

BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date:

Contract/Agreement Vendor: SecureDocs Inc Lorien Maxwell

Name of Vendor & Contact Person

lorien.maxwell@securedocs.com

Vendor Email Address

Electronic signature software

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase, any titles, and details for the Board of Education to review.

School counselors, parents and staff

Reason/Audience to benefit

9/9/24

BOE Date

\$ 1,200.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Sharon James

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator:

Sharon James

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin:

ML

Cabinet Team Member:

Karl Dyer

Funding Source:

11/122

Fund/Project

122-2120-653-100-0000-000-sites

OCAS Coding

☒ **Consent**

☐ **Action**

Accept and approve the agreement between Broken Arrow Public Schools and SecureDocs, Inc. SecureDocs will provide a ReadySign-Add On account for school counselors. This is an add on to the existing agreement that already exists between BAPS and SecureDocs. Special Education has an agreement with SecureDocs for ReadySign which is an online secure digital signature platform that allows users to send confidential paperwork for signatures when writing 504s. The cost to the District is \$1,200.00 and will be paid with Instructional funds. -S. James

Summary

This area must be complete with full explanation of contract

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 8:00a.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 Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.



INVOICE

INVOICE #: INV62998

Date: 09/10/2024

SecureDocs Inc.

1360 Post Oak Blvd, Suite 2200

Houston, TX 77056

FEIN: 46-4353534

(800) 281-1330

billing@securedocs.com

BILL TO: Broken Arrow Public Schools
701 South Main Street
Broken Arrow, OK 74012 United States

REFERENCE #	PAYMENT TERMS	DUE DATE
PO 2025-11-194	Net 30	10/10/2024

DESCRIPTION	LICENSE TERM		UNIT PRICE	AMOUNT
	START	END		
ReadySign License Fees	07/01/2024	06/30/2025	\$1,200.00	\$1,200.00
			Subtotal	\$1,200.00
			Sales Tax	\$0.00
			Total	\$1,200.00

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For questions on your invoice, please e-mail securedocs.billing@onit.com

For questions on your payment, please e-mail cash.application@onit.com

Pay via wire transfer/ACH:

Bank Name: Chase Bank

Bank Address: 5787 Calle Real, Goleta, CA 93117, USA

Company Name: SecureDocs Inc.

ABA# 322271627

Acct# 536769370

SWIFT: CHASUS33