

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

Vendor Name: Harris School Solutions

***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
 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

<u>Approval by Department Head</u> (Minimum: Manager Level)	<u>Approval by Person with Delegated Authority</u> (Superintendent, CBO, Assoc. / Asst. Superintendent)
Signature: <u>Sophia Zalot</u>	Signature: _____
Date: <u>August 28</u> , 20 <u>25</u>	Date: <u>August 28</u> , 20 <u>25</u>
Print Name: <u>Sophia Zalot</u>	Print Name: <u>Dr. Rebecca Westover</u>
Print Title: <u>Temp Dir CN</u>	Print Title: <u>Chief Business Officer</u>

Checklist not required for school sites



Corporate Address: Harris School Solutions
 2429 Military Road
 Suite 300
 Niagara Falls, NY 14304

Quote ID: MOU908_08142025
 Quote Date: 8/14/2025
 Valid Through: 9/13/2025
 GPID: MOU908

Prepared By: Jamie Brummer
 Email: jbrummer@harriscomputer.com
 Phone: 916-957-5432

Contact Name: Sandra Bilyeu

Bill To: Mountain View Whisman School District
 1400 Montecito Ave
 Mountain View, CA 94043

Ship To: Mountain View Whisman School District
 1400 Montecito Ave
 Mountain View, CA 94043

Place an "X" next to the appropriate selection:

Selection ("X")	Code	Description	Notes	Unit Price
	PLOA002	200 EZMealApp Applications	* To add 200 add'l EZMealApp applications	\$300.00
	PLOA005	500 EZMealApp Applications	* To add 500 add'l EZMealApp applications	\$500.00
	PLOA010	1000 EZMealApp Applications	* To add 1000 add'l EZMealApp applications	\$750.00
X	PLOA015	1500 EZMealApp Applications	* To add 1500 add'l EZMealApp applications	\$975.00
	PLOA025	2500 EZMealApp Applications	* To add 2500 add'l EZMealApp applications	\$1,500.00
	PLOA030	3000 EZMealApp Applications	* To add 3000 add'l EZMealApp applications	\$1,650.00
	PLOA050	5000 EZMealApp Applications	* To add 5000 add'l EZMealApp applications	\$2,500.00
	PLOA080	8000 EZMealApp Applications	* To add 8000 add'l EZMealApp applications	\$3,120.00
	PLOA100	10000 EZMealApp Applications	* To add 10000 add'l EZMealApp applications	\$3,400.00
	PLOA150	15000 EZMealApp Applications	* To add 15000 add'l EZMealApp applications	\$4,950.00
	PLOA200	20000 EZMealApp Applications	* To add 20000 add'l EZMealApp applications	\$5,800.00
	PLOA300	30000 EZMealApp Applications	* To add 30000 add'l EZMealApp applications	\$6,300.00
	PLOA500	50000 EZMealApp Applications	* To add 50000 add'l EZMealApp applications	\$7,000.00



Notes:

1. Annual Maintenance is due in Year 1 and each year thereafter. Annual maintenance fees are subject to annual increase.
2. Travel expenses are estimates and will be based on actual travel required.
3. Services are estimates – if additional time is needed it will be invoiced in 30-minute increments at the hourly rate.
4. Please note shipping charges are NOT included on this quote. These charges can be estimated, if requested, but will not appear on the quote, and may vary from the final charges. Some of the factors that cause estimates to vary include the destination of the shipment, the warehouse locations, the package value, multiple and/or oversized packages as well as insurance. Please feel free to request an estimate if they are needed for your Purchase Order. We are always happy to help and strive to keep shipping costs as minimal as possible. Actual shipping charges will be calculated and added when your order is invoiced.

Payment Terms:

Annual Maintenance, Licenses, and Professional Services will be invoiced, in full, upon signing and due within thirty (30) days from invoice date.

Name: _____ Signature: _____
Title: _____ Date: _____

Harris School Solutions ... Experience ... Expertise ... Solutions

