SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement to Assistant Superintendent, Educational Services, for Board Approval **at least 1 month prior to services.**
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Educational Services will facilitate this with HR once the contract is received.

Requested by: Debbie Wong / Debbie Wong / 10-27-11
(SLUSD) Print Name — Signature — Date

Name of Consultant/Organization: CERTICA Solutions

301 Edgewater Place. Suite 110 — Wakefield — MA — 01880
Address — City — State — Zip

781-245-4515e xt230 — 781-240-0420 — orders@certicasolutions.com
Telephone Number — **Fax** Number — Cell # or E-Mail Address

SCOPE OF WORK: Annual subscrip.license for Certify software (at $1 per student annually) for: number of district student records:8,822 =$8,822.00; number of users: Unlimited; includes Certify Rule Library; includes Certify CALPADS Rule Library

LOCATION OF SERVICES: Subscription Period: Nov 2, 2011 through Nov 1, 2012

DATE(S) OF SERVICE: One-time application provisioning(setup and web based training) for district and school end users = $1,500.00

ESTIMATED COST: $10,322.00 (and/or hourly Rate: $———)

NAME OF PROGRAM: District MAA funds

BUDGET NUMBER: ——— (or ASB funds———)

Administrator/Program Manager Approval:

Debbie Wong / Debbie Wong / Date: 10-27-11
Print Name — Signature

Consultant/Contractor:

_____ / _____ / Date: _____
Print Name — Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ **BOARD APPROVAL DATE:** _____
Clearances with Human Resources: ___ **Fingerprinting** ___ **TB Note:** _____
Add as Vendor ___ W-9 Tax Form ___ EDD form (Employment Development Dept.)
Copy of Requisition ___ Invoice Attached

Note: District staff cannot be employed as a *consultant/independent* contractor.

Distribution:
Assistant Superintendent, Educational Services ___ Human Resources ___ Purchasing Department

CERTICA

QUOTE

Quotation Date: 10/27/2011
Expiration Date: 11/30/2011

To: Daniel Chaja
San Leandro Unified School District
14735 Juniper Street
San Leandro, CA 94749
(510) 667-3500

How to Order:

Send PO via any of the following methods:

1. Email: orders@certicasolutions.com
2. Fax: (781) 240-0420
3. Mail: Certica Solutions, Inc.
   301 Edgewater Place, Suite 110
   Wakefield, MA 01880

ACCOUNT EXECUTIVE	SHIPPING	DELIVERY DATE	PAYMENT TERMS
Jen Dwight – (781) 245-4515 ext. 230	N/A - Hosted	Upon PO	Net 30

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Annual subscription license for Certify software (at $1.00 per student annually) for the following configuration: - Number of Distinct Student Records[1]: 8,822 - Number of Users: Unlimited - Includes Certify Rule Library - Includes CertifyCALPADS Rule Library Subscription Period: November 2,2011 through November 1,2012	$8,822.00	$8,822.00
1	One-time application provisioning (setup and web based training) for district and school end users.	$1,500.00	$1,500.00
		TOTAL	$10,322.00

'The Number of Distinct Student Records for a district is defined as the official enrollment most recently published by the state education agency in the district's state.