

BROKEN ARROW PUBLIC SCHOOLS

Reaching Today

Leading Tomorrow



Contract Committee Review Request

MUST BE COMPLETED IN FULL

Date: 11/18/2021

Contract/Agreement Vendor: Learning A-Z

Name of Vendor		
<u>Lacy Zachary</u>		
		817-343-2812
Contact Person		
<u>1840 W River Road, Suite 320</u>		
Address		
<u>Tucson</u>	<u>AZ</u>	<u>85718</u>
City	State	Zip
<u>Lacy.Zachary@learninga-z.com</u>		
Email address		
<u>21-22 SY</u>		
Date of services		

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

W9 NO

And _____

Vendor Registration

Person Submitting Contract/Agreement for Review: Jean Brassfield ESC
Name Site

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

Audience/Group to benefit from Contract/Agreement: Timber Ridge Elementary

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

Principal and Director or Administrator: *[Signature]*
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]*
(Signature) (Technology/Approval)

Leadership Team Member: *[Signature]*
Signature

Funding Source: Title I Parental Involvement Funds 11-511-2194-353-404-1134-000-220
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 12/08/2021"
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.



BROKEN ARROW PUBLIC SCHOOLS

EST. 1904

MEMORANDUM

To: Dr. Janet Vinson

From: Jean Brassfield

Date: December 6, 2021

Re: Learning A-Z Site Renewal

SUBJECT

Accept and approve the RENEWAL for Learning A-Z online licenses to provide parental involvement resources for Timber Ridge Elementary students for the 21-22 school year. The total cost to the district is \$1,889.10 to be paid for using Title I Parental Involvement Funds. -J. Brassfield

SUMMARY

Learning A-Z is an online subscription which provides literacy-focused PreK-6 solutions for instruction and practice. Licenses are used to provide lessons for students to complete at home with the help of their parents.

ENCLOSURE/ATTACHMENTS

License Quote

FUNDING

Title I Funds (511)

RECOMMENDATION

Approve



Learning A-Z License Quote

Date: 10/28/21

Tiffany Green
Timber Ridge Elementary School
3500 E Kenosha St
Broken Arrow, OK 74014-6758

(918) 505-5260
tjgreen@baschools.org

Thank you for requesting a quote from Learning A-Z, Tiffany Green!
Your username is tjgreen55
Your reference number is 9419578.
Please include this reference number on your purchase order.

Products	Type	License Terms	List Price	Discounts	Final Cost	Add 1 Year	Add 2 Years
ReadingA-Z.com	Renew	18 classrooms, Start: 01/26/22 End: 01/26/23	\$2,124.00	-\$234.90	\$1,889.10	\$3,589.29	\$5,100.57

	Final Cost	Add 1 Year	Add 2 Years
Discount Amount:	(\$234.90)	(\$658.71)	(\$1,271.43)
Sales Tax:	\$0.00	\$0.00*	\$0.00*
YOUR TOTAL COST:	\$1,889.10	\$3,589.29*	\$5,100.57*

Promo Code: Loyalty2021a

As a valued customer, we are happy to be able to provide you a one-time loyalty discount. We appreciate your continued partnership during these challenging times and look forward to serving you in 2021.

(*) Taxes (if applicable) to be calculated at time of purchase.

All prices are in U.S. dollars.

This quote is valid until 12/31/21.

Quoted prices are based on specified quantities and terms.
Please contact your representative for adjustments.

Prepared by: Elizabeth de La Giraudiere and Lacy Zachary

1840 East River Road, Suite 320
Tucson, AZ, 85718
phone: 817-343-2812 | 520-600-2793
fax: 520-999-3814 | 520-600-2805
Elizabeth.deLaGiraudiere@learninga-z.com |
Lacy.Zachary@learninga-z.com

Thank you for your renewal subscription. I appreciate your business very much. Please send PO with quote to my email.
Thank you, Lacy

If you are paying by purchase order, your PO must have:

1. PO number

2. Learning A-Z as the vendor
3. Bill To Information
4. The product(s) being purchased
5. Total dollar amount
6. If your PO has a signature line, it must be signed
7. Include a Learning A-Z quote matching your purchase order

If sending electronically, send to orders@learninga-z.com.

Learning A-Z License Agreement

Licenses grant registered classrooms only permission to use materials on the designated website(s) during the terms of the license. Sharing user information or materials with non-registered classrooms is not authorized.

Please review our terms and conditions carefully before activating your account.

<https://help.learninga-z.com/article/Terms-of-Service>

Thank you for your business!

© Learning A-Z