

BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: May 7, 2021

Contract/Agreement Vendor: Academic & Collegiate Software

Name of Vendor		
Rema Gandhi	508-714-1947	
Contact Person	Phone Number	
10163 Judy Ave.		
Address		
Cupertino	CA	95014
City	State	Zip
rema@academiccollegiate.com		
Email address		
Sept. 18 2021 - Sept. 17 2022		
Date of services		

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

Vendor Registration

Person Submitting Contract/Agreement for Review: Alli Shehada COM - 030
Name Site

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

Audience/Group to benefit from Contract/Agreement: Students and Teachers Districtwide

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: General
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 _____"
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: Ashley Bowser

Date: May 10, 2021

Re: Academic & Collegiate Software

SUBJECT

Accept and approve the NEW agreement between Broken Arrow Public Schools and Academic & Collegiate Software, to purchase a twelve month subscription for Adobe software licensing for five District sites: BAHS, BAFA, COM, ESC and Options Academy. Total Cost to the District is \$5,366.40 for the 2021-2022 school year and will be paid from General Funds. A. Bowser

ENCLOSURES/ATTACHMENTS

New Agreement

SUMMARY

New agreement for five District sites for Creative Cloud Desktop Apps – Adobe software licensing with total cost to District being \$5,366.40

FUNDING

General Funds

RECOMMENDATION

Approve



PO Box - 1574
 Cupertino, CA-95015
 www.academic-collegiate.com

Estimate

Date	Estimate No.
5/3/2021	22042

This quote is valid for 30 days. ACS reserves the right to modify the price at any time if our acquisition price or other terms from the publisher change, if your method of payment changes or if the bid quantities materially change. All sales are subject to applicable taxes.

Name/Address
Broken Arrow High School 1901 E Albany Broken Arrow, OK 74012

Description	Qty	Rate	Total
K-12 Site Shared Device License: Creative Cloud Desktop Apps - 12 month Subscription (RENEWAL)	215	24.96	5,366.40
27 Vanguard			
32 Lewandowski			
17 Yearbook			
81 HS Burdette/Romero/Sarbery			

Academic & Collegiate Software
 PO Box - 1574
 Cupertino, CA-95015
 www.academic-collegiate.com

Subtotal	\$5,366.40
Sales Tax (0.0%)	\$0.00
Total	\$5,366.40