

BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 9/13/2021

Contract/Agreement Vendor: Vector Networks, Inc. #10572

Name of Vendor		
<u>Jeff Lalonde</u>	<u>678-391-3761</u>	
Contact Person		
<u>541 10th Street NW, # 123</u>		
Address		
<u>Atlanta</u>	<u>GA</u>	<u>30318</u>
City State Zip		
<u>jeff.lalonde@vigor.cloud</u>		
Email address		
<u>12-1-2021 - 11-30-22</u>		
Date of services		

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE:
W9 _____
And _____


Vendor Registration

Person Submitting Contract/Agreement for Review: Brandon Chitty
Name Site

Reason for Review: (New Agreement, Renewal...): New Agreement

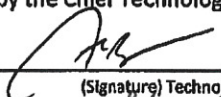
Audience/Group to benefit from Contract/Agreement: _____

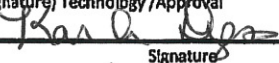
Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE

Principal and Director or Administrator: 
Signature

Does this Contract/Agreement utilize technology? No Yes

Has it been reviewed by the Chief Technology Officer? No Yes

If yes, Approved by: 
(Signature) Technology/Approval

Leadership Team Member: 
Signature

Funding Source: _____
Description OCAS Coding

- Process: PLEASE FOLLOW ALL STEPS
1. The Contract/Agreement is reviewed and approved by site Principal/ Director/ Administrator.
 2. If Technology related, the Contract/Agreement is reviewed and approved Technology.
 3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
 4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on 10-11-21"
Date of Board Meeting
 5. Attach this form with Contract/Agreement and Board Memo
 6. The appropriate Leadership Team Member will review and submit to the Contract Committee
 7. Keep copy for your records

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:30a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The Item will be placed on Electronic School Board for the board agenda by Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

MEMORANDUM

To: Dr. Janet Vinson

From: Karla Dyess

Date: 9/13/2021

Re: Vector Networks – VIZOR – Chromebook Management Software

SUBJECT

Accept and approve the New agreement between Broken Arrow Public Schools and Vector Networks, Inc. for VIZOR – Chromebook management software. Total cost to the district is \$12,000.00 to be paid with Chromedesk funds. B.Chitty

SUMMARY

VIZOR is a database software that has specific workflow management for K12 schools utilizing Chromebooks. This software directly affects the success of the Chromedesk operation. The software integrates with our Google Suite for Education and meets all the needs below.

1. Chrome Device SN tracking by location
2. Search function by SN
3. Search function annotated user
4. Incident tracking
5. Insurance policy tracking
6. Student/device enrollment / disenrollment
7. Parts inventory
8. Part use tracking by incident
9. Reports
 - a. Device reports by site/grade level.
 - b. Incident reports by site/grade level
 - c. Insurance use by site/grade level
 - d. Parts use to build parts PO's

FUNDING

Chromedesk Funds

ENCLOSURES/ATTACHMENTS

Quote

RECOMMENDATION

Approve

Vector

541 10th Street NW, #123
Atlanta, GA 30318

Toll Free 1-800-330-5035
www.vector-networks.com

Tel: 770-622-2850
Fax: 770-495-6214

Monday, September 13, 2021

Quotation for: BROKEN ARROW PUBLIC SCHOOLS

Item	Qty	Product Code/Description	Unit Price	Total
VIZA-ANL	18000	VIZOR Assets Annual Subscription	\$0.60	\$10,800.00
HOST	1	Cloud-Based Hosting	\$1,200.00	\$1,200.00

Quotation valid until: Tuesday, November 30, 2021

Quotation prepared by: Jeff Lalonde

Shipped Via: US Postal Service - No Charge

SubTotal	\$12,000.00
Sales Tax @ 0.00%	\$0.00
Shipping/Handling	\$0.00

Terms: NET 30

GRAND TOTAL (US\$) \$12,000.00

Annual subscription renewal for VIZOR Chromebook Management: 18,000 VIZOR Assets with Cloud-based Hosting. New term: December 1, 2021 to November 30, 2022.

Maintenance includes product updates and technical support, via telephone or email, during the term of the Agreement.

Goods must be paid for prior to shipping unless a credit account has been established.

Sales are accepted subject to Vector's standard credit terms and conditions.

Past due invoices incur interest charges equal to 1.5% per month.

To accept this quotation you may complete and sign the section below or forward a company Purchase Order by fax to Vector at the number provided above.

Please accept this as our purchase authority for the products/services indicated above, subject to Vector's standard credit terms and conditions.

NAME:(please print) _____ Purchase Order/Reference: _____

TITLE: _____

Signature: _____ Date: _____