Paz/ V. Campbell	48
9. Discussion and recommendation regarding the purchase and installation of projectors with cabling through Plan B Networks, Inc. the vendor providing the best value utilizing Region 19 COOP Contract #14-6992 for Canutillo Elementary School classrooms. Total Amount \$26,880.50. Presenter: J. Melendez/ V.Campbell	57
10. Discussion and recommendation regarding the purchase of laptops and desktops through Spectrum Technologies utilizing Region 19 Coop Contract #15-7130 and projectors through Desert Communications, Inc. utilizing Region 19 Coop Contract #14-6992 for Bill Childress Elementary these vendors are providing the best value to Canutillo ISD. Total Amount: \$ 55,056.59 (\$41,485.26 for laptops and desktops and \$13,571.33 for projectors). Presenter: A. Brigham/V. Campbell	71
 <b>D. AUDIT</b>	
1. Compliance Calendar Presenter: H. Rodriguez	119
 <b>3. COMMUNITY INPUT</b> <b>Comments/Input from community members on items discussed by the Finance/Audit/Facilities/Planning Committee</b>	
 <b>4. ADJOURNMENT</b>	

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*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on \_\_\_\_\_, at \_\_\_\_\_.

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Sonia Gomez, For the Board of Trustees



# Monthly Happenings

ADDOBE GRILL BALLPARK CLASSIC LUIGI'S EATERY RED DRAGON GOURMET GREENS TRADITIONAL CUISINE DELICATESSEN SNACK SHACK



This Month in Canutillo...

- ✓ In the month of January, we will begin the New Year by conducting giveaways at the middle schools and high schools for new FitBits. In January, we will also begin serving delicious smoothies at the high schools and middle schools.
- ✓ Roving Chef program will occur at Bill Childress Elementary School on January 12<sup>th</sup>. Selected students will work with the Chef to create a fun and delicious pizza. Students will also receive a certificate for participation and a recipe card to take home.
- ✓ January is Pizza Month!



Jeff Hudson  
 Food Service Director  
 SFE  
 Office: (915) 877-7560  
 Mobile: (915) 920-1460  
 Email: [jehudson@canutillo-isd.org](mailto:jehudson@canutillo-isd.org)

SFE Pizza Facts:

**Our pizzas are healthy!** How you ask? SFE's culinary team has created the healthiest pizza. Our pizzas are made with a whole grain crust, low sodium tomato sauce, low fat cheese and the freshest vegetable toppings! Delizioso!



Kevin Gutierrez  
 Director of Regional Operations  
 SFE  
 Mobile: (575) 202-0085  
 Email: [kevin.gutierrez@sfellc.org](mailto:kevin.gutierrez@sfellc.org)

SFE Monthly Happenings- 1



- ✓ Holiday Party for food service staff was conducted on December 17<sup>th</sup> at Great American Land & Cattle in Vinton. 72 employees of the food service staff attended the event.
- ✓ Surveys are ongoing. Reyes Elementary School turned in their survey and their feedback will be included in the next update.
- ✓ Food Service Director met with the campus improvement committee of Northwest Early College High School on January 6<sup>th</sup>. Addressed current changes to the menu such as the inclusion of oatmeal and smoothies in January and upcoming menu concepts such as Dog House, Creole, and Classic Stacks.
- ✓ Hiring is ongoing and will continue to address the concerns of the food service staff and Board of Trustees on personnel/staffing issues.
  - ✓ Alderette Middle School had two positions filled by internal transfer. The positions filled were 1 x cashier and 1 x Full Time Helper.
  - ✓ Interviews were conducted for 1 x Full Time and 1 x Part Time Helper at Deanna Davenport and 2 x Itinerant Helpers on December 16<sup>th</sup>. The applicants were referred to HR for hire on January 6<sup>th</sup>.
- ✓ Menus have been adjusted for the month of February to reflect input from students and staff on issues such as accommodation of the observance of Lint.



# Letter Sent to the Superintendent

SFE COMPANY

Dear Dr. Pedro Galaviz I am writing this letter in response to the call that Maria Melchor Food Service Manager, Alderete Middle School that you want to know what is going on with SFE Company.

Well my opinion about SFE is that first of all provide to our children a variety of choices, appealing, nutritious, and healthy food; low in calories, fat and sodium. Also SFE provide posters with nutrition education, as consequence of these matters our children could have a healthy and brilliant future.

Also our co-workers are having education while they are working because they have the opportunity to be working with the Production Sheet that is a very important Legal Paper Work for the FSD.

To me as manager from Canutillo Middle School, SFE give me the opportunity to show my work experience, thoughts, and my love to the District of CISD, even more the love to our children. Also SFE give the trust how I can interact with my coworkers while they are present without fear, without the feeling of ben nervous, I am not afraid anymore because they show me they respect.

Indeed I think SFE really want to work with us with the same reason of me; to feed our children, the Adults and the Community too why not. But we have to be realistic. SFE is a company with new technology that maybe some of us weren't ready for it, but they are available to training us. I think some of us do not get it yet but they can help us any time we asked for help.

I highly recommend SFE for the own good of the future of CISD Children and for Food Service Department employees.

Thank you for Interest on us I am really appreciated.

Best Warmest Regards

Yolanda Terrazas

Food Service Manager

Canutillo Middle School

[yterrazas@canutillo-isd.org](mailto:yterrazas@canutillo-isd.org)

(915)877-7922



# Monthly Happenings

ADOBE GRILL BALLPARK CLASSIC LUIGI'S EATERY RED DRAGON GOURMET GREENS TRADITIONAL CUISINE DELICATESSEN SNACK SHACK



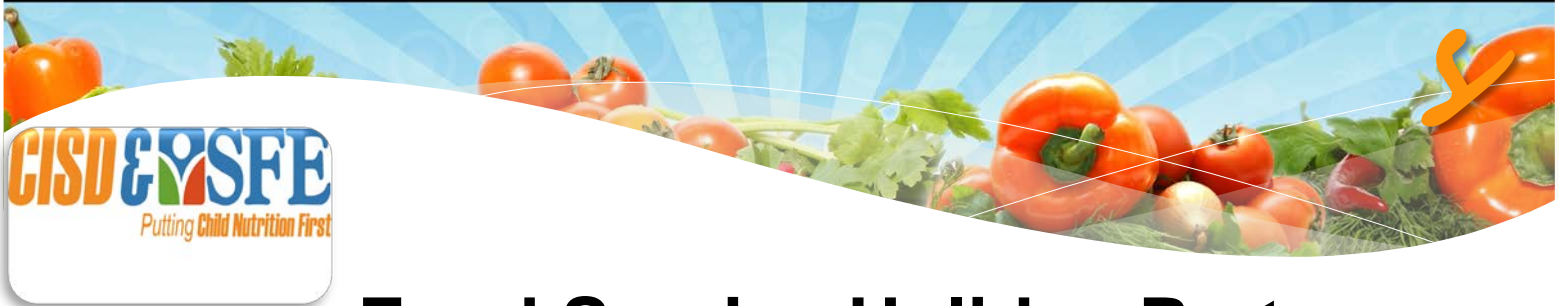
## Job Openings Update

School	Open Position	Notes
Alderette Middle	Cashier	Position filled by internal transfer.
Northwest Early College	Cashier	Position was posted and closed on January 4 <sup>th</sup> . Interviews date TBD.
Alderette Middle	Full Time Helper	Position filled by internal transfer.
Alderette Middle	Vegetable/Salad	Position was posted. Applicants are currently being reviewed . Interviews will be conducted in the coming weeks.
Canutillo Elementary	Baker	Position posted.
Deanna Davenport Elementary	Full Time Helper	Applicant referred to HR for hire on January 6 <sup>th</sup> .
Deanna Davenport Elementary	Part Time Helper	Interviews were conducted on December 16 <sup>th</sup> . Awaiting reference callbacks before referring for hire.
Jose Damian Elementary	Full Time Baker	Do not plan on hiring for this position.
Jose Damian Elementary	Part Time Helper	Interviews were conducted on December 16 <sup>th</sup> . Awaiting reference callbacks before referring for hire
Garcia Elementary	Full Time Helper	Applicant referred to HR for hire on January 6 <sup>th</sup> .
Central Office	Full Time Itinerant	Applicant referred to HR for hire on January 6 <sup>th</sup> .
Central Office	Full Time Itinerant	Applicant referred to HR for hire on January 6 <sup>th</sup> .
Central Office	Full Time Itinerant	Position will be posted. Position is a vacancy created from an internal lateral transfer.



# Canutillo High School FitBit Winner





# Food Service Holiday Party





# Food Service Holiday Party Prize Winners



Door Prizes:

**IPAD Mini!**

**Vizio 32" television!**

2 Boomboxes, 2 DVD players and a 6-in-1 Nostalgic Entertainment Center



SFE Monthly Happenings- 7



## Looking Forward

- ✓ In the month of February, we will introduce new concept menu items such as Classic Stacks (Build Your Own Burger), Creole Cookery, and Yaya's Mediterranean.
  - ✓ Classic Stacks- Fiesta Chicken, Southwest Chicken, and the Big Tex Stacker burger will all make their debuts in February.
  - ✓ Creole Cookery will debut on Fat Tuesday (February 9<sup>th</sup>)! We will bring New Orleans' style food to the area with our Creole Chicken w/ Rice, Chicken Jambalaya w/ Rice and Fish Etouffee w/ Rice.
  - ✓ Yaya's Mediterranean food debut will give students a taste of our delicious Baked Falafel and Mediterranean Rice on February 10<sup>th</sup>.

February 2016

**Happy Valentine's Day!**

Keep your heart healthy everyday with fresh fruits and vegetables offered daily at your local

Visit your local cafeteria on February 12<sup>th</sup> for a special Valentine's Day menu!

- ♥ Heart shaped pepperoni pizza
- ♥ Sweetheart bar with sweet, healthy red fruits & vegetables
- ♥ Heart healthy vegetable pasta
- ♥ Strawberry milk

Be sweet to your heart, by eating healthy, drinking lots of water &

For more information please visit us online at [www.sfelc.org](http://www.sfelc.org)



## New Concepts for January



Blended smoothies begins on January 7<sup>th</sup> at the high schools. It will begin on January 11<sup>th</sup> at the middle schools.



Dog House Hot Dog Specialties will begin in the High Schools in January.



Philly Steak samples will be given to students/parents at designated schools in January.



## New Concepts for February



Southwest Chicken Stacker	Big Texan Stacker	Spicy Buffalo Chicken Stacker	Fiesta Beef Stacker
Spicy Chicken Patty Jalapeno Cheddar Hamburger Bun Chipotle Mayo Fresh Pico	Breaded Beef Patty RF/RS Sliced American Cheese Hamburger Bun HM Texas BBQ Sauce	Spicy Chicken Patty Buffalo Relish Hamburger Bun HM	Beef Patty Hamburger Bun HM Fiesta Cheese Sauce



Falafel Sandwich
Pita Bread Falafel Tzatziki Sauce



Creole Chicken w/ Rice	Fish Etouffee w/ Rice
Creole Sauce Cajun Rice Chicken	Etoufee Cajun Rice Chicken

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: \_\_\_\_\_  
Agenda Item No.: \_\_\_\_\_

Subject/Title for Agenda Posting: Report to the Board of Trustees-December 2015 Financials

Justification Statement: Presentation of Report to the Board of Trustees on the Monthly Financials for December, 2015.

Purpose of Agenda Item:  Action  Information  Discussion

Committee Meeting:  Policy/Instruction/Personnel/Student Services Committee

Finance/Audit/Facilities/Planning Committee

Staff Responsible: Ana Zúñiga Director of Financial Services

*Presenter(s)*

*Title*

*Signature of Approval*

### District Improvement Plan Objective, Goal or Need Addressed

#### RATIONALE:

Presentation of Report to the Board of Trustees on the Monthly Financials for December 2015.

#### RECOMMENDATION/MOTION:

Acceptance of Report to the Board of Trustees – December 2015 Financials.

#### FUNDING SOURCE:

All

#### ACCOUNT NO(S).

#### PROCUREMENT METHOD TYPE:

N/A

REQUESTING DEPARTMENT: Financial Services Department

#### IMPACT ON OTHER FUNCTIONS/OPERATIONS:

N/A

#### CONSEQUENCES OF NON-APPROVAL:

N/A

#### IMPLEMENTATION TIMELINE:

N/A



# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: \_\_\_\_\_  
Agenda Item No.: \_\_\_\_\_

Subject/Title for Agenda Posting: Presentation of Warrant Report for December 1 - 31, 2015

Justification Statement: Presentation for your review and acceptance of the Warrant Report for the month of December 2015.

Purpose of Agenda Item:  Action  Information  Discussion  
Committee Meeting:  Policy/Instruction/Personnel/Student Services Committee  
 Finance/Audit/Facilities/Planning Committee  
Staff Responsible: Ana P. Zuniga

Presenter(s)



Signature of Approval

Director of Financial Services

Title

### District Improvement Plan Objective, Goal or Need Addressed

#### RATIONALE:

Acceptance of Warrant Report for the month of December 1 - 31, 2015

#### RECOMMENDATION/MOTION:

Administration recommends the acceptance of the Warrant Report in the amount of \$2,017,992.84.

FUNDING SOURCE: All Funds

ACCOUNT NO(S).

#### PROCUREMENT METHOD TYPE:

N/A

#### REQUESTING DEPARTMENT:

Financial Services Department

#### IMPACT ON OTHER FUNCTIONS/OPERATIONS:

N/A

#### CONSEQUENCES OF NON-APPROVAL:

N/A

#### IMPLEMENTATION TIMELINE:

N/A

Canutillo Independent School District  
Excellence Through Integrity and Innovation







# Canutillo Independent School District Financial Services

*Excellence Through Integrity and Innovation*

**TO:** Board of Trustees  
Dr. Pedro Galaviz, Superintendent

**THROUGH:** Martha E. Piekarski, Chief Financial Officer

**FROM:** Ana Zúñiga, Director of Financial Services

**DATE:** January 06, 2016

**SUBJECT:** Budget Amendments for January 2016

Budget Amendments submitted are summarized below for your review and consideration. For your information, the administrative ratio will be positively affected by BJE332202 and BJE332255 and not affected by BJE332208.

**BJE 332202** - This budget amendment is to re-allocate funds from *Function 23-School Leadership, 31-Guidance, Counseling, and Evaluation Services, and 33-Health Services* to *Function 11-Instructional* to purchase toner for teacher printers at Northwest Early College High School.

BUDGET ACCOUNT NUMBER	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.23.6399.00.003.6.99 - General Supplies	\$ 950	\$ (72)	\$ 878
199.31.6399.00.003.6.99 - General Supplies	\$ 305	\$ (105)	\$ 200
199.33.6399.00.003.6.99 - General Supplies	\$ 846	\$ (58)	\$ 788
199.11.6399.00.003.6.11 - General Supplies	\$ 4,321	\$ 235	\$ 4,556

**BJE 332208** - This budget amendment is to re-allocate funds from *Function 13-Curriculum and Instructional Staff Development* to *Function 11-Instructional* to provide additional academic tutoring during the spring semester at Canutillo Elementary School.

BUDGET ACCOUNT NUMBER	CURRENT BUDGET	CHANGE	AMENDED BUDGET
185.13.6411.00.101.6.30 - Employee Travel	\$ 1,522	\$ (1,522)	\$ 0
185.11.6126.03.101.6.30 - Academic Tutor Pay	\$ 39,767	\$ 1,522	\$ 41,289

**BJE 332255** - This budget amendment is to re-allocate funds from *Function 23-School Leadership* to *Function 11-Instructional* to purchase mobile listening centers for kindergarten classrooms at Childress Elementary School.

BUDGET ACCOUNT NUMBER	CURRENT BUDGET	CHANGE	AMENDED BUDGET
199.23.6411.00.104.6.99 - Employee Travel	\$ 1,790	\$ (250)	\$ 1,540
199.11.6397.00.104.6.11 - Controlled Assets - Furniture and Equipment	\$ 559	\$ 250	\$ 809

Attachments





Fiscal Year: 2016

Request Description: NECHS Staff Toner for Individual Printers

Budget Change Request Details

Request ID: 332202 Amount: \$235.00  
 Date: \* 11-30-2015 Unreconciled Amount: \$0.00  
 Description: \* NECHS Staff Toner for Individual Printers  
 Justification: \*  NECHS Staff Toner for Individual Printers  
 Characters remaining: 459 ( 500 max)

Decrease Accounts

Account	Balance Amount	Percentage
199 . 23 . 6399 . 00 . 003 . 99 . 2016 . 003 \$0.14	\$72.00	30.6383% <input type="button" value="B"/>
199 . 31 . 6399 . 00 . 003 . 99 . 2016 . 003 \$4.00	\$105.00	44.6809% <input type="button" value="B"/>
199 . 33 . 6399 . 00 . 003 . 99 . 2016 . 003 \$0.27	\$58.00	24.6809% <input type="button" value="B"/>
<input type="button" value="+"/>	\$235.00	100.00000%

Auto Complete: on

Increase Accounts

Account	Balance Amount	Percentage
199 . 11 . 6399 . 00 . 003 . 11 . 2016 . 003 \$414.98	\$235.00	100.00000% <input type="button" value="B"/>
<input type="button" value="+"/>	\$235.00	100.00000%

Auto Complete: on

Editor

NECHS Staff Toner for Individual Printers

Characters remaining: 459 ( 500 max)

Attachments

File	Description
NECHS Toner for Staff.pdf	<input type="button" value="B"/> <input type="button" value="D"/>
<input type="button" value="+"/>	

Fiscal Year: 2016

Request Description: CES transferring funds

Budget Change Request Details

Request ID: 332208  
 Date: 12-01-2015  
 Description: CES transferring funds  
 Justification: Julieta Melendez, CES Principal will be transferring funds to cover academic tutors  
 Characters remaining: 388 ( 500 max)

Amount: \$1,522.00  
 Unreconciled Amount: \$0.00

Decrease Accounts

Account	Balance	Amount	Percentage
185.13.6411.00.101.30.2016.101	\$20.00	\$1,522.00	100.00000%
<b>Auto Complete: on</b>			

Increase Accounts

Account	Balance	Amount	Percentage
185.11.6126.03.101.30.2016.101	\$22,121.49	\$1,522.00	100.00000%
<b>Auto Complete: on</b>			

Attachments

File Description

Editor

Julieta Melendez, CES Principal will be transferring funds to cover academic tutors for spring 2016. G:2 O:8 S:3

Characters remaining: 388 ( 500 max)



Fiscal Year: 2016 Request Description: Purchase Mobile Listening Center Unit for Kinder classrooms

Budget Change Request Details

Request ID: 332255 Amount: \$250.00  
 Date: \* 12-10-2015 Unreconciled Amount: \$0.00  
 Description: \* Purchase Mobile Listening Center Unit for Kinder classro  
 Justification: \*  1.1.4-Maintain safe/clean campus. Collaborate/address any non-functional areas  
 Characters remaining: 126 ( 500 max)

Decrease Accounts

Account	Balance	Amount	Percentage
199.23.6411.00.104.99.2016.104	\$740.00	\$250.00	100.00000%
<b>Auto Complete: on</b>			

Increase Accounts

Account	Balance	Amount	Percentage
199.11.6397.00.104.11.2016.104	\$73.45	\$250.00	100.00000%
<b>Auto Complete: on</b>			

Attachments

File Description

LISTENING CENTER UNITS.pdf

Editor

1.1.4-Maintain safe/clean campus. Collaborate/address any non-functional areas in timely manner to purchase/repair and/or replace items. Use unit with Listening Center Equipment, keep for easy access, organize material and mobile if needed, support At Risk Students through various and technology to enhance learning through variety of modalities ensuring student success.

Characters remaining: 126 ( 500 max)

# Board of Trustees

## Executive Summary of Board Agenda Item

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

Agenda Item No.: \_\_\_\_\_

Subject/Title for Agenda Posting: Acceptance of Donations to Canutillo ISD

Justification Statement: The attached forms list the donations that have been received by the district and are being submitted for your review and consideration by the Board of Trustees.

Purpose of Agenda Item:  Action  Information  Discussion


Committee Meeting:

Policy/Instruction/Personnel/Student  
 Finance/Audit/Facilities/Planning Committee Meeting

Staff Responsible:

Ana Zuniga \_\_\_\_\_ Director Financial Services

*Print Name and Signature of Presenter*



*Signature of Financial Services Director*

### District Improvement Plan Objective, Goal or Need Addressed

RATIONALE:

The attached forms list the donations that have been received by the district and are being submitted for your review and consideration by the Board of Trustees.

District Donations – Total Value- \$7,610.94

RECOMMENDATION/MOTION:

Administration recommends the acceptance of donations in the amount of \$7,610.94

ACCOUNT NO(S):

N/A

PROCUREMENT METHOD TYPE:

N/A

REQUESTING DEPARTMENT:

Financial Services Department

CONSEQUENCES OF NON-APPROVAL:

N/A

IMPACT ON OTHER FUNCTIONS/OPERATIONS:

N/A

IMPLEMENTATION TIMELINE:

N/A

ATTACHMENT(S):







Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: Dec 15 2015

School/ Department: Olderete MS

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Row 1: Donation of 200 tamales, 200 tamales, \$ 321.00

Purpose of donation:

Provide families during El Posado at Olderete Middle School

Donor or Donor Organization Name:
Address, City, State & Zip Code:

Tamales Lup. ta
4866 Lorraine Dr #B
Donahue TX 79835

Check one:

- Non-monetary donation (checked)
This donation will be recorded in the campus/department activity account
This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Club Name: AMS LPAC / Mayas

Account Number

Sponsor's Signature

Date

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt #

- Yes
No

REQUESTER'S SIGNATURE:

[Signature] 12/15/15
Principal/Department Head Date

ACCEPTANCE APPROVAL:

[Signature] 1/6/16
Financial Services Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All items are required)

Director of School Resources Date

Facilities Approval:

(If required - Building and grounds modifications/improvements)

Executive Director of Facilities Date

AFTER ALL APPROVALS SEND

Copy to Campus
Copy to Accountant - Asset Management
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donor's tax status when donating to a club or team.



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: Dec 15, 2015 School/ Department: Alderete MS

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Row 1: Hot chocolate to provide families during ELL Posada at Alderete Middle School, 200 cups, \$ 200.00

Purpose of donation: Provide families during ELL Posada at Alderete Middle School

Donor or Donor Organization Name: Valenzuela Family
Address, City, State & Zip Code: 1213 West... Canutillo, TX 79835

- Check one:
[X] Non-monetary donation
[D] This donation will be recorded in the campus/department activity account
[D] This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Club Name: AMIS LPAC / Mayas Account Number

Sponsor's Signature Date

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt # [D] Yes [D] No

REQUESTER'S SIGNATURE [Signature] 12/15/15
Principal/Department Head Date

ACCEPTANCE APPROVAL [Signature] 1/6/16
Financial Services Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval: (if required - All technology related items)
Director of School Resources Date

Facilities Approval: (if required - Building and grounds modification/improvements)
Executive Director of Facilities Date

AFTER ALL APPROVALS SEND:
Copy to Campus
Copy to Accountant - Asset Management
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donor's tax status when donating to a club or team.



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 12/9/15 School/ Department: AMS

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Row 1: Check for Theater Arts to be used on props, 1, 100.00

Purpose of donation: To assist with purchase of props for theater arts.

Donor or Donor Organization Name: Ms. Gutierrez
Address, City, State & Zip Code: 598-9223

- Check one:
[ ] Non-monetary donation
[ ] This donation will be recorded in the campus/department activity account
[ ] This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Theater Arts Club Name
865 00-2197.20.042 00 Account Number
Sponsor's Signature Date: 12/9/15

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt# 37319 etc.
[X] Yes
[ ] No

REQUESTER'S SIGNATURE: [Signature] 12/9/15
Principal/Department Head Date

ACCEPTANCE APPROVAL: [Signature] 1/6/16
Financial Services Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:
(if required - All technology related items)
Director of School Resources Date

Facilities Approval:
(if required - Building and grounds modification/improvements)
Executive Director of Facilities Date

AFTER ALL APPROVALS SEND:
Copy to Campus
Copy to Accountant • Asset Management
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax advisor for the donation's tax status when donating to a club or team.

**Canutillo Independent School District**  
Office Receipt

School AMS NO. 57519  
 Received From Ms Gutierrez Date 12/9, 2015  
 (CHECK ONE) CASH \_\_\_\_\_ CHECK(S)  BOTH \_\_\_\_\_  
 \$ 100.00

FUNDRAISER # \_\_\_\_\_ TAX. FREE DAY \_\_\_\_\_ TAX INCLUDED \_\_\_\_\_  
 MISC RECEIPT# \_\_\_\_\_ TICKET# \_\_\_\_\_

ACCT.	DESCRIPTION	AMOUNT
	<u>865.00 7197. 20 042.00</u>	<u>100.00</u>
	<u>Theater Arts Donations</u>	<u>8466</u>

***NO RECEIPT NO REFUND***

*(Please specify type when reporting a fund raising activity; i.e. candy, t-shirts, fund raiser # and whether tax-free)*

**NOTE: An original receipt must be presented for refund**  
**If payment is made by check, a refund can only be issued after 10 working days after the check was deposited**

Distribution: white copy to payer  
 Yellow copy to finance w/Master receipt  
 Pink copy remains in the book for audit purposes

Received By [Signature]

69-8108-3120  
 ECheck® Plus Check Fraud  
 Protection & ID Assistance

8466

12-9 2015

Pay To The Order Of \_\_\_\_\_ \$ 100.00

One Hundred Dollars & 00/100 Dollars

**GECU**  
**GREATER EL PASO'S CREDIT UNION**  
 P.O. BOX 20998  
 EL PASO, TEXAS 79998

For Theater Arts Rachel P. Gutierrez MP

⑆312081089⑆ 803143501⑆ 8466



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 11/5/15 School/ Department: CMS

On behalf of the CISD, I am asking that you approve the acceptance of the following items

Table with 3 columns: Donation Description, Quantity, Value. Row 1: CK# 18219: Student Sponsorship, 1, 150.00. Row 2: \* Donation made by Tortilleria Cuauhtemoc. Row 3: \*\* Sponsors requesting letter from CISD for tax purposes.

Purpose of donation: Student sponsorship for David Valles (7th grade honor band student) to participate at Heritage Music Festival, May 2016.

Donor or Donor Organization Name: Tortilleria Cuauhtemoc LLC
Address, City, State & Zip Code: 809 Westway Blvd. Canutillo, TX 79835-8526

- Check one
[ ] Non-monetary donation
[ ] This donation will be recorded in the campus/department activity account
[X] This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

CMS Honor Band Club Name
805.00.2197.47.041.00 Account Number
[Signature] Sponsor's Signature
12/8/15 Date

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt# 57322
[ ] Yes
[ ] No

REQUESTER'S SIGNATURE: [Signature] 12/8/15
Principal/Department Head Date
ACCEPTANCE APPROVAL: [Signature] 1/6/16
Financial Services Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:
Technology Approval: Director of School Resources Date
Facilities Approval: Executive Director of Facilities Date

AFTER ALL APPROVALS SEND
Copy to Campus
Copy to Accountant - Asset Management
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donor's tax status when donating to a club or team.

RECEIVED DEC 08 2015



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 12-11-15

School Department CMS - Choir

On behalf of the CISD, I am asking that you approve the acceptance of the following items

Table with 3 columns: Donation Description, Quantity, Value. Row 1: Check # 009511 - Donation to Choir, 1, \$75.00

Purpose of donation:

Donation for Choir's participation in the "Lighting of the Christmas Tree Ceremony"

Donor or Donor Organization Name:
Address, City, State & Zip Code:

El Paso Outlet Center LLC
5000 Flakes Dr, Suite 500
Muskegon, MI 49441

Check one:

- ( ) Non-monetary donation
( ) This donation will be recorded in the campus/department activity account
( ) This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

CMS Choir
Club Name

865.00.2197.03.04.100
Account Number

[Signature]
Sponsor's Signature

12-11-15
Date

Donation has been received and is pending approval

If yes, list Miscellaneous Receipt #

Office 36945

- [X] Yes
( ) No

REQUESTER'S SIGNATURE

[Signature]
Principal/Department Head

12-15-15
Date

ACCEPTANCE APPROVAL:

[Signature]
Financial Services Director

1/6/16
Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(if required - Network/Internet/Software)

Director of School Resources

Date

Facilities Approval:

(if required - Building and grounds/maintenance/contractors)

Executive Director of Facilities

Date

AFTER ALL APPROVALS SEND

Copy to Campus
Copy to Accountant - Asset Management
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax advisor for the donor's tax status when donating to a club or team.

RECEIVED DEC 16 2015



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 11/10/15 School/ Department: GES

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Row 1: 1 check # 215509, 1, 599.94

Purpose of donation: To provide faculty and staff with snacks and drinks during meetings

Donor or Donor Organization Name: Pizza Properties, INC
Address, City, State & Zip Code: 4445 N. Mesa Street 100, F.L. P.O. Box 79902

- Check one:
0 Non-monetary donation
[X] This donation will be recorded in the campus/department activity account
0 This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Yearbook
Club Name

8165.00-2195.02-105.00
Account Number

Tony Boga
Sponsor's Signature

12/2/15
Date

Donation has been received and is pending approval

If yes, list Miscellaneous Receipt #
35569- OFFICE

8116
Master

[X] Yes
0 No

REQUESTER'S SIGNATURE:

Tanaka J. Carter
Principal/Department Head
Date: 12/02/15

ACCEPTANCE APPROVAL:

Ava E.
Financial Services Director
Date: 1/6/16

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All technology related items)

Director of School Resources
Date

Facilities Approval:

(If required - Building and grounds modification/improvements)

Executive Director of Facilities
Date

AFTER ALL APPROVALS SEND:

Copy to Campus
Copy to Accountant - Asset Management
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donor's tax status when donating to a club or team.

RECEIVED DEC 02 2015



PIZZA PROPERTIES, INC.

Wells Fargo

215509

4445 N. MESA SUITE 100  
EL PASO, TX 79902

11200066

88-6/1120

Pay . Ninety Nine Dollars and 94 Cents

**DATE**  
Nov 3, 2015

**AMOUNT**  
\$99.94

to the Order of:

GARCIA ELEMENTARY

6550 WESTSIDE DR.  
EL PASO, TX 79932

Void after 90 days.

MP

⑈ 2 1 5 5 0 9 ⑈ ⑆ 1 1 2 0 0 0 6 6 ⑆ 7 4 8 0 9 9 4 6 1 0 ⑈

PIZZA PROPERTIES, INC.

To: GARCIA ELEMENTARY

GAREL1

Check Number:

215509

Date:

11/03/2015

Invoice Number	Date	Description	Amount	Discount	Paid Amount
093467	November 2, 2015	11/02/15 138	\$99.94	\$0.00	\$99.94

TOTALS:                      \$99.94                      \$0.00                      \$99.94



# Canutillo Independent School District Donation Approval Form

Date of request: Nov 2, 2015

School/Department: SDE

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Donation Description	Quantity	Value
<u>Snack Packs</u>	<u>30</u>	<u>\$75</u>

Purpose of donation: Provide easy at home snacks for needy children Wed Dec 16 2015

Donor or Donor Organization Name: PTO SDE  
Address, City, State & Zip Code: \_\_\_\_\_

- Check one:
- Non-monetary donation
  - This donation will be recorded in the campus/department activity account
  - This donation is for the benefit of the following club or team and will be recorded in their account if the donation is approved

Club Name \_\_\_\_\_  
Sponsor's Signature [Signature]

Account Number \_\_\_\_\_  
Date Nov 2 2015

Donation has been received and is pending approval  
If yes, list Miscellaneous Receipt # \_\_\_\_\_

- Yes
- No

**REQUESTER'S SIGNATURE:**

[Signature] 12/8/15  
Principal/Department Head Date

[Signature] 1/6/16  
Business Services Executive Director Date

**ACCEPTANCE APPROVAL:**

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

**Technology Approval:**

(If required - All technology related items)

Executive Director of School Resources \_\_\_\_\_ Date

**Facilities Approval:**

(If required - Building and grounds modifications/improvements)

Executive Director of Facilities \_\_\_\_\_ Date

AFTER ALL APPROVALS SEND:

Copy to Campus  
Original to Finance Accountant

RECEIVED DEC 08 2015

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donation's tax status when donating to...



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 12-7-15

School/ Department: RES

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Rows include Christmas tree, tree ornaments, star (tree topper), and Total \$125.00.

Purpose of donation: Decorations for christmas concerts

Donor or Donor Organization Name: Southwire
Address, City, State & Zip Code: 7811 Hoover EIRSD TX 79912

Check one:

- X Non-monetary donation
D This donation will be recorded in the campus/department activity account
D This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Student Activities
Club Name

N/A
Account Number

Sponsor's Signature

Date

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt #

REQUESTER'S SIGNATURE:

Handwritten signature and date 12/7/15 with checkboxes for Yes/No.

ACCEPTANCE APPROVAL:

Handwritten signature and date 1/6/16 for Financial Services Director.

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All network equipment items)

Director of School Resources Date

Facilities Approval:

(If required - Building and grounds modification/improvements)

Executive Director of Facilities Date

AFTER ALL APPROVALS SEND:

Copy to Campus
Copy to Accountant - Asset Management
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donation's tax status when donating to a club or team.



Canutilo Independent School District
Donation Approval Form

EXHIBIT K

Date of request: 11/18/15

School/ Department: RES Library

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Row 1: Used children's books, 42, 25.00

Purpose of donation:

To supplement the library. Family no longer has use for the books.

Donor or Donor Organization Name:
Address, City, State & Zip Code:

Felicia Frietze - Rodriguez
7429 Brays Landing Dr
El Paso, TX 79911

Check one:

- Non-monetary donation (checked)
This donation will be recorded in the campus/department activity account
This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

RES Library
Club Name

Account Number

Sponsor's Signature

11/18/15
Date

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt #

- Yes
No

REQUESTER'S SIGNATURE:

Principal/Department Head
Date: 11/18/15

ACCEPTANCE APPROVAL:

Financial Services Director
Date: 1/6/16

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All technology related items)

Director of School Resources
Date

Facilities Approval:

(If required - Building and grounds modification s/improvements)

Executive Director of Facilities
Date

AFTER ALL APPROVALS SEND:

Copy to Campus
Copy to Accountant • Asset Management
Original to Board of Trustees for Approval



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 11/18/15

School/ Department: RES Library

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Row 1: Used children's books, 41, 40.00

Purpose of donation: To supplement the library. Family no longer has use for the books.

Donor or Donor Organization Name: Shimp family
Address, City, State & Zip Code: 6774 Hermoso del sol, El Paso TX 79911-3020

- Check one:
[checked] Non-monetary donation
[ ] This donation will be recorded in the campus/department activity account
[ ] This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

RES Library
Club Name

Account Number

[Signature]
Sponsor's Signature

11-18-15
Date

Donation has been received and is pending approval [ ] Yes
If yes, list Miscellaneous Receipt# [ ] No

REQUESTER'S SIGNATURE:

[Signature] 11/18/15
Principal/Department Head Date

ACCEPTANCE APPROVAL:

[Signature] 11/6/15
Financial Services Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All technology-related items)

Director of School Resources Date

Facilities Approval:

(If required - Building and grounds modification s/improvements)

Executive Director of Facilities Date

AFTER ALL APPROVALS SEND:

Copy to Campus
Copy to Accountant • Asset Management
Original to Board of Trustees for Approval



Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 12/16/15

School/ Department: Reyes

On behalf of the CISD, I am asking that you approve the acceptance of the following items

Table with 3 columns: Donation Description, Quantity, Value. Row 1: Reyes Glass Boards, 1, 100.-

Purpose of donation: Merry Christmas & Used to display School Name! to Thank you for Hosting

Donor or Donor Organization Name: Skyy Wear
Address, City, State & Zip Code: 1160 Jmc Cutcherson Ste F, El Paso TX 79932

- Check one:
[ ] Non-monetary donation
[ ] This donation will be recorded in the campus/department activity account
[ ] This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Reyes School Club Name
[Signature] Sponsor's Signature

N/A Account Number
12/16/15 Date

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt#

REQUESTER'S SIGNATURE:

[Signature] 12/16/15
Principal/Department Head Date

ACCEPTANCE APPROVAL:

[Signature] 1/6/16
Financial Services Director Date

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO:

Technology Approval:

(If required - All school-related items)

Director of School Resources Date

Facilities Approval:

(If required - Building and grounds modification/improvements)

Executive Director of Facilities Date

AFTER ALL APPROVALS SEND:

Copy to Campus
Copy to Accountant - Asset Management
Original to Board of Trustees for Approval

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Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 12/15/15

School Department: Relys Elementary

On behalf of the CISD, I am asking that you approve the acceptance of the following items:

Table with 3 columns: Donation Description, Quantity, Value. Row 1: 6 Bikes, 6, \$400.00

Purpose of donation: Motivation for Student Activities.

Donor or Donor Organization Name: F. Green Construction
Address, City, State & Zip Code: 320 Calle Asti, El Paso, TX, 79932

- Check one:
[ ] Non-monetary donation
[ ] This donation will be recorded in the campus/department activity account
[ ] This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Student Activities
Club Name
Sponsor's Signature

Account Number
Date

Donation has been received and is pending approval
If yes, list Miscellaneous Receipt #

[ ] Yes
[ ] No

REQUESTER'S SIGNATURE

Principal/Department Head
Date: 12/15/15

ACCEPTANCE APPROVAL

Financial Services Director
Date: 1/6/16

IF ADDITIONAL APPROVALS ARE REQUIRED PLEASE FORWARD TO:

Technology Approval:

(If required - All technology related needs)

Director of School Resources
Date

Facilities Approval:

(If required - Building and grounds modification/improvements)

Executive Director of Facilities
Date

AFTER ALL APPROVALS SEND:

Copy to Campus
Copy to Accountant - Asset Management
Original to Board of Trustees for Approval

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Canutillo Independent School District
Donation Approval Form

EXHIBIT R

Date of request: 12-2-2015

School/ Department: Student Support Services

On behalf of the CISD, I am asking that you approve the acceptance of the following items: Coordinated School Health

Table with 3 columns: Donation Description, Quantity, Value. Row 1: Marathon Kids - Nike Running program scholarships, 400 @ \$15, \$6,000. Row 2: Canutillo Elem - 200 - 4th/5th graders. Row 3: Damian Elem - 200 - 4th/5th graders.

Purpose of donation:

The students will have their entry fee paid for to participate in the Marathon Kids running programs. Incentives provided after each marathon.

Donor or Donor Organization Name: Marathon Kids/Nike
Address, City, State & Zip Code: 2512 S. IH 35, Suite 350 Austin, TX 78704

- Check one:
[X] Non-monetary donation
[D] This donation will be recorded in the campus/department activity account
[D] This donation is for the benefit of the following club or team and will be recorded in their account if the donation is monetary in nature

Club Name: Nancy Jones
Account Number: 12-10-15
Sponsor's Signature: [Signature]
Date: [Signature]

Donation has been received and is pending approval: [X] Yes, [D] No
If yes, list Miscellaneous Receipt#

REQUESTER'S SIGNATURE: [Signature]
Principal/Department Head
Date: 12/15/15

ACCEPTANCE APPROVAL: [Signature]
Financial Services Director
Date: 1/6/16

IF ADDITIONAL APPROVALS ARE REQUIRED, PLEASE FORWARD TO: RCVD DEC 15 2015 PH03:24

Technology Approval:
(If required - All technology related items)
Director of School Resources
Date

Facilities Approval:
(If required - Building and grounds modification s/improvements)
Executive Director of Facilities
Date

AFTER ALL APPROVALS SEND:
Copy to Campus
Copy to Accountant - Asset Management
Original to Board of Trustees for Approval

Property donated (and accepted) to the district becomes sole property of the district and cannot be returned to the donor. Donations made to the district or a campus activity account are tax-deductible. Donors should check with their tax-advisor for the donator's tax status when donating to a club or team.

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: \_\_\_\_\_  
Agenda Item No.: \_\_\_\_\_

**Subject/Title for Agenda Posting:** 2016-2017 Budget Update

**Justification Statement:** An update on the development of the 2016-2017 Budget is being provided

**Purpose of Agenda Item:**  Action  Information  Discussion  
**Committee Meeting:**  Policy/Instruction/Personnel/Student Services Committee  
 Finance/Audit/Facilities/Planning Committee

**Staff Responsible:** Ana Zúñiga, Director of Financial Services

*Presenter(s)*  
  
*Signature of Approval*

### District Improvement Plan Objective, Goal or Need Addressed

**RATIONALE:** 2016-2017 Budget Development

**RECOMMENDATION/MOTION:**

An update on the development of the 2016-2017 Budget is being provided for informational purposes.

**FUNDING SOURCE:** **ACCOUNT NO(S).**

General Fund, to include Food Service, and the Debt Service Fund

**PROCUREMENT METHOD TYPE:**

N/A

**REQUESTING DEPARTMENT:**

Financial Services Department

**IMPACT ON OTHER FUNCTIONS/OPERATIONS:**

N/A

**CONSEQUENCES OF NON-APPROVAL:**

N/A

**IMPLEMENTATION TIMELINE:**

N/A





# Canutillo Independent School District Financial Services

*Excellence Through Integrity and Innovation*

**TO:** Board of Trustees  
Dr. Pedro Galaviz, Superintendent

**THROUGH:** Martha E. Piekarski, Chief Financial Officer

**FROM:** Ana Zúñiga, Director of Financial Services

**DATE:** January 7, 2016

**SUBJECT:** 2016-2017 Budget Update

An update is being provided on the development of the 2016-2017 budget. As scheduled, the following activities were held during the month of December:

The following activities are scheduled for December:

- ❖ Information regarding preliminary revenue projections was provided on December's Finance Committee meeting, along with budget priorities.
- ❖ A Finance Department training was held on December 3, 2015, which included information on the budget process. This will be followed up by a more focused budget workshop in January.
- ❖ Ms. Elvia Moreno continues to coordinate and follow-up on needs assessment documentation.
- ❖ An update on budget priorities and the budget process was provided to the District Advisory Committee (DAC) on December 9, 2015.

The following activities are scheduled for January:

- ❖ A budget workshop is scheduled with Cabinet on January 11, 2016 to review the preliminary budget information to be presented to the Board of Trustees.
- ❖ A budget workshop is scheduled with the Board of Trustees for January 21, 2016. Preliminary information on the budget process will be presented.
- ❖ Input from DAC will be requested regarding districtwide budget priorities for discussion during this month's DAC meeting.
- ❖ A more focused budget workshop will be provided to campuses and departments during the second half of the month with specific instructions on budget preparation and submission.
- ❖ Budget allocations will be provided to campuses and departments by the end of the month, so that they can prepare budget submissions.
- ❖ The Curriculum and Instruction Department is expected to begin their review of instructional programs.

Please do not hesitate to contact me at 877-7425, or at [azuniga@canutillo-isd.org](mailto:azuniga@canutillo-isd.org).



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.

# Board of Trustees

## Executive Summary of Board Agenda Item

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

Agenda Item No.: \_\_\_\_\_

Subject/Title for Agenda Posting: Approval of license renewal for one year of Zenworks desktop management solution.

Justification Statement: Renewal of software subscription for Zenworks, the product selected by the district to manage district desktop computers.

Purpose of Agenda Item:  Action  Information  Discussion Committee  
Meeting:  Policy/Instruction/Personnel/Student Services Committee  
 Finance/Audit/Facilities/Planning Committee Meeting

Staff Responsible: Information Technology Services  
Print Name and Signature of Presenter  
*[Signature]* 12/07/15  
Signature of Financial Services Director

### District Improvement Plan Objective, Goal or Need Addressed

GOAL: 2-Increase Student Academic Achievement  
4-Maximize All Resources

RATIONALE: Support and maintenance renewal of Zenworks desktop management solution to automate the deployment of images, patches, updates and remote assistance. This vendor was chosen for the reason that they have the experience and expertise to provide this service.

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.

RECOMMENDATION/MOTION: It is recommended that the Board of Trustees approve the contracted services for support and maintenance from Novell.

AMOUNT(S): \$ 29,628.66

ACCOUNT NO(S): 199.53.6299.00.728.99

PROCUREMENT METHOD TYPE: 3 Quotes included

REQUESTING DEPARTMENT: Technology Services

CONSEQUENCES OF NON-APPROVAL: Computer deployment time will be negatively impacted and workorders will increase considerably.

IMPLEMENTATION TIMELINE: Immediately upon renewal of existing services

ATTACHMENT(S):  6



## Cost Analysis

Vendor A	Vendor B	Vendor C	Vendor D
Novell	CDW-G	Shi Government	Novacoast
29,628.66	29,628.66	29,628.66	29,628.66

# Evaluation Score Sheet

Zenworks

Procurement type:

RATER Name: Technology Department

Campus: District Wide

Verified by: *[Signature]*

	Novell Zenworks	CDW-G Zenworks	shi Government Zenworks	NovaCoast Zenworks
Product				
<b>Product Evaluation</b>				
<b>Cost</b>	\$29,628.66	\$29,628.66	\$29,628.66	\$29,628.66
	25	25	25	25
<b>The Quality of Proposer's goods or services as presented in quotation.</b>				
	25	25	25	25
<b>The extent to which the goods or services meet the district's needs</b>				
	25	25	25	25
<b>The Proposer's past relation with the district</b>				
	25	20	20	10
<b>GRAND TOTAL</b>	<b>100</b>	<b>95</b>	<b>95</b>	<b>85</b>

# Novell Customer Quote # 1891322

Program: **SLA**

Pricing Good: **18 Nov 2015 - 31 Mar 2016**

Status: **Pending Customer Acceptance**

# Approved

Maximizing your IT investments means committing to an ongoing training plan.

Created By: Burrough, Jared T (Jared)  
jared.burrough@microfocus.com

Comments:

Customer	Reseller	Shipping	Billing
CANUTILLO ISD 7965 ARTCRAFT RD EL PASO TX 79932	RESELLER NOT APPLICABLE - NOVELL 1800 S NOVELL PL PROVO UT 84606	CANUTILLO ISD 7965 ARTCRAFT RD EL PASO TX 79932	CANUTILLO ISD 7965 ARTCRAFT RD EL PASO TX 79932

Contract:  
7367464

End User Contact  
LANE PERRY  
1 915 540-6439  
LPERRY@CANUTILLO-ISD.ORG

Reseller Contact  
NOT APPLICABLE  
1 8015555555  
orderackdump@novell.com

Shipping Contact  
TONY FLORES  
1 915-877-7474  
TONY.FLORES@CANUTILLO-  
ISD.ORG

Billing Contact  
TONY FLORES  
1 915-877-7474  
TONY.FLORES@CANUTILLO-  
ISD.ORG

QTY	SKU	Description	Start/End Date	SPR	Unit MSRP	Unit Price	Subtotal
6042	876-000979	ZENworks Suite FTE School License	01 Apr 2016 - 31 Mar 2017	No	4.20	4.20	25,376.40
6042	876-000083	ZENworks Patch Management 1-Device Subscription for Windows FTE School License	01 Apr 2016 - 31 Mar 2017	No	0.53	0.53	3,202.26
1	876-000934	On-demand Library - Novell 1-Year School	01 Apr 2016 - 31 Mar 2017	No	1,050.00	1,050.00	1,050.00

**Total USD 29,628.66**

### How to Place an Order:

- If purchasing directly, you will need to purchase from Novell by submitting a purchase order showing Novell Inc. as the vendor/supplier and send this quote directly to one of the following:  
Email: [orders@novell.com](mailto:orders@novell.com)  
Fax: +1-801-861-6335  
Mail: Novell Inc.  
Mail Stop H-42343  
1800 South Novell Place  
Provo, UT 84606  
USA
- If purchasing via an authorized Novell reseller, please provide this document to your reseller to ensure order accuracy, and to receive a quote of your final purchase price. If the purchase is made via a reseller the price in this quote is a suggested price.
- This quote does not include any shipping or taxes, if any.
- If a pricing discrepancy should arise, the pricing as published in the current Novell Product Price List and/or Product Announcement will prevail.



CDWG.com | 800.594.4239

OE400SPS

## SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
GQCQ130	0594944	11/17/2015

**BILL TO:**  
CANUTILLO ISD  
PO BOX 440

**SHIP TO:**  
CANUTILLO ISD  
7965 ARTCRAFT RD

Accounts Payable  
CANUTILLO , TX 79835-0440

EL PASO , TX 79932-1131  
Contact: ROBERTA  
GUILFOIL 915.877.7460

Customer Phone #

Customer P.O. # NOVELL QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
COREY GREMPKA 866.222.9713	ELECTRONIC DISTRIBUTION	NET 30 Days-Govt/Ed	GOVT-EXEMPT

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
6042	3303851	NOV ZENWORKS STE FTE SCHOOL LIC Mfg#: 876-000979 Contract: TCPN - Technology Solutions R5106 R5106	4.20	25,376.40
6042	1008109	Electronic distribution - NO MEDIA NOV SLA ZW PATCH MGT SUB 1Y Mfg#: 876-000083 Contract: TCPN - Technology Solutions R5106 R5106	0.53	3,202.26
1	3303854	Electronic distribution - NO MEDIA NOV ONDEMAND LIB NOV SCHOOL 1Y Mfg#: 876-000934 Contract: TCPN - Technology Solutions R5106 R5106 Electronic distribution - NO MEDIA	1,050.00	1,050.00
SUBTOTAL				29,628.66
FREIGHT				0.00
TAX				0.00

US Currency

**TOTAL** ↗ 29,628.66

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061

Fax: 312.705.9418

**Please remit payment to:**  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager.



Hello Roberta,

Here is the quote you requested. PLEASE INCLUDE QUOTE NUMBER ON ORDER OR ATTACH QUOTE TO ORDER. ONLY ONE END USER CAN BE USED ON AN ORDER.

There are no additional shipping and handling charges. If there is anything else I can do for you, please let me know.

Thanks,  
Katie Meyers  
SHI Government Solutions  
1301 South Mo-Pac Expressway  
Ste. 375  
Austin, TX 78746  
Phone: 800-870-6079 ext. 8686230  
Fax: 512-732-0232



**Pricing Proposal**  
Quotation #: 10616519  
Description: Zenworks  
Reference #: DIR-SDD-2503  
Created On: Nov-16-2015  
Valid Until: Nov-30-2015

**TX Canutillo Independent School District**

**SHI Government Solutions**

**Roberta Guilfoil**  
7965 Aircraft Rd  
El Paso, TX 79932  
United States  
Phone: (915) 877-7460  
Fax: (915) 877-7418  
Email: rguilfoil@canutillo-isd.org

**Katie Meyers**  
1301 South Mo-Pac Expressway  
Ste. 375  
Austin, TX 78746  
Phone: Phone: 800-870-6079  
Fax: Fax: 512-732-0232  
Email: Katie\_Meyers@shi.com

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 ZENworks Suite - Subscription license ( 1 year ) - 1 enrollment - EDU - SLA Novell - Part#: 876-000979-SLA Coverage Term: Apr-01-2016 – Mar-31-2017	6042	\$4.20	\$25,376.40
2 ZENworks Patch Management for Windows - Subscription license ( 1 year ) - 1 student enrollment - EDU, FTE - SLA - Win Novell - Part#: 876-000083-SLA Coverage Term: Apr-01-2016 – Mar-31-2017	6042	\$0.53	\$3,202.26
3 Novell On-demand Library - web-based training - volume, ACAD - SLA Novell - Part#: 876-000934-SLA	1	\$1,050.00	\$1,050.00
		<b>Total</b>	<b>\$29,628.66</b>

**Additional Comments**

Here is the price quote you requested.

Please provide end-user contact information (first name, last name, and email address) for all orders. Not including this information may result in a delay in order processing.

Also, please include SHI quote number on your PO. Please contact me if you have any questions.



**Quote Information**

Date: 11/11/15  
Quote ID: 11112015 -61  
Subject: 2016 SLA Renewal

**Novacoast Rep**

Andrew Mauldin  
Amauldin@novacoast.com  
504-858-9089

**Client Information**

Customer: Canutillo Independent School District  
Address: 7965 Artcraft Rd.  
Address 2: (PO Box 100 Canutillo, TX 79835)  
City, State ZIP: El Paso, TX 79932  
Contact: Tony Flores  
Email: tony.flores@canutillo-isd.org  
Phone: 915-877-7474  
Novell Contract: 7367464 SLA

**Inside Sales Support**

Linda Soderberg  
lsoderberg@novacoast.com  
801-564-4771

Line	QTY	Description	MNT	MSRP	Price	Extended Price
1	6042	ZENworks Suite FTE School License	Apr 01, 2016 - Mar 31, 2017	\$ 4.20	\$ 4.20	\$ 25,376.40
2	6042	ZENworks Patch Management 1-Device Subscription for Windows FTE School License	Apr 01, 2016 - Mar 31, 2017	\$ 0.53	\$ 0.53	\$ 3,202.26
3	1	On-demand Library - Novell 1-Year School	Apr 01, 2016 - Mar 31, 2017	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
4	1	Novacoast Support Incident for Novell products	N/A	\$ 1,000.00	\$ -	\$ -
<b>Subtotal :</b>						<b>\$ 29,628.66</b>
<b>Sales Tax :</b>						<b>Certificate on File</b>
<b>Total :</b>						<b>\$ 29,628.66</b>

**Comments**

Failure to renew before the current Novell products' expiration dates may result in a 20% reinstatement fee at the time of renewal.

**Terms**

Programs and pricing can change at any time. POs accepted with approval, terms of Net30 or less required. Credit card accepted on approval only. No refunds. No returns. Shipping for any hardware will be invoiced at actual cost.

If sales tax is not quoted, it will be added to the invoice if applicable. Please include tax exempt certificate with PO. Sales tax is simply the highest rate within your zip code as Novacoast has no way to differentiate city/county lines; if your rate differs please advise.



## Cost Analysis

Epson 99W projector with hanging mount and installation.			
PlanB	GovC	Desert Comm. Inc.	
\$15,128.00	\$13,152.64	\$13,884.40	
Hardwire & Lan installation	Lan Installation	Lan Installation	

**EVALUATION SCORE SHEET**

Epson 99W and instalation  
**SOLICITATION TYPE:** Cooperative *(Quotes)*  
 Campus: CMS

Evaluator Name: Mark Paz  
 Evaluator # *Mark Paz*

	<b>Plan B</b>	<b>GovC</b>	<b>Desert Comm. Inc.</b>	
	Epson 99W w/Instal.	Epson 99W w/Instal.	Epson 99W w/Instal.	
<b>Produc Evaluation - Cost</b>	\$15,128.00	\$13,152.64	\$13,884.20	
# points 50	40.00	45.00	50.00	
<b>Quality of the vendor's goods/services</b>				
# points 20	20.00	20.00	20.00	
<b>Extent to which the goods/services meet district's needs (technical)</b>	Includes Hardwire & LAN	LAN Only	LAN Only	
#points 25	25.00	15.00	15.00	
<b>Vendor's past relation with the district</b>				
# points 5	5.00	5.00	5.00	
<b>GRAND TOTAL = 100</b>	<b>90.00</b>	<b>85.00</b>	<b>90.00</b>	<b>0.00</b>

50



Plan B Networks, Inc  
 11395 James Watt  
 Suite A6  
 El Paso, Texas  
 United States  
<http://www.planbnet.com>  
 (P) 915-774-0207  
 (F) 915-599-0232

**Quotation (Open)**

**Date**  
 Nov 16, 2015 10:09 AM MST

**Doc #**  
 14381 - rev 1 of 1

**Description**  
 Canutillo Middle School Projectors/Install

**SalesRep**  
 Mares, Juan  
 (P) 915-774-0207  
 (F) 915-599-0232

**Customer Contact**  
 Guilsfoil, Roberta  
 (P) 915-877-7400  
 (F) 915-877-7418  
[rguilfoil@canutillo-isd.org](mailto:rguilfoil@canutillo-isd.org)

**Customer**

Canutillo Independent School  
 District (CI0097)  
 Guilsfoil, Roberta  
 7965 Artcraft Road  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7400  
 (F) 915-877-7407

**Bill To**

Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7474

**Ship To**

Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7474

**Ship Via:**  
 UPS Ground

**Special Instructions:**

**Carrier Account #:**

Note: Pricing is being obtained from Allied States Cooperative RFP Contract# 14-6992

#	Description	Qty	Unit Price	Total
<b>RFP# 14-6992</b>				
1	Category 6 Station Data Cable NO existing pathway	10	\$165.00	\$1,650.00
2	Panduit Cat6 Jack Black	10	\$0.00	\$0.00
3	Panduit Cat6 Jack Blue	10	\$0.00	\$0.00
4	Panduit 1-port faceplate	10	\$0.00	\$0.00
5	Cat6 plenum rated black cable	2000	\$0.00	\$0.00
6	Cat 6 Patch Cord 5' black	10	\$0.00	\$0.00
7	White Blank Decora Plate 1Gang	10	\$0.00	\$0.00
8	VGA w/2 port insert plate	10	\$0.00	\$0.00
<b>Projector and Installation</b>				
9	Material and Labor for Projector Installation	1	\$13,478.00	\$13,478.00
10	Epson PowerLite 99W LCD projector - 3000 lumens - 1280 x 800 - 16:10 - HD 720p - LAN	10	\$0.00	\$0.00
11	TRS Single Gang J-Box	10	\$0.00	\$0.00
12	Hellerman Tyton 1 1/4" Raceway office white 6'	4	\$0.00	\$0.00
13	Hellerman Tyton 1 1/4 splice cover office white	4	\$0.00	\$0.00
14	Hellerman Tyton 1-1/4" Ceiling Drop Office White	2	\$0.00	\$0.00

#	Description	Qty	Unit Price	Total
15	Hellerman Tyton 1-1/4" Elbow Office White	2	\$0.00	\$0.00
16	Ceiling Mounting Kit	10	\$0.00	\$0.00
17	Ceiling Plate Kit	10	\$0.00	\$0.00
18	STEREN 50' SVGA Cable	10	\$0.00	\$0.00
19	Cable Tech Labor	80	\$0.00	\$0.00

SOW: Purchase and Installation of (10) projectors at Canutillo Middle School. Rooms 105, 106, 108, 109, 110, 111, 112, 113, 114, 115. Installation of electrical power to be provided by District where needed. Surface mount raceway will be used where needed. Installation of data drop and VGA connectivity. Adjustment of projector to fit into screen. All work will be performed in a professional workmanlike manner.

Subtotal:	\$15,128.00
Tax (0.000%):	\$0.00
Shipping:	\$0.00
<b>Total:</b>	<b>\$15,128.00</b>

**NOTE: PRICES ARE GOOD FOR 30 DAYS**

Thank you for allowing us to send you a quotation. If you have any questions or have any special needs please contact us.

This document and the information herein is both CONFIDENTIAL AND PROPRIETARY. Plan B owns such information. Any unauthorized use of such information is strictly prohibited.

**ORDERING INFORMATION**  
**GovConnection, Inc.**  
**State of Texas DIR - Epson**  
**Contract #DIR-SDD-1946**  
**Contract Expiration: 7 December 2016**

**Please contact your account manager with questions.**

**Ordering Address**  
GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
PO Box 536477  
Pittsburgh, PA 15253-5906

*Please reference the Contract # on all purchase orders.*

**TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE

**WARRANTY:** *Manufacturer's Standard Commercial Warranty*

*Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of the State of Texas DIR – Epson Contract #DIR-SDD-1946. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:

<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:

[SLEDOPS@GovConnection.com](mailto:SLEDOPS@GovConnection.com)

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

# Desert Communications Inc. - NETF

Desert Communications Inc.  
 7100 Westwind Suite 300  
 El Paso, TX 79912  
 Phone: (915) 584-1287 Fax: (915) 581-7697

Quotation# **004496**

Account ID <b>CAISD</b>	Contact <b>Victor Domínguez</b>	
Customer PO <b>None</b>	Telephone <b>(915) 877-7745</b>	Facsimile <b>(915) 877-7418</b>

Bill To:

**Canutillo Ind Sch Dist**  
 Accounts Payable  
 P.O. Box 440  
 Canutillo, TX 79835

Ship To:

**Canutillo Ind Sch Dist**  
 7965 Artcraft Rd  
 El Paso, TX 79932

Special Order  Drop Ship

Quote Date	Comments			Special Instructions			Terms
11/12/2015	CMS Hardware to mount projectors						NET 30
Ship Via	Date Required	FOB	Your Location	Prepared By	Order#	Salesperson	
GROUND	11/12/2015			AP		Sarah Cancellare	
Quantity	Item#	Description				Price	Total
10	V11H686020	Epson PowerLite 99WH LCD Projector - HDTV - 16:10 - Front, Rear, Ceiling - UHE - 200 W - 5000 Hour - 10000 Hour - 1280 x 800 - WXGA - 10,000:1 - 3000 lm - HDMI - USB - 299 W - 2 Year Warranty				\$755.55	\$7,555.50
10	DCI CABLING INSTALL	LAN Drop				\$170.00	\$1,700.00
10	DCI CABLING INSTALL	Materials 12"-18" Mounting Component, Lightweight Suspended Ceiling Kit, Projector Mount				\$312.87	\$3,128.70
10	INSTALL	Projector Installation The Projectors must be installed at Canutillo Middle School:  Classrooms: 105, 106, 108, 109, 110, 111, 113, 112, 115, 114				\$150.00	\$1,500.00
1	RG19 CONTRACT	Region 19 Cabling Purchasing Cooperative 14-6992, line item 195, misc. technology items.				\$0.00	\$0.00

**Comments**

This quote valid for only 30 days from date of quote unless otherwise stated.

Sub Total	\$13,884.20
EXMT 0% Tax	\$0.00
Freight	\$0.00
<b>Grand Total</b>	<b>\$13,884.20</b>
Deposit	\$0.00
Balance	\$13,884.20

Approved By: \_\_\_\_\_ Date \_\_\_\_\_

**SALES QUOTE**

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Brian K Massey  
**Phone:** 800-800-0019  
**Fax:** 603-683-1514  
**Email:**

**# 23990792.03-W1**  
PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 11/19/2015  
**Valid Through:** 12/19/2015  
**Account #:** 5944054/12962953

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Roberta Guilfoil  
**Email:** rguilfoil@canutillo-isd.org

**Phone:** (915) 877-7460  
**Fax:** (915) 877-7418

<b>QUOTE PROVIDED TO:</b> AB#: 5944054 CANUTILLO INDEPENDENT SCHOOL DISTRICT ACCOUNTS PAYABLE PO BOX 440 CANUTILLO, TX 79835  (915) 877-7430	<b>SHIP TO:</b> AB#: 11606569 CANUTILLO ISD 7965 ARTCRAFT RD ISD WAREHOUSE EL PASO, TX 79932  (915) 877-7430
---	---

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	202.00 lbs	NET 30	DIR-SDD-1946

**Important Notice:** — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of the State of Texas DIR - Epson Contract #DIR-SDD-1946. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quota Number in your order.

Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	10	18454238	V11H686020	PowerLite 99WH WXGA 3LCD Projector, 3000 Lumens, White Epson Projectors	Epson Projectors	\$ 580.00	\$ 5,800.00
2	10	12399741	CMJ500R1	Lightweight Suspended Ceiling Kit for Projectors, White Peerless Industries	Peerless Industries	\$ 62.74	\$ 627.40
3	10	8528221	ELPMBPJF	EPSON Universal Projector Ceiling Mount-All Epson Projectors Epson	Epson	\$ 67.00	\$ 670.00
4	2000		6P4P24-BL-P-MOH-APCE	6P4P24-BL-P-MOH-APCE - Category 6 Cable Plenum		\$ 0.32	\$ 640.00
5	1			CP24BLY - Panduit 24 Port Category 6 Panel (Plain)		\$ 41.27	\$ 41.27
6	10			CMBBL-X - Panduit Mini-Corn Blanks		\$ 0.24	\$ 2.40
7	10			CJ688TGBU PANDUIT Category 6 Jack Blue		\$ 7.18	\$ 71.80
8	10			CJ688TGBL PANDUIT Category 6 Jack Black		\$ 7.18	\$ 71.80
9	10			NK1FWHY PANDUIT 1, Port Angled Faceplate White		\$ 1.44	\$ 14.40
10	10			CBW Panduit Single Gang Faceplate		\$ 2.60	\$ 26.00
11	10			AT1603-BK 3' Foot Category 6 Patch Cord (Black)		\$ 5.23	\$ 52.30
12	1			43115-75P Velcro Black 75' Roll		\$ 52.14	\$ 52.14
13	1			1700-3-4X60FT 3/4" Electrical Tape		\$ 1.07	\$ 1.07
14	10			CDOWTG-25 3x2x21/2 Box		\$ 3.77	\$ 37.70
15	1			TZ-221 P-touch Label Cartridge 3/8 Black on White		\$ 14.09	\$ 14.09
16	1			XSL-103-427 Label Cartridge		\$ 60.27	\$ 60.27
17	1			CMS-Projector Installation		\$ 3,920.00	\$ 3,920.00
18	1			Misc. Material/Expenses/Tester		\$ 1,050.00	\$ 1,050.00
						<b>Subtotal</b>	<b>\$ 13,152.64</b>
						<b>Fee</b>	<b>\$ 0.00</b>
						<b>Shipping and Handling</b>	<b>\$ 0.00</b>
						<b>Tax</b>	<b>Exempt</b>
						<b>Total</b>	<b>\$ 13,152.64</b>

**SALES QUOTE**

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Brian K Massey  
**Phone:** 800-800-0019  
**Fax:** 603-683-1514  
**Email:**

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**# 23990792.03-W1**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 11/19/2015  
**Valid Through:** 12/19/2015  
**Account #:** 5944054/12962953

**Customer Contact:** Roberta Guilfoil  
**Email:** rguilfoil@canutillo-isd.org

**Phone:** (915) 877-7460  
**Fax:** (915) 877-7418

<b>QUOTE PROVIDED TO:</b> AB#: 5944054 CANUTILLO INDEPENDENT SCHOOL DISTRICT ACCOUNTS PAYABLE PO BOX 440 CANUTILLO, TX 79835  (915) 877-7430	<b>SHIP TO:</b> AB#: 11606569 CANUTILLO ISD 7965 ARTCRAFT RD ISD WAREHOUSE EL PASO, TX 79932  (915) 877-7430
---	---

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	202.00 lbs	NET 30	DIR-SDD-1946

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Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext	
							*Lease for as low as:	\$411.28/Mo.

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: \_\_\_\_\_  
Agenda Item No.: \_\_\_\_\_

Subject/Title for Agenda Posting: Recommendation to approve installation and support of projectors through Plan B Networks, Inc utilizing Region 19 Purchasing Cooperative Contract # 14-6992. Total Amount: \$26,880.50

Justification Statement: Purchase and install overhead projectors for K-2 grade classes.

Purpose of Agenda Item:  Action  Information  Discussion  
Committee Meeting:  Policy/Instruction/Personnel/Student Services Committee  
 Finance/Audit/Facilities/Planning Committee Meeting

Staff Responsible: Julieta Melendez, CES Principal

Print Name and Signature of Presenter

*Julieta Melendez for CES Principal*

Signature of Approval

Title

### District Improvement Plan Objective, Goal or Need Addressed

#### Goal 2: Increase Student Academic Achievement

##### RATIONALE:

Teachers will use projectors for instructional use and will enhance learning for at risk students. PlanB was chosen due to previous projector installation, therefore; have built professional rapport with them and are happy with their services.

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.

##### RECOMMENDATION/MOTION:

It is recommended that the Board of Trustees approve the contacted services due to them being local, previous installation and relationship with PlanB. Plan B is providing pricing utilizing Region 19 Purchasing Cooperative Contract # 14-6992

AMOUNT(S): \$26,880.50

ACCOUNT NO(S): 185.11.6398.00.101.30

##### PROCUREMENT METHOD TYPE:

3 Quotations Provided

##### REQUESTING DEPARTMENT:

Canutillo Elementary School

##### CONSEQUENCES OF NON-APPROVAL:

Student sitting in back will not be able to see instructional lessons being taught by teacher.

##### IMPLEMENTATION TIMELINE:

Immediately upon approval.

ATTACHMENT(S):  Quote PlanB, Quote GovConnection, Quote Spectrum



**Evaluation Score Sheet**

Procurement type: Quotes

Department: Canutillo Elementary School

Verified by: Veronica Campbell

**Campus: Canutillo Elementary**

	Plan B	GovConnection	Spectrum
<b>Product Evaluation</b>			
Cost (Part A)			
# of points 50	45.00	45.00	40.00
<b>The Quality of Proposer's goods or services as presented in quotation.</b>			
# of points 20	20.00	15.00	15.00
<b>The extent to which the goods or services meet the district's needs</b>			
# of points 25	25.00	20.00	20.00
<b>The Proposer's past relation with the district</b>			
# of points 5	5.00	5.00	5.00
# of points			
<b>GRAND TOTAL = 100</b>	<b>95.00</b>	<b>85.00</b>	<b>80.00</b>

Department Name: \_\_\_\_\_  
 Department Address: \_\_\_\_\_  
 Department Phone: \_\_\_\_\_

Approved by: \_\_\_\_\_  
 Department: \_\_\_\_\_

Item Description	Quantity	Unit Price	Total Price
Item A	10	1.50	15.00
Item B	20	2.00	40.00
Item C	5	3.00	15.00
Item D	15	1.00	15.00
Item E	10	2.50	25.00
Item F	5	4.00	20.00
Item G	10	1.00	10.00
Item H	5	2.00	10.00
Item I	10	1.50	15.00
Item J	5	3.00	15.00
Item K	10	1.00	10.00
Item L	5	2.00	10.00
Item M	10	1.50	15.00
Item N	5	3.00	15.00
Item O	10	1.00	10.00
Item P	5	2.00	10.00
Item Q	10	1.50	15.00
Item R	5	3.00	15.00
Item S	10	1.00	10.00
Item T	5	2.00	10.00
Item U	10	1.50	15.00
Item V	5	3.00	15.00
Item W	10	1.00	10.00
Item X	5	2.00	10.00
Item Y	10	1.50	15.00
Item Z	5	3.00	15.00
GRAND TOTAL	500		500.00

# Cost Analysis

## Canutillo Elementary School

Description			
Vendor A	Vendor B	Vendor C	Vendor D
<b>PlanB</b> <b>21,930.50</b> (Labor & Materials) <b>4,950.00</b> (Mounting & Cabling)	<b>GovConnection</b> <b>22,967.94</b> (Labor, Materials & Mounting)	<b>Spectrum</b> <b>15,325.77</b> (Labor & Materials) <b>4,020.00</b> (Mounting & Cabling)	
<b>26,880.50</b>	<b>22,967.94</b>	<b>19,345.77</b>	



**Plan B Networks, Inc**  
 11395 James Watt  
 Suite A6  
 El Paso, Texas  
 United States  
<http://www.planbnet.com>  
 (P) 915-774-0207  
 (F) 915-599-0232

Quotation (Open)	
<b>Date</b>	Dec 08, 2015 10:59 AM MST
<b>Doc #</b>	14359 - rev 1 of 1
<b>Description</b>	Canutillo Elementary Projectors/Install
<b>SalesRep</b>	@planbnet.com, Team (P) 915-774-0207 (F) 505-212-0254
<b>Customer Contact</b>	Guilsfoil, Roberta (P) 915-877-7400 (F) 915-877-7418 rguilfoil@canutillo-isd.org

**Customer**  
 Canutillo Independent School  
 District (CI0097)  
 Guilsfoil, Roberta  
 7965 Artcraft Road  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7400  
 (F) 915-877-7407

**Bill To**  
 Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7474

**Ship To**  
 Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7474

**Ship Via:**  
 UPS Ground

**Special Instructions:**

**Carrier Account #:**

#	Description	Part #	Tax	Qty	Unit Price	Total
<b>RFP# 14-6992</b>						
1	Category 6 Station Data Cable NO existing pathway		Yes	15	\$165.00	\$2,475.00
2	Panduit Cat6 Jack Black	CJ688TGBL	Yes	15	\$0.00	\$0.00
3	Panduit Cat6 Jack Blue	CJ688TGBU	Yes	15	\$0.00	\$0.00
4	Panduit 1-port faceplate	CFP1IW	Yes	15	\$0.00	\$0.00
5	Cat6 plenum rated black cable	7131847	Yes	3000	\$0.00	\$0.00
6	Cat 6 Patch Cord 5' black	C6-BK-05-M	Yes	15	\$0.00	\$0.00
7	White Blank Decora Plate 1Gang	DC10757	Yes	15	\$1.50	\$22.50
8	VGA w/2 port insert plate	DC10769	Yes	15	\$22.00	\$330.00
9	Panduit 24 port Patch Panel	UICMPPK6G24BL	No	1	\$210.00	\$210.00
10	Installation of New Patch Panel 24 Port	LABOR	No	1	\$60.00	\$60.00
11	Multimode Fiber Cord	FC-50-9/4-1M	Yes	1	\$21.50	\$21.50
12	Cisco Catalyst 2960X-24PD-L Switch - managed - 24 x 10/100/1000 (PoE+) + 2 x 10 Gigabit SFP+ - desktop, rack-mountable - PoE+	WS-C2960X-24PD-L	Yes	1	\$3,216.50	\$3,216.50
13	Configuration and Installation of Cisco Switch		No	1	\$230.00	\$230.00
<b>Projector and Installation</b>						
14	Epson PowerLite 99W LCD projector - 3000 lumens - 1280 x 800 - 16:10 - HD 720p - LAN	V11H578020	Yes	15	\$746.00	\$11,190.00

#	Description	Part #	Tax	Qty	Unit Price	Total
15	TRS Single Gang J-Box	TSRFW-JB3	Yes	15	\$7.50	\$112.50
16	Hellerman Tyton 1 1/4" Raceway office white 6'	TSR2FW-6A	Yes	24	\$16.00	\$384.00
17	Hellerman Tyton 1 1/4 splice cover office white	TSR2FW-14	Yes	16	\$1.50	\$24.00
18	Hellerman Tyton 1-1/4" Ceiliing Drop Office White	TSR2FW-50	Yes	8	\$2.50	\$20.00
19	Hellerman Tyton 1-1/4" Elbow Office White	TSR2FW-25-1	Yes	15	\$1.50	\$22.50
20	Ceiling Mounting Kit	PBC-UMS	Yes	11	\$125.00	\$1,375.00
21	Ceiling Plate Kit	SCM1	Yes	11	\$102.00	\$1,122.00
22	STEREN 50' SVGA Cable	253-350BK	Yes	15	\$60.00	\$900.00
23	Misc. Cable Material	MISC	Yes	1	\$150.00	\$150.00
24	Cable Tech Labor	PB-CTL	Yes	1	\$4,950.00	\$4,950.00
25	Axiom SFP (mini-GBIC) transceiver module ( equivalent to: Cisco GLC-SX-MM ) - 1000Base-SX	GLC-SX-MM-AX	Yes	1	\$65.00	\$65.00

SOW: Purchase and Installation of (15) projectors at Canutillo Elementary Rooms 101,102,103,104,105,107,108,113,118,119,120,121,122,123, and 124. . Installation of electrical power to be provided by District where needed. Surface mount raceway will be used where needed. Installation of data drop and VGA connectivity. Adjustment of projector to fit into screen. All work will be performed in a professional workmanlike manner.

Subtotal:	\$26,880.50
Tax (0.000%):	\$0.00
Shipping:	\$0.00
<b>Total:</b>	<b>\$26,880.50</b>

**NOTE: PRICES ARE GOOD FOR 30 DAYS**

Thank you for allowing us to send you a quotation. If you have any questions or have any special needs please contact us.

This document and the information herein is both CONFIDENTIAL AND PROPRIETARY. Plan B owns such information. Any unauthorized use of such information is strictly prohibited.

**ORDERING INFORMATION**

**GovConnection, Inc.  
State of Texas DIR - Epson  
Contract #DIR-SDD-1946  
Contract Expiration: 7 December 2016**

**Please contact your account manager with questions.**

**Ordering Address**  
GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
PO Box 536477  
Pittsburgh, PA 15253-5906

*Please reference the Contract # on all purchase orders.*

**TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE

**WARRANTY: Manufacturer's Standard Commercial Warranty**

*Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of the State of Texas DIR - Epson Contract #DIR-SDD-1946. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:  
<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to: <a href="mailto:SLEDOPS@GovConnection.com">SLEDOPS@GovConnection.com</a>
QUESTIONS: Call 800-800-6019
FAX: 603.683.0374

**SALES QUOTE**

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Brian K Massey  
**Phone:** 800-800-0019  
**Fax:** 603-683-1514  
**Email:**

**# 23990799.07-W1**  
PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 12/15/2015  
**Valid Through:** 1/14/2016  
**Account #:** 5944054/12962953

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Roberta Guilfoil  
**Email:** rguilfoil@canutillo-isd.org

**Phone:** (915) 877-7460  
**Fax:** (915) 877-7418

<b>QUOTE PROVIDED TO:</b> AB#: 5944054 <b>CANUTILLO INDEPENDENT SCHOOL DISTRICT</b> ACCOUNTS PAYABLE PO BOX 440 CANUTILLO, TX 79835  (915) 877-7430	<b>SHIP TO:</b> AB#: 11606569 <b>CANUTILLO ISD</b> 7965 ARTCRAFT RD ISD WAREHOUSE EL PASO, TX 79932  (915) 877-7430
--	--

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	361.00 lbs	NET 30	DIR-SDD-1946

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of the State of Texas DIR - Epson Contract #DIR-SDD-1946. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	15	18454238	V11H686020	PowerLite 99WH WXGA 3LCD Projector, 3000 Lumens, White Epson Projectors	Epson Projectors	\$ 580.00	\$ 8,700.00
2	15	12399741	CMJ500R1	Lightweight Suspended Ceiling Kit for Projectors, White Peerless Industries	Peerless Industries	\$ 62.74	\$ 941.10
3	15	8528221	ELPMBPJF	EPSON Universal Projector Ceiling Mount- All Epson Projectors Epson	Epson	\$ 67.00	\$ 1,005.00
4	15	12599170	MXT101MMHQ45	High Resolution VGA Monitor Cable, HD15 M / M, 45ft StarTech.com	StarTech.com	\$ 27.39	\$ 410.85
5	4000			6P4P24-BL-P-MOH-APCE Mohawk Category 6 Plenum Blue		\$ 0.32	\$ 1,280.00
6	1			CP24BLY Panduit 24 Port Category 6 Panel (Plain)		\$ 41.27	\$ 41.27
7	10			CMBBL-X Panduit Mini-Com Blanks		\$ 0.24	\$ 2.40
8	15			CJ688TGBU PANDUIT Category 6 Jack Blue		\$ 7.18	\$ 107.70
9	15			CJ688TGBL PANDUIT Category 6 Jack Black		\$ 7.18	\$ 107.70
10	15			NK1FWHY PANDUIT 1, Port Angled Faceplate White		\$ 1.44	\$ 21.60
11	15			CBW Panduit Single Gang Faceplate		\$ 2.60	\$ 39.00
12	40			CHB2MIW-X PANDUIT Blank Insert		\$ 0.82	\$ 32.80
13	15			CHD15HDCIWY PANDUIT Female Coupler		\$ 17.85	\$ 267.75
14	15			AT1603-BK 3' Foot Category 6 Patch Cord (Black)		\$ 5.23	\$ 78.45
15	15			LD10IW8-A Panduit Raceway (White Raceway) 8 FT Piece		\$ 2.09	\$ 31.35
16	20			DCF10IW-X Panduit Drop down ceiling adapter 10pk (White Drop down ceiling)		\$ 1.64	\$ 32.80
17	15			JB1DIW-A Wiremold Device Box Single Gang (White device box)		\$ 6.93	\$ 103.95
18	1			43115-75P Velcro Black 75' Roll		\$ 52.14	\$ 52.14
19	1			1700-3-4X60FT 3/4" Electrical Tape		\$ 1.07	\$ 1.07
20	15			CDOWTG-25 3x2x21/2 Box		\$ 3.77	\$ 56.55

**SALES QUOTE**

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Brian K Massey  
**Phone:** 800-800-0019  
**Fax:** 603-683-1514  
**Email:**

**# 23990799.07-W1**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 12/15/2015  
**Valid Through:** 1/14/2016  
**Account #:** 5944054/12962953

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Roberta Guilfoil  
**Email:** rguilfoil@canutillo-isd.org

**Phone:** (915) 877-7460  
**Fax:** (915) 877-7418

<b>QUOTE PROVIDED TO:</b> AB#: 5944054 <b>CANUTILLO INDEPENDENT SCHOOL DISTRICT</b> ACCOUNTS PAYABLE PO BOX 440 CANUTILLO, TX 79835  (915) 877-7430	<b>SHIP TO:</b> AB#: 11606569 <b>CANUTILLO ISD</b> 7965 ARTCRAFT RD ISD WAREHOUSE EL PASO, TX 79932  (915) 877-7430
--	--

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	361.00 lbs	NET 30	DIR-SDD-1946

Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of the State of Texas DIR - Epson Contract #DIR-SDD-1946. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
21	1			TZ-221 P-touch Label Cartridge 3/8 Black on White		\$ 16.67	\$ 16.67
22	1			XSL-103-427 Label Cartridge		\$ 60.27	\$ 60.27
23	1			CES-Projector Installation		\$ 6,990.00	\$ 6,990.00
24	1			Misc. Material/Expenses/Tester		\$ 1,320.00	\$ 1,320.00
25	1	15954704	WS-C2960X-24TS-L	Catalyst 2960-X 24 GIGE 4X SFP LAN Cisco	Cisco	\$ 1,267.52	\$ 1,267.52
26	0	15954739	WS-C2960X-24TD-L	Catalyst 2960-X 24 GIGE 2 X SFP+ LAN Cisco	Cisco	\$ 1,987.53	\$ -

<b>Subtotal</b>	<b>\$ 22,967.94</b>
<b>Fee</b>	<b>\$ 0.00</b>
<b>Shipping and Handling</b>	<b>\$ 0.00</b>
<b>Tax</b>	<b>Exempt!</b>
<b>Total</b>	<b>\$ 22,967.94</b>

\*Lease for as low as: \$718.21/Mo.

**We have prepared a quote for you**

**Projectors**

**Quote #001509**

Version 1

Prepared For:

Canutillo ISD  
 Loretta Zavala  
 7965 Artcraft Rd  
 El Paso, TX 79932  
 lzavala@canutillo-isd.org

Prepared By








Jake Elliott  
 Phone: 915-781-2000  
 Email: jelliott@spectrumtexas.net

Quote ID: 001509




Date: Wednesday, December 09, 2015

Expires: Tuesday, February 02, 2016

### Hardware

Description	Price	Qty	Ext. Price
 <p>V11H686020 Epson PowerLite 99WH LCD Projector - HDTV - 16:10 - Front, Rear, Ceiling - UHE - 200 W - 5000 Hour - 10000 Hour - 1280 x 800 - WXGA - 10,000:1 - 3000 lm - HDMI - USB - 299 W - 2 Year Warranty</p>	\$682.41	15	\$10,236.15
 <p>ELPMBPJF Epson Universal Projector Ceiling Mount - 50 lb Load Capacity - Silver</p>	\$81.50	15	\$1,222.50
 <p>ELPMBP02 Epson False Ceiling Plate Kit</p>	\$81.50	15	\$1,222.50
 <p>VGAHDMI 2 Port HDMI/VGA Wall Plate</p>	\$8.50	15	\$127.50
 <p>50'VGACABLE 50 FT SVGA SUPER VGA M/M MONITOR/LCD/PROJECTOR CABLE</p>	\$18.50	15	\$277.50

## Hardware

Description	Price	Qty	Ext. Price
 <p>HDMI50 Mediabridge ULTRA Series HDMI Cable (50 Feet) - CL3 Rated for In-Wall Installation - High-Speed Supports 4K, 3D and Audio Return [Newest Standard]</p>	\$35.00	15	\$525.00
 <p>WS-C2960X-24PS-L Cisco Catalyst 2960X-24PS-L Ethernet Switch - 24 Ports - Manageable - 4 x Expansion Slots - 10/100/1000Base-T - 24, 4 x Network, Expansion Slot - Twisted Pair - Gigabit Ethernet - 4 x SFP Slots - 2 Layer Supported - Power Supply - Redundant Power Supply -</p>	\$1,654.89	1	\$1,654.89
 <p>Tripp Lite 24-Port 1U Rackmount Cat6 110 Patch Panel - 568B, RJ45 Ethernet</p>	\$59.73	1	\$59.73

**Hardware Subtotal** **\$15,325.77**

## Services

Description	Price	Qty	Ext. Price
<p>ProjMnt Onsite Mounting of Epson Projector w/Installation of 50' HDMI and VGA Cable</p>	\$125.00	15	\$1,875.00
<p>single data cat. 6 drops jacks, parts, connectors misc Test, Label &amp; Certify</p>	\$125.00	15	\$1,875.00
<p>IT Engineering Services Configure and Install Cisco Switch. Labor to install patch panel,</p>	\$135.00	2	\$270.00

**Services Subtotal** **\$4,020.00**

## Quote Summary

Description		Amount
	Hardware	\$15,325.77
	Services	\$4,020.00
	<b>Subtotal</b>	<b>\$19,345.77</b>
	<b>Tax</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$19,345.77</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Policy

All hardware and software items will be invoiced after delivery and payment will be due upon receipt or within standard account terms as approved and based on available credit. Contracted installation services may be billed separately and due upon satisfactory completion of our services without regard to customer's use of other contractors. Refer to the "Scope of Work" document for additional terms and conditions including phase-complete or milestone billing for more complex/lengthy projects.

For your convenience, this quotation will become an order when accepted and approved. Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or professional services can be provided at our standard rates.

# Board of Trustees

## Executive Summary of Board Agenda Item

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

Agenda Item No.: \_\_\_\_\_

Subject/Title for Agenda Posting: Instructional Technology Equipment for Bill Childress Elementary School

Justification Statement: Approval of Instructional Technology Equipment for Bill Childress Elementary School

Purpose of Agenda Item:  Action  Information  Discussion Committee  
Meeting:  Policy/Instruction/Personnel/Student Services Committee  
 Finance/Audit/Facilities/Planning Committee Meeting

Staff Responsible: Associate Superintendent

*Annette R. Bryson*  
Signature of Finance Services Director

### District Improvement Plan Objective, Goal or Need Addressed

GOAL: 2-Increase Student Academic Achievement  
4-Maximize All Resources

RATIONALE: To approve the following vendors as selected and recommended by the evaluation committee for Instructional Technology:  
Laptops- Spectrum Technologies  
Desktops- Spectrum Technologies  
Projectors- Desert Communications, Inc.

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.

RECOMMENDATION/MOTION: It is recommended that the Board of Trustees approve the selected vendors. Each one of them provided the best option for the District.

AMOUNT(S): \$ Spectrum: \$41,485.26, Desert Communications, Inc.: \$13,571.33

ACCOUNT NO(S): 185.11.6398.00.104.30 / 211.11.6398.00.104.30

PROCUREMENT METHOD TYPE: Spectrum Technologies: Region 19 Contract #15-7130  
Desert Communications, Inc.: Region 19 Cabling Purchasing Cooperative 14-6992, line item 195, misc. technology items.

REQUESTING DEPARTMENT: Associate Superintendent on behalf of Bill Childress Elementary School

CONSEQUENCES OF NON-APPROVAL: Replacement of obsolete technology equipment will be halted.

IMPLEMENTATION TIMELINE: Immediately Upon Approval

ATTACHMENT(S):  Vendor Quotes



**(IT EQUIPMENT RELATED)**

**LAPTOPS**

**FOR**

**BILL CHILDRESS ELEMENTARY**

# Evaluation Score Sheet

Lenovo ThinkPad L440

Procurement type: Cooperative

RATER Name: Technology Department

Campus: BCE

Verified by: 

Product Evaluation	Product	Spectrum Technologies Lenovo ThinkPad L440	GovConnection Lenovo ThinkPad L440	Decision Tree Lenovo ThinkPad L440
Cost		\$14,663.46 50	\$17,835.93 40	\$16,863.00 45
The Quality of Proposer's goods or services as presented in quotation.		20	20	20
The extent to which the goods or services meet the district's needs		25	25	25
The Proposer's past relation with the district		5	5	5
<b>GRAND TOTAL</b>		<b>100</b>	<b>90</b>	<b>95</b>

**We have prepared a quote for you**

**Lenovo ThinkPad Laptops**

**Quote #001516**

Version 1



## Executive Summary



### Region 19 # 15-7130

Main: 915-781-2000

Email: [jelliott@spectrumtexas.net](mailto:jelliott@spectrumtexas.net)

Web: [www.spectrumistechology.com](http://www.spectrumistechology.com)

**Prepared For:**

Canutillo ISD  
 Sandra Urista  
 7965 Aircraft Rd  
 El Paso, TX 79932  
[surista@canutillo-isd.org](mailto:surista@canutillo-isd.org)

**Prepared By**



Jake Elliott  
 Phone: 915-781-2000  
 Email: [jelliott@spectrumtexas.net](mailto:jelliott@spectrumtexas.net)

Quote ID: 001516  
 Date: Friday, January 08, 2016  
 Expires: Monday, February 29, 2016

**Hardware**

Description	Price	Qty	Ext. Price
20ASS10E00 ThinkPad L440, Intel i3-4000M (2.40 GHz, 3 MB), 14.0" 1366x768 14.0, Windows 7 Professional 64, 1x500GB SATA III, 4.0GB, Intel HD Graphics 4600, Multi Recorder, Intel 7260, 6Cell Li-Cy, 3 Year Depot	\$698.26	21	\$14,663.46
<b>Hardware Subtotal</b>			<b>\$14,663.46</b>

**Quote Summary**

Description	Amount
Hardware	\$14,663.46
<b>Subtotal</b>	<b>\$14,663.46</b>
<b>Tax</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$14,663.46</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



## Policy

All hardware and software items will be invoiced upon delivery, and payment will be due upon receipt of invoice. For your convenience, this quotation will become an order when accepted and approved. Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or professional services can be provided at our standard rates.



**Decision Tree Inc.**  
 306 Thunderbird Dr.  
 El Paso, Texas 79912  
 United States  
[http //www.dtreotech.com](http://www.dtreotech.com)  
 (P) (915) 584-3419  
 (F) (915) 833-1614

Quotation (Open)	
<b>Date</b> Dec 08, 2015 04:15 PM MST	<b>Expiration Date</b> 12/30/2015
<b>Doc #</b> 24149 - rev 1 of 1	
<b>Description</b> Lenovo Notebook- 21	
<b>SalesRep</b> Holder, Wendell (P) 915-584-3419 (F) 915-833-1614	
<b>Customer Contact</b> Guilfoil, Roberta (P) 915-877-7460	

**Customer**  
 Canutillo Independent School  
 District (CI0115)  
 Guilfoil, Roberta  
 7965 Aircraft Rd.  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7423



**Bill To**  
 Canutillo Independent School  
 District  
 Gatlin, Ron  
 7965 Aircraft Rd.  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7423

**Ship To**  
 Canutillo ISD  
 Administration, Building  
 7965 Aircraft Rd.  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7423

**Ship Via:**  
 FedEx Ground

**Special Instructions:**

**Carrier Account #:**

#	Image	Description	Part #	Tax	Qty	Unit Price	Total
<b>Quoted Pursuant To (Texas) Lenovo DIR Contract (DIR-SDD-2030-TX)</b>							
1		Lenovo ThinkPad L440 20AT Core i3 4100M / 2.5 GHz - Windows 7 Pro 64-bit / Windows 8.1 Pro 64-bit downgrade - pre-installed: Windows 7 - 4 GB RAM - 500 GB HDD - DVD-Writer - 14" 1366 x 768 ( HD ) - Intel HD Graphics 4600 - 802.11ac - WWAN upgradable - keyboard: Spanish - TopSeller	20AT0052LM	Yes	21	\$739.00	\$15,519.00
2		ComputraceComplete for Lenovo Subscription license ( 3 years ) - 1 license - volume, local, state, POS - 1-99999 licenses - Win	55Y9945	Yes	21	\$64.00	\$1,344.00

**CONTRACT VEHICLES:**

(New Mexico) SWREC Contract 2010-05-24  
 (Texas) Region 19 ESC Allied States Coop. Tech Contract # 14-6994  
 (Texas) Region 18 ESC Technology Contract # OF53AFM  
 (Texas) Region 2 ESC Technology Contract # 14-164D000  
 (Texas) HP DIR Contract (DIR-TSO-2538)  
 (Texas) Dell DIR Contract (DIR-SDD-1951-TX)  
 (Texas) Brocade Communications (DIR-SDD-1474)  
 (Texas) Lenovo DIR Contract (DIR-SDD-2030-TX)  
 GSA Contract# GS-35F-0143R Expires: 11/28/2014  
 Woman Owned/Texas HUB #1742538104700  
 Federal CAGE CODE: 5R7D3  
 Decision Tree technologies GSA IT 70 (GS-35F-0511T)

Subtotal: \$16,863.00  
 Tax (0.000%): \$0.00  
 Shipping: \$0.00  
**Total: \$16,863.00**

**SALES QUOTE**

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Brian K Massey  
**Phone:** 800-800-0019  
**Fax:** 603-683-1514  
**Email:**

**# 23976222.04-W1**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 12/8/2015  
**Valid Through:** 1/7/2016  
**Account #:** 5944054/12962953

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Sandra Urista  
**Email:** surista@canutillo-isd.org

**Phone:** (915) 877-7581  
**Fax:** (915) 877-7418

<p><b>QUOTE PROVIDED TO:</b> AB#: 12962953 <b>CANUTILLO INDEPENDENT SCHOOL DISTRICT</b> PO BOX 440 CANUTILLO, TX 79835</p> <p>(915) 877-7430</p>	<p><b>SHIP TO:</b> AB#: 11606569 <b>CANUTILLO ISD</b> 7965 ARTCRAFT RD ISD WAREHOUSE EL PASO, TX 79932</p> <p>(915) 877-7430</p>
--	--

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	NET 30	

**Important Notice** — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	21			20ASCTO1WW - ThinkPad L440		\$ 780.42	\$ 16,388.82
2	21			Complete Computrace		\$ 68.91	\$ 1,447.11
						<b>Subtotal</b>	<b>\$ 17,835.93</b>
						<b>Fee</b>	<b>\$ 0.00</b>
						<b>Shipping and Handling</b>	<b>\$ 0.00</b>
						<b>Tax</b>	<b>Exempt</b>
						<b>Total</b>	<b>\$ 17,835.93</b>

\*Lease for as low as: \$557.73/Mo.

## **ORDERING INFORMATION** **GovConnection, Inc.**

**Please contact your account manager with any questions.**

**Ordering Address**  
GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
Box 536477  
Pittsburgh, PA 15253-5906

*Please reference the Contract # on all purchase orders.*

### **TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

**WARRANTY:** *Manufacturer's Standard Commercial Warranty*

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If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:

<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

**Please forward your Contract or Purchase Order to:**

**[SLEDOPS@GovConnection.com](mailto:SLEDOPS@GovConnection.com)**

**QUESTIONS: Call 800-800-0019**

**FAX: 603.683.0374**

**(IT EQUIPMENT RELATED)**

**DESKTOPS**

**FOR**

**BILL CHILDRESS ELEMENTARY**

# Evaluation Score Sheet

*De Vito's*

Lenovo ThinkCentre M73

Procurement type: Cooperative

RATER Name: Technology Department

Campus: BCE

Verified by: *Steve O'Neil*

	Spectrum Technologies	GovConnection	Decision Tree
Product	Lenovo ThinkCentre M73	Lenovo ThinkCentre M73	Lenovo ThinkCentre M73
Cost	\$26,821.80 50	\$33,178.50 40	\$27,405.00 45
The Quality of Proposer's goods or services as presented in quotation.	20	20	20
The extent to which the goods or services meet the district's needs	25	25	25
The Proposer's past relation with the district	5	5	5
<b>GRAND TOTAL</b>	<b>100</b>	<b>90</b>	<b>95</b>

**We have prepared a quote for you**

**Lenovo SFF**

**Quote #001643**

**Version 1**



## Executive Summary

Region 19 # 15-7130

Prepared For:

Canutillo ISD  
 Sandra Urista  
 7965 Artcraft Rd  
 El Paso, TX 79932  
[surista@canutillo-isd.org](mailto:surista@canutillo-isd.org)


Prepared By



Jake Elliott  
 Phone: 915-781-2000  
 Email: [jelliott@spectrumtexas.net](mailto:jelliott@spectrumtexas.net)

Quote ID: 001543  
 Date: Friday, January 08, 2016  
 Expires: Monday, February 29, 2016

### Hardware

Description	Price	Qty	Ext. Price
 Lenovo ThinkCentre M73 Desktop Computer - Intel Core i5 i5-4590 3.30 GHz - Small Form Factor - Business Black - 4 GB DDR3 SDRAM RAM - 500 GB HDD - DVD-Writer - Intel HD Graphics 4600 - Windows 7 Professional 64-bit upgradable to Windows 8.1 Pro	\$596.04	45	\$26,821.80
<b>Hardware Subtotal</b>			<b>\$26,821.80</b>

### Quote Summary

Description	Amount
Hardware	\$26,821.80
<b>Subtotal</b>	<b>\$26,821.80</b>
<b>Tax</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$26,821.80</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Policy

All hardware and software items will be invoiced after delivery and payment will be due upon receipt or within standard account terms as approved and based on available credit. Contracted installation services may be billed separately and due upon satisfactory completion of our services without regard to customer's use of other contractors. Refer to the "Scope of Work" document for additional terms and conditions including phase-complete or milestone billing for more complex/lengthy projects.

For your convenience, this quotation will become an order when accepted and approved. Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or professional services can be provided at our standard rates.



**Decision Tree Inc.**  
 306 Thunderbird Dr.  
 El Paso, Texas 79912  
 United States  
<http://www.dtreotech.com>  
 (P) (915) 584-3419  
 (F) (915) 833-1614

Quotation (Open)	
<b>Date</b> Dec 08, 2015 04:09 PM MST	<b>Expiration Date</b> 12/30/2015
<b>Doc #</b> 24148 - rev 1 of 1	
<b>Description</b> Lenovo M73s - 45	
<b>SalesRep</b> Holder, Wendell (P) 915-584-3419 (F) 915-833-1614	
<b>Customer Contact</b> Guilfoil, Roberta (P) 915-877-7460	

**Customer**  
 Canutillo Independent School  
 District (CI0115)  
 Guilfoil, Roberta  
 7965 Artcraft Rd.  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7423

**Bill To**  
 Canutillo Independent School  
 District  
 Accounts, Payable  
 7965 Artcraft Rd.  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7423

**Ship To**  
 Canutillo Independent School  
 District  
 Urista, Sandra  
 7965 Artcraft Rd.  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7423

**Ship Via:**  
 FedEx Ground

**Special Instructions:**

**Carrier Account #:**

#	Image	Description	Part #	Tax	Qty	Unit Price	Total
<b>Quoted Pursuant to Lenovo DIR-SDD-2030-TX</b>							
1		Lenovo ThinkCentre M73 10B6 SFF - 1 x Core i5 4590 / 3.3 GHz - RAM 4 GB - HDD 500 GB - DVD-Writer - HD Graphics 4600 - GigE - Windows 7 Pro 64-bit / Windows 8.1 Pro 64-bit downgrade - pre-installed: Windows 7 - Monitor : none - keyboard: English - US - TopSeller	10B6001SUS	Yes	45	\$609.00	\$27,405.00

**CONTRACT VEHICLES:**

(New Mexico) SWREC Contract 2010-05-24  
 (Texas) Region 19 ESC Allied States Coop. Tech Contract # 14-6994  
 (Texas) Region 18 ESC Technology Contract # OF53AFM  
 (Texas) Region 2 ESC Technology Contract # 14-164D000  
 (Texas) HP DIR Contract (DIR-TSO-2538)  
 (Texas) Dell DIR Contract (DIR-SDD-1951-TX)  
 (Texas) Brocade Communications (DIR-SDD-1474)  
 (Texas) Lenovo DIR Contract (DIR-SDD-2030-TX)  
 GSA Contract# GS-35F-0143R Expires: 11/28/2014  
 Woman Owned/Texas HUB #1742538104700  
 Federal CAGE CODE: 5R7D3  
 Decision Tree technologies GSA IT 70 (GS-35F-0511T)

Subtotal: \$27,405.00  
 Tax (0.000%): \$0.00  
 Shipping: \$0.00  
**Total: \$27,405.00**

**SALES QUOTE**

GovConnection, Inc.  
 732 Millford Road  
 Merrimack, NH 03054

**Account Executive:** Brian K Massey  
**Phone:** 800-800-0019  
**Fax:** 603-683-1514  
**Email:**

**# 23986881.04-W1**

PLEASE REFER TO THE ABOVE  
 QUOTE # WHEN ORDERING

**Date:** 12/8/2015  
**Valid Through:** 1/7/2016  
**Account #:** 5944054/12962953

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Sandra Urista  
**Email:** surista@canutillo-isd.org

**Phone:** (915) 877-7581  
**Fax:** (915) 877-7418

<b>QUOTE PROVIDED TO:</b> AB#: 12962953 <b>CANUTILLO INDEPENDENT SCHOOL DISTRICT</b> PO BOX 440 CANUTILLO, TX 79835  (915) 877-7430	<b>SHIP TO:</b> AB#: 11606569 <b>CANUTILLO ISD</b> 7965 ARTCRAFT RD ISD WAREHOUSE EL PASO, TX 79932  (915) 877-7430
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DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	NET 30	

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* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	45		10B4CTO1WW	10B4CTO1WW - ThinkCentre M73 - SFF		\$ 737.30	\$ 33,178.50
						<b>Subtotal</b>	<b>\$ 33,178.50</b>
						<b>Fee</b>	<b>\$ 0.00</b>
						<b>Shipping and Handling</b>	<b>\$ 0.00</b>
						<b>Tax</b>	<b>Exempt!</b>
						<b>Total</b>	<b>\$ 33,178.50</b>

\*Lease for as low as: \$1,012.28/Mo.

## **ORDERING INFORMATION** **GovConnection, Inc.**

**Please contact your account manager with any questions.**

**Ordering Address**  
GovConnection, Inc.  
732 Millford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
Box 536477  
Pittsburgh, PA 15253-5906

*Please reference the Contract # on all purchase orders.*

### **TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

**WARRANTY:** *Manufacturer's Standard Commercial Warranty*

*Important Notice: — THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: [www.govconnection.com](http://www.govconnection.com) or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:  
<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

**Please forward your Contract or Purchase Order to:**

**[SLEDOPS@GovConnection.com](mailto:SLEDOPS@GovConnection.com)**

**QUESTIONS: Call 800-800-0019**

**FAX: 603.683.0374**

**(IT EQUIPMENT RELATED)**

**PROJECTORS**

**FOR**

**BILL CHILDRESS ELEMENTARY**

# Evaluation Score Sheet

Epson PowerLite 99WH

Procurement type: Cooperative

Campus: BCE

RATER Name: Technology Department

Verified by: 

	Desert	Plan B	GovConnection
Product	Communications, Inc. Epson 99WH/Installation	Epson 99WH/Installation	Epson 99WH/Installation
Product Evaluation			
Cost	\$13,571.33 50	\$15,504.50 40	\$14,279.08 45
The Quality of Proposer's goods or services as presented in quotation.	20	20	20
The extent to which the goods or services meet the district's needs	25	25	25
The Proposer's past relation with the district	5	5	5
<b>GRAND TOTAL</b>	<b>100</b>	<b>90</b>	<b>95</b>

# Desert Communications Inc. - NETF

Desert Communications Inc.  
 7100 Westwind Suite 300  
 El Paso, TX 79912  
 Phone: (915) 584-1287 Fax: (915) 581-7697

Quotation# **004596**

Account ID <b>CAISD</b>	Contact <b>Victor Dominguez</b>	
Customer PO <b>None</b>	Telephone <b>(915) 877-7745</b>	Facsimile <b>(915) 877-7418</b>

Bill To:

**Canutillo Ind Sch Dist**  
 Accounts Payable  
 P.O. Box 440  
 Canutillo, TX 79835

Ship To:

**Canutillo Ind Sch Dist**  
 7965 Artcraft Rd  
 El Paso, TX 79932

Special Order  Drop Ship

Quote Date <b>12/18/2015</b>	Comments <b>Bill Childress ES</b>		Special Instructions			Terms <b>NET 30</b>
Ship Via <b>GROUND</b>	Date Required <b>12/18/2015</b>	FOB <b>Your Location</b>	Prepared By <b>AP</b>	Order#	Salesperson <b>Sarah Cancellare</b>	
Quantity	Item#	Description			Price	Total
10	V11H686020	Epson PowerLite 99WH LCD Projector - HDTV - 16:10 - Front, Rear, Ceiling - UHE - 200 W - 5000 Hour - 10000 Hour - 1280 x 800 - WXGA - 10,000:1 - 3000 lm - HDMI - USB - 299 W - 2 Year Warranty			\$755.55	\$7,555.50
10	DCI CABLING INSTALL	LAN Drop			\$170.00	\$1,700.00
9	DCI CABLING INSTALL	Materials 12"-18" Mounting Component, Lightweight Suspended Ceiling Kit, Projector Mount			\$312.87	\$2,815.83
10	INSTALL	Projector Installation			\$150.00	\$1,500.00
1	RG19 CONTRACT	Region 19 Cabling Purchasing Cooperative 14-6992, line item 195, misc. technology items.			\$0.00	\$0.00

Comments  
 This quote valid for only 30 days from date of quote unless otherwise stated.

Sub Total	\$13,571.33
EXMT 0% Tax	\$0.00
Freight	\$0.00
<b>Grand Total</b>	<b>\$13,571.33</b>
Deposit	\$0.00
Balance	<b>\$13,571.33</b>

Approved By: \_\_\_\_\_ Date \_\_\_\_\_



**Plan B Networks, Inc**  
 11395 James Watt  
 Suite A6  
 El Paso, Texas  
 United States  
<http://www.planbnet.com>  
 (P) 915-774-0207  
 (F) 915-599-0232

Quotation (Open)	
<b>Date</b>	Jan 09, 2016 03:02 PM MST
<b>Doc #</b>	14439 - rev 1 of 1
<b>Description</b>	Canutillo Childress Projectors/Install
<b>SalesRep</b>	@planbnet.com, Team (P) 915-774-0207 (F) 505-212-0254
<b>Customer Contact</b>	Guilfoil, Roberta (P) 915-877-7400 (F) 915-877-7418 rguilfoil@canutillo-isd.org

**Customer**  
 Canutillo Independent School  
 District (CI0097)  
 Guilfoil, Roberta  
 7965 Artcraft Road  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7400  
 (F) 915-877-7407

**Bill To**  
 Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7474

**Ship To**  
 Canutillo Independent School  
 District  
 Flores, Tony  
 7965 Artcraft Road  
 El Paso, TX 79932  
 United States  
 (P) 915-877-7474

**Customer PO:**

**Terms:**  
 Undefined

**Ship Via:**  
 UPS Ground

**Special Instructions:**

**Carrier Account #:**

#	Description	Part #	Tax	Qty	Unit Price	Total
<b>RFP# 14-6992</b>						
1	Category 6 Station Data Cable NO existing pathway		Yes	9	\$165.00	\$1,485.00
2	Panduit Cat6 Jack Blue	CJ688TGBU	Yes	9	\$0.00	\$0.00
3	Panduit 1-port faceplate	CFP1IW	Yes	15	\$0.00	\$0.00
4	Cat6 plenum rated black cable	7131847	Yes	1800	\$0.00	\$0.00
5	Panduit Cat6 Jack Black	CJ688TGBL	Yes	9	\$7.00	\$63.00
6	White Blank Decora Plate 1Gang	DC10757	Yes	9	\$1.50	\$13.50
7	VGA w/2 port insert plate	DC10769	Yes	9	\$22.00	\$198.00
8	Panduit 24 port Patch Panel	UICMPPK6G24BL	No	1	\$210.00	\$210.00
9	Installation of New Patch Panel 24 Port	LABOR	No	1	\$60.00	\$60.00
10	Multi-mode Fiber Cord	FC-50-9/4-1M	Yes	1	\$21.50	\$21.50
<b>Projector and Installation</b>						
11	Epson PowerLite 99W LCD projector - 3000 lumens - 1280 x 800 - 16:10 - HD 720p - LAN	V11H578020	Yes	9	\$746.00	\$6,714.00
12	TRS Single Gang J-Box	TSRFW-JB3	Yes	3	\$7.50	\$22.50
13	Hellerman Tyton 1 1/4" Raceway office white 6'	TSR2FW-6A	Yes	8	\$16.00	\$128.00
14	Hellerman Tyton 1 1/4 splice cover office white	TSR2FW-14	Yes	6	\$1.50	\$9.00

#	Description	Part #	Tax	Qty	Unit Price	Total
15	Hellerman Tyton 1-1/4" Ceiling Drop Office White	TSR2FW-50	Yes	3	\$2.50	\$7.50
16	Hellerman Tyton 1-1/4" Elbow Office White	TSR2FW-25-1	Yes	3	\$1.50	\$4.50
17	Ceiling Mounting Kit	PBC-UMS	Yes	9	\$125.00	\$1,125.00
18	Ceiling Plate Kit	SCM1	Yes	9	\$102.00	\$918.00
19	STEREN 50' SVGA Cable	253-350BK	Yes	9	\$60.00	\$540.00
20	Misc. Cable Material	MISC	Yes	1	\$100.00	\$100.00
21	Cable Tech Labor (9 drops)	PB-CTL	Yes	1	\$1,485.00	\$1,485.00
22	Cable Tech Labor projector install	PB-CTL	Yes	1	\$2,400.00	\$2,400.00

SOW: Purchase and Installation of (9) projectors at Canutillo Childress School. Rooms 201,204,206,207,220,221,223,224,225. Installation of electrical power to be provided by District where needed. Surface mount raceway will be used where needed. Installation of data drop and VGA connectivity. Adjustment of projector to fit into screen. All work will be performed in a professional workmanlike manner.

Subtotal:	\$15,504.50
Tax (0.000%):	\$0.00
Shipping:	\$0.00
<b>Total:</b>	<b>\$15,504.50</b>

NOTE: PRICES ARE GOOD FOR 30 DAYS  
Thank you for allowing us to send you a quotation. If you have any questions or have any special needs please contact us.

This document and the information herein is both CONFIDENTIAL AND PROPRIETARY. Plan B owns such information. Any unauthorized use of such information is strictly prohibited.

**SALES QUOTE**

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Brian K Massey  
**Phone:** 800-800-0019  
**Fax:** 603-683-1514  
**Email:**

**# 24015431.02-W1**  
PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 1/5/2016  
**Valid Through:** 1/31/2016  
**Account #:** 5944054/12962953

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Roberta Guilfoil  
**Email:** rguilfoil@canutillo-isd.org

**Phone:** (915) 877-7460  
**Fax:** (915) 877-7418

<b>QUOTE PROVIDED TO:</b> AB#: 5944054 CANUTILLO INDEPENDENT SCHOOL DISTRICT ACCOUNTS PAYABLE PO BOX 440 CANUTILLO, TX 79835  (915) 877-7430	<b>SHIP TO:</b> AB#: 11606569 CANUTILLO ISD 7965 ARTCRAFT RD ISD WAREHOUSE EL PASO, TX 79932  (915) 877-7430
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DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	403.00 lbs	NET 30	

**Important Notice:** -- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	2000	12520468	M58281B	Govt. 6P4P24-BL-P-MOH-APCE Mohawk/CDT	Mohawk/CDT	\$ 0.32	\$ 640.00
2	10	10769041	CJ688TGBU	Mini-Com Cat6 Modular Jack, 8-Position, 8-Wire, Blue Panduit	Panduit	\$ 9.93	\$ 99.30
3	5	10937825	CJ688TGBL	Mini-Com Cat6 Modular Jack, 8-Position, 8-Wire, Black Panduit	Panduit	\$ 9.93	\$ 49.65
4	10		CFPE1WHY	CFPE1WHY - 1, Port Face Plate		\$ 2.44	\$ 24.40
5	10	23096130	AT1603-YL	Acad. CAT6 Patch Cable, Yellow, 3ft Allen Tel Products	Allen Tel Products	\$ 5.17	\$ 51.70
6	10		CDOWTG-25	CDOWTG-25 - 3x2x2 Steel Boxes		\$ 3.77	\$ 37.70
7	1		VTR5-75	VTR5-75 - Velcro Black 75' Roll		\$ 52.14	\$ 52.14
8	1		TZ-221	TZ-221 - P-touch Label Cartridge 3/8 Black on White		\$ 14.09	\$ 14.09
9							\$ -
10	1			BCE-Projector Installation		\$ 4,040.00	\$ 4,040.00
11	1			Misc. Material/Expenses/Tester		\$ 1,002.00	\$ 1,002.00
12							\$ -
13	10	18454238	V11H686020	PowerLite 99WH WXGA 3LCD Projector, 3000 Lumens, White Epson Projectors	Epson Projectors	\$ 690.22	\$ 6,902.20
14	10	12399741	CMJ500R1	Lightweight Suspended Ceiling Kit for Projectors, White Peerless Industries	Peerless Industries	\$ 62.26	\$ 622.60
15	10	8528221	ELPMBPJF	Universal Projector Ceiling Mount, Silver Epson Projectors	Epson Projectors	\$ 74.33	\$ 743.30

<b>Subtotal</b>	\$	14,279.08
<b>Fee</b>	\$	0.00
<b>Shipping and Handling</b>	\$	0.00
<b>Tax</b>		Exempt
<b>Total</b>	\$	14,279.08

\*Lease for as low as: \$446.51/Mo.

## **ORDERING INFORMATION** **GovConnection, Inc.**

**Please contact your account manager with any questions.**

**Ordering Address**  
GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
Box 536477  
Pittsburgh, PA 15253-5906

*Please reference the Contract # on all purchase orders.*

### **TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE
Erate Spin Number:	143026005

**WARRANTY:** *Manufacturer's Standard Commercial Warranty*

*Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: [www.govconnection.com](http://www.govconnection.com) or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/invoice link on the left side of the page to print one:  
<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

**Please forward your Contract or Purchase Order to:**

**[SLEDOPS@GovConnection.com](mailto:SLEDOPS@GovConnection.com)**

**QUESTIONS: Call 800-800-0019**

**FAX: 603.683.0374**

## STATEMENT OF WORK

PREPARED FOR:

**Canutillo ISD**

PROJECT:

**Projector Installation at Bill Childress Elementary**

PREPARED BY:

**Brian Massey**

Account Manager, GovConnection, Inc.

**Ernesto Saucedo**

Project Manager, GovConnection, Inc.

January 6, 2016

SOW # 325731

Revision # 1.0

REVISION	DATE	CHANGE
1.0	January 6, 2016	Original Proposal

**GovConnection, Inc.**

New Hampshire Sales Office  
732 Milford Road  
Merrimack, NH 03054  
Main: 800.800.0019  
Fax: 603.683.2482

[www.govconnection.com](http://www.govconnection.com)

A SUBSIDIARY OF PC CONNECTION, INC.

Corporate Office, 7503 Standish Place, Rockville, MD 20855

**To our valued Clients:**

Thank you for choosing GovConnection, Inc., a PC Connection Company, as your consulting Services partner. We utilize best practice methods and data-driven analysis combined with a commitment to understanding our Clients' needs to set our professional Services apart from the competition.

PC Connection, Inc. is a Fortune 1000 Company with more than 30 years of experience providing innovative technology solutions backed by exceptional customer service. Our team of Account Managers and technical experts can help your organization realize greater performance, efficiency, and savings with end-to-end IT solutions across the following information technology areas:

- Server Consolidation and Management
- Data Storage and Protection
- Network Integration and Management
- Server and Network Virtualization
- Software Installs/Migrations/Upgrades
- Lifecycle Management Services
- Multi-Site Rollout Services
- Asset Disposition Services
- Security Assessment, Governance and Managed Services
- Enterprise Mobility Management and Security Services

Our mission is to serve as a one-stop source for all of your technology needs. Whether your project involves imaging and asset tagging, implementing a new virtual environment, or anything in between, we have the resources and the expertise to meet your needs and exceed your expectations.

Once again, thank you for choosing GovConnection, Inc. We look forward to helping you achieve your IT goals. Please feel free to contact your support team if you have any questions, comments, or feedback about any of the information in this document.

**Brian Massey**  
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(800) 800-0019 Ext. 75056  
[BMassey@govconnection.com](mailto:BMassey@govconnection.com)

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## **Section 1.0 Opportunity Summary**

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Canutillo ISD ("Client") has requested that GovConnection, Inc. provide a quote for Services in support of its Projector Installation at Bill Childress Elementary project ("Services"). The scope of work for these Services can be found in Section 2 of this document.

GovConnection, Inc. understands that the Statement of Work is for the installation of up to 10 Projectors, 10 Projector Brackets, and 10 CAT6 Drops.

## Section 2.0 Scope of Work

---

### Project Tasks:

The following tasks will be associated with the completion of this Statement of Work (“SOW” or “Agreement”):

### *Project Management*

- Appoint a Project Manager as a single point of contact,
- Project manager shall maintain a project schedule, coordinate activities related to the implementation
- The PM shall hold regularly scheduled project meetings
- The PM shall maintain all project documentation relevant to the infrastructure implementation

### *Project Kick-Off Meeting*

GovConnection, Inc. with the Customer will determine the goals of the cabling project and establish the project scope, approach, key personnel and inputs as well as the overall schedule.

- Conduct a project kickoff call to introduce Key Personnel and discuss the following:
  - Define project stakeholders.
  - Define the cabling project approach, deliverables, and dependencies.
  - Obtain needed inputs, documents, configuration files from Customer to perform Discovery and Analysis.
  - Outline the project schedule.

### *Pre-Installation Meeting*

Review floor plans provided by the customer and discuss any requirements for the installation:

- Stakeholder contact information,
- Confirm Scope of Work, Project Assumptions, and
- List of needed inputs, configuration files and data from the Customer.

### *Cabling – New Drops:*

- Review CAT6 drops locations with CISD resource and GovConnection, Inc. resource
- Inventory cable material
- Provide, Install and Terminate up to 10 CAT6 data cable at locations specified per CISD resource
- Test and certify all new CAT6 data drops
- Deliver CAT6 Test Results documents for new drops installed (electronic format)

### *Patch Panel:*

- GovConnection, Inc. will punch down up to ten (10) new drops in existing patch panels

### *Steel Box:*

- GovConnection Inc. will install up to ten (10) 3x2x2 steel boxes for ceiling mounts

***One Port Face Plates:***

- Install up to (10) One Port Face Plates

***Bracket Install:***

- Install Projector Bracket for up to (10) Projectors at locations specified per CISD resource

***Projector Installation:***

- GovConnection, Inc. will install up to (10) Projectors at locations specified by CISD resource
- Test and verify projectors turn on and are functional

***Testing Projectors and Walkthrough:***

- Review, Test and verify all projectors installed are functional for up to (10) new projectors
- Conduct walkthrough with CISD resource to verify working projectors and issue project signoff

**Project Deliverables:**

The following deliverables will be associated with this Statement of Work:

- Up to (10) New Drop installation
- Up to (10) One Port Face Plates for Data Drops installation
- Up to (10) 3x2x2 Steel Boxes for ceiling mounts installation
- Up to (10) Brackets and Projector installation
- Up to (15) Jacks (5 at the IC Closet and 10 at the user side) installation
- Up to (10) 3' Projector Patch Cords installation
- Tested and verify functionality of up to (10) new projectors installed
- CAT6 Test Results documents for new drops installed (electronic format)

**Project Completion Criteria:**

Services as described in this Statement of Work will be considered complete when one of the following is complete:

- The tasks/deliverables/responsibilities specified within this SOW are provided

**Project Specific Assumptions:**

The following Project Assumptions will be associated with this Statement of Work:

- GovConnection, Inc. will invoice all material needed for project upon FOB (Free On Board) of the material and before project completion
- Standard working hours are Monday to Friday; 8:00 AM to 5:00 PM or unless Standard working hours are otherwise agreed upon between customer and GovConnection, Inc. Work performed outside of the standard working hours is classified as Over-Time with the exception of weekends and Holidays. Work performed during weekends and/or Holidays will be classified as Double-Time

- Over-Time will be charged at 1.5 times the cabling resources regular rate. Over-Time work will be performed only after the pre-approval from the customer
- Double-Time will be charge at 2 times the cabling resources regular rate. Double-Time work will be performed only after the pre-approval from the customer
- Prices do not include the rental of a "Man Lift". If a "Man Lift" is require, GovConnection, Inc. will charge the cost of the rental as an expense to the customer
- Pricing is only for installation services. Projectors, Brackets, Ceiling Mounts Brackets, Data Drop Material and necessary material for installation will be in a separate quote
- If project should exceed the amounts listed in this SOW a change order request will need to be created and approved for the additional labor and/or material
- Single Data Drop installation is based on the maximum feet distance of 200 feet per drop. If Data Drops are longer than 200 feet, based on the test results, a change order request will be processed to detail the additional charges
- Price per drop does not include J-Hooks or pathway material, GovConnection, Inc. will use existing pathways
- Drop installation pricing does not include parts or labor associated with the installation of fire stop caulking, core through walls or conduit, if necessary a change order request will be processed to detail the additional charges
- For any newly requested data drop or drop relocation other than what is specified in this SOW, there will be additional charges for time and materials for the installation/relocation of the drop. If applicable, a change order request will be processed to detail the additional charges
- Relocated drops, if any, will be tested for functionality, but no warranty will be provided for the drop. Labor and material necessary to repair or re-install the drop will be charged to the customer. A change order request will be processed to detail the additional charge
- A safe and secure area will be designated by Customer for the storage of inventoried items. Any loss of inventory before deployment will be at Customer expense
- GovConnection, Inc. assumes that the new projectors are functional. If a return trip is required because new projectors are DOA, a change order will be processed to specify any additional charges. Work will begin only after a review and approval of change is received by a Client representative
- Estimated lead-time for resource deployment is 3 weeks from a signed SOW. GovConnection, Inc. will work with the client on a best effort basis to meet their requested lead times. GovConnection, Inc. cannot guarantee any specific timelines or resources until a signed statement of work is received and a mutually agreed upon schedule confirmed
- GovConnection, Inc. will not be responsible for the delays on the project, due to customer holdup in response necessary for the full functionality of the network not covered in this SOW. Examples include patch cables for existing drops, surge protectors and extension cords for network electronic devices, fiber zip cords for existing fiber connections (if necessary), Correct Power Outlets, etc.
- Client is will ensure the timely backup, removal, protection, and restoration, as applicable, of any programs, data and removable storage media contained in the computer products, hardware or software, before rendering same for Service and the restoration of all data after the completion of Service
- GovConnection, Inc. assumes no liability for loss or recovery of Data or Programs
- GovConnection, Inc. assumes that the existing environment is stable, properly configured and free of critical errors in the Event Logs
- All required hardware, software and licensing will be on-site prior to GovConnection, Inc. arrival

- Required hardware will be racked, configured and boot tested prior to GovConnection, Inc. arrival on-site unless otherwise agreed to by GovConnection, Inc.
- Any workstation "touches" that need to take place will be the responsibility of the Client unless otherwise agreed to by GovConnection, Inc.
- Client IT staff will respond to requests for information or assistance in a timely manner (e.g. that same day of the request is made) in order to keep the project on track
- At least one member of the Client's IT or Project Management staff will be dedicated to the project at least 50% of the time
- GovConnection, Inc. assumes all Service tasks included in this SOW will be performed contiguously unless otherwise stated

## Section 3.0 General Assumptions

Both Client and GovConnection, Inc. are responsible for the successful execution of this project. GovConnection, Inc.'s responsibilities have been set forth elsewhere in this SOW. Client agrees to the following assigned responsibilities:

- Prior to the scheduling of this project, Client and GovConnection, Inc. shall deliver in writing (or Email) to each other the respective primary point of contact ("Client Contact")
- All project communications will be addressed to primary point of contact
- The primary point of contact shall:
  - Have the authority to act on behalf of the Client in all aspects of the project
  - Have the authority to resolve conflicts
  - Ensure that any communication between Client and GovConnection, Inc. is made through the appropriate Project Manager
  - Obtain and provide project requirements, information, data, decisions and approvals within one working day of the request, unless both parties agree to a different response time
  - Ensure that assigned project personnel have reasonable and safe access to the project site and adequate office space, as required
- Client will provide technical points-of-contact, who have a working knowledge of the enterprise components to be considered during this project ("Technical Contacts")
- GovConnection, Inc. may request that meetings be scheduled with Technical Contacts
- Client will inform GovConnection, Inc. of all access issues and security measures, and provide access to all necessary hardware and facilities
- Client is responsible for providing all hardware, software, and facilities for the successful completion of this project. Facilities and power must meet manufacturer requirements for the products purchased
- Client may be responsible for developing or providing documentation, materials and assistance to GovConnection, Inc. and agrees to do so in a timely manner
- GovConnection, Inc. personnel will honor Client confidentiality requests and will work to meet / follow internal security guidelines
- GovConnection, Inc. Services are performed by GovConnection, Inc. resources or a member of their Premier Partner Network
- GovConnection, Inc. employees and sub-contractors will not work in an environment that exposes them to safety or environmental hazards, including but not limited to asbestos.
- Customer is responsible for reporting that buildings, worksites, and associated locations have been tested for safety or environmental hazards, including but not limited to asbestos, and all traces have been abated to OSHA standards.
- Customer is responsible for notifying GovConnection, Inc. of the presence of safety or environmental hazards, including but not limited to asbestos, in any buildings, worksites, or associated locations prior to work beginning.
- Customer is responsible for all costs associated with any work delays caused by the discovery of safety or environmental hazards, including but not limited to asbestos
- Customer is responsible for costs associated with all abatement procedures and delays caused in the project execution. GovConnection, Inc. assumes no responsibility for executing abatement procedures for safety or environmental hazards, including but not limited to asbestos.
- Customer is responsible for any time and expense associated with permits necessary per local city codes or ordinances.

**SOW Exclusions**

- Unless otherwise stated within this SOW, the following tasks / deliverables are specifically excluded from this SOW:
  - This project does not include any installation / configuration of software not specifically listed
  - This project does not include setup, cabling, or configuring of any LAN/WAN hardware
  - This project does not include development or debugging of any scripts
  - This project does not include formal classroom training

## Section 4.0 Pricing

Qty.	Description	Unit Price	Extended Price
1	BCE-Projector Installation	\$4,040.00	\$4,040.00
<b>Travel &amp; Expense Estimate:</b>			
1	Misc. Material/Expenses/Tester	\$1,002.00	\$1,002.00
<b>Total:</b>			<b>\$5,042.00</b>

### Pricing Assumptions:

- Unless otherwise agreed to by Client and GovConnection, Inc., this quote for Services is valid for 30 days from the date delivered to the Client
- Unless otherwise noted, pricing included within this SOW does not include any applicable taxes.
- Pricing above assumes all project tasks will be performed contiguously unless otherwise agreed to by Client and GovConnection, Inc.
- In an effort to control costs and maximize value, travel expenses included in pricing above assumes timely advance scheduling
  - Projects scheduled less than 21 days in advance or rescheduled within 21 days of the start date may result in increased travel expenses
  - The Client agrees to be invoiced for any travel expenses and related fees, including any related cancellation fees, incurred due to project cancellation after such travel has been coordinated, booked and purchased
- GovConnection, Inc. reserves the right to request a milestone billing for the project if an unanticipated delay (outside of the control of GovConnection, Inc.) causes a work stoppage of two weeks or greater
- Unless otherwise set forth in an Exhibit or Statement of Work, Service Provider agrees to provide Services during local Service hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. Local legal holidays will apply.
- Unless previously agreed to, Service activities scheduled for non-standard working hours may require additional charges quoted under separate cover, non - standard working hours are defined as follows:
  - Monday through Friday, before 8AM or after 5PM local Service activity location time
  - Saturday & Sunday (all day)
  - Local Legal Holidays
  - GovConnection, Inc. recognized Holidays, schedule available upon request

**Pricing & Invoice Terms and Conditions:**

**Pricing and Invoice Type:**

This project is a fixed pricing type with separate expenses and a complete invoicing structure associated with it and as such the following terms apply to this project:

**Pricing Terms:**

The pricing listed is a fixed price engagement and will be the pricing reflected on the invoice.

**Expense Terms:**

Expenses are listed as a separate line item in the pricing table and are estimated.

**Invoicing Terms:**

Customer will be invoiced at project completion. Labor and expenses may be invoiced separately.

Any adjustments to the scope, schedule, or deliverable as well as any changes in the estimated hours, expenses, or materials related to the project may result in the development of a Change Order (Exhibit B). For applicable Time and Materials engagements, Canutillo ISD agrees to be invoiced for actual time and materials up to 20% beyond the original estimate.

## **Section 5.0 SOW / Project Acceptance Summary**

---

### SOW Acceptance

- Upon Canutillo ISD acceptance of the SOW Acceptance Page and delivery back to GovConnection, Inc., GovConnection, Inc. will countersign the SOW Acceptance Page (upon Canutillo ISD request) and return copy to appropriate Canutillo ISD contact

### Project Commencement

- Upon execution of the SOW Acceptance Page contained in Section 6 of this document, GovConnection, Inc. will work with Canutillo ISD to finalize Project Commencement Date
- No project work will begin prior to execution of the SOW Acceptance Page contained in Section 6 of this document

### Project Acceptance

- Upon completion of some or all of the Service tasks listed in SOW# 325731, GovConnection, Inc. may present a form of Proof of Delivery, POD, to Canutillo ISD for the purpose of Client acknowledgement of Services delivery. Proof of Delivery could include but is not limited to the list below.
  - The Acceptance for Services Delivered (ASD) form (see Exhibit A attached)
  - Client email acknowledgement of work completed
  - Client faxed acknowledgement of work completed
  - Signed proof of order agreeing to be invoiced (PrePay, Contracts, etc.)
  - Time sheet with hours worked

*Note: The acknowledgement form listed above will not preclude Canutillo ISD from contesting charges or Services delivered at a later date; it simply acknowledges the delivery of Service*

- Important Note: Canutillo ISD shall have seven (7) business days to respond to the ASD. If, after seven days of request by GovConnection, Inc., there has been no Client response (Acceptance or Dispute), GovConnection, Inc. will consider this as a statement of acceptance of the Services performed and GovConnection, Inc. will invoice for these Services immediately

## Section 6.0 SOW Acceptance for SOW #325731

By signing this document you agree to all sections of this Statement of Work and to provide full and timely payment for completion of this project per the terms and conditions of this Agreement.

- Service delivery will be scheduled following GovConnection, Inc.'s receipt of this signed Agreement and, if applicable, the accompanying purchase orders (PO), unless otherwise agreed upon by Client and GovConnection, Inc.
- The estimated dates for beginning and conducting the project will be mutually agreed upon by Client and GovConnection, Inc.
- Client delays to the project schedule may incur additional costs
- Upon execution of this Agreement, please deliver signed Agreement to Account Manager and or Project Manager listed on page 2 of this document

<b>Client:</b>	<b>Canutillo ISD</b>
<b>Project Name:</b>	<b>Projector Installation at Bill Childress Elementary</b>
<b>SOW #:</b>	<b>325731</b>
<b>SOW Revision:</b>	<b>1.0</b>

**ACCEPTED BY:**  
GovConnection, Inc.

**ACCEPTED BY:**  
Canutillo ISD

**Name:** \_\_\_\_\_  
(Please Print)

**Name:** \_\_\_\_\_  
(Please Print)

**Title:** \_\_\_\_\_  
(Please Print)

**Title:** \_\_\_\_\_  
(Please Print)

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

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

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

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

**Please return entire document including the SOW Acceptance for SOW # 325731 page.**

## Section 7.0 Terms and Conditions

### STANDARD TERMS AND CONDITIONS

The Terms and Conditions are entered into by and between GovConnection, Inc. and Client.

#### 1. Services & Statements of Work

The Services to be covered under this Agreement are set forth in one or more Statements of Work ("SOW"), together with any Exhibits, which shall reference this Agreement; and the terms and conditions contained herein will be a part of any such Statements of Work or Exhibits. In the event Client chooses to order products or Services from Service Provider utilizing the Internet or Service Provider's website, the terms and conditions contained therein shall apply to any such products or Services ordered. The cost, installation and functioning of all products not provided by Service Provider in rendering Services hereunder, including, without limitation, electric power, electrical wiring, cabling, telephone equipment, computers, modems, printers, tables, etc. shall be Client's sole responsibility.

#### 2. Pricing & Terms of Payment

- (a) The price for Services to be provided will be set forth in Exhibits or SOWs. Service Provider may, after the initial term of an Exhibit of Statement of Work, increase charges for Services by giving the Client thirty (30) days written notice.
- (b) All terms are net 30 days, unless otherwise specified in the SOW, contingent upon Client qualifying for credit with Service Provider. Should Client not qualify for sufficient credit with Service Provider, payment must be made via other acceptable form such as credit card or prepayment. Failure to pay within specified terms may at the option of Service Provider result in the suspension of the contract, imposition of interest charges at the rate of a 1.5% per month or the highest allowed by law, whichever is lower, and may result in the termination of the contract by Service Provider upon written notice.
- (c) The SOW shall specify whether the contract is based on a fixed price or hourly rate. All reasonable travel, lodging, car rentals, and meal expenses will be billed to the Client unless otherwise specified in SOW or Exhibit.
- (d) Any sales and use taxes shall be added to the invoice. In the event Client claims exemption from sales and use taxes, Client must provide Service Provider with the appropriate tax exemption certificate from the taxing authority.

#### 3. Fees & Taxes

Client, at its expense, shall pay, discharge, and be responsible for, all licensee fees, business, sales, use, or other similar taxes or assessments charged or levied by reason of anything performed under this Agreement, excluding, however, all taxes and assessments applicable to Service Provider income or applicable to Service Provider property. If Service Provider is required to remit any fee, tax, or duty on behalf of or for the account of Client, Client will reimburse Service Provider within ten (10) days after Service Provider notifies Client in writing of such remittance.

#### 4. Proprietary Rights

Except for any Deliverables as set forth in a SOW, Service Provider does not convey or transfer nor does Client obtain any right or interest in any of the software programs, systems, tools, data or materials or process utilized or provided by Service Provider in connection with the performance of this Agreement, including but not limited to the WebSPOC® software. Service Provider grants to Client a perpetual, royalty-free, worldwide right to use the technology imbedded in the Services.

#### 5. Client Representations

Client represents and warrants to Service Provider that Client has the right to authorize Service Provider to repair and/or Service all items of computer products, hardware or software, which are or become subject to this Agreement.

#### 6. Client Responsibilities

Client, at its expense, shall:

- a. Allow employees or agents of Service Provider reasonable access to the premises and facilities where the Service is to be provided, and Client shall not require Service Provider's personnel to sign any document that has not been approved in advance by Service Provider.
- b. Provide appropriate electric current for any necessary purpose with suitable outlets.
- c. Provide safe, suitable and easily accessible floor space, adjacent to where Service will be provided.
- d. Provide suitable environmental conditions for installation as may be specified in a SOW.
- e. Provide reasonable assistance to Service Provider as requested.
- f. Use the Services only on or with equipment and software recommended by Client, or the applicable manufacturers and software providers.

Upon the failure of Client to comply with the responsibilities set forth in this Section ("Non-compliance"), Service Provider may, at its option, refuse to perform any Service where Non-compliance has occurred until such Non-compliance has been cured to the reasonable satisfaction of Service Provider without any liability or obligation under this Agreement or any applicable law; provided further, that Service Provider may charge Client at its then current labor rates for any Service call at which no Service was performed by Service Provider as a result of Non-compliance.

In the event Service Provider holds, stores, or provides storage Services for any of Client's property, including but not limited to any computer hardware or products, Client is required to maintain insurance on such property at its own expense and shall provide Service Provider with a certificate of insurance naming Service Provider as an additional insured. In case of loss, Client's insurance shall be primary and Service Provider's coverage, if any, shall be non-contributory. Unless otherwise provided by an Exhibit, Service Provider has no liability for Client's property stored at Service Provider's premises.

#### 7. Limited Warranty

(a) **Computer & Technical Services.** Service Provider shall provide computer and/or other technical Services in a good workmanlike and professional manner consistent with current industry standards, and that such Services shall for a period of sixty (60) days following completion conform to the specifications in the Scope of Work. The foregoing limited warranty is contingent upon Client fulfilling the Client responsibilities set forth above and any other conditions that may be specified in the applicable SOW. All product and Service completion schedules provided by Service Provider are estimates and are provided for planning purposes only. In the event Client finds any Services provided hereunder to be defective or nonconforming during the warranty period, subject to the limitations set forth above, Service Provider shall promptly correct such Services to the reasonable satisfaction of Client in accordance with the specifications set forth in the SOW. In the event such corrected Services fail to comply with the specifications set forth in the SOW, then at Client's option, Service Provider shall again promptly correct such Services or shall reimburse to Client the payments made to Service Provider for such Services. The foregoing constitutes Client's sole remedy for Service warranty claims relating to computer and technical Services.

To the extent Service Provider is supplying third party hardware or software as part of the Services, such hardware and software shall be provided with the manufacturers' or publishers' standard end user warranties, if any. Service Provider makes no independent warranties with regards to third party hardware or software.

(b) **Personnel Services.** Warranties, if any, relating to the provision of personnel placement and recruiting Services will be as set forth in the applicable SOW.

#### 8. Disclaimer of All Other Warranties

WITH THE EXCEPTION OF THE LIMITED WARRANTIES EXPRESSLY SET FORTH IN THIS AGREEMENT, SERVICE PROVIDER DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED UNDER LAW, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SERVICE PROVIDER DOES NOT PROMISE THAT THE PRODUCTS OR SERVICES PROVIDED WILL BE ERROR-FREE OR THAT CLIENT'S COMPUTER PRODUCTS, HARDWARE OR SOFTWARE WILL OPERATE WITHOUT INTERRUPTION.

#### 9. Limitation of Liability

SERVICE PROVIDER WILL NOT UNDER ANY CIRCUMSTANCES BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO, PROPERTY DAMAGE, LOSS OF PROFIT, LOST TIME, LOSS OF DATA, LOSS OF USE OF ANY SUCH EQUIPMENT, COST OF PROCUREMENT OF SUBSTITUTE PRODUCTS, TECHNOLOGY OR SERVICES, OR ANY OTHER DAMAGES RESULTING FROM THE BREAKDOWN OR FAILURE OF ANY COMPUTER PRODUCTS, HARDWARE OR SOFTWARE, OR FROM DELAYS IN SERVICING OR THE INABILITY TO RENDER SERVICE ON ANY COMPUTER PRODUCTS, HARDWARE OR SOFTWARE EVEN IF IT HAS BEEN ADVISED OF THE LIKELIHOOD OF SUCH DAMAGES. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, SERVICE PROVIDER'S LIABILITY FOR DAMAGES RESULTING FROM ANY CAUSE WHATSOEVER, INCLUDING BUT NOT LIMITED TO SERVICE PROVIDER'S NEGLIGENCE OR INSTALLATION OF DEFECTIVE PARTS OR COMPONENTS, WHETHER OR NOT SUCH DEFECT WAS KNOWN OR DISCOVERABLE, SHALL NOT EXCEED THE ACTUAL PRICE PAID TO SERVICE PROVIDER BY CLIENT FOR THE COMPUTER PRODUCTS, HARDWARE OR SOFTWARE, PARTS OR SERVICE WHICHEVER IS LESS.

Service Provider shall not be responsible for damages caused by (i) accidents, misuse, misapplication, or neglect of Client or any of its agents or employees or as result of Service by any person other than a Service Provider representative; (ii) placement or operation of computer products in an area that does not comply with manufacturer's published space or environmental requirements; or (iii) improper storage, use, and movement of any computer products to be Serviced.

#### 10. Completion of Services

- (a) Completion of Services shall be documented by the Service Provider Acceptance Form – Exhibit A, which Client shall execute and return promptly. Services shall be deemed complete if Client fails to return the Acceptance Form within 7 days of the completion of Services by Service Provider. For products that do not require installation or Services an Acceptance for Services Delivered form is not required and Acceptance shall occur upon delivery of products to Client.
- (b) If provided for in the Statement of Work, an Acceptance Plan may be co-developed by Service Provider and Client and used to determine successful completion of the deliverables and final acceptance.

**11. Term**

Unless otherwise stated herein, the term of this Agreement shall be from the execution of the SOW Acceptance Page until the customer's acceptance of the completion of Services as described in Section 5 of this Agreement.

**12. Right of Termination****(a) Service Provider:**

If Service Provider is unable to furnish any parts or acquire technical data required to repair and/or Service any item of computer hardware products, then Service Provider may cancel coverage for that item under the Agreement and Service Provider will refund payment for the remaining days of coverage under this Agreement, on a pro rata basis.

If, during the course of this Agreement, items of computer products experience an excessive failure rate due to age, discontinuance of spare parts availability from the manufacturer or other causes beyond Service Provider's control, Client agrees to replace or refurbish said Equipment at no charge to Service Provider. If Client fails to do so, Service Provider may, at its option, exclude such item from coverage by giving the Client thirty (30) days written notice.

**(b) Mutual Rights of Termination:**

Either party may terminate this Agreement at any time if the other party breaches any material provision hereof and fails within fourteen (14) days after receipt of notice of default to correct such default promptly or to commence corrective action reasonably acceptable to the aggrieved party and proceed with diligence to completion. After the initial term, unless dates are otherwise designated for specific Services set forth in an Exhibit or Statement of Work, either Party hereto shall have the right to terminate this Agreement without cause, without penalty, and without liability for any damages as a result of such termination at any time giving the other Party at least thirty (30) days prior written notice of such termination. If either Party properly terminates the Agreement, Service Provider will provide a prorata refund for any advanced payment for the remaining days of coverage under the Agreement. Any funds so owed by Service Provider will be refunded in full within sixty (60) days after receiving written notice of contract termination. Notwithstanding any termination of this Agreement, Client shall be obligated to pay Service Provider for (i) all products and Services provided by Service Provider in accordance with this Agreement at any time on or prior to the effective date of termination; and (ii) all incidental costs and expenses incurred by Service Provider in accordance with this Agreement at any time on or prior to the effective date of termination.

**13. Personal Information**

Service Provider represents and warrants to Client that in connection with the receipt, storage, use and/or transfer of Personal Information, it shall (a) at all times maintain the confidentiality of Personal Information provided Service Provider or otherwise disclosed to Service Provider in connection with the provisions of Services under this Agreement, and (b) maintain appropriate security measures that are in compliance with data protection regulations promulgated under applicable state and federal laws of the United States. For the purposes of this section "Personal Information" means the first and last name or first initial and last name of an individual together with one or more of the following relating to such individual: (i) Social Security number; (ii) driver's license number/state-issued identification number; or (iii) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number, or password, that would permit access to the account.

**14. Nondisclosure**

- (a) Each party shall retain all rights to its Confidential Material. Each receiving party agrees to take such measures to prevent the unauthorized disclosure to third parties of Confidential Material, as it would take to prevent disclosure of its own proprietary or confidential information but in no event less than reasonable measures. To the extent practicable, information protected by this Agreement shall be marked "Confidential". Information exchanged prior to the date of this Agreement shall be considered Confidential Material.
- (b) Disclosure will be limited to such employees and agents of receiving party as necessary for proper evaluation and provision of Services under this Agreement. In the event receiving party must secure the Services of a third party for proper evaluation, receiving party shall obtain an agreement from such third party at least as restrictive as this Agreement. Receiving party shall disclose such agreements to other party upon request. Except as necessary for proper evaluation and provision of Services under this Agreement, Confidential Material obtained pursuant to this Agreement may not be duplicated, and all Confidential Material exchanged pursuant to this Agreement must be destroyed or returned to the originating party upon request.
- (c) Confidential Material may not be used by the receiving party except as expressly permitted herein; no grant of license to use Confidential Material is given by this Agreement.
- (d) Confidential Material shall not include the following: Information obtained by receiving party that (i) is or becomes generally known or available to the public through no breach by receiving party, (ii) is lawfully known to it at the time of receipt, (iii) is subsequently furnished to it lawfully by a third party without restriction, or (iv) is furnished by the originating party to a third party without restriction.
- (e) Confidential Material is provided "AS IS" and no warranties or representations are given, and receiving party shall rely on such information at its own risk. The exchange of Confidential Material shall not obligate either party to enter into a business or other relationship.

In the event a receiving party receives a subpoena or discovery request for Confidential Material, it shall immediately notify originating party in writing and give originating party the opportunity to contest the disclosure of Confidential Information.

- (f) Service Provider may from time to time disclose information to the PCI Security Standards Council or a Qualified Security Assessor in order to remain in compliance with the credit card security standards. Such disclosure shall be permitted under this Section.
- (g) The parties acknowledge that unauthorized disclosure or use of Confidential Material may cause irreparable damage to the disclosing party for which monetary damages may not be adequate relief. Therefore, in addition to any other remedies it may have, the disclosing party shall be entitled to seek injunctive relief against actual or threatened unauthorized disclosure or use of Confidential Material.
- (h) Confidential Material shall be protected hereunder for a period of five (5) years following the termination of this Agreement.

**15. Non-Solicitation of Personnel**

Client shall not solicit for employment, directly or indirectly, the officers, employees, subcontractors or agents ("Personnel") of the other party who have performed duties in support of this Agreement, during the term hereof and until six (6) months after the earlier of: (a) the termination of such Personnel's engagement; and (b) the termination of this Agreement, unless explicitly agreed to in the SOW. No offer or other form of solicitation of employment will be made at any time when the employment of such Personnel is prohibited by this Agreement. Inasmuch as it is impossible to fix the damages for breach of this non-solicitation provision in certain situations, it is understood and agreed that with respect to Service Provider's Personnel associated with the SOW, upon breach, the breaching party will pay to the non-breaching party, as liquidated damages, an amount equal to fifty percent (50%) of the affected Personnel's base annual compensation for each such employment solicitation made in breach of this provision. Both parties agree that this amount represents reasonable compensation to the non-breaching party for its cost of recruiting and training its Personnel, and does not constitute a penalty. Such amount will be due and payable by the breaching party within ten (10) days of receipt of written demand from the non-breaching party. The above provision shall not apply to any response by Personnel, to publicly posted job advertisements of the other party or for staffing Services provided by Service Provider. The intention of this Section is to prohibit the active recruitment of Personnel of the other party.

**16. Binding Agreement and Assignments**

This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns. This Agreement is not transferable or assignable without the prior written consent of the other party provided however, that such consent shall not be required in the event of an assignment made to an affiliate of either party or to a successor or purchaser in a merger, acquisition or sale or transfer of all or substantially all of the business, assets or equity of either party, provided that the successor/assignee is not deemed to be a competitor of non-assigning party.

**17. Waiver**

No waiver of any provision or breach shall be implied by failure to enforce any rights or remedies herein provided, and no express waiver shall affect any provision or breach other than that to which the waiver is applicable and only for that occurrence.

**18. Subcontracting**

Service Provider may subcontract for on-site Services provided to Client. Such subcontracting will not release Service Provider from any of its obligations in this Agreement.

**19. Force Majeure**

Neither Party shall be liable for any failure, inability or delay to perform hereunder (except the payment of money), if such failure, inability or delay is due to circumstances beyond its reasonable control, including, but not limited to, acts of God, war, terrorism, strike, lockout, labor disturbance, social conflict, fire, explosion, earthquake or sabotage.

**20. Notices**

All notices herein provided for or which may be given in connection with this Agreement shall be by certified mail with postage prepaid and return receipt requested or personal delivery or facsimile.

If any such notice by Client to Service Provider, it shall be addressed to:

To: PC Connection, Inc.  
730 Milford Road  
Merrimack, NH 03054  
ATTN: Legal Department

And if given by Service Provider to Client such notice shall be addressed to:

Client: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Address: \_\_\_\_\_

**21. Dispute Resolution**

The parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiation between executives who have authority to settle the controversy and who are at a higher level of management than the persons with direct responsibility for administration of this project. Any party may give the other party written notice of any dispute not resolved in the normal course of business. Within fifteen (15) days after delivery of the notice, the receiving party shall submit to the other a written response. The notice and the response shall include (a) a statement of each party's position and a summary of arguments supporting that position, and (b) the name and title of the executive who will represent that party and of any other person who will accompany the executive. Within thirty (30) days after delivery of the disputing party's notice, the executives of both parties shall meet at a mutually acceptable time and place to attempt to resolve the dispute. All reasonable requests for information made by one party to the other will be honored. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of applicable rules of evidence. In the event the parties cannot reach a satisfactory settlement under the aforementioned process, they each agree to present the dispute to non-binding mediation before a mutually agreeable neutral mediator at a mutually agreeable neutral site. If mediation is not successful, the parties may proceed to binding arbitration or litigation.

**22. Governing Law**

This Agreement shall be interpreted and governed by the laws of the State of New Hampshire without giving effect to choice of law provisions. Any dispute arising under this Agreement shall be heard exclusively in the courts sitting in the State of New Hampshire, and the Parties hereby consent to the jurisdiction of such courts.

**23. Attorneys' Fees**

The prevailing party in any litigation shall be entitled to recover its reasonable attorneys' fees and related costs.

**24. Independent Contractor**

Nothing in this Agreement, and no course of dealing between the parties, shall be construed to create an employment or agency relationship or a partnership between a party and the other party. Each party shall be solely responsible for payment of its employees' salaries (including withholding of income taxes and social security), workers' compensation, and all other employment benefits.

**25. Entire Agreement**

This Agreement sets forth the entire Agreement and understanding between the Parties with respect to the subject matter hereof, and replaces any prior oral or written communications. The attached Exhibits hereto are made a part of this Agreement. This Agreement shall not be supplemented, modified or amended except by a written instrument signed by duly authorized representatives of Client and Service Provider, respectively, and no other person has or shall have the authority to supplement, modify or amend this Agreement in another manner.

**26. Severability**

In the event any term or provision of this Agreement is determined to be invalid, illegal or unenforceable, the remaining terms and provisions will continue in full force and effect if the essential terms and conditions of this Agreement for each party remain valid, binding and enforceable.

**27. Headings and Interpretations**

The headings of the Sections of this Agreement are intended solely for convenience or reference, and shall be given no effect in the construction or interpretation of this Agreement. The use of the masculine pronoun herein shall, where the context so indicates, be deemed to include the feminine and the neuter and vice versa, and the use of the singular shall be deemed to include the plural and vice versa.

**28. Order of Precedence**

In the event of any conflict or inconsistency of terms among the various documents that, at any given time, constitute this Agreement, the order of precedence that shall apply is as follows, with each listed document or type of document superseding and prevailing over any subsequently listed document or type of document, and with later executed documents prevailing over earlier documents of the same type, each solely to the extent of any irreconcilable conflict or inconsistency of the terms and conditions thereof: (i) this Agreement; (ii) any exhibits or Statements of Work; (iii) change authorizations and/or orders executed by the parties, and (iv) purchase orders and/or statements of work executed by the parties. Any preprinted terms and conditions in any Client purchase order shall be deleted and be void and of no effect.

**29. Counterparts**

This Agreement may be executed in duplicate counterparts. Each such counterpart, if executed by both parties, shall be an original and all such counterparts together shall constitute but one and the same document. This Agreement shall not be deemed executed unless and until at least one counterpart bears the signature of each party's designated signatory.

## Exhibit A Acceptance for Services Delivered for SOW #325731

**Client:** Canutillo ISD **Date:** \_\_\_\_\_  
**Address:** 7965 Artcraft Rd  
**City:** El Paso **State:** TX **Zip:** 79932  
**Proposal #:** 325731 **Change Order#:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Project Description/Work Performed:**

**Client Comments:**

Your signature acknowledges that the Services have been completed per SOW #325731 and approves GovConnection, Inc. to Invoice for those Services per the pricing Terms contained in SOW #325731.

**ACCEPTED BY:**  
GovConnection, Inc.

**ACCEPTED BY:**  
Canutillo ISD

**Name:** \_\_\_\_\_  
(Please Print)

**Name:** \_\_\_\_\_  
(Please Print)

**Title:** \_\_\_\_\_  
(Please Print)

**Title:** \_\_\_\_\_  
(Please Print)

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

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

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

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

Please fax or email completed forms to **Ernesto Saucedo** at [esaucedo@pccpro.com](mailto:esaucedo@pccpro.com) or Fax: (603) 683-1472



### Exhibit B Change Order Form for SOW #325731

Client: Canutillo ISD Date: \_\_\_\_\_  
 Address: 7965 Aircraft Rd  
 City: El Paso State: TX Zip: 79932  
 Proposal #: 325731 Change Order#: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Change Reason:

Change Description:

Change Impact & Risk:

Change Cost (+/- Original SOW Cost): \$

Client signature acknowledges that the change description outlined above and any additional costs outlined will become a part of the terms of SOW #325731.

ACCEPTED BY:  
GovConnection, Inc.

ACCEPTED BY:  
Canutillo ISD

Name: \_\_\_\_\_  
(Please Print)

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_  
(Please Print)

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

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

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

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

## Canutillo ISD - Internal Audit Compliance Calendar December 2015

Audit				Corrective Activities								
Project Name	FY	Start Date	End Date	CAP Received	Start Date *	End Date *	Pending	In-Progress	Completed	Verified	Total	Past Due
Instructional Materials Audit	12-13	Feb-13	May-13	May-13	Oct-13	Jul-14	0	1	0	15	16	1
Bond Audit	13-14	Oct-13	On-going	Multiple	Multiple	Multiple	22	1	0	34	57	0
Hiring Process Audit	13-14	Feb-14	Jun-14	Jul-14	Jul-14	Jul-15	1	0	0	10	11	1
Dual Language Coding Audit	14-15	Aug-14	Oct-14	Nov-14	Nov-14	Aug-15	<u>4</u>	<u>0</u>	<u>0</u>	<u>8</u>	<u>12</u>	<u>0</u>
Totals							27	2	0	67	96	2

**Instructional Materials Audit** - Out of 16 total corrective activities only 1 activity remains in-progress (past due). This item relates to conducting program evaluations at the campus level for locally funded programs. Curriculum and Instruction and campuses found that only 5 programs had been purchased using local funds which are being used at three campuses. The final step would be to program evaluate these programs.

**Bond Audit** - Out of 57 total corrective activities, 22 activities are pending and 1 activity is in progress. The remaining activities relate to the completion of the facilities master plan and the development of various bond construction management and procurement procedures. Due to the recent turnover in Facilities administration Internal Audit recommends that corrective action be postponed until vacant positions are filled.

**Hiring Process Audit** - Out of 11 total corrective activities, 1 item is pending (past due). This item relates to procedures for selecting and creating new positions.

**Dual Language Coding Audit** - Out of 12 corrective activities, 4 items are pending. The pending activities relate to 1) developing a policy and procedures manual for the Dual Language Program, 2) developing a dual language policy on enrollment and continuation, and 3) providing training on newly created policies.

\* <sup>→</sup> The Start and End dates represent projected completion dates provided by the data owners.