

Renewal Order Form

Customer Information

District Name:
Mountain View Whisman School District

Accounts Payable Contact Name:
Rebecca Westover

Accounts Payable Email:
rwestover@mvwsd.org

Quote Number: IK12-250157

Created Date: 04/15/2025

Subscription Renewal Date: 7/1/2025

Informed K12 Contact Information

Customer Success Manager: Michelle Bellusci
mbellusci@informedk12.com

For billing questions, please email
accounting@informedk12.com

Informed K12 Package Service**Price**

Pilot (Single Process) \$ 1,742.90

\$

District is downgrading from their current Pilot (10 Processes) license to a Single form license.

\$

Total Amount

\$ 1,742.90

All forms packages include:

- Unlimited electronic signatures, interactive form fields, pre-filled data fields, and reusable templates to automatically collect, route, and track responses and approvals
- Unlimited responses archived with full access search and nightly back-ups for all data
- Phone, chat, and email support for form managers and recipients
- Continuous upgrades and extensive browser and device support
- Online webinars and resources for form managers

Terms of Use

1. This Renewal Order Form (this "Order Form"), together with the Informed K12 Terms of Use available at <https://www.informedk12.com/terms-of-use>, governs the access to and use of the Services set forth above. In the event of a conflict between the Terms of Use and the Order Form, the Order Form shall control.
2. Customer will be invoiced between 30-60 days from their Renewal Date, or upon request, and payment is due in full within 30 days of the Renewal Date. Informed K12 reserves the right to pause services if payment is not received within 30 days of the Renewal Date.
3. The term of this Order Form will begin on the Renewal Date and will end after 12 months, unless stated otherwise in the service package description. The services renew for successive periods of twelve (12) months each, unless a party gives the other party written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term. Informed K12 reserves the right to increase fees by up to five percent (5%) upon renewal.
4. In the event of termination of services, Customer is responsible for downloading and storing any data from Informed K12 that needs to be retained within 30 days, or as governed by an additional offboarding agreement. Informed K12 will comply with complete data destruction of Customer form data from the Informed K12 platform after the 30-day data retention window or as governed by an offboarding agreement signed by both parties.
5. The signatures below acknowledge the agreement of each party to be bound by this Order Form. The undersigned representative of Customer represents that he/she has read, understands, and accepts, on behalf of Customer, as a duly authorized representative of Customer, this Order Form (including the Terms and Conditions) in its entirety.

Informed K12

Brianna Bolton

Brianna Bolton [04/15/2025 9:12am PDT]

Authorized Signature

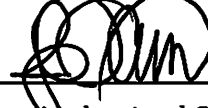
Brianna Bolton

Print Name

04/15/2025

Date

Mountain View Whisman School District



Authorized Signature

JEFFREY BAYER

Print Name

31 JUL 25

Date

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT**Purchasing Processes and Procedures for Services, Equipment, Materials and Supplies - CHECKLIST****Vendor Name:** Informed K12***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.

They only use a renewal order form since it is for licenses.

☐ **Contract for Professional Services / Special Services**

- ☐ Up to \$50,000, 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)

- ☐ Up to \$50,000, no further steps required.
- ☐ \$50,001 - \$114,799, 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.
- ☐ \$114,800 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

☐ **Contract for Architects, Engineers, Construction Project Managers, Environmental Consultants, & 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 Services (Bus, Cars, etc.)**

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

☐ **Contract for Equipment, Materials and Supplies**

- ☐ Up to \$75,000, no further steps required.
- ☐ \$75,001 - \$114,799, 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.
- ☐ \$114,800 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 procurement steps for "Equipment, Materials and Supplies."
- ☐ 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**

- ☐ _____ 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 Agreements" 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 Contracts" {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.

☐ **Contract for Emergencies {CBO Only}**

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

Both signatures below are required

Approval by Department Head

(Minimum: Manager Level)

Signature: _____

Date: July 28, 20 25

Print Name: Dr. Rebecca Westover

Print Title: Chief Business Officer

Approval by Person with Delegated Authority

(Superintendent, CBO, Assoc. / Asst. Superintendent)

Signature: _____

Date: 31 Jul, 20 25

Print Name: Jeffrey Baier

Print Title: Superintendent

Checklist not required for school sites