

COLLEGE STATION I.S.D.
9304 ROCK PRAIRIE ROAD, COLLEGE STATION, TX. 77840
(979) 764-5408

PURCHASING OFFICE

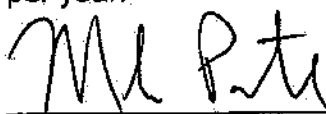
INTER-DEPARTMENTAL MEMO

TO: Mike Martindale
DATE: January 10, 2018
SUBJECT: District Wide Learning Management System

Identified by the district's Long Range Technology Plan (LRTP) committee was the need for a district wide, Learning Management System. Acting upon this identified need, a separate committee composed of Curriculum and Instruction coordinators, campus principals and teachers and technology personnel was assembled to develop the requirements, investigate possible providers and make a recommendation for a solution. Schoology was selected by the committee as the best solution for the district.

A quote was obtained from Schoology, through the Department of Information Resources (DIR) contract #DIR-TSO-3359. DIR is an agency of the State of Texas that has established contracts with vendors for technology related products and services. DIR contracts have been competitively bid and meet the competitive bid requirements stipulated in Texas Government Code, Section 791.025.

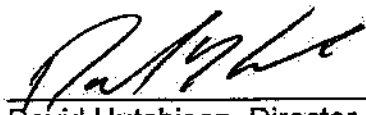
It is the recommendation of Mark Pantel, Director of Purchasing, Penny Tramel, Chief Academic Officer and David Hutchison, Director of Technology that we purchase the District Wide Learning Management System Enterprise subscription from Schoology, Inc. for a total of \$86,250.00 for year one subscription and implementation per the above referenced DIR Contract using local funds. The renewal subscription for year two and three will be \$74,250.00 per year.



Mark Pantel, Director of Purchasing



Penny Tramel, Chief Academic Officer



David Hutchison, Director of Technology



Learning Management System

ENTERPRISE EDITION

Sales Order for:

**College Station Independent School
District**

College Station Independent School District - Enterprise

1812 Welsh Ave

College Station, TX 77840-4800

Fletcher Hutson
Regional Sales Director
fhutson@schoolology.com

Schoolology, Inc.
2 Penn Plaza, 10th Floor
New York, NY 10121
<https://schoolology.com>

This document represents an agreement between College Station Independent School District (College Station Independent School District) and Schoolology, Inc. (Schoolology) for the purchase of services in connection with Schoolology's web-based Learning Management System (LMS). All costs are represented in Exhibit A, Pricing.

Enterprise Subscription

College Station Independent School District's Enterprise Subscription to Schoolology's LMS includes the products and services described below. All associated database hardware, maintenance and upgrades are included.

User Authentication

College Station Independent School District will have access to Schoolology's flexible Administrative Configuration Interface, which allows system administrators to manage user single sign-on (SSO) configuration, providing integration with College Station Independent School District's remote identity provider.

Advanced User Management

College Station Independent School District will have access to Schoolology's advanced User Management Interface which allows system administrators to manage user roles, permissions, privacy, and overall system settings. This also affords administrators the ability to manage user, course and enrollment data.

Enterprise Management Interface

College Station Independent School District will have the ability to create and manage multiple institutions and/or departments/divisions using the Enterprise Management Interface. System administrators can organize users by department, building, or institution, and have the ability to

designate other users as administrators. In addition, system administrators can manage all users, institutions, and/or departments/divisions from the main parent account.

Branding

Schoolology will provide custom branding services to the user interface for College Station Independent School District's instance of the LMS. The top banner and links will be branded with College Station Independent School District's desired color scheme, and the Schoolology logo will be replaced with College Station Independent School District's logo. In addition, College Station Independent School District will receive domain customization (e.g. lms.clientname.org) or subdomain customization (e.g. clientname.schoolology.com).

Support Services

All Schoolology users can access support documentation 24/7/365 via the Schoolology Help Center (<https://support.schoolology.com>). This resource contains a wealth of curated content, including role-based user guides, a document center with quick reference cards and release notes, troubleshooting tips, Schoolology FAQ's, and an archive of regularly updated trainings, videos, and webinars. Schoolology also provides active community support within the Help Center, with discussions and responses moderated by Schoolology employees, and regular announcements of new Schoolology features.

As an Enterprise client you will have access to priority support. You may choose up to three (3*) dedicated Support Contacts from your organization, whose role is to relay any questions, concerns or ideas to the Schoolology team. Support Contacts can contact Schoolology by:

1. **Phone:** Support Contacts may contact a Schoolology representative by using a unique support code which can be found by clicking the "Help Center" icon (Only visible to Support Contacts).
2. **Ticketing System:** Support Contacts may create and track their own support tickets by going directly to **support.schoolology.com**.
3. **Chat:** Support contacts may use the Chat feature to contact a Schoolology representative to ask questions and troubleshoot issues.

*More contacts are available at \$500/license/year

The Schoolology Support Team will work with College Station Independent School District to provide ongoing support throughout your partnership with Schoolology.

Standard Support includes 24/7/365 Online Help Center access, 24/7/365 Community access, and web ticket, phone, and chat support for Support Contacts during business hours (Monday-Friday 8 am - 8 pm ET). Standard support is included in the cost of subscription.

Support Contacts are qualified, through training and experience, to provide first line support to local users. Typical issues resolved by Support Contacts include access problems and general usage questions. In addition, when users in the organization outside of the scope of the Support package contact the Schoolology Help Desk, they will be assisted by Schoolology's Support team. We believe that we should make our greatest effort in helping you and your users succeed. However, please note that these users may receive a later response than Support Contacts or other supported staff and faculty members at the organization.

Services

After we have received College Station Independent School District's signed Sales Order, a member of College Station Independent School District's Implementation Team will schedule a Kickoff Call to begin the implementation process. The Kickoff Call will give College Station Independent School District the opportunity to introduce their key stakeholders, meet the Schoolology Implementation Team, review the implementation process and review College Station Independent School District's goals for adopting Schoolology. During the Kickoff Call, the Schoolology Client Success Manager (CSM) will review the items above, address next steps and address any questions College Station Independent School District might have.

After the Kickoff Call, your CSM will work with College Station Independent School District and the Schoology Implementation team to analyze the milestones of the implementation. We will establish a timeline for the implementation of your Schoology instance, which includes rollout, integration services, project management and professional development tailored to College Station Independent School District's needs. Schoology will provide continual support throughout the implementation process through our Implementation and Support Teams.

Implementation

During the beginning stages of the implementation process, Schoology's CSM will work closely with College Station Independent School District's Implementation Team to help guide them through the Schoology setup process. Items included in your implementation are Schoology configuration, data consolidation, custom branding, domain customization, technical planning, data population, user authentication and consulting. These items contribute to the overall success of your implementation strategy.

In addition to the standard implementation services you will also receive:

- Regular status calls for monitoring the progress of the implementation.
- Access to a full Implementation Team, including a CSM.
- Instruction and consulting on system administration tools.
- Assistance with all aspects of the implementation process via guidance, documentation, and other non-hands-on help.
 - Guidance for setting up custom authentication or single sign-on.
 - Guidance and Best Practices for migrating data from existing LMS into Schoology.
 - Guidance on importing courses from previous LMS.
- The creation of a Test Environment for testing integrations and importing of data.
- Assistance with internal marketing to increase awareness and help maximize the transition to Schoology.

A successful implementation is one that aligns with the needs and goals of College Station Independent School District. The Schoolology Implementation Team will work with College Station Independent School District to provide guidance and support throughout the implementation process to ensure your goals are met to your satisfaction.

Training*

Training is an important aspect of your implementation. Experience has shown us that developing Schoolology experts within an organization helps our clients achieve continued success using Schoolology. College Station Independent School District will work with a member of Schoolology's Professional Development team to draw from our extensive course catalog to develop an appropriate training plan that best fit your needs.

Together we will devise a training plan employing the following training delivery method(s):

Web Training - Our web training is setup for a maximum of 10 attendees and we recommend holding them in a computer lab with a projector and speaker phone. Most sessions are one to two hours in length and are most successful with a moderator present to facilitate questions. No-shows to sessions or cancellations within 24 hours can result in the loss of web hours of training.

As part of your implementation, College Station Independent School District will receive the following training:

- Schoolology Enterprise System Administration Training
- "Schoolology for Master Instructors" - 6 hours of web training; 1 group of 10 attendees (recommended delivery: 3 - 2 hour sessions)
- Follow-up Schoolology Training - 4 hours of web training; groups of 10 attendees; your choice of courses from the course catalog

A successful Schoolology rollout is one that aligns with the needs and goals of College Station Independent School District. The Schoolology Professional Development team will work with your project leaders in advance to determine the most effective training plan for your organization.

*Training services will expire one (1) year from contract start date.

The Schoolology Team strives to ensure that College Station Independent School District has a positive implementation experience, receives effective professional development and has access to appropriate support resources after your implementation is complete.

Add-on Services

Onsite Training Session(s)*

Onsite training sessions are for a maximum of 15 attendees and should be held in a computer lab with a projector or in a room with sufficient wireless in the case that attendees bring their own laptops. Onsite trainings include up to six hours of instruction per day with a Schoolology Trainer; a Professional Development Team member will work with you to plan your onsite session(s) using Schoolology's course catalog as a planning guide. Travel and Expenses are included in the purchase of an onsite training day. Onsite training days require at least 14 days of lead time to accommodate for travel arrangements. Cancellations could result in the payment of expenses by College Station Independent School District if fees for arrangements have already been encumbered. If training is requested less than 14 days then College Station Independent School District could be held responsible for fees in excess of average travel costs.

*Training services will expire one (1) year from contract start date.

Master Subscription Agreement

By executing this Sales Order, you acknowledge that you have read, understood, and agreed to be bound by the terms and conditions of the updated Master Subscription Agreement located at <https://dl.dropboxusercontent.com/s/ta7bg3tdomap3pv/Schoology%20MSA%2020161025.pdf>. The Master Subscription Agreement governs your acquisition and use of our services set forth in this Sales Order.

SUBSCRIBER NAME:

College Station Independent School District

Signature:

Printed Name:

Title:

Date:

Cost Summary

Exhibit A – Pricing

Contract Start Date: **February 1, 2018**
 Contract End Date: **January 31, 2021**
 Enrollment: **15,000**

Year One

Description	Quantity	Rate	Subtotal
Professional Development – Onsite Training	2	\$3,500.00	\$7,000.00
Enterprise Subscription	15,000	\$4.95 Per Student	\$74,250.00
Enterprise Implementation	1	\$12,000.00	\$12,000.00
Professional Development – Onsite Training: Discount	2	(\$3,500.00)	(\$7,000.00)
			\$86,250.00

Year Two

Description	Quantity	Rate	Subtotal
Enterprise Subscription	15,000	\$4.95 Per Student	\$74,250.00
			\$74,250.00

Year Three

Description	Quantity	Rate	Subtotal
Enterprise Subscription	15,000	\$4.95 Per Student	\$74,250.00
			\$74,250.00

Grand Total: **US \$234,750.00**

Schoology's DIR contract number is DIR-TSO-3475. The initial payment is due 30 days after the invoice date. All renewal subscriptions are invoiced 30 days prior to the start of the new term. Payment for renewal subscriptions must be received within 10 business days after the start of a new term.

This Sales Order is valid until February 16, 2018.

Thank you for your business!