

# VENDOR CONTRACT

Between Sopris Apps LLC and  
(Company Name)

## THE INTERLOCAL PURCHASING SYSTEM (TIPS)

For

Web Hosting, Services or Content Management

CONTRACT #2092216

## General Information

The vendor contract shall include the contract, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation and the awarded vendor's proposal. Once signed, if an awarded vendor's proposal varies or is unclear in any way from the TIPS contract, TIPS, at its sole discretion, will decide which provision will prevail. Other documents to be included are the awarded vendor's proposals, task orders, purchase orders and any adjustments which have been issued.

The following pages will constitute the contract between the successful vendors(s) and TIPS. Bidders shall state, in a separate writing, and include with their proposal response, any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TIPS, they will be incorporated into the final contract.

The Vendor Contract ("Contract") made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as "TIPS" respectfully) a government cooperative purchasing program authorized by the Region VIII Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This contract consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control.

### Definitions

**PURCHASE ORDER** is the TIPS member's approval providing the authority to proceed with the negotiated delivery order under the contract. Special terms and conditions as agreed to between the vendor and TIPS member will be added as addendums to the PO. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some of the addendums possible.

**PREMIUM HOURS** are defined as those hours not included in regular hours or recognized holidays. Premium hours are to be approved by the TIPS member for each delivery order and noted in the delivery order proposal as a line item during negotiations.

**REGULAR HOURS** are defined as those hours between the hours of 7 AM and 6 PM Monday thru Friday.

## Terms and Conditions

### Freight

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

### Warranty Conditions

All supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for all products. All equipment proposed shall be new unless clearly stated in writing.

### Customer Support

The Vendor shall provide timely and accurate customer support to TIPS members. Vendors shall respond to such requests within one (1) working day after receipt of the request. Vendor shall provide training regarding products and services supplied by the Vendor unless otherwise clearly stated in writing at the time of purchase. (Unless training is a line item sold or packaged and must be purchased with product.)

### Contracts

**All contracts and agreements** between Vendors and TIPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.

**Contracts for purchase** will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government entities.

**Davis Bacon Act** requirements will be met when Federal Funds are used for construction and/or repair of buildings.

### Tax exempt status

A taxable item sold, leased, rented to, stored, used, or consumed by any of the following governmental entities is exempted from the taxes imposed by this chapter:(1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States;(4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit

exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309.

### **Assignments of contracts**

No assignment of contract may be made without the prior written approval of TIPS. Payment can only be made to the awarded Vendor or vendor assigned dealer.

### **Disclosures**

1. Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in the TIPS program.
3. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

### **Renewal of Contracts**

The contract is for one (1) year with an option for renewal for 2 consecutive years. Total term of contract can be up to 3 years if sales are reported through the contract and both parties agree.

### **Shipments**

The Vendor shall ship ordered products within five (5) working days after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS and the requesting entity as to why the product has not shipped and shall provide an estimated shipping date, if applicable. TIPS or the requesting entity may cancel the order if estimated shipping time is not acceptable.

### **Invoices**

The Vendor or vendor assigned dealer shall submit invoices, to the TIPS participant. Each invoice shall include the TIPS participant's purchase order number. The shipment tracking number or pertinent information for verification of TIPS participant receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS and the TIPS participant.

### **Payments**

The TIPS participant will make payments directly to the Vendor or vendor assigned dealer at net 30 days after receiving invoice.

## Pricing

The Vendor contracts to provide pricing to TIPS and its participating governmental entities that is the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the contract.

The Vendor agrees to promptly lower the cost of any product purchased through TIPS following a reduction in the manufacturer or publisher's direct cost to the Vendor. Price increases will be honored. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS of an increase.

All pricing submitted to TIPS shall include the participation fee to be remitted to TIPS by the Vendor. Vendor will not show adding the fee to the invoice presented to customer. The normal fee is 2%, but can be negotiated with the Vendor.

## Participation Fees

Vendor or vendor assigned dealer contracts to pay the participation fee for all contract sales to TIPS on a monthly scheduled report. Vendor must login to the TIPS database and use the "Submission Report" section to report sales. The Vendor or vendor assigned dealers are responsible for keeping record of all sales that go through the TIPS contract. Failure to pay the participation fee will result in termination of contract. Please contact TIPS at [tips@tips-usa.com](mailto:tips@tips-usa.com) or call (866) 839-8477 if you have questions about paying fees.

## Indemnity

- 1. Indemnity for Personality Contracts.** Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's performance of this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, invitees, whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.
- 2. Indemnity for Performance Contracts.** The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's work under this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Vendor further agrees to indemnify and

hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for injuries (including death) to an officer, employee, agent, subcontractor, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this contract whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.

**Attorney's Fees--Texas Local Government Code § 271.159 is expressly referenced.**

Pursuant to §271.159, TEXAS LOC. GOV'T CODE, in the event that any one of the Parties is required to obtain the services of an attorney to enforce this Agreement, the prevailing party, in addition to other remedies available, shall be entitled to recover reasonable attorney's fees and costs of court.

**Multiple Vendor Awards**

TIPS reserves the right to award multiple vendor contracts for categories when deemed in the best interest of the TIPS membership. Bidders scoring 80% or above will be considered for an award. Categories are established at the discretion of TIPS.

**State of Texas Franchise Tax**

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

**Miscellaneous**

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the contract or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS participants will submit any orders at any time. TIPS reserves the right to request additional proposals for items already on contract at any time.

**Purchase Order Pricing/Product Deviation**

If a deviation of pricing/product on a purchase order occurs, TIPS is to be notified within 24 hours of receipt of order.

**Cancellation for non-performance or contract deficiency**

TIPS may terminate any contract if TIPS Members have not used the contract, or if purchase volume is determined to be "low volume" in any 12-month period. TIPS reserves the right to cancel the whole or any part of this contract due to failure by awarded vendor to carry out any obligation, term or condition of the contract. TIPS may issue a written deficiency notice to awarded vendor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract;

- Providing work and/or material that was not awarded under the contract;
- Failing to adequately perform the services set forth in the scope of work and specifications;
- Failing to complete required work or furnish required materials within a reasonable amount of time;
- Failing to make progress in performance of the contract and/or giving TIPS reason to believe that awarded vendor will not or cannot perform the requirements of the contract; and/or
- Performing work or providing services under the contract prior to receiving a TIPS reviewed purchase order for such work.

Upon receipt of the written deficiency, awarded vendor shall have ten (10) days to provide a satisfactory response to TIPS. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by awarded vendor under this contract shall become the property of the TIPS Member on demand.

#### **TIPS Member Purchasing Procedures**

Purchase orders are issued by participating TIPS member to the awarded vendor indicating on the PO "Contract Number". Purchase Order is emailed to TIPS at [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).

- Awarded vendor delivers goods/services directly to the participating member.
- Awarded vendor invoices the participating TIPS member directly.
- Awarded vendor receives payment directly from the participating member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS to report monthly).

#### **Form of Contract**

The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a vendor submitting an offer requires TIPS and/or TIPS Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

Vendor contract documents: TIPS will review proposed vendor contract documents. Vendor's contract document shall not become part of TIPS's contract with vendor unless and until an authorized representative of TIPS reviews and approves it.

#### **Licenses**

Awarded vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. TIPS reserves the right to stop

work and/or cancel contract of any awarded vendor whose license(s) expire, lapse, are suspended or terminated.

### **Novation**

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of awarded vendor.

### **Site Requirements (when applicable to service or job)**

**Cleanup:** Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.

**Preparation:** Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.

Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.

**Registered sex offender restrictions:** For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or reasonably expected to be present. Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion.

Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

**Safety measures:** Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

### **Smoking**

Persons working under contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

### **Invoices**

The awarded vendor shall submit invoices to the participating entity clearly stating "Per TIPS Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.

## **Marketing**

Awarded vendor agrees to allow TIPS to use their name and logo within website, marketing materials and advertisement. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this contract by awarded vendor must have prior approval from TIPS.

## **Supplemental agreements**

The entity participating in the TIPS contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS members and employees shall not be made party to any claim for breach of such agreement.

## **Survival Clause**

All applicable software license agreements, warranties or service agreements that were entered into between Vendor and Customer under the terms and conditions of the Contract shall survive the expiration or termination of the Contract. All Purchase Orders issued and accepted by Order Fulfiller shall survive expiration or termination of the Contract.

## **Legal obligations**

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this RFP and any awarded contract thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

## **Audit rights**

Awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Contract. TIPS and Region 8 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. TIPS shall have authority to conduct random audits of Awarded Vendor's pricing that is offered to TIPS Members. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 8 ESC or TIPS.



## **Force Majeure**

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

## **Services**

When applicable, performance bonds will be required on construction or labor required jobs over \$100,000 and payment bonds on jobs over \$25,000 or awarded vendor will meet the TIPS member's local and state purchasing requirements. Awarded vendors may need to provide additional capacity as jobs increase. Bonds will not require that a fee be paid to TIPS. The actual cost of the bond will be a pass through to the TIPS member and added to the purchase order.

## **Scope of Services**

The specific scope of work for each job shall be determined in advance and in writing between TIPS Member and Awarded vendor. It is okay if the TIPS member provides a general scope, but the awarded vendor should provide a written scope of work to the TIPS member as part of the proposal. Once the scope of the job is agreed to, the TIPS member will issue a PO with the estimate referenced as an attachment along with bond and any other special provisions agreed to for the TIPS member. If special terms and conditions other than those covered within this solicitation and awarded contracts are required, they will be attached to the PO and shall take precedence over those in the base contract.

## **Project Delivery Order Procedures**

The TIPS member having approved and signed an interlocal agreement, or other TIPS membership document, may make a request of the awarded vendor under this contract when the TIPS member has services that need to be undertaken. Notification may occur via phone, the web, email, fax, or in person.

Upon notification of a pending request, the awarded vendor shall make contact with the TIPS member as soon as possible, but must make contact with the TIPS member within two working days.

## **Scheduling of Projects**

Scheduling of projects (if applicable) will be accomplished when the TIPS member issues a purchase order that will serve as "the notice to proceed". The period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for delays as a result of these items. When the tasks have been completed the awarded vendor shall notify the client and have the TIPS member inspect the work for acceptance under the scope and terms in the PO. The TIPS

member will issue in writing any corrective actions that are required. Upon completion of these items, the TIPS member will issue a completion notice and final payment will be issued.

**Support Requirements**

If there is a dispute between the awarded vendor and TIPS member, TIPS or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence.

## Special Terms and Conditions

It is the intent of TIPS to contract with a reliable, high performance vendor to supply products and services to government and educational agencies. It is the experience of TIPS that the following procedures provide TIPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures will be negotiated with the successful vendor.

- **Contracts:** All vendor purchase orders must be emailed to TIPS at tipspo@tips-usa.com. Should an agency send an order direct to vendor, it is the vendor's responsibility to forward the order to TIPS at the email above within 24 business hours and confirm its receipt with TIPS.
  - **Promotion of Contract:** It is agreed that Vendor will encourage all eligible entities to purchase from the TIPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS contract is not acceptable to the terms and conditions of this contract and will result in removal of Vendor from Program. Vendor is expected to use marketing funds for the marketing and promotion of this contract.
  - **Daily Order Confirmation:** All contract purchase orders will be approved daily by TIPS and sent to vendor. The vendor must confirm receipt of orders to the TIPS member (customer) within 24 business hours.
  - **Vendor custom website for TIPS:** If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1<sup>st</sup> of each month.
  - **Back Ordered Products:** If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.
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Check one of the following responses to the General Terms and Special Terms and Conditions:



We take no exceptions/deviations to the general and/or special terms and conditions.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)



We take the following exceptions/deviations to the general and/or special terms and conditions. All exceptions/deviations must be clearly explained. Reference the corresponding general or special terms and conditions that you are taking exceptions/deviations to. The proposer must clearly state if you are adding additional terms and conditions to the general or special terms and conditions. Provide details on your exceptions/deviations below:



# The Interlocal Purchasing System (TIPS Cooperative) Supplier Response

Bid Information		Contact Information		Ship to Information
Bid Creator	Karen Walton Internal Support Specialist	Address	Region VIII Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686	Address
Email	Karen.Walton@tips-usa.com	Contact	Kim Thompson, TIPS Office Manager	Contact
Phone	(903) 575-2761	Department		Department
Fax	(866) 929-4402	Building		Building
Bid Number	2092216	Floor/Room		Floor/Room
Title	Web Hosting, Services or Content Management	Telephone	+1 (866) 839-8477	Telephone
Bid Type	RFP	Fax	+1 (866) 839-8472	Fax
Issue Date	7/1/2016 08:01 AM (CT)	Email	bids@tips-usa.com	Email
Close Date	8/12/2016 03:00:00 PM (CT)			
Need by Date				

## Supplier Information

Company SchoolBlocks  
 Address 471 Main St, Suite U  
  
 Contact Carbondale, CO 81623  
 Stephen Shapiro  
 Department  
 Building  
 Floor/Room  
 Telephone 1 (800) 313-6438 101  
 Fax 1  
 Email stephen@soprisapps.com  
 Submitted 8/5/2016 04:53:09 PM (CT)  
 Total \$0.00

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature Stephen Shapiro

Email stephen@soprisapps.com

## Supplier Notes

We look forward to your consideration.

## Bid Notes

## Bid Activities

## Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	No
2	Yes - No	Highly Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB? Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	No
3	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes
4	States Served:	If answer is NO to question #3, please list which states can be served. (Example: AR, OK, TX)	
5	Company and/or Product Description:	This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)	SchoolBlocks is a school district website solution. It follows the latest methodology to deliver a first-class mobile experience and integrates Google Apps for Education and Office 365 to streamline and leverage best-of-breed technologies.
6	Primary Contact Name	Primary Contact Name	Stephen Shapiro
7	Primary Contact Title	Primary Contact Title	President
8	Primary Contact Email	Primary Contact Email	stephen@schoolblocks.com
9	Primary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8003136438
10	Primary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	
11	Primary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	3036186873
12	Secondary Contact Name	Secondary Contact Name	Allan Jameson
13	Secondary Contact Title	Secondary Contact Title	Implementation Specialist
14	Secondary Contact Email	Secondary Contact Email	allan@schoolblocks.com
15	Secondary Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8003136438
16	Secondary Contact Fax	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	
17	Secondary Contact Mobile	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	3037046051
18	Admin Fee Contact Name	Admin Fee Contact Name. This person is responsible for paying the admin fee to TIPS.	Maggie McVoy
19	Admin Fee Contact Email	Admin Fee Contact Email	maggie@soprisapps.com

20	Admin Fee Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8003136438
21	Purchase Order Contact Name	Purchase Order Contact Name. This person is responsible for receiving Purchase Orders from TIPS.	Maggie McVoy
22	Purchase Order Contact Email	Purchase Order Contact Email	maggie@soprisapps.com
23	Purchase Order Contact Phone	Enter 10 digit phone number. (No dashes or extensions) Example: 8668398477	8003136438
24	Company Website	Company Website (Format - www.company.com)	www.schoolblocks.com
25	Federal ID Number:	Federal ID Number also known as the Employer Identification Number. (Format - 12-3456789)	47-2732154
26	Primary Address	Primary Address	417 Main St. Suite U
27	Primary Address City	Primary Address City	Carbondale
28	Primary Address State	Primary Address State (2 Digit Abbreviation)	Colorado
29	Primary Address Zip	Primary Address Zip	81623
30	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	website hosting
31	Yes - No	Do you wish to be eligible to participate in a TIPS contract in which a TIPS member utilizes federal funds on contracts exceeding \$100,000? (Non-Construction) (If YES, vendor should download the Federal Regulations for Contracts document from the Attachments section, fill out the form and submit the document in the "Response Attachments" FEDERAL FUNDS section.) (Vendor must also download the Suspension or Debarment Certificate document from the Attachments section, fill out the form and submit the document in the "Response Attachments" SUSPENSION OR DEBARMENT section.)	No
32	Yes - No	Certification of Residency (Required by the State of Texas) Company submitting bid is a Texas resident bidder?	No
33	Company Residence (City)	Vendor's principal place of business is in the city of?	Carbondale
34	Company Residence (State)	Vendor's principal place of business is in the state of?	Colorado
35	Felony Conviction Notice:	(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 36 - 37)	(No Response Required)
36	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No
37	Yes - No	Is owned or operated by individual(s) who has/have been convicted of a felony? If answer is YES, a detailed explanation of the name(s) and conviction(s) must be uploaded to the "Response Attachments" FELONY CONVICTION section.	No
38	Pricing Information:	Pricing information section. (Questions 39 - 42)	(No Response Required)

39	Yes - No	In addition to the typical unit pricing furnished herein, the Vendor agrees to furnish all current and future products at prices that are proportionate to Dealer Pricing. If answer is NO, include a statement detailing how pricing for TIPS participants would be calculated in the PRICING document that is uploaded to the "Response Attachments" PRICING section.	Yes
40	Yes - No	Pricing submitted includes the TIPS administration fee?	Yes
41	Yes - No	Vendor agrees to remit to TIPS the required administration fee?	Yes
42	Yes - No	Additional discounts to TIPS members for bulk quantities or scope of work?	Yes
43	Start Time	Average start time after receipt of customer order is ____ working days?	21
44	Years Experience	Company years experience in this category?	3
45	Resellers:	Does the vendor have resellers that it will name under this contract? (If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.	No
46	Prices are guaranteed for?	(__Month(s), __ Year(s), or Term of Contract) (Standard term is "Term of Contract")	Prices guaranteed for Term of Contract (3 years)



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Line Items

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Response Total: \$0.00

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**Federal Requirements for Procurement and Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.**

If the TIPS member anticipate possibly using federal funds for procurement under this potential award and is required to obtain the following compliance assurance.

**1. Will you be subcontracting any of your work under this award if you are successful?**

(Check one)

YES or  NO

**2. If yes, do you agree to comply with the following federal requirements?** (Check one)

YES or  NO

2 CFR §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce ; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Company Name Sopris Apps LLC

Name of authorized representative Stephen Shapiro

Signature of authorized representative *Stephen Shapiro*

Date 08/05/2016

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**SUSPENSION OR DEBARMENT CERTIFICATE**

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**Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.**

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the EDGAR, §200.212 Suspension and debarment.

**Vendor Name:** Sopris Apps LLC

**Vendor Address:** 417 Main St. Suite U

**Vendor E-mail Address:** contact@soprisapps.com

**Vendor Telephone:** (800) 313-6438

**Authorized Company Official's Name:** Stephen Shapiro

**Signature of Company Official:** *Stephen Shapiro*

**Date:** 8/5/2016

2 CFR PART 200 Contract Provisions

**Required Federal contract provisions of Federal Regulations for Contracts**

The following provisions are required to be in place and agreed if the procurement is funded with federal funds. TIPS or its members are the subgrantee or subrecipient by definition in most cases. Not all provisions herein apply to all contracts. Compliance is required as it applies to the individual purchase contract.

**Appendix II to Part 200**

**Contract Provisions for Non-Federal Entity Contracts Under Federal Awards**

**2 CFR PART 200**

These contract provisions are incorporated by reference or attachment into all contracts with your company when TIPS or its members purchase is with federal funds if you respond to a TIPS competitive procurement request for proposals or bid..

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

**Federal Rule (1) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.**

Notice: Pursuant to Federal Rule (1) above, when federal funds are expended by TIPS or its members, TIPS or its members reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES SS Initial of Authorized Company Official

**Federal Rule (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)**

Pursuant to Federal Rule (2) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. TIPS OR ITS MEMBERS reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. The vendor would be compensated for work performed and goods procured as of the termination date if for convenience of the TIPS OR ITS MEMBERS. Any award under this procurement process is not exclusive and the District reserves the right to purchase goods and services from other vendors when it is in the best interest of the District.

Does vendor agree? YES SS Initial of Authorized Company Official

**Federal Rule (3) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”**

## 2 CFR PART 200 Contract Provisions

Pursuant to Federal Rule (3) above, when federal funds are expended by TIPS OR ITS MEMBERS, for all construction contracts awarded by grantees and their contractors or subgrantees, the proposer certifies that during the term of an award, when federal funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with Equal Opportunity Employment laws specifically Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Does vendor agree? YES SS Initial of Authorized Company Official

**Federal Rule (4) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (4) above, when federal funds are expended by TIPS OR ITS MEMBERS, during the term of an award for all contracts and subgrants for construction or repair, when Federal Funds are expended, by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with all provisions listed or referenced therein.

Does vendor agree? YES SS Initial of Authorized Company Official

**Federal Rule (5) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (5) above, when federal funds are expended by TIPS OR ITS MEMBERS, the proposer certifies that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process for construction contracts awarded by grantees and subgrantees the proposer agrees to be in compliance with all requirements listed or referenced therein.

Does vendor agree? YES SS Initial of Authorized Company Official

**Federal Rule (6) Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a

## 2 CFR PART 200 Contract Provisions

**small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.**

Pursuant to Federal Rule (6) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES SS Initial of Authorized Company Official

**Federal Rule (7) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).**

Pursuant to Federal Rule (7) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires that the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting from this procurement process the vendor agrees to the terms listed and referenced therein.

Does vendor agree? YES SS Initial of Authorized Company Official

**Federal Rule (8) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award \$25,000 or greater (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.**

Pursuant to Federal Rule (8) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies that they are not debarred from receiving a contract from the federal government as provided therein.

Does vendor agree they are not debarred as specified above ? YES SS Initial of Authorized Company Official

**Federal Rule (9) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (9) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that during the term and after the awarded term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor certifies to the terms included or referenced in Federal Rule 9 above.

**2 CFR PART 200 Contract Provisions**

Does vendor certify to the provisions in Federal Rule (9) above? YES SS Initial of Authorized Company Official

**Federal Rule (10) 2 CFR 200.233 Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.**

Pursuant to Federal Rule (10) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires the proposer certify that the awarded vendor retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Does vendor agree? YES SS Initial of Authorized Company Official

**Federal Rule (11) 2 CFR §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]**

Pursuant to Federal Rule (11) above, when federal funds are expended by TIPS OR ITS MEMBERS, TIPS OR ITS MEMBERS requires proposer certify that during the term of an award by the TIPS OR ITS MEMBERS resulting for this procurement process the vendor will be in compliance with mandatory standards and policies relating to Procurement of recovered materials which are listed above.

Does vendor agree they will comply? YES SS Initial of Authorized Company Official

Company Name Sopris Apps LLC

Print name of authorized representative Stephen Shapiro

Signature of authorized representative Stephen Shapiro

Date 8/5/2016

Signature above acknowledges all provisions in this four page document and the vendor/proposer/bidder responses herein to the 11 rules.

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code #44.034. Following is an example of a felony conviction notice:

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.” Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Complete only one of the three below: A or B or C.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

**Official:** Stephen Shapiro  
**Print Authorized Company Official's Name**

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

**Signature of Authorized Company Official:** \_\_\_\_\_

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

**Signature of Authorized Company Official:** Stephen Shapiro

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

\_\_\_\_\_  
**Signature of Authorized Company Official:** \_\_\_\_\_



# CONTRACT Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in compliance with the terms, specifications and conditions at the prices quoted unless noted in writing. The undersigned further certifies that he or she is an authorized agent of the company and has authority to negotiate and contract for the company named below.

Company Name: Sopris Apps LLC

Mailing Address: 417 Main St. Suite U

City: Carbondale

State: CO

Zip: 81623

Telephone Number: (800) 313-6438

Fax Number: \_\_\_\_\_

Email Address: contact@soprisapps.com

Authorized Signature: *Stephen Shapiro*

Printed Name: Stephen Shapiro

Position: President

This contract is for a total TERM of one year with the option of two additional years. Vendors shall honor the participation fee for any sales made based on the TIPS contract. Failure to pay the fee will be grounds for termination of contract and will affect the award of future contracts.

*Meredith Barton* September 22, 2016  
TIPS Authorized Signature Date

*David Wayne Fitts* September 22, 2016  
Approved by Region VIII ESC Date

## References

**\*\* Must have at least 3 References. References must be School, City, County, University, State Agency or Other Government.**

Organization	City	State	Contact Name	Contact Phone
Laramie County School District 1	Cheyenne	WY	Gordon Knopp, Scott F. Scheider	+1 307-771-2222, +1 307-771-2222
Lake Region Schools	Bridgton	ME	Joshua Sturk, Tony Calileo	+1 207-647-3048, +1 207-647-3048
Houston School District	Houston	MS	Shane Presley	+1 662-456-0526
Durand CUSD #322	Durand	IL	Eddie Johnston	+1 815-248-2171
Anderson School District 4	Pendleton	SC	Randy Abbott, Dr. Joanne Avery	+1 864-403-2000, +1 864-403-2000
Dubois Area School District	Dubois	PA	Dan Brocius	+1 814-316-1309
Abington Heights School District	Clarks Summit	PA	John Rama, Michael Mahon	+1 570-362-2844, +1 570-362-2844
Grandview R-II School District	Hillsboro	MO	Lee Grill	+1 636-944-3941
Nedrose School	Minot	ND	Lesley Walker, Charles Miller	+1 701-838-5552
Ross Montessori Charter School	Carbondale	CO	Sonya Hemmen, Tricia Williams	+1 970-948-1990
Laurens County School District	Laurens	SC	Bill Finley, Robert Sherer, Linda	+1 864-681-3628, +1 864-681-3628
TALLADEGA COUNTY SCHOOLS	Talladega	AL	Craig Bates, Randy Roberts	+1 256-315-5110, +1 256-315-5110
Andrews Independent School District	Andrews	TX	Dennis Haynie	+1 432-523-3640
EL RENO PUBLIC SCHOOLS	El Reno	OK	Tera Roblyer, Kristy Ehlers	+1 405-262-5417
HENDERSON COUNTY SCHOOL DISTRICT	Lexington	TN	Cortnie Smith	+1 731-249-1209
LIVE OAK ELEMENTARY SCHOOL	Santa Cruz	Ca	Robert Ritchey, Kris Cirillo, Mari	+1 831-475-6363
INGLESIDE ISD	Ingleside	TX	Dee Lightfoot	+1 136176, +1 361-776
Siloam Springs School District	Siloam Springs	AR	Jamie Henderson, Jonathan Livir	+1 479-524-2400
Leverett's Chapel ISD	Overton	Tx	Nick Laplante	+1 903-834-6675
Acushnet Public Schools	Acushnet	MA	Chris Oliver	+1 508-998-0260
UNIVERSITY CITY SCHOOL DISTRICT	University City	MO	Scott Gowan, Carolann Cole, Pat	+1 314-290-4014, +1 314-290-4014
LUMPKIN COUNTY SCHOOL DISTRICT	Dahlonega	GA	Pete Seabolt, Bobby Mayfield, T	+1 706-265-5993, +1 706-265-5993
ROANE COUNTY SCHOOLS	Spencer	WV	Randy Brown	+1 304-927-6409
CHAMBERS COUNTY SCHOOLS	Lafayette	AL	Michael Sanders	+1 334-864-9343
WINDSOR PUBLIC SCHOOLS	Windsor	CT	Matt Dadona, Katrina Wicks	+1 860-687-2000, +1 860-687-2000
Deming Public School	Deming	NM	Ragena Blankenship, Prestine Pe	+1 575-543-1061, +1 575-543-1061
GREENBRIER COUNTY SCHOOLS	Greenbrier	WV	Christy Clemons-Rodgers, Daryl	+1 304-647-6470, +1 304-647-6470
Minot Public Schools	Minot	ND	Brian Aufforth, Alicia Eslinger	+1 701-833-7647, +1 701-833-7647
CANDLER COUNTY SCHOOL DISTRICT	Metter	GA	Allen Lanier, Tony Lescak	+1 912-682-4135, +1 912-682-4135

MARSHALL CO SCHOOL DIST	Holly Springs	MS	Todd Sanderson	+1 662-252-4271
Eastmont School District #206	Wenatchee	Wa	Doug Clay, Mike brown	+1 509-884-7169, +1 50
LEOMINSTER PUBLIC SCHOOLS	Leominster	MA	Geraldine Ashe, Larry Gianakis	+1 978-534-7700, +1 97
Milton-Freewater Unified Schoo	Milton-Freewater	OR	David Marshall, Travis Stapleton	+1 541-861-2238, +1 54
HUDSON SCHOOL DISTRICT	Hudson	WI	Nancy Dressel, David Gambode,	+1 715-377-3705, +1 71
WEST POINT SCHOOL DIST	West Point	MS	Mechelle Welch, Marilyn Searcy	+1 662-494-4802, +1 66
St. Anne Community High Schoc	St. Anne	IL	Theodore Bartnik	+1 815-427-8141
Cottonwood-Oak Creek Element	Cottonwood	AZ	Kathy Epperson, Gregg Epperson	+1 928-274-2733, +1 92
St Anne Grade School District #2	St. Anne	IL	Erik Bertrame, Theodore Bartnik	+1 708-793-0890, +1 81
HUENEME ELEMENTARY SCHOC	Port Hueneme	Ca	David Ragsdale, Elizabeth Hoppe	+1 805-488-3588, +1 80
West Oso Independent School C	Corpus Christi	TX	Andrew Martinez, Mary Patters	+1 361-806-5900, +1 83
COALINGA-HURON JOINT UNIFII	Coalinga	CA	Aida Ramirez, Chad Wagner, Ste	+1 559-935-7502
HUNTINGTON CO SCH CORP	Huntington	IN	Cindy Huffman, Tom Ashley, Nic	+1 260-356-7812, +1 26
Marinette School District	Marinette	WI	Keran DeCamp	+1 715-735-1394
Williston School District #1	Williston	ND	Audrey Lybbert, Leon, Barbara L	+1 701-572-1580, +1 70
Community Charter School	Charlotte	NC	Anissa Miller	+1 404-668-3877, +1 70
Naches Valley School District	Naches	WA	Duane Lyons, brian johnson	+1 509-653-1800, +1 50
Montgomery County School Sys	Mount Vernon	GA	Mary Caraway, Leigh Spivey, Na	+1 912-583-2301, +1 91
Steamboat Spings SD & South R	Steamboat	Co	Tim Miles, Shane Antyr, Chuck R	+1 970-819-4363, +1 97
Hayward Community School Dis	Hayward	WI	Janelle Disher, Paul	+1 715-638-9701, +1 71
Explorations Charter School	Hartford	CT	Jill Johnson	+1 860-738-9070
Farmington Public Schools	Farmington	AR	Jarod Morrison	+1 479-266-1819
YUCAIPA-CALIMESA JOINT UNIFI	Yucaipa	CA	Susan Brown	+1 909-797-0174
Murphysboro Community Unit 5	Murphysboro	IL	Steve Carrington, Lynn, Lenard I	+1 618-201-2186, +1 61
Mandan Public Schools	Mandan	ND	James Delzer, Jamie Levingston	+1 701-751-6550
Duchesne County School District	Duchesne	UT	James Sasser, Trent Birchell	+1 435-724-0657, +1 43
Summit School District	Frisco	CO	Bethany Massey, Bruce Buehnei	+1 970-368-1007
Garfield County School District 1	Parachute	CO	Nathan Humphrey	+1 970-285-5701
Laurens County School District	Laurens	SC	Bill Finley	+1 864-984-3568, +1 86
MARSHALL CO SCHOOL DIST	Holly Springs	MS	Todd Sanderson	+1 662-252-4271
Cottonwood-Oak Creek Element	Cottonwood	AZ	Kathy Epperson	+1 928-274-2733, +1 92
West Oso Independent School C	Corpus Christi	TX	Mary Patterson	+1 830-660-2295
Boone County Schools	WV	US	Thomas Hanson, Nora Dodson	+1 304-369-8232, +1 30
Benton County School District	Ashland	MS	Glossie Terry	+1 662-224-3374, +1 66

Liberty ISD	Liberty	TX	Lindsay Matlock	+1 409-617-8741, +1 93
Riverside School District	Chattaroy	WA	Eric Rux, Nate Jones	+1 509-464-8583, +1 50
Granville County Schools	NC	US	Dr. Vanessa Wrenn, Dr. Jane Ste	+1 919-693-4613
Dublin City Schools	Dublin	GA	Jason Halcombe	+1 478-353-7926
Cheriton Baptist Church	Cheriton	VA	Dan Harris	+1 757-331-2391, +1 75
Bloom Township High School Di	Chicago Heights	IL	Andrew Schmitt, Chris Paicely	+1 708-755-7010
Grayson County Public Schools	Independence	VA	Steven Clark	+1 276-773-2832
Lake Geneva Schools	Lake Geneva	WI	Dan Schmidt, Jennifer Kramp	+1 262-348-1000
Grand Blanc Community School	Grand Blanc	MI	Herb Wansitler	+1 810-591-6004
Clay County Board of Education	Ashland	AL	Bradley Strother	+1 256-396-1475
Columbia County Public Schools	Lake City	FL	Jay Middleton, Cindy forsyth	+1 386-755-8000, +1 38
Crawford County R-I Schools	Bourbon	MO	Paul Kotila, Sherry Horn	+1 314-852-5039, +1 57
Reardan-Edwall School District	Reardan	WA	K Baumgartner, Andrea	+1 509-796-2701, +1 50
HollowRock-Bruceton Special Sc	Bruceton	TN	Janna Brotherton	+1 731-418-4185
Juneau School District	Juneau	AK	Chris Murray, Kristin Bartlett, M	+1 907-523-1707, +1 90
Greenwood County School Distr	Ninety Six	SC	Jennifer Madden	+1 864-970-7517
Lyon County School District	Yerington	NV	Amanda Ortiz, Alan Medeiros	+1 775-463-6800
John Swett Unified School Distri	Rodeo	CA	Kara Eichner	+1 510-245-4300
Lamar County School District	Purvis	MS	Ross Randall	+1 601-794-1030

07-771-2564  
07-647-3048

54-403-2012, +1 864-403-2020

70-585-5324

54-871-1470, +1 864-984-3568, +1 864-984-8124, +1 864-984-8124  
56-315-5121, +1 256-315-5148

-7631

14-290-4016, +1 314-290-4019, +1 314-514-5338  
06-864-2169, +1 706-864-6186, +1 706-969-0522

50-687-2000  
75-543-1099, +1 575-546-8841  
04-661-4450  
01-857-4429, +1 701-857-8770  
12-685-5050, +1 912-685-5713

09-884-7169, +1 509-888-4709

78-534-7700

41-938-3551, +1 541-938-5504

15-377-3705, +1 715-377-3793

52-494-8502

28-634-2288, +1 928-634-2288

15-427-8141

05-986-8139

30-660-2295

50-356-7812

01-572-3880, +1 701-572-6809

04-377-3180

09-945-3971

12-682-1472

70-846-4900, +1 970-871-3299

15-638-9702

18-687-2336

35-725-4518

54-984-8124, +1 864-984-8124

28-634-2288

04-369-8250

52-224-9788

36-336-7213  
09-847-4793

57-678-5151

36-755-8000  
73-732-4424  
09-796-2701

07-523-1741, +1 907-523-1797



## Region VIII Education Service Center

### Vendor Information

Firm Name: Sopris Apps LLC (dba "SchoolBlocks")

Contact Name: Stephen Shapiro

Address:

417 Main St. Suite U

Carbondale, CO 81623

Phone: (800) 313-6438 x101

Website: <http://www.schoolblocks.com>

Email: [stephen@schoolblocks.com](mailto:stephen@schoolblocks.com)





# SchoolBlocks Proposal - Region VIII Education Service Center

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## SchoolBlocks Proposal - Region VIII Education Service Center

**Dear Region VIII Education Service Center,**

Thank you for the opportunity to host Region VIII Education Service Center's member districts. As the founder of SchoolFusion in 2000, and now the president and founder of SchoolBlocks, my 15 years of experience building school websites accredits me in providing website solutions that schools both need and want. Three key factors that make SchoolBlocks a viable solution for your district are:

Factor 1: Google Apps for Education (GAFE): GAFE offers a calendar, file storage, classroom, and user management system for *free* that is exceptional when compared to similar, paid services.

Factor 2: Mobile: Over 55% of visitors use a mobile device to access websites. "Responsive" design is not enough, and an App is against Apple's policies. Navigation must be first considered through mobile.

Factor 3: Integration: SchoolBlocks is designed to integrate third party content and applications in one location with an aesthetically appealing view.

SchoolBlocks is the culmination of lessons learned from over a decade of building school district website solutions. There is no other product that merges today's technology ecosystem with a school district's needs as gracefully as SchoolBlocks. With SchoolBlocks, all of the applications and resources your district is currently using will be used more readily through the ease of integration and presentation we will provide. Through applying our integration techniques with programs such as PowerSchool, we offer a seamless approach to cohesively integrating all of the applications that the School System uses. SchoolBlocks is your district's modern, economical solution for the best website and blogging platform.

Thank you for the opportunity to serve Region VIII Education Service Center,



Stephen Shapiro | President  
Sopris Apps, LLC (dba "SchoolBlocks")  
(800) 313-6438 x101



# SchoolBlocks Proposal - Region VIII Education Service Center

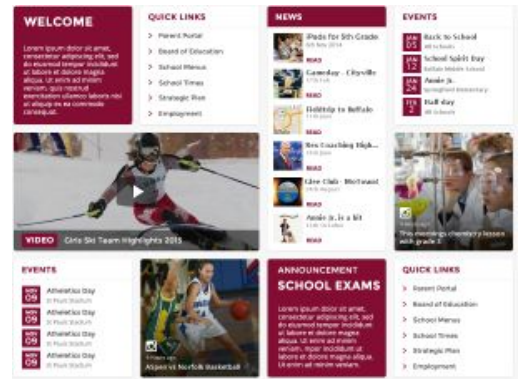
## SchoolBlocks Overview

SchoolBlocks is a fresh, modern approach to school websites. We employ the latest navigational theories to redefine how content is created and organized within a K12 environment.

### Pinterest Inspired User Experience

SchoolBlocks represents the leading edge of user experience design. By minimizing navigation bars, valuable screen space is used more effectively.

Vital information for parents, students, teachers, community, and other educators is useless if no one can find it. SchoolBlocks organizes information making it easier for people to find.



### Mobile and Tablets Optimized

Our screen size optimization techniques both wrap and resize content for optimal viewing on all devices. The tablet viewing experience keeps font sizes large yet reorders the page to gracefully handle the new dimensions. The phone view reorders and shrinks content to a phone-appropriate size. Additionally, the navigation bar changes to conform to mobile navigational standards.

### Content Management Redefined

SchoolBlocks eliminates creation wizards and complex navigation management tools that leave everyone scratching their heads. Pre-designed elements combined with drag-and-drop and drag-to-resize keeps every content creator feeling like a pro.



## Google for Education

Through your current adoption of Google Apps for Education (GAFE), you will appreciate how SchoolBlocks complements this solution. SchoolBlocks offers Single-Sign-On (SSO), calendar, documents, and classroom integration to effectively join your website with your Google implementation.



Schoolblocks is built to incorporate 3rd party solutions in order to help schools deliver a single, cohesive technology platform. We welcome the opportunity to work with solutions such as PowerSchool.



# SchoolBlocks Proposal - Region VIII Education Service Center

## Social Media

Our Social Media blocks can display any of the social media feeds you would like giving the option of showing just the latest post or the entire feed. We include Facebook, Google+, Twitter, Instagram, YouTube and more!



## SchoolBlocks - Content Management

The SchoolBlocks content editing methodology is next generation. This is due to the fact that the older WYSIWYG editors that mimic Microsoft Word do not produce high quality mobile experiences. In addition, those older solutions have lost their luster due to the ability for a person to depart from the core design goals of the district.

### Customization Abilities

- Primary Navigation Bar Color
- Secondary Navigation Bar Color
- Block Header Color
- Element Accent Color
- Logo
- Picture
- Background Image



## CREATE BEAUTIFUL CONTENT QUICKLY & EASILY!

✓ **In-place Content Editing**  
With distraction free editing area

✓ **In-page Image Embed**  
With Pan & Zoom

✓ **Drag & Drop Content Blocks**  
With collection of beautifully designed blocks

SchoolBlocks deploys editing features that are easier to use, result in better looking pages, and keep authors inline with district-level design criteria. Unlike other editors, the plugin provides you with beautifully designed content blocks, ready to drag and drop, with the flexibility to create unique, individualized blocks.

For a self guided tour, please feel free to use this link: <http://buffalo.demo.schoolblocks.com/?showTips=true>.



# SchoolBlocks Proposal - Region VIII Education Service Center

## SchoolBlocks Leverages GAFE / Office 365

The current adoption and use of GAFE is the core of why SchoolBlocks is the perfect fit. It complements that effort by adding essential communication layers. Through the careful inclusion of GAFE/Office365's calendars, drive, and user management abilities, your district and school websites will be integrated in a seamless and natural way.

### Core Integration Points

#### User Accounts & Security

Through the use of GAFE/Office365 as our host of all account information, SchoolBlocks intentionally avoids storing all usernames and passwords. It causes our system to achieve the highest possible level of security, while removing a significant amount of complexity.

#### Calendar

The SchoolBlocks calendar system is built around the belief that Google, Microsoft, and Apple calendar solutions are the best calendar solutions available today. We leverage that functionality by having you manage your calendars in any of those solutions. Then, you simply follow our guide to have those calendars stay in-sync with your website.

District calendars can be viewable on all school websites and overlaid with the school, athletic, or any other calendar the school chooses to provide.

DISTRICT EVENTS	
AUG 25	First Day of School For Students
SEP 03	MPS Board Meeting - Admin Bldg - Board Room - 4:30 pm
SEP 08	MAFB Board Meeting - Memorial MS 5:00 pm
SEP 28	Professional Development Day - no school for students
OCT 01	MPS Board Meeting - Admin Bldg - Board Room 4:30 pm
OCT 13	MAFB Board Meeting - Memorial MS 5:00 pm

Teachers can have their own calendars as well displaying pertinent information for their classes. Upon logging in, each user receives his/her own calendar that merges all district, school, and class calendars together into one seamless integrated view. Calendars can be displayed in either a large monthly view or a myriad of smaller thumbnail views, including a list.

#### File Storage and Management

Managing file access, sharing, device syncing and backup is an extremely costly platform to offer. By not offering these features, SchoolBlocks sheds significant cost. In SchoolBlocks, a user simply shares the OneDrive/Google Drive folder or file with the website, and SchoolBlocks does the rest. Now, when files are updated in one location, your website stays in-sync without any effort! Through our tight integration with GAFE/Office 365, files are stored and managed in GoogleDrive/OneDrive then shared via the SchoolBlocks' "Files" block. This methodology eliminates viewing incompatibilities, ensures file viability and access, and best of all, it is *free!*



# SchoolBlocks Proposal - Region VIII Education Service Center

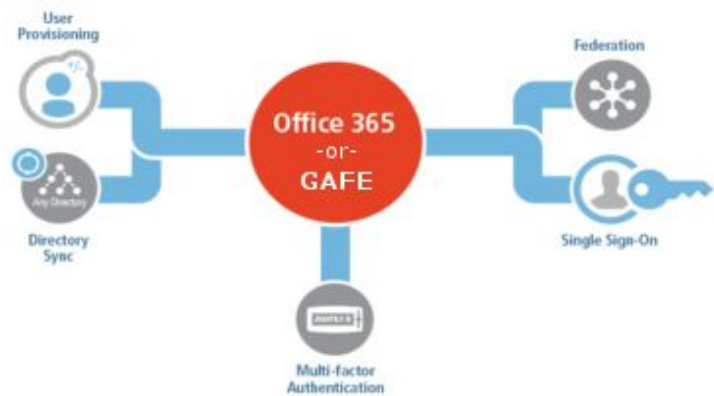
## SchoolBlocks User Management

Through the use of GAFE/Office365 as our host of all account information, SchoolBlocks intentionally avoids storing all usernames and passwords. It causes our system to achieve the highest possible level of security while removing a significant amount of complexity. This methodology is the only way to ensure proper security levels for your precious data.

When a user submits a username and password combination, the 3rd party at that moment has the ability to store the user's password while they pass it to your AD for authentication. This is a security flaw most 3rd party vendors ignore.

Since districts have already implemented GAFE, then the district has also implemented Azure AD. Those are the only tools we require for the system to function. Since we do not store usernames and passwords, and instead use GAFE as our centralized authentication source, we are aligned with SSO across platforms that also deploy that methodology. Meaning, if you are logged-in using GAFE in a 3rd party application then visit SchoolBlocks, you remain logged-in.

Possibly most important in regards to your evaluation, your GAFE is synced with your AD which means those users are using the same usernames and passwords. Therefore, when they login to SchoolBlocks, in the end, are using the usernames and passwords in which you desire.



### Anyone who authenticates via AD is putting your data at risk

When a user enters a username and password via a 3rd party site that authenticates off of your AD, the following risks exist:

- The 3rd party has the ability to store cleartext passwords without your knowledge.
- The 3rd party will store usernames.
- You have limited ability to ensure the security of information stored in 3rd party solutions.

You open a port and allow a service through their firewall which may lead to insecurities through malicious attacks by spoofing the 3rd party or insecurities through mismanagement.



# SchoolBlocks Proposal - Region VIII Education Service Center

GAFE provides access to your Organization Units and Groups found within your local Active Directory. Through integration in this manner, we align to your core platform and limit additional work.

## Permissions

The assignment of permissions occurs in a multitude of areas within SchoolBlocks. Authors, editors, and viewers are assigned through the application of Organizational Units, groups, and individual email addresses through GAFE/Office 365. The System Administrator maintains users through a hierarchical permissions system customizable for each type of user. SchoolBlocks handles the complete district hierarchy: District > Schools > Teachers > Classrooms > Students > Parents.

## Forest Park High School

Sign In



## SchoolBlocks - Personalized Search

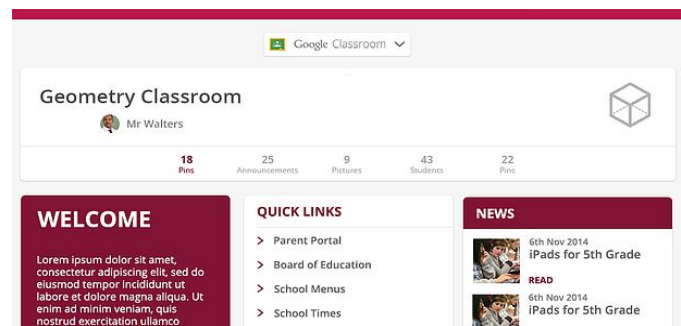
When you enter query terms on Google, Bing, or Yahoo, algorithms search through online content and your own web footprint to present results that are designed to meet your needs. Students, teachers, and administrators access a variety of services and applications online each day. As an example, the website for a fifth-grade class may display reminders and updates about an upcoming exam. At the same time, the teacher's ClassBlocks has the study guide for that exam.



Rather than asking students, teachers, administrators, or parents to search different services for the information they need, SchoolBlocks uses advanced search technology that is customized to the individual. This brings search results that dig beyond website content to locate relevant content from integrated applications such as Facebook, Twitter, Pinterest, and Dropbox (to name a few). The goal is to bring these disparate worlds together in one search that is personalized for students.

## ClassBlocks for Teachers

A school's most important asset is its teachers. The online roles of the teachers are to serve the needs of the school, its students, and their parents. The teacher efficiently accomplishes this through "ClassBlocks," a core feature of SchoolBlocks.



# SchoolBlocks Proposal - Region VIII Education Service Center

ClassBlocks leverages GAFE/Office365 to create an ideal learning management solution. However, the integration methods used with GAFE/Office365 can be applied to any 3rd party technology (PowerSchool, iCurio, Moodle, etc.). Through these integrations, teachers can share calendars, files, videos, assignments, and more.

From the teacher directory on each school's site, a profile is established to highlight each teacher. Each teacher's profile card lists the classes that he/she teaches. Students and parents are then connected directly to the teacher's contact information and their class! This ClassBlock highlights the teacher's course, which may include an assignment, a podcast, a calendar, and a video - the possibilities are endless! Most importantly, it is simple and easy to create, even for the novice user.

## Events

ClassBlocks is built around the belief that Google Calendar or Outlook is the best calendar solution available today. We leverage that functionality by having all events managed in Google Calendar or Outlook. Then, a teacher simply includes those events within ClassBlocks.

## Files

Viewing, sharing, and syncing files is an extremely costly platform to offer (especially when you consider backup). When your LMS includes this feature, you are paying for something in one place, while receiving a better solution for free in another (i.e. Google Drive or OneDrive). ClassBlocks uses the Google Drive or OneDrive API to integrate file sharing.

## Content Delivery

Through integration with countless video sources, as well as streamlined document sharing, a teacher can deliver various content items to the class. These items are sharable through both synchronous and asynchronous methodologies.

## Parental Involvement

Teachers need to communicate more than just homework assignments to parents. We all know the more involved the parent, the higher achieving the student. Therefore, putting an effective parent communication platform in place is an absolute necessity.

### **Examples of Teacher Listings/Directories:**

- Laurens District High School:  
<http://www.ldhsraiders.org/staff>
- West Oso Elementary:  
<http://woe.westosoid.net/staff>
- Steamboat Springs High School:  
<http://sshs.sssd.k12.co.us/staff>

### **Examples of our ClassBlocks pages:**

- World History Class:  
<http://goo.gl/Qk9bwS>
- 4th Grade Reading Class:  
<http://goo.gl/w3wqzv>
- Biology I Class:  
<http://goo.gl/IuVtpX>





# SchoolBlocks Proposal - Region VIII Education Service Center

## SchoolBlocks Hosting

If you or the company has access to its hosting facility, you are insecure. No persons except the hosting provider should gain access. If access is managed by the company, then you are also going to experience service delays due to the time associated with scaling.



SchoolBlocks hosts its application on the best platform available today, Amazon Web Services (AWS). By leveraging AWS, SchoolBlocks employs the most secure application:



# SchoolBlocks Proposal - Region VIII Education Service Center

## Prior Experience / Customer Satisfaction

### Qualifications

Beginning in 2000 as the founder of SchoolFusion (acquired by BlackBoard in 2010), our president and founder Stephen Shapiro has, throughout his career, managed websites for districts with over 30,000 students, including Prince William County Schools, Knox County Schools, Seattle Public Schools, and the School District of Pickens County. Since launching in early 2015, 40+ school districts and 200+ schools have chosen and entrusted SchoolBlocks as their scalable website CMS (Content Management System) vendor. Our simple, powerful approach to mobile, ability to leverage digital assets through GAFE/Office 365, substantial cost savings in terms of opex, strength of assessing our clients' needs, and our expertise in the implementation and deployment of our platform make us a logical, appealing vendor.

This commitment to the training of users and administrators has led to the adoption of SchoolBlocks across the schools in the districts. The ease of use when creating and posting content and updating calendars in one place has also been a key differentiator and time saver for district and school administrators. This value proposition has been acknowledged as both current and relevant to these districts' overall technology plan.

### Stephen Shapiro, President and Founder of SchoolBlocks

**Background:** Creator, Founder, Innovative Thought Leader, and Award Winning Developer of SchoolFusion, a Next Generation Communication Platform, and the 1st Administrator Approved Educational Social Network.



### Competencies

- Identifying and Implementing Sophisticated and Elegant Solutions to Complex Problems/Issues
- Leveraging and Integrating Web Technologies that Serve the Unique Requirements of Educators
- Optimizing Classroom Learning Strategies, Calendar, Workflow, Smartboard, and Web Content Tools

### Recognition

- Tech & Learning 100@30, Technology & Learning
- CODiE Award for Best Education Solution, Software & Information Industry Association (2010)
- Best of the Web Award, Association of Educational Publishers (2010)
- Association of Educational Publishers Distinguished Achievement Award Finalist (2010)

### Prior Experience

**SchoolFusion** (Denver, Colorado) CoFounder and President (2000 to 2010)



# SchoolBlocks Proposal - Region VIII Education Service Center

Multiple Award Winning Content Management, Calendar, Web Hosting, and Report/Analytic Communication solution for the K12 classroom

## Education

University of Colorado (Boulder, Colorado)

Master of Science, Telecommunications (2000)

Bachelor of Arts, Management Information Systems (1999)

**PC Drew**, Chief Technology Officer of SchoolBlocks

**Background:** A Software Engineer, UNIX System Administrator, and Network Engineer with over 15 years of experience. He is a 10 year veteran of the Marine Corps, finishing his service as a Captain after serving in Afghanistan as a communications officer supporting over 1000 marines.



## Competencies

- Developing quality software in language including Python, C/C++, Java, Expect, UNIX shells, HTML, JavaScript, and PHP
- Full understanding and experience leading teams in the release management process; including both manual and automated software testing, versioning, bug tracking/fixing
- Extensive experience managing, designing, and optimizing relational databases including PostgreSQL, MySQL, Oracle, and Microsoft SQL Server

## Recognition

- Donald G. Cook Award and Marine Corps University President's Honor Roll, Expeditionary Warfare School, United States Marine Corps (2012)
- Distinguished Graduate, Advanced Communication Officers Course, United States Marine Corps (2012)
- Distinguished Graduate, Basic Officers Course, The Basic School, United States Marine Corps (2004)



# SchoolBlocks Proposal - Region VIII Education Service Center

## References

Each of the following districts uses SchoolBlocks as their Website Content Management System. The District site (listed with each reference) allows you to experience the continuity from district to school sites that is provided when you choose SchoolBlocks. Feel free to reach out to the webmaster at each school. You may also view client testimonials here: <http://www.schoolblocks.com/testimonial.html>.

### **Minot Public Schools (Minot, ND)**

Alicia Eslinger, Technology Director

(701) 857-8770

[aeslinger@minot.k12.nd.us](mailto:aeslinger@minot.k12.nd.us)

Size of District: 21

SchoolBlocks District Website: <http://www.minot.k12.nd.us/>

### **Hueneme Elementary School District (Port Hueneme, CA)**

Lizabeth Hoppe, Technology Support Specialist

(805) 488-3588

[lhoppe@huensd.k12.ca.us](mailto:lhoppe@huensd.k12.ca.us)

Size of District: 11

SchoolBlocks District Website: <http://www.huensd.k12.ca.us/>

### **Greenbrier County Schools (West Virginia)**

Daryl Clemons, Technology Coordinator

(304) 667-9969

[dclemons@k12wv.us](mailto:dclemons@k12wv.us)

Size of District: 13 schools

SchoolBlocks District Website: <http://www.greenbriercountyschools.org>

### **Andrews Independent School District (Andrews, TX)**

Dennis Haynie, Technology Director

(432) 523-3640

[dhaynie@andrews.esc18.net](mailto:dhaynie@andrews.esc18.net)

Size of District: 6 schools

SchoolBlocks District Website: <http://www.andrews.esc18.net>

### **Huntington County (Huntington, IN)**

Cindy Huffman, Technology Specialist

(260) 356-7812 (ext 8203)

[chuffman@hccsc.k12.in.us](mailto:chuffman@hccsc.k12.in.us)

Size of District: 11 schools

SchoolBlocks District Website: <http://www.hccsc.k12.in.us/>



# SchoolBlocks Proposal - Region VIII Education Service Center

## Transition and Implementation Plan

During the implementation period, our support material will be reviewed in order to create a plan to best support your entire community. Direct, one-to-one training will be provided to your IT Department, Content Manager (per school), and Teacher Liaison (per school).

Each site webmaster will be given contact information including email, online chat, and phone of his/her SchoolBlocks Account Representative. Video calls via Google Hangouts between webmaster and SchoolBlocks Account Representative provides screen sharing capabilities which greatly enhance the training experience. All questions can be presented directly to your representative.

In lieu of onsite training, we provide *free* virtual training via Google Hangouts. One-on-one, start-up training is provided to the district webmaster until he/she is confident with the system. Following the start-up training, the webmaster is equipped with the tools to train the staff. SchoolBlocks provides continuous support and training as needed.

SchoolBlocks offers a multitude of customizable guides and videos to support the training of webmasters, administrators, teachers, students, and parents. In addition, we are happy to conduct webinars with the group or individually.

*Regular support is available 8:00 a.m. until 6:00 p.m. Mountain Standard Time (MST), with 24 hour support available for any emergencies.*

Our implementation team has experience with districts across the spectrum. We are ready to assist, or in many cases handle, all of the implementation tasks. The stages listed below occur simultaneously and are listed in an optional order. Your SchoolBlocks' Implementation Team is flexible and will scale the stages in an order that best fits your District's needs. The average time for completion is 6-8 weeks.

## Timeline

### Week 1: Strategize (4 conversations)

- **GAFE/O365 Setup:** Meeting to discuss setting up the GAFE or O365 connection.
- **Calendar Solution:** Offer best practices and further assistance including event data migration to make the most out of Google Calendar and/or Outlook Calendar.
- **Drive Solution:** Offer best practices and further assistance to migrate to Google Drive or OneDrive. Possibly using our file extraction tool to automate the process.
- **Discuss content migration:** Define what we move and when.

### Week 2-4: Content Migration (Weekly conversations)

- SchoolBlocks migrates any requested content. Using a screenshare, weekly reviews to review the work in order to ensure we're meeting expectations.



# SchoolBlocks Proposal - Region VIII Education Service Center

## Week 5: Webmaster training

- Webmasters introduced to website using:
  - [Instructions/videos](#)
  - [Customized document](#)
  - [Testimonials](#)
  - Webinar

## Week 6:

- Webmasters review and Q & A.
- Setup teacher training plan using:
  - [Self-Guided Tour Document](#)
  - [Video - 1-minute teacher summary](#)
  - [Other video resources](#)
  - Webinar

## Go Live - Date

- Switch URLs

## Beginning of following semester

- Teacher Training using previously created plan.
- Announcement for parents.

