

## **Master Professional Practice Services Agreement**

This Master Agreement (the "Agreement") is entered into as of this 1st day of July, 2025 (the "Effective Date"), by and between The Johns Hopkins University ("JHU") on behalf of its Center for Talented Youth, having its place of business at 5801 Smith Avenue, #400 McAuley Hall, Baltimore, MD 21209 and Mountain View Whisman School District at 1400 Montecito Avenue, Mountain View, CA 94043 ("Sponsor").

### **1. Description of Work**

JHU shall use reasonable efforts to render services in accordance with individual Task Order Scopes of Work, as may, from time to time, be attached hereto ("Task Order Work").

### **2. Independent Contractors**

The relationship of Sponsor to JHU and its Project Director shall be that of an Independent Contractor and none of the parties shall hold itself out to third parties as purporting to act as, or on behalf of, the other party hereto.

### **3. Project Director**

3.1 The JHU Project Director for each Task Order will be named in the corresponding Task Order.

3.2 Each Task Order will be conducted under the direction of the Project Director identified therein. The Project Director shall be responsible for oversight of the performance of the Task Order Work.

3.3 In the event a Project Director becomes unwilling or unable to perform the duties required for the Task Order Work conducted under this Agreement, JHU and Sponsor shall attempt to agree on a mutually agreeable replacement. In the event a mutually acceptable replacement is not available, the Task Order may be terminated by either party hereto in accordance with the termination section of this Agreement.

### **4. Duration**

4.1 This Agreement shall remain in full force and effect from the date this Agreement is executed by both JHU and Sponsor through July 30, 2026 unless terminated earlier according to provisions of this Agreement. Each Task Order shall have a project-specific period of

performance, as indicated in the Task Order.

4.2 The delivery dates for specific tasks shall be as indicated in each Task Order Work.

5. **Termination**

5.1 Either party shall have the right to terminate or cancel a Task Order contemplated by this Agreement after giving sixty (60) days prior written notice of the intent to terminate. In the event of such termination, Sponsor agrees to pay the charges stated herein and not previously paid for services performed through the date of termination.

5.2 In the case of non-performance by either party, the other party shall have the right to terminate this Agreement upon thirty (30) days advance written notice to the non-performing party detailing non-performance, provided that if that party corrects the non-performance within the thirty (30) days, the Agreement shall not be terminated.

5.3 In the event Sponsor fails to make timely payment of fees after notice, JHU may cease performance of services until such time that the fees have been paid or terminate this Agreement at its sole option.

5.4 Termination under this Article 5 shall not waive any other remedies or obligations as set forth in this Agreement.

6. **Fees and Expenses**

6.1 The Sponsor shall pay JHU for its services rendered as specified in the Task Order Payment Terms ("Task Order Payment").

6.2 All payments shall be made in accordance with the applicable Task Order Payment within thirty (30) days of Sponsor's receipt of an invoice from JHU. Each Task Order shall be invoiced separately.

6.4 All invoices sent to Sponsor shall be sent to:

Cyndee Nguyen  
Mountain View Whisman School District  
1400 Montecito Ave  
Mountain View, CA 94043

6.5 All payments shall be made payable to Johns Hopkins University and sent to:

CTY/JHU  
P.O. Box 64710  
Baltimore, MD 21264

ACH or Domestic Wire Electronic payment preferred:

M&T Bank  
One M&T Plaza  
Buffalo, NY 14203  
Transit/Routing/ABA number: 022000046  
Account Name: JHU-CTY  
Account number: 970313171  
Swift Code: MANTUS33INT  
Chips ABA #: 0555

If paying by credit card, please call the CTY Student Accounts Department at (410) 735-6076 to provide payment information.

Please note the invoice number on all payments.

Checks must also include the following:

Task Order Number and JHU Project Director

7. **Conflicting Work**

It is understood that, in general, JHU is making its services available to others simultaneously and that JHU is free to accept or reject any further assignment that School may offer JHU.

8. **Intellectual Property**

8.1 School understands and acknowledges that JHU, through its employees, has knowledge, experience and expertise in performing work and analysis of the type to be provided under this Agreement, which has been acquired over a substantial number of years prior to entering into this Agreement ("Background Intellectual Property"). JHU shall retain all rights to such Background Intellectual Property. Nothing in this Agreement shall confer any right to School to acquire by assignment or license, ownership or exclusive use of JHU Background Intellectual Property.

8.2 Copyright in Deliverables, as indicated in Task Orders, created or fixed in a tangible medium of expression during the performance of the Scope of Work shall vest in JHU.

8.3 JHU hereby grants to School an irrevocable, royalty-free, nonexclusive license to use, any such copyright which are specified in the Task Order Scope of Work for non-commercial educational purposes.

8.4 If alternate intellectual property terms are appropriate for a particular Task Order Work, such terms shall be included in the Task Order and shall take precedence over this Article 8 for that Task Order Work only.

9. **School Requirements**

School represents and warrants that School meets the JHU eligibility requirements related to the Task Order Work, as linked and provided here: <http://cty.jhu.edu/ctyonline/apply/eligibility.html>, and as may be further specified in the Task Order Work.

10. **Confidentiality and Data Dissemination**

10.1

A. **CONFIDENTIALITY**

Prior to dissemination or review of records, if any, both Parties, and their respective employees, agents, volunteers and contractors shall maintain the confidentiality of all medical, psychological, and student records in compliance with applicable law, including federal and state laws. Specifically, the party receiving educational record information from the other party (whether School or JHU), for legitimate educational purposes, acknowledges its responsibility to ensure compliance with any applicable confidentiality provisions of the Family Educational Records Privacy Act (34 CFR §99); The Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45 CFR Part 160 and Part 164, Subparts A and E, and Code of Maryland Regulations §13A.08, with respect to any school records provided.

Any confidential or educational record information provided by the Parties, including all copies thereof, must be used only as permitted by this Agreement and only for the purposes herein described. Such information shall not be disseminated or disclosed to any third party, not a party to this Agreement, without the express written consent of the other party contracting Party, and, in many cases, not without the express written consent of the pertinent parent/student and, in every case, only in accordance with applicable privacy laws. Each Party hereto may retain one copy of de-identified information for research purposes. JHU may retain identifiable data in accordance with applicable laws regarding data protection, in order to fulfill

the requirements of this Agreement and for institutional research purposes.

**Protection of Data:**

Both Parties and their affiliates or subcontractors, at their own expense, have a duty to and shall protect from disclosure any and all student and educational data which they come to possess or control related to this Agreement (hereinafter, "Data"), wherever and however stored or maintained, in a commercially reasonable manner in accordance with current industry standards.

Both Parties and their affiliates or subcontractors represent they have a comprehensive data-security program in place whether the Data is stored electronically and/or in hard copy. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Data, and information of a similar character, as set forth in all applicable federal and state law and written policies of the Parties. Such data-security program shall include, but not be limited to, the following:

- 1) A process for reviewing policies and security measures at least annually;
- 2) A security policy for employees related to the storage, access and transportation of Data;
- 3) Reasonable restrictions on access to Data, including access to any locked storage where such records are kept;
- 4) Creating secure access controls to Data, including but not limited to passwords; and
- 5) Encrypting of Data that is stored on laptops, portable devices or being transmitted electronically.

Each party shall notify the other party, as soon as practical, but no later than twenty-four (24) hours, after they become aware of or suspect that any Data which the other party possesses or controls has been subject to a potential breach.

Both Parties shall incorporate the requirements of this Section in all subcontracts, if any, requiring each of its affiliates to safeguard Data in the same manner as provided for in this Section.

Nothing in this Section shall supersede in any manner either Party's obligations pursuant to HIPAA, or FERPA.

**B. DATA DISSEMINATION**

For purposes of publicity, advertising, or news release in any form of medium, the Parties shall confer with one another regarding the time, manner and content of appropriate Data dissemination, results of studies or reports, or other materials, and shall mutually agree

upon such dissemination.

10.2 The terms of this Agreement supersede any previous nondisclosure agreements or any other preliminary representations or understandings that have been entered into by the parties to this Agreement with regard to any Task Order Work.

10.3 JHU and School shall own data that they each respectively generate by performing this Agreement.

10.4 If applicable, JHU will comply with the "Standards for Privacy of Individually Identifiable Health Information (45 C.F.R. 164 Subpart E)." This regulation under the Health Insurance Portability and Accountability Act (HIPAA) of 1996 governs the protection of individually identifiable health information.

**11. Use of Other Party's Name**

Neither party shall use directly or by implication the names of the other party, nor any of the other party's affiliates or contractors, nor any abbreviations thereof, or of any staff member, faculty member, student, or employee of the other party in connection with any products, publicity, promotion, financing, advertising, or other public disclosure without the prior written permission of a qualified official of the other party.

**12. Indemnification and Insurance**

12.1 School shall indemnify, defend and hold harmless The Johns Hopkins University, The Johns Hopkins Health System, as well as the trustees, officers, agents, employees, students, and others holding academic appointments within those institutions ("Institutions"), from any liability, loss or damage they may suffer as a result of claims or judgments that arise from the Institutions' participation in and/or performance of the Agreement. School shall employ attorneys of its own selection and will be responsible for all expenses that result from employing a vigorous, diligent defense of Institutions, regardless of whether any claims are rightfully or wrongfully brought or filed. Institutions shall fully cooperate with School in defending the claims and will make no compromise or settlement without the prior written approval of School.

12.2 School represents and warrants that it has and shall maintain for the term of the contract general liability insurance in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

13. **No Warranties**

JHU MAKES NO WARRANTIES REGARDING ANY TASK ORDER WORK, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF MERCHANTABILITY OR WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. SPONSOR MAKES NO RELIANCE ON ANY REPRESENTATION OF JHU, EXPRESS OR IMPLIED, WITH REGARD TO ANY TASK ORDER WORK AND ACCEPTS IT "AS-IS/WHERE-IS". JHU PROVIDES ALL TASK ORDER WORK TO SPONSOR ON THE CONDITION THAT JHU WILL HAVE NO LIABILITY OF ANY KIND AS A RESULT OF PERFORMANCE OF THE TASK ORDER WORK. SPONSOR AGREES THAT JHU SHALL HAVE NO LIABILITY FOR DAMAGES OF ANY KIND, WHETHER DIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING INJURIES TO PERSONS OR PROPERTY, TO SPONSOR, ITS EMPLOYEES OR AGENTS, AS A RESULT OF THE PERFORMANCE. SPONSOR ALSO AGREES TO HOLD JHU HARMLESS FROM ANY CLAIMS SPONSOR, OR ANY THIRD PARTY, MAY HAVE AS A RESULT OF SPONSOR'S USE OF ANY TASK ORDER WORK.

14. **Notices**

With the exception of funds paid by Sponsor pursuant to Section 6 hereof, all notices required or permitted to be given under this Agreement shall be in writing and shall be sent as follows:

**If to School:**

Mountain View Whisman School District  
ATTN: Cyndee Nguyen  
1400 Montecito Ave  
Mountain View, CA 94043  
[cnguyen@mvwsd.org](mailto:cnguyen@mvwsd.org)

**If to JHU:**

original to:  
John Evermann, JD  
Johns Hopkins University Research Administration  
1101 E 33<sup>rd</sup> Street, B001  
Baltimore, Maryland 21218  
[jeverma1@jhu.edu](mailto:jeverma1@jhu.edu)

copy to:  
Ron Edmund  
Director of Recruitment & Enrollment Management

Center for Talented Youth  
The Johns Hopkins University  
5801 Smith Avenue #400  
Baltimore, Maryland 21209  
redmund3@jhu.edu

15. **Force Majeure**

Neither party will be responsible or liable to the other party for non-performance or delay in performance of any terms or conditions of this Agreement due to acts or occurrences beyond the control of the nonperforming or delayed party, including, but not limited to, acts of God, acts of government, terrorism, wars, riots, strikes or other labor disputes, shortages of labor or materials, fires, and floods, provided the nonperforming or delayed party provides to the other party written notice of the existence of and the reason for such nonperformance or delay. Should the program need to cancel pursuant to this provision, JHU shall invoice the School and School shall pay the amounts due to JHU based on the actual number of enrollments on a prorated basis.

16. **Waiver**

No waiver of any term or provision of this Agreement whether by conduct or otherwise in any one or more instances shall be deemed to be, or construed as, a further or continuing waiver of any such term or provision, or of any other term or provision, of this Agreement.

17. **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland (excepting any conflict of laws/provisions which would serve to defeat application of Maryland substantive law). Each of the Parties hereto agrees to venue in and submits to the exclusive jurisdiction of the state and/or federal courts located within the State of Maryland for any suit, hearing or other legal proceeding of every nature, kind and description whatsoever in the event of any dispute or controversy arising hereunder or relating hereto, or in the event any ruling, finding or other legal determination is required or desired hereunder. Both parties agree to waive their right to a jury trial.

18. **Local Laws – Intentionally Deleted.**

19. **Headings**

The headings in this Agreement are for the convenience of reference only and are not

substantive parts of this Agreement nor shall they affect its interpretation.

**20. Severability**

If any term or provision of this Agreement or the application thereof shall be invalid or unenforceable, the remainder of this Agreement shall be unaffected thereby and each remaining term or provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

**21. Counterparts**

This Agreement and any amendments hereto may be executed in counterparts and all such counterparts taken together shall be deemed to constitute one and the same instrument.

**22. Entire Agreement**

This Agreement (including all Task Orders and any Appendices attached hereto) sets forth all of the agreements and understandings between the parties hereto with respect to the subject matter hereof, and supersedes and terminates all prior agreements and understandings between the parties with respect to the specific subject matter hereof. There are no agreements or understandings with respect to the subject matter hereof, either oral or written, between the parties other than as set forth herein. Except as expressly set forth in this Agreement, no subsequent amendment, modification or addition to this Agreement will be binding upon the parties hereto unless reduced to writing and signed by the respective authorized officers of School and JHU.

In Witness Whereof, the parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Johns Hopkins University

School

By: *Jake Fishman*  
Name: \_\_Jake Fishman, MLPP, JD\_\_  
Title: \_\_Sr. Contracts Associate\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Cathy Baur  
Title: Associate Superintendent  
Date: \_\_\_\_\_

**TASK ORDER # 1**  
**Task Order Effective Date: July 18, 2022**

This Task Order is incorporated into the Master Agreement between the parties effective the 18<sup>th</sup> day of July, 2022 (“the Agreement”) and is subject to all the terms and conditions of the Agreement.

The parties sign and enter into this Task Order as of the Effective Date above.

**I. Project Director**

The Project Director for this Task Order is Luke Kasim. Principal contact for the School/District will be Christy Baldwin.

**II. Period of Performance**

The period of performance for this Task Order is 07/18/2022 to 6/30/2023.

**III. Scope of Work**

CTY will provide services listed in this task order as agreed upon by School/District.

**1. Talent Identification**

- a. CTY will meet with the School/District representative to provide guidance on how to:
  - i. identify eligible students;
  - ii. establish student eligibility;
  - iii. determine appropriate course for student(s);
  - iv. choose and enroll in a course for a student;

**2. Information session for parents and guardians**

- a. CTY Recruitment will collaborate with School/District representative to schedule a mutually agreed upon time to meet online or in person and deliver a virtual or in-person presentation to selected parents and guardians of identified students. Note that students should not be present without a parent or guardian.
- b. At the presentation, CTY recruitment will discuss its programs and benefits, testing options, online portal access and fees. Parents/guardians may be asked to provide contact information so they may receive information from CTY. Providing this information is voluntary. Additional information will include reminders about upcoming deadlines, course information, as well as general information relevant

to families of advanced learners.

3. Join CTY Application

Once CTY Recruitment and School/District have agreed on the list of identified students, each parent/guardian, must follow the given instructions and complete the Join CTY application, if a CTY record does not yet exist.

4. Testing

CTY will meet with School/District to evaluate the most appropriate testing option(s) based on, technology and resources available to identified families based on current CTY resource availability. These options include:

a. Prometric Testing

i. Individual Testing

1. School/District will facilitate the test registration process with families

ii. Group Testing/Bulk Registration

1. School/District will provide its staff to coordinate travel and onsite supervision supporting Prometric Group Testing deliveries of the School and College Ability Test (SCAT) or Spatial Test Battery (STB) exams. Attendance must meet or exceed levels communicated in advance by CTY; extenuating circumstances may be considered
2. CTY will coordinate testing time(s), date(s) and site(s) directly with Prometric based on School/District availability
3. Confirmation Emails for testing appointments will be sent to School/District for dissemination to parents
4. Requests must be received by CTY no less than 10 weeks prior to the first desired testing date. Three date and time options should be included in School/District request.

b. Online SCAT

i. Individual Testing

1. School/District will facilitate the test registration process with families

ii. In-School Testing

1. School/District may host an In-School test session or a test session by a CTY-designated third-party administrator at a mutually agreed upon date and appropriate location. Attendance must meet or exceed levels communicated in advance by CTY; extenuating circumstances may be considered
2. School/District will provide its staff as needed to supervise students

throughout the In-School testing process (if applicable), including handling student check-in and check-out procedures.

School/District staff will be required to participate in CTY proctor training and provided with a manual to review prior to the testing date.

3. School/District will provide technical staff as needed throughout the In-School testing process. The technical staff will be required to do a test run on the testing devices prior to the testing date.
4. CTY representative or designate will provide registration and testing instructions for each of the Students who have provided completed Test Registrations and CTY Authorization and Consent form. **\*\*If CTY has not received completed registration forms and consents in advance of the test date for a particular student, a test will not be administered.\*\*** In the case of a testing administered by a third-party, School/District will comply with practices and complete forms in accordance with the administrator's practices.
5. School/District will, if requested by CTY or a third-party administrator, provide a representative who would then serve as a Proctor or otherwise assist with the test administration as needed.

#### 5. Test Results

- a. All families of student testers will receive a score report that explains test results and lists CTY opportunities available to them based on their eligibility. The reports will be mailed to the address listed on the Join CTY application. Scores will also be available to parents/guardians through their MyCTY accounts. An email will be sent to each parent/guardian when test scores are available in MyCTY.
- b. Score receipt timeline is dependent on which test model is selected.
- c. As per the terms of the consent given by each parent/guardian in their completed Join CTY Application, test scores will be shared with School/District.
- d. School/District may receive scores before this date by submitting to CTY a statement signed by each parent/guardian giving CTY permission to release information to School/District representatives.

#### 6. Program Enrollment Services

- a. School/District will receive the program application documents and instructions from CTY and will share them with each enrolling Student to complete.
- b. School/District will collect and submit the program applications together with all the supporting documents if any to CTY.
- c. Upon receipt of a completed CTY program application, CTY will enroll the

students in their respective course choices.

- d. By signing this Agreement and Task Order, School/District agrees to provide payment at time of enrollment request, or to be billed upon enrollment via CTY invoice
- e. For all programs, School/District must enroll a minimum of 10 students for the term of this Agreement and Task Order, unless School/District obtains prior written consent of CTY authorized representative. Such consent should be obtained at least 45 days in advance of anticipated enrollment start date.
- f. For all programs, a school enrolling more than 25 students will be required to send a list of Student, Grade and Program/Course desired no less than 45 days prior to submission of applications. CTY will review availability and where applicable ability to assign under shared instructors and respond no less than 31 days from desired enrollment start

#### 7. CTY Systems Access

- a. Enrolled students will be provided instructions for access to all relevant account access and learning portals
- b. For Session Based and Individually Paced Online Program format courses, students will interact with CTY's Online instructors via CTY's Learning Management System (including occasionally through student forums), email, TEAMS, Skype and Zoom or similar synchronous multimedia sessions.
- c. For Session Based and Individually Paced Online Program format courses, CTY instructors will include the Student, Parent and authorized School/District Representative on all e-mail communication. The School/District representative will assist CTY in working with the student to ensure successful course completion.

#### 8. Academic Guidance

- a. CTY will provide expectations and explain timelines for completing the course to Students and School/District.
- b. CTY will provide quality feedback on all work completed to Students and School/District.
- c. Upon successfully completing a course, a student will receive a course completion document/final evaluation and certificate of completion.

#### 9. School/District Responsibilities:

- a. Before students are enrolled
  - i. Communicate with CTY in order to know how to identify students, establish a student's eligibility, determine placement, choose a course, and complete a CTY application and CTY Authorization and Consent Form.

- b. During the student enrollment
  - i. School/District will oversee the timely completion of assignments and exams.
  - ii. School/District will ensure that the student has a suitable work space, enough time to work in the course each week in order to be successful, and access to a computer that meets the technical requirements for the course.
  - iii. Course extensions will not be allowed for program enrollments
  - iv. School/District will submit special requests for students such as course change or withdrawal after enrollment.
- c. Course conclusion
  - i. School/District may request the student's course evaluation and also discuss next course possibilities for the student(s) with the instructor.

**VI. Payment Terms**

All fees are per student as published on the CTY web site, a link to which is provided in this section. In consideration for JHU's performance under this Task Order, School/District shall pay JHU CTY the following rates for services: <https://cty.jhu.edu/talent/fees/>.

**Johns Hopkins University**

By: *Jake Fishman*

Name: Jake Fishman, MLPP, JD

Title: Sr. Contracts Associate

Date: 6/29/22

**School/District**

By: \_\_\_\_\_

Name: Cathy Baur

Title: Associate Superintendent

Date: \_\_\_\_\_



Center for Talented Youth

# QUOTE

**Date:** 4/14/2025

JHU Tax ID 52-0595110

**To:** Mountain View Whisman School District  
1400 Montecito Avenue  
Mountain View, CA 94043

**TP#:** 708

Item #	Qty	Description	Unit Cost	Total Cost
1	1	Join CTY Fee	\$50.00	\$50.00
2	2	Honors Algebra II Course Fee	\$1,499.00	\$2,998.00
3	2	Non-refundable Application Fee	\$15.00	<u>\$30.00</u>
<b>Total Amount Due</b>				<b>\$3,078.00</b>

This is a "Quote" for services by JHU/CTY and does not represent an invoice.

Please keep this statement for your records.

**MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT****Purchasing Processes and Procedures for Services, Equipment, Materials and Supplies - CHECKLIST**

Vendor Name: Johns Hopkins University, Center for Talented Youth

**\*REQUIRED CHECKBOX\* for Service Contracts**

- MVWSD Independent Contractor for Professional Services Agreement (PSA) completed
- If MVWSD PSA is NOT used, explanation with corresponding documents is attached.

 **Contract for Professional Services / Special Services**

- \$50,000 or below, no further steps required.
- \$50,001 and above, completed the following items:
- \_\_\_ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
  - Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

*\*If it is advantageous for the district to pursue a particular vendor, a justification can be attached.* **Contract for Services (NOT Special Services)**

- \$50,000 or below, no further steps required.
- \$50,001 - \$114,500, completed the following items:
- \_\_\_ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
  - Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- \$114,501 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

 **Contract for Architects, Engineers, Construction Project Managers, Environmental Consultants, and Surveyors**

- Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document.

 **Contract for Waste Services {MOT or CBO}**

- Followed the applicable steps in the Purchasing Processes and Procedures document.

 **Contract for Transportation (Bus, Cars, etc.) Services**

- Followed the applicable steps in the Purchasing Processes and Procedures document.

 **Contract for Equipment, Materials and Supplies**

- \$75,000 or below, no further steps required.
- \$75,001 - \$114,500, completed the following items:
- \_\_\_ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
  - Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- \$114,501 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

 **Contract for Technology: Computers, Software, Telecommunications Equipment and Other Technology**

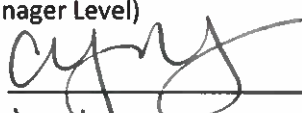

- Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Public Contract Code §20118.2.

 **Contract for Educational Materials {Ed Services}**

- \_\_\_ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
- Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- Ensured the Board considers, selects and evaluates items through the District's process outlined in Board Policy and Administrative Regulation 6161.1.

- Contract for Perishable Foods {Child Nutrition}**
  - \_\_\_ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
  - Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- Contract Utilizing a "Piggyback Agreement" with Another California Entity {Business Office}**
  - Followed the applicable steps in the Purchasing Processes and Procedures document.
- Contract Utilizing CMAS / Other "Leveraged Procurement Agreement" via the CA Dept of Gen Svcs {Business Office}**
  - Followed the applicable steps in the Purchasing Processes and Procedures document.
- Contract Utilizing an On-Line /Out-Of-State "Cooperative Purchasing Agreement" {Business Office}**
  - Followed the applicable steps in the Purchasing Processes and Procedures document.
- Contract for Construction, Repair and Maintenance {MOT or CBO}**
  - Up to \$75,000**, completed the following items:
    - \_\_\_ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
    - Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
  - \$75,001 - \$220,000**, followed the Informal Bid Process in the Purchasing Processes and Procedures document.
  - \$220,001 and above**, followed the Formal Bid Process in the Purchasing Processes and Procedures document.
  - Lease-Leaseback**, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all Board-approved procedures pursuant to Educ. Code §17406.
  - Design-Build**, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all procedures pursuant to Educ. Code §§17250.10 et seq. or 17250.60.
- Contract for Energy Services That Will Generate Cost Savings**
  - Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Government Code §4217.10.
- Emergency Contracts {CBO Only}**
  - Followed the applicable steps in the Purchasing Processes and Procedures document.

**\*Both signatures below are required\***

<u>Approval by Department Head</u> (Minimum: Manager Level)	<u>Approval by Person with Delegated Authority</u> (Superintendent, CBO, Assoc. / Asst. Superintendent)
Signature: <u></u>	Signature: <u></u>
Date: <u>5/12</u> , 20 <u>25</u>	Date: <u>May 15, 2025</u> , 20 <u>  </u>
Print Name: <u>Cyndee Nguyen</u>	Print Name: <u>Cathy Baur</u>
Print Title: <u>Director of Curriculum, Instruction and Assessment</u>	Print Title: <u>Associate Superintendent</u>

**For Department:** Educational Services John Hopkins University

*Checklist not required for school sites*