

MODIFICATION

**State of Maine****Master Agreement****Effective Date:** 07/01/11**Expiration Date:** 06/30/18**Master Agreement Description:** Licensing, Hosting and Computer Application Support**Buyer Information**

Terry Demerchant

207-624-7334 ext.

Terry.L.Demerchant@maine.gov

**Issuer Information**

SUSAN BEAUDOIN

207-624-6794 ext.

Suzan.Beaudoin@maine.gov

**Requestor Information**

Brian Snow

207-287-1747 ext.

brian.snow@maine.gov

**Authorized Departments**

05A DEPT OF EDUCATION

**Vendor Information****Vendor Line #: 1****Vendor ID**

VS0000002119

**Vendor Name**

Infinite Campus

**Alias/DBA****Vendor Address Information**

NW 6022

PO Box 1450

Minneapolis, MN 55485-6022

US

**Vendor Contact Information**

SARAH GANGL

763-795-4063 ext.

sarah.gangl@infinitecampus.com

## Commodity Information

**Vendor Line #:** 1

**Vendor Name:** Infinite Campus

**Commodity Line #:** 1

**Commodity Code:** 92045

**Commodity Description:** Licensing, Hosting and Computer Application Support

**Commodity Specifications:** On-going Licensing, Hosting, Application Support & Maintenance updates to ICDE Software used by School Administrative Units across the state for State and Federal reporting as per the attached agreement.

<b>Quantity</b>	<b>UOM</b>	<b>Unit Price</b>
0.00000		\$0.00
<b>Delivery Days</b>	<b>Free on Board</b>	
<b>Contract Amount</b>	<b>Service Start Date</b>	<b>Service End Date</b>
\$0.00	07/01/11	06/30/18
<b>Catalog Name</b>	<b>Discount</b>	
	0.0000 %	
	<b>Discount Start Date</b>	<b>Discount End Date</b>

### Commodity Terms and Conditions

**Vendor Line #:** 1

**Commodity Line #:** 1

**T&C #:** 165

**T&C Name:** Payment Terms

**T&C Details:** Net 30

STATE OF MAINE  
DEPARTMENT OF EDUCATION  
Agreement to Purchase Services

THIS AGREEMENT, made this 1<sup>st</sup> day of July, 2011, is by and between the State of Maine, Department of Education, hereinafter called "Department," and Infinite Campus, Inc., located at 4321 109<sup>th</sup> Avenue NE, Blaine, MN 55449, telephone number (651) 631-0000, hereinafter called "Provider", for the period of July 1, 2011 to June 30, 2014.

The AdvantageME Vendor/Customer number of the Provider is VS0000002119.


WITNESSETH, that for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the Department, the Provider hereby agrees with the Department to furnish all qualified personnel, facilities, materials and services and in consultation with the Department, to perform the services, study or projects described in Rider A, and under the terms of this Agreement. The following riders are hereby incorporated into this Agreement and made part of it by reference:

- Rider A - Specifications of Work to be Performed
- Rider B-IT – Method of Payment and Other Provisions
- Rider C – Exceptions to Rider B-IT
- Rider D – Infinite Campus End User License Agreement
- Rider E – Implementation Scope of Services
- Rider F – Identification of Country in Which Contracted Work will be Performed

WITNESSETH, that this contract is consistent with Executive Order 17 FY 08/09 or a superseding Executive Order, and complies with its requirements.

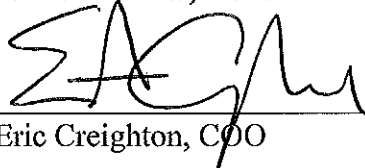
IN WITNESS WHEREOF, the Department and the Provider, by their representatives duly authorized, have executed this agreement in one (1) original copy.

**DEPARTMENT OF EDUCATION**

By:   
\_\_\_\_\_  
Stephen L. Bowen, Commissioner

and

**INFINITE CAMPUS, INC.**

By:   
\_\_\_\_\_  
Eric Creighton, COO

Total Agreement Amount: \$ Master Agreement  
Estimated: \$800,000 Annually

Approved: \_\_\_\_\_  
Chair, State Purchases Review Committee  
BP54 (Rev 9/07) – (Rev Rider B-IT 7/15/09)

**AdvantageME ACCOUNT CODING**

VC NUMBER	DOC TOTAL	FND	DEPT	UNIT		SUB UNIT		OBJ		JOB NO.	PROGRAM
VS000002119											

VC NUMBER	DOC TOTAL	FND	DEPT	UNIT		SUB UNIT		OBJ		JOB NO.	PROGRAM

**Department Account Coding And Approval For Use by OIT**  
(As needed, Department completes applicable fields)

Department Name: \_\_\_\_\_  
 Department Contact Name and Phone Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Department Internal Agreement Number (if applicable): \_\_\_\_\_

Agreement Start Date:  July 1, 2011  Agreement End Date:  June 30, 2014   
 RFP Number: \_\_\_\_\_  
 Service/Program Name: \_\_\_\_\_  
 Fixed Asset Name (if applicable): \_\_\_\_\_  
 Fixed Asset Improvement (Y/N) \_\_\_\_\_

**Type of Agreement**  
 New                       Amendment

ACCOUNT #	FY 2011 Encumbrance	FY 2012 Encumbrance	FY 2013 Encumbrance	Agreement Total
010.05A.2075.09.5346.2DMS	\$800,000 Est.	\$800,000 Est.	\$800,000 Est.	\$2,400,000
Example: 010.18F.0291.01.5312				
Total				

**Approval Signatures:**  
 Program Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance Approver: \_\_\_\_\_ Date: \_\_\_\_\_  
 Department Approver: \_\_\_\_\_ Date: \_\_\_\_\_

RIDER A  
SPECIFICATIONS OF WORK TO BE PERFORMED

The document herein establishes an Master Agreement under which product and services may be purchased from Infinite Campus. Individual Delivery Orders (ordering documents) will be initiated by the State of Maine under this Master Agreement Contract for specific services. Examples of such Delivery Orders could include, but will not be limited to: (1) annual software license usage and hosting fees, (2) annual software support and maintenance fees, (3) new software install fees (waves), (4) training, (5) fixed price statement of work/change orders with fixed deliverables. This Master Agreement may be used by other educational units within Maine, at their choice, with service terms and pricing applying to those units, unless modified by the individual agreement between Infinite Campus and that unit.

1. Infinite Campus District Edition (ICDE)

- A. The Provider will furnish certain proprietary student information management software and as updated and revised by Provider from time to time and certain related services. These products and services are collectively referred to as “Infinite Campus District Edition” or “ICDE”. The Provider will provide these products and services to the Department in accordance with this Agreement.
- B. Any customization to ICDE required by the Department for Maine-specific processing will based on a functional design document (FDD) and firm, fixed pricing provided by Infinite Campus and approved by the Department. Upon approval, Infinite Campus will provide a firm, fixed schedule for the delivery of this work.
- C. Additional Requirements
  - 1. Release Levels - All Maine ICDE installations and ICSE will be at the same release levels. The Department will have sole responsibility for determining when Maine will move as a group to a new software release.
  - 2. Advanced Notice - Infinite Campus will share with the Department the Functional Design Documents for any changes significantly impacting the Maine Specific functionality of the Maine ICDE, e.g. FRAM, prior to these changes being assigned to development.
  - 3. Downtime – All scheduled or planned outages will be outside the normal business hours (6am to 6pm, Monday through Friday Central Time) unless otherwise agreed with the Department.
  - 4. Notification – The MEDMS Helpdesk and the ICDE users will be notified of any scheduled outage at least one (1) week in advance. The MEDMS Helpdesk and any affected ICDE users will be notified of any unscheduled outage immediately when it becomes known to Infinite Campus.
  - 5. Training – The Department will review and approve all training materials to be used in any organized training sessions for Maine ICDE users. The Department will receive training

plans and schedules through Milestone 1 as described in Rider B-IT section 2 at least two (2) weeks in advance of any organized training session. The Department may, at its option and at its own expense, use its subject matter experts (SME) to audit any training session. The results of these training audits will be shared with Infinite Campus to allow any necessary improvements.

6. Synchronization - Newly implemented School Administrative Units (SAUs) will be initially synchronized with ICSE at the start of the next school year, except as specifically approved by the Department. New SAUs may begin uploading to ICSE at any point following an approved new implementation.
7. Mandated State and federal Changes - Infinite Campus will implement changes to the existing software functionality as required by changes to Federal statute and Federal written regulation or policy related to student data reporting at no additional cost. The Department acknowledges that at the time of entering into this Agreement the Contractor's system functionality as currently implemented meets this requirement.
  - i. Infinite Campus will ensure that the SAUs can meet their student data reporting requirements in a timely manner using the Infinite Campus software. When changes to federal statute, regulation or policy require changes to the existing functionality, Infinite Campus will require up to 120 calendar days to implement changes from the date the requirement is finalized. Infinite Campus will achieve this target at least eighty percent (80%) of the time. The Department will work closely with Infinite Campus to determine how best to implement required Federal changes. Changes outside these Federal mandates will be made as customizations as noted below and be subject to additional charges. State reporting changes will be considered customizations and follow the process described below.
  - ii. In the event of disagreement between the parties on the implementation of a federal mandate within software, the Department may choose to engage on a fee for services basis with Infinite Campus to implement the federal mandate as a customization in the manner the Department see fit.
8. Customization - Infinite Campus will participate with the Department and the Maine IC Users Group to develop customizations for all Maine ICDE users. The Department, to the limit of its available funds, will underwrite these mutually agreed upon customizations. Customization requests will follow the process below:
  - i. Request for Quote (RFQ). Customization requests under this Agreement will be initiated by the Department with a written Request for Quote (RFQ). The RFQ will contain sufficient detail to allow the Provider to respond with a complete and accurate quote, and at a minimum will contain: contact information including technical, administrative and program area contacts; any draft or final drawings or specification; any deadlines for delivery of quote or deadlines related to final delivery.

- ii. RFQ Response. Provider will respond to the RFQ with a firm price, fixed bid response. As necessary, the RFQ response would include any functional design documents or other such specifications that describe in detail the work to be performed. If the RFQ response as delivered to the Department is not acceptable, the Department may reject the response or the Department and Provider may work together to refine the RFQ response to better meet the desired outcomes of the Department, at which time the Provider will resubmit an RFQ Response.
- iii. Delivery Order. Upon acceptance of the RFQ Response the Department shall issue a Delivery Order authorizing the work, attaching the RFQ Response signed by both parties.

D. Optional Products - The State will purchase the ICDE product solely under this contract on behalf of the SAUs and the State. Additional add-on products of the system offered by the Provider to Districts shall be paid by the Districts. If a District desires additional products the Provider will enter into an agreement directly with the SAUs. That agreement will cover only add-on products.

## RIDER B-IT

### METHOD OF PAYMENT AND OTHER PROVISIONS

1. **AGREEMENT AMOUNT** \$ Master Agreement Estimated \$800,000 Annually

2. **INVOICES AND PAYMENTS** The Department will pay the Provider as follows:

A. Pricing Structure

i. Implementation

Infinite Campus may be implemented and operated by any School Administrative Unit (SAU) in Maine at its own expense. The Maine Department of Education will review requests from the SAUs for Infinite Campus to be installed and operated as the local Student Information System (SIS). SAUs will be approved solely at the Department's discretion. If the Department denies the SAU request, the SAU may choose to contract separately with Infinite Campus. Infinite Campus agrees that should an SAU contract separately with them, the rates charged the SAU will not exceed those in this Agreement. Pricing for implementation of ICDE at the Department's expense will be a three tier rate structure based on the SAU student counts from the Maine Department of Education's most recent April 1<sup>st</sup> student counts. Alternative Organizational Structures (AOS) and Child Development Services (CDS) are inherently more complex to implement. Both require multiple SAU implementation, one for each internal unit, including the central office, if the unit is so organized.

Rates:

	District Student Counts		
	Small <400	Medium 400-1,000	Large >1,000
Non-AOS/CDS	\$26,100	\$37,450	\$50,000
AOS/CDS	\$37,450	\$50,000	\$62,000

AOS92 which was originally implemented as a single unit will be split into multiple installations for the 2011-2012 school year at a flat fee of \$12,000.

Each SAU implementation will be broken into three (3) payment milestones as follows. At no time may the Provider begin work on a subsequent milestone until the previous milestone deliverables have been reviewed and approved by the Department or District Sponsor.

**Milestone 1: Project Kick-off**

The Milestone 1 payment will represent 40% of the total implementation cost. This milestone represents the completion of the kick-off and initial planning meetings. The milestone will be considered completed upon IC/Custom providing:

*A Project Workplan, signed by the SAU and containing data conversion and training plans with timelines.*



### Milestone 2: Go Live

The Milestone 2 payment will represent 40% of the total implementation cost. This milestone represents the delivery of activities as outlined in the *Project Workplan*, resulting in a production-ready Infinite Campus District Edition site. Milestone 2 will be considered complete for a given District upon:

- a) the DOE's receipt of a *Go-Live Acceptance Letter* signed by the SAU. The *Go-Live Acceptance Letter* will identify any outstanding implementation-related services (e.g, training or data services tasks) stated in the *Project Workplan*, but not completed, and
- b) all project Status Reports, listing any issues incurred during the project.

### Milestone 3: Final Acceptance

This milestone payment will represent 20% of the total implementation cost. This milestone represents the completion of any outstanding items identified in the Go Live Acceptance letter. In the event of outstanding activities, such activity will be considered complete upon the scheduling of a firm future date, which is mutually acceptable by IC/Custom and the SAU. Product issues not related to implementation shall be addressed through the IC Master End User License Agreement (EULA). Milestone 3 will be considered complete for a given district upon:

Receipt of a signed Acceptance Letter from the SAU. The signed Acceptance will indicate any mutually agreed services beyond this point.

### Licensing

Upon final acceptance the Provider will invoice the Department for the appropriate license, support and hosting fees as defined in the following sections. These fees will be billed to start on the first day of the month following first use of the products or services. Approval of Milestone 2: Go-Live constitutes first use. The invoice for these services will be prorated to the number of remaining months in the contract fiscal year thus allowing for coterminous invoicing of all SAUs on an annual basis.

#### ii. License and Operation Pricing

Operational pricing for ICDE is per-student, per year pricing based on the Maine Department of Education's most recent April 1<sup>st</sup> student counts for those SAUs using ICDE. Pricing will be trued up each year of this agreement based on the most recent official Maine April 1<sup>st</sup> statewide student counts.

Rates:

<b>Fees</b>	<b>Per Student / Per Year</b>
ICDE License	\$4.00
Hosting <sup>1</sup>	\$1.00
Support	\$2.50
<b>Total:</b>	<b>\$7.50</b>

<sup>1</sup> See SAU in-House Hardware Supplement Below

Local Server Fees		
District Student Counts	Department Paid Local Server	SAU Supplement For Local Server
1 to 2999	\$1/per student per year	\$5000 minus (Student Count), per year
3000 and Greater	\$5,000 or \$1/per student per year whichever is greater	N/A

For Local Hosting, Infinite Campus will provide all needed hardware, software and support. The SAU is solely responsible for the Supplement Fee shown in the table above; and will be billed directly by Infinite Campus. The Department will determine the need for a local server in all cases where they are funding all or part of the local server.

- B. The Licensing and Hosting components of the above pricing structure will be due annually. The fees will be paid by the Department within thirty (30) days of receipt and approval of an itemized invoice from Infinite Campus after July 1 of each annual period.
- C. The Support component of the above pricing structure will be paid quarterly. The quarterly invoice will be calculated as 25% of the annual amount. The Provider will submit support statistics with each invoice in a format agreed upon by both parties.
- D. Any customization required by the Department for Maine-specific processing will be based on firm, fixed pricing provided by Infinite Campus and approved by the Department. Payment terms for custom work may be negotiated as part of the request for quote / delivery order process. However, no advance or partial payments will be made.
- E. The State of Maine uses Infinite Campus State Edition (ICSE) as its enterprise student information reporting application. If during the term of this agreement the State chooses to no longer license and use ICSE, the ICSE software license fee shall change from \$4.00 per student per year to \$6.00 per student per year at that time. This per student per year license fee change shall be prorated based on the number of months remaining in the ICSE agreement at the time of elimination of ICSE licensing.

Invoices for payment shall be submitted to the Agreement Administrator. Invoices shall contain sufficient detail to allow proper cost allocation and shall be accompanied by supporting documentation. No invoice will be processed for payment until approved by the Agreement Administrator. All invoices require the following:

- F. All invoices must include the Vendor Code number assigned when registering as a vendor with the State of Maine. This number appears on all Contracts and Purchase Orders and can be acquired from the agency contact.
- G. All invoices must include the vendor's Federal ID Number.
- H. All invoices must include either the Delivery Order number or the Contract number relating to the commodities/services provided.

- I. In cases where hourly rates of contracted resources are concerned, invoices must contain a copy or copies of time sheets associated with that invoice. Time sheets will need to be reviewed and approved by the Department's Program Administrator.

Payments are subject to the Provider's compliance with all items set forth in this Agreement. The Department will pay the Provider within thirty (30) days following the receipt of an approved invoice.

The charges described in this Agreement are the only charges to be levied by the Provider for the products and services to be delivered by it. There are no other charges to be made by the Provider to the Department, unless they are performed in accordance with the provisions of Section 5, Changes in the Work. The Provider shall maintain documentation for all charges against the Department under this Agreement.

3. **INDEPENDENT CAPACITY** In the performance of this Agreement, the Provider shall act in the capacity of an independent contractor and not as an employee or agent of the State.

4. **AGREEMENT ADMINISTRATOR** The Agreement Administrator is the Department's representative for this Agreement. S/he is the single authority to act on behalf of the Department for this Agreement. S/he shall approve all invoices for payment. S/he shall make decisions on all claims of the Provider. The Provider shall address all contract correspondence and invoices to the Agreement Administrator. The following person is the Agreement Administrator for this Agreement:

Name: James Rier \_\_\_\_\_  
Title: Deputy Commissioner \_\_\_\_\_  
Address: Maine Department of Education  
SHS #23, Augusta, ME 04333-0023 \_\_\_\_\_  
Telephone: (207) 624-6890 \_\_\_\_\_  
E-mail address: jim.rier@maine.gov \_\_\_\_\_

The following individual is designated as the Program Administrator for this Agreement and shall be responsible for oversight of the programmatic aspects of this Agreement. All project status reports, day to day operational issues and project program material and issues shall be directed to this individual.

Name: Brian Snow \_\_\_\_\_  
Title: Education Data Manager \_\_\_\_\_  
Address: Maine Department of Education  
SHS #23, Augusta, ME 04333-0023 \_\_\_\_\_  
Telephone: (207) 624-6790 \_\_\_\_\_  
E-mail address: brian.snow@maine.gov \_\_\_\_\_

5. **CHANGES IN THE WORK** The Department may order changes in the work, the Agreement Amount being adjusted accordingly. Any monetary adjustment or any substantive change in the work shall be in the form of an amendment signed by both parties and approved by the State Purchases Review Committee. Said amendment must be effective prior to the execution of the changed work.

6. **SUBCONTRACTORS** The Provider may not enter into any subcontract for the work to be performed under this Agreement without the express written consent of the Department. This provision shall not apply to contracts of employment between the Provider and its employees.

The Provider is solely responsible for the performance of work under this Agreement. The approval of the Department for the Provider to subcontract for work under this Agreement shall not relieve the Provider in any way of its responsibility for performance of the work.

All Subcontractors shall be bound by the terms and conditions set forth in this Agreement. The Provider shall give the State immediate notice in writing of any legal action or suit filed, and prompt notice of any claim made against the Provider by any Subcontractor, which may result in litigation related in any way to this Agreement, or which may affect the performance of duties under this Agreement. The Provider shall indemnify and hold harmless the Department from and against any such claim, loss, damage, or liability as set forth in Section 16, State held Harmless.

**7. SUBLETTING, ASSIGNMENT OR TRANSFER** The Provider shall not sublet, sell, transfer, assign, or otherwise dispose of this Agreement, or any portion thereof, or of its right, title, or interest therein, without the written approval of the Department. Such approval shall not in any case relieve the Provider of its responsibility for performance of work under this Agreement.

**8. EQUAL EMPLOYMENT OPPORTUNITY** During the performance of this Agreement, the Provider certifies as follows:

1. The Provider shall not discriminate against any employee or applicant for employment relating to this Agreement because of race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation, unless related to a *bona fide* occupational qualification. The Provider shall take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to their race, color, religion, sex, age, national origin, physical or mental disability, or sexual orientation.

Such action shall include but not be limited to the following: employment, upgrading, demotions, or transfers; recruitment or recruitment advertising; layoffs or terminations; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Provider agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. The Provider shall, in all solicitations or advertising for employees placed by, or on behalf of, the Provider, relating to this Agreement, state that all qualified applicants shall receive consideration for employment without regard to race, color, religious creed, sex, national origin, ancestry, age, physical or mental disability, or sexual orientation.

3. The Provider shall send to each labor union, or representative of the workers, with which it has a collective bargaining agreement, or other agreement or understanding, whereby it is furnished with labor for the performance of this Agreement, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of the Provider's commitment under this section, and shall post copies of the notice in conspicuous places, available to employees and applicants for employment.

4. The Provider shall inform the contracting Department's Equal Employment Opportunity Coordinator of any discrimination complaints brought to an external regulatory body (Maine Human Rights Commission, EEOC, Office of Civil Rights, etc.) against itself by any individual, as well as any lawsuit regarding alleged discriminatory practice.

5. The Provider shall comply with all aspects of the Americans with Disabilities Act (ADA) in employment, and in the provision of service, to include accessibility and reasonable accommodations for employees and clients.

6. Contractors and Subcontractors with contracts in excess of \$50,000 shall also pursue in good faith affirmative action programs.

7. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each Subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

9. **EMPLOYMENT AND PERSONNEL** The Provider shall not engage any person in the employ of any State Department or Agency in a position that would constitute a violation of 5 MRSA § 18 or 17 MRSA § 3104. The Provider shall not engage on a full-time, part-time, or any other basis, during the period of this Agreement, any personnel who are, or have been, at any time during the period of this Agreement, in the employ of any State Department or Agency, except regularly retired employees, without the written consent of the State Purchases Review Committee. Further, the Provider shall not engage on this project on a full-time, part-time, or any other basis, during the period of this Agreement, any retired employee of the Department, who has not been retired for at least one year, without the written consent of the State Purchases Review Committee. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement, so that such provisions shall be binding upon each Subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

10. **STATE EMPLOYEES NOT TO BENEFIT** No individual employed by the State at the time this Agreement is executed, or any time thereafter, shall be admitted to any share or part of this Agreement, or to any benefit that might arise there from, directly or indirectly, that would constitute a violation of 5 MRSA § 18 or 17 MRSA § 3104. No other individual employed by the State at the time this Agreement is executed, or any time thereafter, shall be admitted to any share or part of this Agreement, or to any benefit that might arise there from, directly or indirectly, due to his employment by, or financial interest in, the Provider, or any affiliate of the Provider, without the written consent of the State Purchases Review Committee. The Provider shall cause the foregoing provisions to be inserted in any subcontract for any work covered by this Agreement so that such provisions shall be binding upon each Subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

11. **NO SOLICITATION** The Provider certifies that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Agreement, and that it has not paid, or agreed to pay, any company or person, other than a *bona fide* employee working solely for the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from, the award of this Agreement. For breach or violation of this provision, the Department shall have the right to terminate this Agreement without liability or, at its discretion, to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

12. **ACCOUNTING, RECORDS, AND AUDIT**

1. The Provider shall maintain all books, documents, payrolls, papers, accounting records, and other evidence pertaining to this Agreement, including interim reports and working papers, and make such materials available at its offices at all reasonable times during the period of this Agreement, and for a period of five (5) years following termination or expiration of the Agreement. If any litigation, claim or audit is started before the expiration of the 5-year period, the records must be retained until all litigation, claims or audit findings involving the agreement have been resolved.

2. Unless the Department specifies in writing a shorter period of time, the Provider agrees to preserve and make available all documents and records pertaining to this Agreement for a period of five (5) years from the date of termination of this Agreement.

3. Records involving matters in litigation shall be kept for one year following the termination of litigation, including all appeals.

4. Authorized Federal and State representatives shall have access to, and the right to examine, all pertinent documents and records during the five-year post-Agreement period. During the five-year post-Agreement period, delivery of, and access to, all pertinent documents and records will be at no cost to the Department.

5. The Provider shall be liable for any State or Federal audit exceptions, if applicable, that arise out of any action, inaction, or negligence by the Provider. In the event of an audit exception for which the Provider is liable, the Provider shall have thirty (30) days to remedy that exception. If the Provider fails to remedy that exception within this time period, the Provider shall immediately return to the Department all payments made under this Agreement which have been disallowed in the audit exception.

6. Authorized State and Federal representatives shall at all reasonable times have the right to enter the premises, or such other places, where duties under this Agreement are being performed, to inspect, monitor, or otherwise evaluate, the work being performed. All inspections and evaluations shall be performed in such a manner that will not compromise the work unreasonably.

7. **ACCESS TO PUBLIC RECORDS** As a condition of accepting a contract for services under this section, a contractor must agree to treat all records, other than proprietary information, relating to personal services work performed under the contract as public records under the freedom of access laws to the same extent as if the work were performed directly by the department or agency. For the purposes of this subsection, "proprietary information" means information that is a trade secret or commercial or financial information, the disclosure of which would impair the competitive position of the contractor and would make available information not otherwise publicly available. Information relating to wages and benefits of the employees performing the personal services work under the contract and information concerning employee and contract oversight and accountability procedures and systems are not proprietary information. The Provider shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to this Agreement and make such materials available at its offices at all reasonable times during the period of this Agreement and for such subsequent period as specified under Maine Uniform Accounting and Auditing Practices for Community Agencies (MAAP) rules. The Provider shall allow inspection of pertinent documents by the Department or any authorized representative of the State of Maine or Federal Government, and shall furnish copies thereof, if requested. This subsection applies to contracts, contract extensions and contract amendments executed on or after October 1, 2009.

**13. TERMINATION** The performance of work under this Agreement may be terminated by the Department in whole or in part, whenever, for any reason the Agreement Administrator shall determine that such termination is in the best interests of the Department. Any such termination shall be effected by the delivery to the Provider of a Notice of Termination specifying the extent to which the performance of work under this Agreement is terminated, and the date on which such termination becomes effective. The Agreement shall be equitably adjusted to compensate for such termination and modified accordingly.

Upon receipt of the Notice of Termination, the Provider shall:

1. Stop work under this Agreement on the date and to the extent specified in the Notice of Termination;

2. Take such action as may be necessary, or as the Agreement Administrator may direct, for the protection and preservation of the property, information, and data related to this Agreement, which is in the possession of the Provider, and in which the Department has, or may acquire, an interest;

3. Terminate all orders to the extent that they relate to the performance of the work terminated by the Notice of Termination;
4. Assign to the Department in the manner, and to the extent directed by the Agreement Administrator, all of the rights, titles, and interests of the Provider under the orders so terminated, in which case the Department shall have the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders;
5. With the approval of the Agreement Administrator, settle all outstanding liabilities and claims, arising out of such termination of orders, the cost of which would be reimbursable in whole or in part, in accordance with the provisions of this Agreement;
6. Transfer title to the Department (to the extent that title has not already been transferred) and deliver in the manner, at the times, and to the extent directed by the Agreement Administrator, equipment and products purchased pursuant to this Agreement, and all files, source code, data manuals, or other documentation, in any form, that relate to all the work completed, or in progress, prior to the Notice of Termination;
7. Complete the performance of such part of the work as shall not have been terminated by the Notice of Termination; and
8. Proceed immediately with the performance of the preceding obligations, notwithstanding any delay in determining or adjusting the amount of any compensation under this section.

Notwithstanding the above, nothing herein shall limit the right of the Department to pursue any other legal remedies against the Provider.

**14. GOVERNMENTAL REQUIREMENTS** The Provider shall comply with all applicable governmental ordinances, laws, and regulations.

**15. GOVERNING LAW** This Agreement shall be governed by, interpreted, and enforced in accordance with the laws, statutes, and regulations of the State of Maine, without regard to conflicts of law provisions. The provisions of the United Nations Convention on Contracts for the International Sale of Goods and of the Uniform Computer Information Transactions Act shall not apply to this Agreement. Any legal proceeding against the Department regarding this Agreement shall be brought in the State of Maine in a court of competent jurisdiction.

**16. STATE HELD HARMLESS** The Provider shall indemnify and hold harmless the Department and its officers, agents, and employees from and against any and all claims, liabilities, and costs, including reasonable attorney fees, for any or all injuries to persons or property or claims for money damages, including claims for violation of intellectual property rights, arising from the negligent acts or omissions of the Provider, its employees or agents, officers or Subcontractors in the performance of work under this Agreement; provided, however, the Provider shall not be liable for claims arising out of the negligent acts or omissions of the Department, or for actions taken in reasonable reliance on written instructions of the Department.

**17. LIMITATION OF LIABILITY** The Provider's liability for damages sustained by the Department as the result of Provider's default or acts or omissions in the performance of work under this Agreement, whether such damages arise out of breach, negligence, misrepresentation, or otherwise, shall be no greater than:

1. Damages for violation or infringement of any copyright or trademark;
2. Damages for bodily injury (including death) to persons, and damages for physical injury to tangible personal property or real property; and

3. The amount of any other actual direct damages up to the greater of \$500,000 or three times the value of the Product or Service that is the subject of the claim, up to a maximum of \$25,000,000. For example, if the Product or Service that is the subject of the claim was valued at \$15,000,000, then the Provider would be liable for no more than \$25,000,000. For purposes of this subsection, the term "Product" would typically include the following, but not be limited to, Materials, Source Code, Machine Code, and Licenses.

Notwithstanding the above, Provider shall not be liable for any indirect or consequential damages.

**18. NOTICE OF CLAIMS** The Provider shall give the Agreement Administrator immediate notice in writing of any legal action or suit filed related in any way to this Agreement, or which may affect the performance of duties under this Agreement, and prompt notice of any claim made against the Provider by any Subcontractor, which may result in litigation related in any way to this Agreement, or which may affect the performance of duties under this Agreement.

**19. APPROVAL** This Agreement must be approved by the State Controller and the State Purchases Review Committee before it can be considered a valid enforceable document.

**20. INSURANCE REQUIREMENTS** The Provider shall procure and maintain, for the duration of the Agreement, insurance against claims for injuries to persons, or damages to property, which may arise from, or in connection with, the fulfillment of this Agreement by the Provider, its agents, representatives, employees, or Subcontractors.

1. **Minimum Coverage**

1. Commercial general liability (including products, completed operations, and broad-form contractual): \$1,000,000 per occurrence;
2. Workers' Compensation and employer's liability: as required by law;
3. Professional liability: \$1,000,000; and
4. Property (including contents coverage for all records maintained pursuant to this Agreement): \$1,000,000 per occurrence.

2. **Other Provisions** Unless explicitly waived by the Department, the insurance policies should contain, or be endorsed to contain, the following provisions:

1. The Provider's insurance coverage shall be the primary insurance. Any insurance or self-insurance maintained by the Department for its officers, agents, and employees shall be in excess of the Provider's insurance and shall not contribute to it.
2. The Provider's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
3. The Provider shall furnish the Department with certificates of insurance and with those endorsements, if any, effecting coverage required by these Insurance Requirements. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the Department before this Agreement commences. The Department reserves the right to require complete, certified copies of all required insurance policies at any time.



4. All policies should contain a revised cancellation clause allowing thirty (30) days notice to the Department in the event of cancellation for any reason including nonpayment.

21. **NON-APPROPRIATION** Notwithstanding any other provision of this Agreement, if the Department does not receive sufficient funds to pay for the work to be performed under this Agreement, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

22. **SEVERABILITY** The invalidity or unenforceability of any particular provision, or part thereof, of this Agreement shall not affect the remainder of said provision, or any other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.

23. **INTEGRATION** All terms of this Agreement are to be interpreted in such a way as to be consistent at all times with the terms of Rider B-IT (except for expressed exceptions to Rider B-IT included in Rider C), followed in precedence by Rider A, and any remaining Riders in alphabetical order.

24. **FORCE MAJEURE** Either party may be excused from the performance of an obligation under this Agreement in the event that performance of that obligation by a party is prevented by an act of God, act of war, riot, fire, explosion, flood, or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, strike or labor dispute, provided that any such event, and the delay caused thereby, is beyond the control of, and could not reasonably be avoided by that party. Upon the occurrence of an event of force majeure, the time period for performance of the obligation excused under this section shall be extended by the period of the excused delay, together with a reasonable period, to reinstate compliance with the terms of this Agreement.

25. **SET-OFF RIGHTS** The State shall have all of its common law, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any monies due to the Provider under this Agreement, up to any amounts due and owing to the State with regard to this Agreement, any other Agreement with any State department or agency, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies, or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Controller.

26. **INTERPRETATION OF THE AGREEMENT**

1. **Reliance on Policy Determinations** The Department shall determine all program policy. The Provider may, from time to time, request the Department to make policy determinations, or to issue operating guidelines required for the proper performance of this Agreement, and the Agreement Administrator shall respond in writing in a timely manner. The Provider shall be entitled to rely upon, and act in accordance with, such written policy determinations and operating guidelines, unless subsequently amended, modified, or changed in writing by the Department, and shall incur no liability in doing so unless the Provider acts negligently, maliciously, fraudulently, or in bad faith. Nothing contained in this Agreement, or in any agreement, determination, operating guideline, or other communication from the Department shall relieve the Provider of its obligation to keep itself informed of applicable State and Federal laws, regulations, policies, procedure, and guidelines, to be in complete compliance and conformity therewith.

2. **Titles Not Controlling** Titles of sections and paragraphs used in this Agreement are for the purpose of facilitating ease of reference only and shall not be construed to imply a contractual construction of the language.

3. **No Rule of Construction** This is a negotiated Agreement and no rule of construction shall apply that construes ambiguous or unclear language in favor of or against any party.

27. **PERIOD OF WORK** Work under this Agreement shall begin no sooner than the date on which this Agreement has been fully executed by the parties and approved by the Controller and the State Purchases Review Committee. Unless terminated earlier, this Agreement shall expire on the date set out on the first page of this Agreement, or at the completion and acceptance of all specified tasks, and delivery of all contracted products and services as defined in this Agreement, including performance of any warranty and/or maintenance agreements, whichever is the later date.

28. **NOTICES** All notices under this Agreement shall be deemed duly given: 1) upon delivery, if delivered by hand against receipt, or 2) five (5) business days following posting, if sent by registered or certified mail, return receipt requested. Either party may change its address for notification purposes by giving written notice of the change and setting forth the new address and an effective date.

29. **ADVERTISING AND PUBLICATIONS** The Provider shall not publish any statement, news release, or advertisement pertaining to this Agreement without the prior written approval of the Agreement Administrator. Should this Agreement be funded, in whole or in part, by Federal funds, then in compliance with the Steven's Amendment, it will be clearly stated when issuing statements, press releases, requests for proposals, bid solicitations, and other documents: (1) the percentage of the total cost that was financed with Federal moneys; and (2) the dollar amount of Federal funds.

30. **CONFLICT OF INTEREST** The Provider certifies that it presently has no interest and shall not acquire any interest which would conflict in any manner or degree with the performance of its services hereunder. The Provider further certifies that in the performance of this Agreement, no person having any such known interests shall be employed.

31. **LOBBYING**

1. **Public Funds** No Federal or State-appropriated funds shall be expended by the Provider for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress or State Legislature, an officer or employee of Congress or State Legislature, or an employee of a member of Congress or State Legislature, in connection with any of the following covered actions: the awarding of any agreement; the making of any grant; the entering into of any cooperative agreement; or the extension, continuation, renewal, amendment, or modification of any agreement, grant, or cooperative agreement. Signing this Agreement fulfills the requirement that Providers receiving over \$100,000 in Federal or State funds file with the Department on this provision.

2. **Federal Certification** Section 1352 of Title 31 of the US Code requires that funds appropriated to a Federal agency be subject to a requirement that any Federal Provider or grantee (such as the Department) certifies that no Federal funds will be used to lobby or influence a Federal officer or member of Congress.

The certification the Department has been required to sign provides that the language of this certification shall be included in the award documents for all sub-awards at all tiers (including sub-agreements, sub-

grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall verify and disclose accordingly. The certification also requires the completion of Federal lobbying reports and the imposition of a civil penalty of \$10,000 to \$100,000 for failing to make a required report. As a sub-recipient, the Provider understands and agrees to the Federal requirements for certification and disclosure.

3. **Other Funds** If any non-Federal or State funds have been or will be paid to any person in connection with any of the covered actions in this section, the Provider shall complete and submit a "Disclosure of Lobbying Activities" form to the Department.

### **32. PROVIDER PERSONNEL**

1. The parties recognize that the primary value of the Provider to the Department derives directly from its Key Personnel assigned in the performance of this Agreement. Key Personnel are deemed to be those individuals whose résumés were offered by the Provider in the Proposal. Therefore, the parties agree that said Key Personnel shall be assigned in accordance with the time frames in the most recent mutually agreed upon project schedule and work plan, and that no re-deployment or replacement of any Key Personnel may be made without the prior written consent of the Agreement Administrator. Replacement of such personnel, if approved, shall be with personnel of equal or greater abilities and qualifications.

2. The Department shall retain the right to reject any of the Provider's employees whose abilities and qualifications, in the Department's judgment, are not appropriate for the performance of this Agreement. In considering the Provider's employees' abilities and qualifications, the Department shall act reasonably and in good faith.

3. During the course of this Agreement, the Department reserves the right to require the Provider to reassign or otherwise remove any of its employees found unacceptable by the Department. In considering the Provider's employees' acceptability, the Department shall act reasonably and in good faith.

4. In signing this Agreement, the Provider certifies to the best of its knowledge and belief that it, and all persons associated with this Agreement, including any Subcontractors, including persons or corporations who have critical influence on or control over this Agreement, are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal or State department or agency.

5. During the course of this Agreement, the Department reserves the right to require a background check on any of the Provider's personnel (employees and Subcontractors) that are in any way involved in the performance of this Agreement.

**33. STATE PROPERTY** The Provider shall be responsible for the proper custody and care of any Department or State owned property furnished for the Provider's use in connection with the performance of this Agreement, and the Provider will reimburse the Department for its loss or damage, normal wear and tear excepted.

### **34. PATENT, COPYRIGHT, AND OTHER PROPRIETARY RIGHTS**

1. The Provider certifies that all services, equipment, software, supplies, and any other products provided under this Agreement do not, and will not, infringe upon or violate any patent, copyright, trade secret, or any other proprietary right of any third party. In the event of any claim by a third party against the Department, the Department shall promptly notify the Provider and the Provider, at its expense, shall

defend, indemnify, and hold harmless the Department against any loss, cost, expense, or liability arising out of such claim, including reasonable attorney fees.

2. The Provider may not publish or copyright any data without the prior approval of the Department. The State and the Federal Government, if applicable, shall have the right to publish, duplicate, use, and disclose all such data in any manner, and for any purpose whatsoever, and may authorize others to do so.

**35. PRODUCT WARRANTY** The Provider expressly warrants its products and services for one full year from their final written acceptance by the Department. The responsibility of the Provider with respect to this warranty is limited to correcting deficiencies in any deliverable using all the diligence and dispatch at its command, at no additional cost to the Department. The Provider is also responsible for correcting and/or updating any documentation affected by any operational support performed under this warranty provision.

**36. OPPORTUNITY TO CURE** The Agreement Administrator may notify the Provider in writing about the Department's concerns regarding the quality or timeliness of a deliverable. Within five (5) business days of receipt of such a notice, the Provider shall submit a corrective action plan, which may include the commitment of additional Provider resources, to remedy the deliverable to the satisfaction of the Agreement Administrator, without affecting other project schedules. The Department's exercise of its rights under this provision shall be not be construed as a waiver of the Department's right to terminate this Agreement pursuant to Section 13, Termination.

**37. COVER** If, in the reasonable judgment of the Agreement Administrator, a breach or default by the Provider is not so substantial as to require termination, and reasonable efforts to induce the Provider to cure the breach or default are unavailing, and the breach or default is capable of being cured by the Department or by another contractor without unduly interfering with the continued performance by the Provider, then the Department may provide or procure the services necessary to cure the breach or default, in which event the Department shall withhold from future payments to the Provider the reasonable costs of such services.

**38. ACCESSIBILITY** All IT products must be accessible to persons with disabilities, and must comply with the State Accessibility Policy and the Americans with Disabilities Act. All IT applications must comply with the Computer Application Program Accessibility Standard (Maine.gov/oit/accessiblesoftware). All IT applications and contents delivered through web browsers must comply with the Website Standards (Maine.Gov/oit/webstandard) and the Website Accessibility Policy (Maine.Gov/oit/accessibleweb).

**39. STATE IT POLICIES** All IT products and services delivered as part of this Agreement must conform to the State IT Policies, Standards, and Procedures (Maine.Gov/oit/oitpolicies) effective at the time this Agreement is executed

**40. CONFIDENTIALITY**

1. All materials and information given to the Provider by the Department, or acquired by the Provider on behalf of the Department, whether in verbal, written, electronic, or any other format, shall be regarded as confidential information.

2. In conformance with applicable Federal and State statutes, regulations, and ethical standards, the Provider and the Department shall take all necessary steps to protect confidential information regarding all persons served by the Department, including the proper care, custody, use, and preservation of records, papers, files, communications, and any such items that may reveal confidential information about persons served by the Department, or whose information is utilized in order to accomplish the purposes of this Agreement.

3. In the event of a breach of this confidentiality provision, the Provider shall notify the Agreement Administrator immediately.

4. The Provider shall comply with the Maine Public Law, Title 10, Chapter 210-B (Notice of Risk to Personal Data Act).

#### **41. OWNERSHIP**

1. All data (including Geographical Information Systems data), notebooks, plans, working papers and other works produced, and equipment and products purchased in the performance of this Agreement are the property of the Department, or the joint property of the Department and the Federal Government, if Federal funds are involved. The State (and the Federal Government, if Federal funds are involved) shall have unlimited rights to use, disclose, duplicate, or publish for any purpose whatsoever all information and data developed, derived, documented, or furnished by the Provider under this Agreement, or equipment and products purchased pursuant to this Agreement. The Provider shall furnish such information and data, upon the request of the Department, in accordance with applicable Federal and State laws.

2. Upon termination of this Agreement for any reason, or upon request of the Department, the Provider agrees to convey to the Department good titles to purchased items free and clear of all liens, pledges, mortgages, encumbrances, or other security interests.

#### **42. CUSTOM SOFTWARE** For all custom software furnished by the Provider as part of this agreement, the following terms and conditions shall apply:

1. The Department shall own all custom software. The Department shall grant all appropriate Federal and State agencies a royalty-free, non-exclusive, and irrevocable license to reproduce, modify, publish, or otherwise use, and to authorize others to do so, all custom software. Such custom software shall include, but not be limited to, all source, object and executable code, operating system instructions for execution, data files, user and operational/administrative documentation, and all associated administrative, maintenance, and test software that are relevant to this Agreement.

2. A fundamental obligation of the Provider is the delivery to the Department of all ownership rights to the complete system, free of any claim or retention of rights thereto by the Provider. The Provider acknowledges that this system shall henceforth remain the sole and exclusive property of the Department, and the Provider shall not use or describe such software and materials without the written permission of the Department. This obligation to transfer all ownership rights to the Department on the part of the Provider is not subject to any limitation in any respect.

#### **43. OFF-THE-SHELF (OTS) SOFTWARE** For all OTS software purchased by the Provider as part of this Agreement, the following terms and conditions shall apply.

1. This Agreement grants to the Department a non-exclusive and non-transferable license to use the OTS software and related documentation for its business purposes. The Department agrees that the Provider may, at its own expense, periodically inspect the computer site in order to audit the OTS software supplied by the Provider, installed at the Department's site, at mutually agreed upon times. In the event that A separate license agreement accompanies the OTS software, then the terms of that separate license agreement supersede the above license granted for that OTS software.

2. This Agreement does not transfer to the Department the title to any intellectual property contained in any OTS software. The Department will not decompile or disassemble any OTS software provided under this Agreement, or modify any OTS software that bears the copyright notice of a third

party. The Department will make and maintain no more than one archival copy (for back-up purpose) of each OTS software, and each copy will contain all legends and notices, and will be subject to the same conditions and restrictions as the original.

3. If the CPU on which any OTS software is licensed becomes temporarily unavailable, use of such OTS software may be temporarily transferred to an alternative CPU until the original CPU becomes available.

44. **SOFTWARE AS SERVICE** When the software is fully owned, hosted, and operated by the Provider, and the Department uses said software remotely over the Internet, the following terms and conditions shall apply:

1. The Provider, as depositor, shall enter into an escrow contract, upon terms acceptable to the Department, with a recognized software Escrow Agent. The escrow contract must provide for the Department to be an additional party/beneficiary. The Provider shall deposit with the Escrow Agent the software, all relevant documentation, and all of the Department's data, and all updates thereof (the "Deposit Materials"), in electronic format. Deposits will occur no less frequently than once a month.

2. The escrow contract shall provide for the retention, administration, and controlled access of the Deposit Materials, and the release of the Deposit Materials to the Department, upon receipt of a joint written instruction from the Department and the Provider, or upon receipt of written notice from the Department that:

- a. The Provider has failed to carry out its obligations set forth in the this Agreement; or
- b. A final, non-appealable judicial determination that the Provider has failed to continue to do business in the ordinary course; or
- c. The Provider has filed a voluntary petition in bankruptcy, or any voluntary proceeding relating to insolvency, receivership, liquidation, or composition for the benefit of creditors, or becomes subject to an involuntary petition in bankruptcy, which petition or proceeding is not dismissed or unstayed within sixty (60) days from the date of filing; or
- d. The Provider is in material breach of its maintenance and support obligations and has failed to cure such breach within thirty (30) days from the date of receipt by the Provider of written notice of such breach; or
- e. A condition has occurred that materially and adversely impacts the Provider's ability to support the software and the Provider has failed to cure such condition within thirty (30) days from the date of receipt by the Provider of written notice of such condition.

3. The Provider is responsible for all fees to be paid to the Escrow Agent.

4. The Escrow Agent may resign by providing advance written notice to both the Department and the Provider at least thirty (30) calendar days prior to the date of resignation. In such an event, it is the obligation of the Provider to establish a new escrow account with a new Escrow Agent.

45. **THIS ITEM IS INTENTIONALLY LEFT BLANK**

46. **THIS ITEM IS INTENTIONALLY LEFT BLANK**

47. **ENTIRE AGREEMENT** This document contains the entire Agreement of the parties, and neither party shall be bound by any statement or representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The parties expressly agree that they shall not assert in any action relating to this Agreement that any implied waiver occurred between the parties which is not expressed in writing. The failure of any party to insist in any one or more instances upon strict performance of any of the terms or provisions of this Agreement, or to exercise an option or election under this Agreement, shall not be construed as a waiver or relinquishment for the future of such terms, provisions, option, or election, but the same shall continue in full force and effect. Use of one remedy shall not waive the Department's right to use other remedies. Failure of the Department to use a particular remedy for any breach shall not be deemed as a waiver for any subsequent breach. No waiver by any party of any one or more of its rights or remedies under this Agreement shall be deemed to be a waiver of any prior or subsequent rights or remedies under this Agreement.

RIDER C  
EXCEPTIONS TO RIDER B-IT

**The exceptions noted below override sections 41, 42 and 44 of Rider B-IT.**

**Software Source Code, Documentation and Support Material Escrow**

Since the software is hosted and operated by the Provider, and the Department/School use said software remotely over the Internet, the following terms and conditions shall apply:

Provider will store with a third party escrow agent all computer source code, documentation and support material for the product(s) licensed as part of this Agreement. Provider will designate Department as a "Beneficiary" of the Provider's Source Code Escrow Agreement. The Beneficiary will have the right to obtain the Source Code, Documentation and Support Material in accordance with and subject to the terms and conditions of this Agreement and the Infinite Campus End User Licensing Agreement governing the use of the licensed products provided that all of the following three (3) conditions are met (collectively a "Release Event"):

1. The Provider will wind down its business or liquidate its business under a Chapter 7 Bankruptcy proceeding;
2. No entity has succeeded to the Provider's obligations to provide maintenance and support on the Software in accordance with the Agreement in effect between the parties; and,
3. The Beneficiary is not in breach of its obligations under the Infinite Campus End User License Agreement.

Permitted Use Upon Release Event. The following terms and conditions ("Permitted Use") apply to Source Code, Documentation and Support materials released to Beneficiary:

- Beneficiary may only use the Source Code to maintain, modify and enhance the Software. The maintained, modified and enhanced Software may only be used in accordance with the End User License Agreement.
- Beneficiary may not disclose the Source Code to any third party and shall keep the Source Code confidential, except as provided below.
- Beneficiary may engage the services of independent contractors (e.g., computer programmers or an outsourced maintenance service) to assist Beneficiary in exercising its Permitted Use rights. Each such independent contractor must agree in writing, containing substantially the same confidentiality provisions as in the Infinite Campus End User License Agreement, that it/he/she will not disclose or transfer the Source Code Materials to any other person, and will not use the Source Code Materials for any purpose other than to assist Beneficiary in exercising its Permitted Use rights. These restrictions shall not limit or negate the rights, if any, of the independent contractor with respect to materials that are similar or identical to the Source Code and are lawfully received by the independent contractor from a source other than Beneficiary (e.g., a maintenance service that receives similar or identical materials from other beneficiaries or licensees).

The Provider is responsible for all fees to be paid to the Escrow Agent.

The Escrow Agent may resign by providing advance written notice to both the Department and the Contractor. In such an event, it is the obligation of the Provider to establish a new escrow account with a new Escrow Agent.



## RIDER D

### License Agreement

#### 1. Licensing Terms

##### a. Ownership and Protection of Infinite Campus Products

- i. Title: Ownership. Licensee acknowledges that the Infinite Campus Products; all source code, object code, class libraries, user interface screens, algorithms, development frameworks, repository, system designs, system logic flow, and processing techniques and procedures related thereto; the Documentation, any system user documentation, or other documentation related thereto; any copies and derivatives of any of the foregoing, in whole or in part; as well as all copyright, patent, trademark, trade secret and other proprietary rights in any of the foregoing; are and shall remain the sole and exclusive confidential property of Provider. Licensee further acknowledges that any reports or other data generated by the Infinite Campus Products regarding traffic flow and/or system loads are the exclusive property of Provider and may be used, and Licensee hereby specifically authorizes the use of such reports and/or other data, by Provider in any manner that it deems to be appropriate.
- ii. Protection of Infinite Campus Products and Documentation. Licensee shall not allow, and shall not allow any third party to:
  1. adapt, modify, change, maintain, translate, decompile, disassemble, reconstruct, or reverse engineer the Infinite Campus Products or the Documentation, or any portion thereof;
  2. identify or discover any source code of the Infinite Campus Products;
  3. distribute, sell or sublicense copies of the Infinite Campus Products or the Documentation or any portion thereof;
  4. create copies of the Infinite Campus Products or the Documentation except to make a copy of any program which is required as an essential step in its utilization or to make an archival or back-up copy of the Infinite Campus Products; or
  5. incorporate any portion of Infinite Campus Products into or with any other Infinite Campus Products or other products, or create any derivative works of the Infinite Campus Products or Documentation.
- iii. Confidentiality. Licensee agrees that the Infinite Campus Products contain proprietary information, including trade secrets, know-how and confidential information that are the exclusive property of Provider. During the period this Agreement is in effect and at all times after its termination, Licensee and its employees and agents shall maintain the confidentiality of this information and not sell, license, publish, display, distribute, disclose or otherwise make available this information to any third party nor use such information other than to inform permitted users of the conditions and restrictions on the use of the Infinite Campus Products or the Documentation set, and to the extent permitted by law, Licensee will not disclose the terms and conditions of this Agreement without the prior written consent of Provider.

- iv. Grant of License. Subject to the terms and conditions hereof, Infinite Campus agrees to grant the Department and registered SAUs (the "Licensee ") a non-exclusive, non-transferable, non-sublicensable, right and license to the Infinite Campus District Edition and the related documentation ("Documentation") only for the term of this agreement. Licensee shall install and use the Infinite Campus Products and the Documentation solely for its own internal use and for the purposes for which such Infinite Campus Products and Documentation were designed. Upon termination of this Agreement and/or the license to use the Infinite Campus Products, the Department/SAUs shall cease to use the Infinite Campus Products and shall return to Provider the Infinite Campus Products and all copies thereof and all proprietary and confidential property of Provider. Licensee shall expunge all copies of the Infinite Campus Products from its computer(s) and server(s) and shall provide a certificate of an officer of Licensee stating compliance with the preceding sentence. Provider shall also have such other legal and equitable rights and remedies to which it may be entitled with respect to Department's failure to comply with the provisions of this Agreement.

RIDER E  
Implementation Scope of Services

Right People. Right Results.™

**Maine Implementation: Infinite Campus District Edition  
Updated Scope of Services**



**OBJECTIVE**

This document describes the scope of services associated with the implementation of the District Edition (“DE”) of Infinite Campus (“Campus”) by Custom Computer Specialists (“Custom”) to districts in Maine.

**SCOPE OF SERVICES**

Implementation services include project management, data conversion, and training.

PROJECT MANAGEMENT

A Custom Project Manager will be assigned to work with each school district. The Project Manager will primarily play a planning and coordination role. This includes working with the district to agree on a project timeline, discuss/define district policy and/or procedures, develop a communications plan, coordinate and troubleshoot data conversion, and coordinate training to be delivered.

During the kickoff, a Project Manager will reach out to representatives of each district to confirm the project plan. Depending on the size (and where it makes geographical sense), multiple districts (who may also be training together) may be asked to jointly attend an onsite meeting.

Project Managers will facilitate a series of policy and procedure discussions via WebEx sessions to align district processes with Infinite Campus.

Project Managers will conduct weekly status calls for the duration of the project. The project is defined as starting with the kickoff meeting and concludes with delivering a production ready system. During this time, Project Managers will also provide bi-weekly status reports.

DATA CONVERSION

Custom subscribes to an iterative conversion process that requires data to be extracted, transformed, and loaded from the legacy data source into Infinite Campus. Depending on data quality, multiple conversion cycles may be required. Conversion cycles do not “build on” previous conversions. A new Infinite Campus site is created with each conversion cycle.

Each conversion cycle includes the following steps:

1. Physically *extracting* the database tables from the legacy source database(s).
2. *Mapping, Consolidating* and *moving* the data elements from the legacy tables to the corresponding Infinite Campus generic templates.
3. *Transforming* the data to the proper value and format
4. *Loading* the data into Infinite Campus
5. *Testing and Reviewing* the converted data for accuracy and integrity

**Maine Implementation: Infinite Campus District Edition  
Updated Scope of Services**

Custom will complete up to 2 conversion cycles, as described above for each school district. Districts complete steps 1 and 2 of the conversion process, while Custom performs steps 3 and 4. Step 5 will be a joint effort. Information for active students and staff (as indicated below) will be imported. Custom will work with each district to determine the best way to convert specific data components. Only data from modules listed below will be converted. As Infinite Campus evolve, fields maybe added or removed from the field level scope defined below. All changes not adding significant time to the conversion process will be considered in scope.

1. **District Structure** information (school names, calendar setup, day structure etc.)
2. **Student Demographics** (for active students)
  - a. **Student fields:** As an option, Students and Guardians can be imported from the State Data Warehouse. In this scenario, only two types of relationships will be listed: Guardian or Sibling. Family groupings will be based on Household phone number. Availability of the option is dependent on the quality of the data in the warehouse. *Data Fields:* studentNum, firstName, middleName, lastName, suffix, nickName, socSecNum, gender, birthDate, stateNum, ethnicity, birthCountry, hispanicFlag, familyNum, streetAddress, houseNumber, dirPrefix, streetName, streetTag, dirSuffix, aptNum
  - b. **Enrollment fields (including state data elements):** Imported from the Data Warehouse if available. All provided enrollment history will be imported.
  - c. **Emergency Contacts:** Data quality to be discussed during the implementation process. Import will only proceed with high quality data. *Data Fields:* studentNum, contactNum, firstName, middleName, lastName, suffix, nickName, socSecNum, gender, birthDate, familyNum, relationship, contactSeq, guardianFlag, mailingFlag, portalFlag, messengerFlag, streetAddress, houseNumber, dirPref
3. **Employee demographics** (active employees)

Custom will collaborate with each district, Infinite Campus, and the State to import staff information from MEDMS. In cases where districts choose to provide generic data, the following fields will be imported.

  - a. **Employee fields:** employNum, firstName, middleName, lastName, gender, birthDate, contactNum, familyNum, streetAddress, houseNumber, dirPrefix, streetName, streetTag, dirSuffix, aptNumber, city, state, zip, county, homePhone, workPhone, cellPhone, emailA
  - b. **Employment fields:** schoolNum, startDate, endDate, department, teacher
  - c. **Counselor fields:** studentNum, employNum, startDate, endDate
  - d. **Certification specific information.**
4. **Course and Section information** (current and/or next school year)
  - a. **Course fields:** schoolNum, calendarName, courseNum, courseName, department, maxStudents, terms, schedules, periods, gpaWeight, inTranscript, attendance, homeroom, description
  - b. **State Specific Course fields:** Course Type, Grade Level, State Code, State Subject Type, Federal Subject Type, and Federal Core Subject.
  - c. **Section fields:** schoolNum, calendarName, courseNum, sectionNum, roomName, teamName

**Maine Implementation: Infinite Campus District Edition  
Updated Scope of Services**

- d. Section Teacher fields: schoolNum, calendarName, courseNum, sectionNum, employNum, displayName
- e. Meeting Pattern fields: schoolNum, calendarName, courseNum, sectionNum, termSeq, scheduleSeq, periodSeq
- 5. **Student Rosters and Scores (Current year)**
  - a. Roster fields: schoolNum, calendarName, courseNum, sectionNum, studentNum, startDate, endDate
  - b. Score Group: Setup within Infinite Campus (has to match data provided in Score sheet).
  - c. Grading Tasks: District to provide default grading task rules for quarterly, semester and full year courses. District to configure each course not following the default rules after conversion.
  - d. Grading Comments: CommentNum, Comment, Schoolnum
- 6. **Score (current year for mid-year conversions only – quarterly grades and comments will not be converted for prior years)**: schoolNum, calendarName, courseNum, sectionNum, studentNum, taskName, termSeq, score, percent, comments
- 7. **Student Attendance (Transactional data for current year only)**
  - a. Attendance Excuse: schoolNum, calendarName, code, description, status, excuse
  - b. Attendance (Wave 1 Only): schoolNum, calendarName, studentNum, date, scheduleSeq, periodSeq, code, comments
- 8. **Transcript data (all information for active students)**
  - a. Transcript fields: studentNum, courseNum, courseName, stateCode, endYear, grade, score, percent, gpaWeight, gpaValue, date, actualTerm, startTerm, endTerm, termsLong, creditGroupName1, creditTypeName1, creditsEarned1, creditsAttempted1, schoolNumber,
- 9. **Immunization (all information for active students)**
  - a. VaccineMapping: Standard list to be provided by the state and used for all districts: ICVaccineName, VaccName
  - b. VaccineShot: studentNum, vaccName, vaccDate, exemptCode
- 10. **Discipline events (all information for active students)**
  - a. Behavior Event fields: eventID, eventName, eventDate, eventTime, referralEmployNum, adminEmployNum, location, weaponCode, calendarName
  - b. Behavior Role fields: eventID, studentNum, role
  - c. Behavior Resolution fields: eventID, studentNum, resolutionName, resolutionDate, resolutionTime, endDate, comments
- 11. **Course requests (if available and as per agreement with the project manager)**
  - a. Requests: schoolNum, calendarName, courseNum, studentNum, type
- 12. **Assessment data (all information for active students)**
  - a. Test fields: testCode, testName, stateCode, transcript, portal
  - b. Test Result fields: testCode, result, value, label, passed
  - c. Test Score fields: testCode, studentNum, date, score, rawScore, percent, percentile, normEquiv, resultCode
- 13. **Security**
  - a. UserAccount: EmployNum, UserName, Password
  - b. GroupMember: GroupName, UserName
  - c. GroupCalendar: GroupName, SchoolNum, CalendarName

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14. **Custom data** (as agreed to between the district and the project manager)
- a. Custom Tab: TabName, Rights
  - b. Custom Field: tabName, fieldName, dataType, dataLength, default Value, seq, required, comments
  - c. Customfield Value: tabName, fieldName, value, description, seq
  - d. Customdata: tabName, fieldName, studentNum, value, date

15. **State Reported Data**

**All required state reported data available in Infinite Campus will be converted.**

- a. stateReportingMaine: studentNum, schoolNum, calendarName, startDate, AlternativeEducation, BilingualEd, EconomicIndicator, ELLtest, EnglishProficiency, ESLonly, Exceptionality, ExitDate, ExitReason, FiscalResponsibility, GiftedTalented, HabitualTruantLevel, HeritageLanguage, HomeLanguage, HomeSchooled, Immigrant, LEPLLevelAchieved, MedicaidID, Migrant, NighttimeResidence, PercentEnrolled, Refugee, ResidentSAU, SAUPercentage, Section504, ShelteredEnglish, SpecialEdSetting, SpecialEdStatus, StateAgencyClient, StateExclude, TitleIADisadvantaged, TitleICMigrant, TransitionalBilingual, WardofState

TRAINING

Multiple on-site and in some cases WebEx training sessions will be available to each district during the implementation. Districts may be grouped together for delivering training. Training locations, dates, and other logistics will be planned with each district group during the kickoff meeting.

Training materials will be provided in electronic format to each district.

Districts with less than 400 primary enrolled students will receive five days of onsite training. Training will be role-based. The system administrator will be required to attend all training sessions.

Districts with enrollments between 400 and 1000 primary enrolled students will receive 8 days of role-based training. At least five days will be onsite. The system administrator will be required to attend all training sessions.

Districts with more than 1000 students will receive up to 12 days of training. AOS districts will receive two additional days of training.

The table below indicates the training mode, duration and class max per class. Districts are requested to follow the recommended guidelines for number of users per district for each session.

Role	Mode	Duration (Hours)	Class Max
System Administrator	Webex	4-6	10
Building Coaches	On site	32	15
Teacher Coaches	On site	8	15

**Maine Implementation: Infinite Campus District Edition  
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<b>Role</b>	<b>Mode</b>	<b>Duration (Hours)</b>	<b>Class Max</b>
Registration Clerical	On site	4	15
Attendance Clerical	On site	4	15
Counselors	On site	4	15
Building Administrators	Webex	4	20
Behavior	Webex	4	20
Clericals	On site	4	15
District Office	Webex	2	20
Curriculum	Webex	4	10
Scheduling	On site	8	4
Health	On site	4	15
Special Education	Webex	4	20
FRAM	Webex	2	20

The descriptions below provide a brief overview of each session. During the kickoff meeting, the project manager will work with the district to select appropriate courses to fit within the allotted number of training days. District may purchase additional training beyond the suggested training guidelines above.

**1. System Administrators**

This session is intended to familiarize the District Wide Infinite Campus System Administrators with the System Administration Module. It is required that attendees also attend the Building Coach training. This training includes User Security, System Preferences, Student Number Preferences, Creation of Ad-Hoc Filters, Calendar Administration (includes calendar creation and calendar roll forward), Student Roll forward, Posting grades to Transcripts, Assessment management, Creating Report definitions (Schedules, Report Cards, and Transcripts), Importing Pictures, and configuring Campus to communicate with the state data warehouse.

**2. Building Coaches**

This training is designed to introduce designated Building Coaches to the building level functions of Infinite Campus. Functions covered during this session include student registration and enrollment, attendance resolution, user communication, health, grading and Ad Hoc reporting.

**3. Teacher Coaches**

This is an in depth session on the Infinite Campus Instruction module. This class includes student attendance, grading, Gradebook and instruction related reports. Teacher coaches will be able to assist and train other teachers on the functionality of the Instruction Module at the end of this session.

**4. Registration Clerical**

In this class, District and School level registration clericals will learn about the processes and concepts involved in creating Students, Households, and Relationships in Infinite Campus. Topics covered also include enrolling students in a school building, editing census records, and state reporting elements.

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**5. Attendance Clerical**

In this session of the Attendance clericals will learn all aspects of the Infinite Campus Attendance Module. Topics covered include Attendance Wizard functions, creation of Letters using the Attendance Letter Wizard, and generating School level Attendance Reports.

**6. Counselors**

This course is designed to give Guidance counselors an introduction to the functions of Infinite Campus' Student Information tabs. This session includes extensive hands on practice with the Walk-In Scheduler function of the Schedule tab. Attendees will learn how to schedule a new student, create and change course requests, and add/drop courses from student's schedules.

**7. Building Administrators**

In this session, participants will learn how to search for student information using advanced searching techniques, create school notices, print Infinite Campus "canned" reports (including Report Cards and Grade Reports), and will also receive an introduction to creating Ad Hoc filters and reports.

**8. Behavior**

This session will introduce attendees to all the features of the Infinite Campus Behavior Module. Topics covered for Deans and Behavior clericals include adding behavior events and resolutions, creating Behavior Letters with the Behavior Letter Wizard and printing individual student or building wide behavior reports.

**9. Clericals**

In this session, participants will learn how to search for student information using advanced searching techniques, enter Contact information in Programs, print a number of Infinite Campus "canned" reports, and receive an introduction to creating Ad Hoc filters and reports. Specifics covered are often tailored to needs of the class.

**10. District Office (Read-Only)**

Designed for users who will have Read-only access to Infinite Campus. Searching student information and printing of School and District Wide reports will be addressed during this session.

**11. Curriculum**

This session is an introduction to the Grading and Scheduling process of Infinite Campus. The instructor will lead the class through all the administrative tasks required to successfully set up courses and sections in order to schedule and grade students efficiently. Topics covered include Score Groups, Grading Tasks, Section Meeting Patterns, and Course Setup.

**12. Scheduling Workshop**

This workshop is intended to give Building level administrators and staff who will be creating their school's master schedule the skills to use Infinite Campus' Scheduling Wizard effectively. All features of the Schedule Wizard will be covered as well the use of Scheduling Reports to analyze requests and identify scheduling conflicts.



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**13. Health User**

In this class all components available to Nurses to track Student Related Health concerns will be addressed. Topics covered include Student Information Health, Creation of Health flags, and the Health Module Wizard and Reports.

**14. Special Education User**

This session will introduce users to the Infinite Campus Special Education Module. Topics covered will include creating teams, documents and contact log entry.

**15. Free and Reduced Lunch (FRAM)**

Users will receive instruction on completing and tracking family applications.

**IMPLEMENTATION SERVICES DELIVERABLES.**

PROJECT MANAGEMENT

- Project plan
- Data conversion plan
- Training plan
- Bi-weekly status reports

DATA CONVERSION

- Data converted as defined within the Scope of Services.

TRAINING

- Training delivered as defined within the Scope of Services.

DELIVERABLE EXCEPTIONS

- Deliverables are tied to project milestones. Certain deliverable exceptions may exist and will be documented in the Go-Live milestone signoff letter. The following deliverable exceptions will be excluded from milestone completion criteria:
  - Post Go-Live implementation training. It is the intent of Custom to deliver all contracted training as specified in this document. Some training may be scheduled at future dates. Example: Scheduling.
  - Data to be loaded post Go-Live due to a district request. Example: Transcript or future scheduling data.

**ROLES AND RESPONSIBILITIES**

INFINITE CAMPUS

- Software
  - Maintain/update Infinite Campus software to conform to state requirements.
  - Inform Custom of all updates that will impact the implementation process.
- Project Oversight
  - Update the MDOE on the status of all projects during weekly status calls.

## Maine Implementation: Infinite Campus District Edition Updated Scope of Services

- Hosting services
  - Providing and maintaining the hardware platform(s) for remotely and locally hosted clients.
  - Loading, configuration, maintaining, troubleshooting and upgrading of the Infinite Campus Software.
  - Configuring and maintaining the District to State Edition integration.
  - Providing Sandbox and Staging environments for all Districts.
  - Providing and maintaining training sites during the implementation process.
  - Ensure proper licensing of all server software.
  - Server software upgrades and patch management.
  - Nightly backups of Infinite Campus data.
  - Providing warm site failover capability for locally hosted districts.
  - Provide Custom with access to required district and/or state databases.
- Training
  - Oversight role to ensure training standards are maintained.
  - Develop, maintain, and provide curriculum for all training sessions.

### CUSTOM COMPUTER SPECIALISTS

- Services
  - Deliver all implementation services as described in the Scope of Services section.
  - Inform Infinite Campus and the State Department of Education of any issues.
  - Inform Infinite Campus of any training or project scheduling changes
- Support
  - Provide support during implementation
  - Provide product support post Go-Live
- Other
  - Provide any additional training, data services or custom report development. These services fall outside the scope of implementation.

### SCHOOL DISTRICTS

- Assign a single point of contact (sponsor) to the implementation project.
- Make relevant resources (core team) available to assist with project planning during the kickoff meeting and subsequent policy and procedure meetings.
- Make relevant resources available for all training sessions.
- Provide hosting locations for all on-site meetings. This may be in partnership with neighboring districts.
- Provided training facilities (computer lab) for scheduled training. This may be in partnership with neighboring districts.
- Extract and transform data from the legacy student management system to conform to the generic data sheets provided by Custom.

## **Maine Implementation: Infinite Campus District Edition Updated Scope of Services**

### MAINE DEPARTMENT OF EDUCATION

- Provide a single point of contact (state sponsor) to address any state specific issues related to Infinite Campus implementations.

### **ASSUMPTIONS / CONSTRAINTS**

- Each District will appoint a single point of contact to communicate with the Project Manager during the implementation.
- All districts are required to deliver data in generic data sheets formats. Exceptions will be allowed for the MEDMS extract (staff data) and schools who elect to use student data from the State Edition database.
- Data sheets from various schools within a district need to be combined into single sheet.
- Districts will provide all data sheets on the planned data delivery dates. Any delay may cause a district to be removed from the wave group.
- Custom may require access to the State Data Warehouse to extract demographic and enrollment data. The state and Infinite Campus will have to provide access to the State Data Warehouse. Infinite Campus and/or the state will need to be accessible to assist with any questions or issues related to extracting data from the Warehouse.
- Custom will require milestone signoff letters at completion of the Kickoff and Go-live milestones.
  - The Kickoff is defined as the on-site planning meeting scheduled at the start of each project.
  - Go-Live is defined as the day the district starts to actively use Infinite Campus to manage information for students in the district. Exceptions for certain data components and training may exist at Go-Live and will be clearly defined in the Go-Live Milestone signoff letter.
- Any work not described in this document will be considered outside the scope of the implementation project. This includes any additional training (including refresher classes) or data conversion elements. Additional training and/or data conversion tasks can be requested directly from Custom Computer Specialists.
- Postponing Go-Live dates may create additional work that falls outside the scope of the implementation project.
- Infinite Campus will provide and manage all hosting related services. This includes hardware, all software (including Infinite Campus), configuration and support.

### **IMPLEMENTATION SUPPORT**

Regional support will be available during the go-live weeks. This support will be scheduled based on the needs of districts and may be on-site or via WebEx.

### **CHANGE CONTROL**

The scope of services described above is effective as of August 16<sup>th</sup>, 2011. Changes to the Scope of Services will require approval from Custom, Campus and the Maine Department of Education.



RIDER F  
IDENTIFICATION OF COUNTRY  
IN WHICH CONTRACTED WORK WILL BE PERFORMED

**Please identify the country in which the services purchased through this contract will be performed:**

**United States. Please identify state: ME, NY & Minnesota**

**Other. Please identify country: \_\_\_\_\_**

**Notification of Changes to the Information**

The Provider agrees to notify the Division of Purchases of any changes to the information provided above.

## Division of Purchases' Sole Source Authorization Form

**Form Instructions:** This form must accompany contracts being proposed for approval that are not the direct result of a competitive RFP or a subsequent renewal that was anticipated in the RFP. If the proposed contract is the direct result of a competitive RFP or an anticipated renewal, please complete the Competitive Award Authorization Form.

<b>Contract Administrator:</b>	Brian Snow	<b>Office/Division/Program</b>	Department of Education
<b>Agreement Amount: \$</b>	800,000 Annually	<b>CT Number:</b>	
<b>Start Date:</b>	July 1, 2014	<b>End Date:</b>	June 30, 2017
<b>Vendor/Provider/Company Name and Address:</b>	Infinite Campus 2 Pinetree Drive, Suite 302 Arden Hills, MN 55112		
<b>Phone:</b>	(651) 631-0000	<b>VC Number:</b>	41-1745930
<b>Type of Service:</b>	Maintenance and Support of Software Application		

### 1. Specific Problem or Need

- a. Identify and fully describe the specific problem, requirement, or need that the contract is intended to address and which makes the services necessary.
- b. Explain how the department determined that the services are critical or essential to agency responsibilities or operations and/or whether the services are mandated by Maine statute.

The Department of Education currently supplies conforming school districts with the Infinite Campus District Edition student information system. Supplying the software package takes costs and burden of the local districts and encourages them to consolidate. The district consolidations are mandated under State statute. This contract is to provide on-going support, maintenance and upgrades to the software package.

### 2. Availability of other Public Resources. Explain how the agency concluded that:

- a. Sufficient staffing or expertise is not available **within the department and not just within a departmental division** to perform the service, **and that**
- b. Other governmental resources (local, state, or federal agencies) **external to the department** are not available to perform the service more efficiently or more cost effectively than the requested sole source.

This software package is proprietary. Under the vendor's licensing agreement, no one but Infinite Campus or is specifically authorized agents may make fixes or upgrades to the software.

### 3. Uniqueness: The supplies or services required are unique to a specific contractor.

- a. If the contractor has a unique capability, it is insufficient to simply say that the contractor is unique.
- b. Describe the unique qualifications, abilities, or expertise of the contractor and the necessity of those particular unique factors to meet the department's needs.
- c. If the contractor has unique equipment or facilities or he has proprietary data, fully explain, including the necessity of these particular unique assets to the Department.

This software package is proprietary. Under the vendor's licensing agreement, no one but Infinite Campus or is specifically authorized agents may make fixes or upgrades to the software.

### 4. Timeframe: Time is of the essence and only one known source can meet the Department's needs within the required timeframe.

- a. Provide the date by which the supplies or services must be delivered.
- b. Indicate how that date was determined and its significance.

## Division of Purchases' Sole Source Authorization Form

- c. Indicate the impact of delay beyond that date in terms of program schedules, milestones, etc.
- d. State how long it would take another contractor to acquire the capability to perform (learning period), how much it would cost another contractor to get up to speed, and if appropriate, what it would cost the Department in terms of dollars and man-hours to get another contractor up to speed. State the basis for the above estimates.

As with any complex software system, changes, upgrades and fixes may be needed at any point to keep the system working properly and in compliance with Federal and State requirements. Without a standing support and maintenance agreement the Department runs the extreme risk of having the system fail for an extended period of time until case by case agreement can be put in place. Student information collection and reporting is a mission critical part of the Department of Education's business. Fail to report in a timely manner to our Federal partners can mean the loss of millions of dollars in school aid.

**5. Cost.** Since competition was not used as the means for this procurement, explain how the department concluded that the costs, fees, or rates negotiated are fair and reasonable. Make either a comparison with similar contracts, use the results of a market survey, or describe another means calculated to make such a determination.

The vendor is holding to the same pricing that has been in place for the past four years.

**6. State what is being done to foster future competition.**

The Department is seeking a one-year agreement with Infinite Campus with the option to renew annually for two additional years. During the first year of the agreement, the Department will form a high-level group of stakeholders (see attached) to define the business needs and make recommendations to the Department on its student information systems. These needs and recommendations will then be used to create an RFP seeking the best-fit student information system available at the time. The RFP will be released during the first year of this agreement. Once a solution is selected from based on the RFP responses, the Department will request additional years on this agreement sufficient to allow a smooth transition to the future student information system.

**Signature:**

**Date:**

October 21, 2013

**Limits on Sole Source Justification:**

1. **Incumbency does not justify sole source.**
2. **Administrative delay or lack of advanced planning does not create an urgency or time frame requirement that justifies sole source**

## **Data Systems Futures Committee:**

**Problem:** Today, both DOE and the SAU's struggle with data quality issues. The sheer amount data being collected for use by local, state, and federal entities has grown in recent years and will likely continue to grow, along with demands that K-12 education data and data systems be connected to, or at least be exportable to, data systems in other entities such as higher education institutions or other state agencies such as DHHS. The data systems in place now, however, are not able to meet these needs. Perhaps even more critically, for this mass of data, once collected accurately, to be useful in terms of improving student outcomes, teachers, school administrators and others need to have data analysis skills that most do not have today. So several issues confront us:

- The current hodge-podge of data systems at the state and local level are not as effective and efficient as they need to be to meet current needs.
- Educators and other state and school officials are not sufficiently trained to manage and make meaning of the data once it is collected.
- The demands both on the data systems themselves and on the people who make use them are only going to increase as demands for public education to become more data-driven increase.

**Proposal:** The DOE proposes to create an "Education Data Systems Futures Group." This stakeholder working group, comprised of DOE and OIT staff, superintendents and others representing public schools, and representatives from higher education and other partner organization and entities, would be tasked with the following:

- Reviewing the current status of Maine K-12 education data systems, both at the state and local level, including reviewing the degree to which these systems interact with each other and with the systems of external systems such as those of higher ed.
- Reviewing the current training and support provided to those operating current data systems at the state and local level.
- Overseeing the development of a "needs assessment" describing the capacities that the next generation of data systems will have to have in order to meet future needs at both the state and local level. This may include a review of data systems currently available from vendors and/or deployed in other states.
- Producing recommendations for the Department with regard to either upgrading or replacing current data systems at both the state and local level, including recommendations with regard to the capacities such systems will need to have.
- Producing recommendations for the Department with regard to professional development and training for those at the state and local level who make use of data systems today, as well as projecting the needs for training and support under any new system that is acquired.

### **Proposed Membership**

Because the goal of this effort is to advise the Department in the development of a data system that will better meet the needs of those who actually use this data in the field and at the state level, the Department proposes that the membership of the working group include representatives from the following:

- DOE leadership
- DOE's data team
- The Maine School Superintendents Association
- The Maine Principals Association
- An association representing Maine's classroom teachers
- MADSEC
- Maine Association of School Business Officials
- Members of the public or other consumers of educational data
- Data specialists from the University of Maine system

**Timeline.** The group should meet this spring, with the goal of producing recommendations for the Department by September 1, 2013.



## State of Maine Waiver of Competitive Bidding Request Form (Formerly Sole Source Authorization Form)

**Form Instructions:** Please provide the requested information in the white boxes below. This form is to precede all contract requests that are not the direct result of a competitive bid process.

<b>Requesting Department's Contract Administrator:</b>	Brian Snow	<b>Office/Division/Program of Contract Administrator:</b>	School Finance & Operations Department of Education
<b>Est. Contract Amount:</b>	\$ 1,600,000	<b>Contract or RQS Number:</b>	11214X00143 (MA18P)
<b>Proposed Start Date:</b>	July 1, 2016	<b>Proposed End Date:</b>	June 30, 2018
<b>Vendor/Provider Name, City, State</b>	Infinite Campus, Inc 4321 109 <sup>th</sup> Avenue NE, Blaine, MN 55449		
<b>Short Description of Good or Service:</b>	COTS Software Support & Hosting (ICDE)		
<b>Please note, for transparency purposes, Waivers of Competitive Bidding will be publicly posted. Public postings are placed on the Division of Purchases' website for a period of seven consecutive calendar days.</b>		<b>To be completed by the Division of Purchases</b> Posting dates on Division of Purchases' website: From: <u>4/27/2016</u> To: <u>5/3/2016</u>	
<b>Notice of Intent to Waive Competitive Bidding Number:</b>		NOI# 0420160487	
<b>1. Statutory Justification</b> State of Maine statute (5 M.R.S. §1825-B(2)) allows waivers of competitive bidding only for the specific reasons listed below. Please mark the appropriate box (X) next to the justification which applies to this specific request.			
<input type="checkbox"/>	A. The procurement of goods or services by the State for county commissioners pursuant to Title 30-A, section 124, involves the expenditure of \$2,500 or less, and the interests of the State would best be served;		
<input type="checkbox"/>	B. The Director of the Bureau of General Services is authorized by the Governor, or the Governor's designee, to make purchases without competitive bidding because, in the opinion of the Governor or the Governor's designee, an emergency exists that requires the immediate procurement of goods or services;		
	<i>If citing the above justification for this Waiver of Competitive Bidding request, please have the requesting Department's Commissioner or Chief Executive (as the Governor's "designee") sign and date on the right.</i>	<i>By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.</i>	
		<b>Signature:</b>	
		<b>Printed Name:</b>	<b>Date:</b>
<input checked="" type="checkbox"/>	C. After reasonable investigation by the Director of the Bureau of General Services, it appears that any required unit or item of supply, or brand of that unit or item, is procurable by the State from only one source;		
<input type="checkbox"/>	D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products;		
<input type="checkbox"/>	E. The purchase is part of a cooperative project between the State and the University of Maine System, the Maine Community College System, the Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State involving: (1) An activity assisting a state agency and enhancing the ability of the university system, community college system, Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State to fulfill its mission of teaching, research, and public service; (2) A sharing of project responsibilities and, when appropriate, costs;		
	<i>If citing the above justification for this sole source request, please note that the specific approval of the Governor's Office is required, in accordance with Executive Order 26 FY 11/12, "An Order to Enhance Competitive Bidding". The approval must be documented on DAFS/BGS/Division of Purchases "GOVCOOP" form, found here: <a href="http://www.maine.gov/purchases/info/forms/govcoop.doc">http://www.maine.gov/purchases/info/forms/govcoop.doc</a>.</i>		
<input type="checkbox"/>	F. The procurement of goods or services involves expenditures of \$10,000 or less, in which case the Director of the Bureau of General Services may accept oral proposals or bids;		
<input type="checkbox"/>	G. The procurement of goods or services involves expenditures of \$10,000 or less, and procurement from a single source is the most economical, effective and appropriate means of fulfilling a demonstrated need.		
<input type="checkbox"/>	If a different authorization specifically allows for this non-		



# State of Maine Waiver of Competitive Bidding Request Form (Formerly Sole Source Authorization Form)

competitive procurement, please provide that reference here:

**Please note that the following four points below (#2 through 5) all require a response.**

## **2. Description of Specific Need**

Please identify, and fully describe, the specific problem, requirement, or need the resulting non- competitive contract would address and which makes the goods or services necessary. Explain how the requesting Department determined that the goods or services are critical and/or essential to agency responsibilities or operations.

The Department of Education currently supplies conforming school districts with the Infinite Campus District Edition student information system. Supplying the software package takes costs and burden of the local districts and encourages them to consolidate. The district consolidations are mandated under State statute. This contract is to provide on-going support, maintenance and upgrades to the software package

## **3. Availability of other Public Resources**

Please explain how the requesting Department concluded that sufficient staffing, resources, or expertise is not available within the State of Maine's government, or other governmental entities (local, other state, or federal agencies) external to the requesting Department, which would be able to address the identified need more efficiently and effectively than the identified vendor.

This software package is proprietary. Under the vendor's licensing agreement, no one but Infinite Campus or is specifically authorized agents may make fixes or upgrades to the software.

## **4. Cost**

Since a waiver of competitive bidding is being requested for this procurement, please explain how the requesting Department concluded the negotiated costs, fees, or rates are **fair and reasonable**.

The vendor is holding to the same pricing that has been in place for the past seven years.

## **5. Future Competition**

Please describe potential opportunities which may be available to foster competition for these goods or services in the future.

The Department is seeking a two-year agreement with Infinite Campus. The Department released an RFP in 2015 and ultimately selected another vendor. The two year agreement will allow the Department to continue it's mandated student data collections and reporting while the new system is installed, configured and enhanced.

## State of Maine Waiver of Competitive Bidding Request Form (Formerly Sole Source Authorization Form)

**Please note that only one of the two points below ("Uniqueness" or "Timeframe") requires a response. Requesting Departments are not required to respond to both points.**

### 6. Uniqueness

Please explain if the goods or services required are unique to a specific vendor. Describe the unique qualifications, abilities, and/or expertise of the vendor and how those particular unique factors address the specific need identified above. If the vendor has unique equipment, facilities, or proprietary data, also explain the necessity of these particular unique assets.

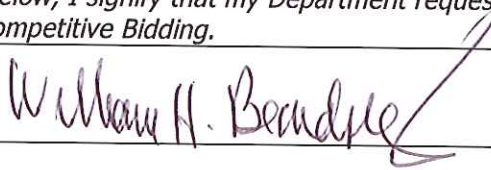
This software package is proprietary. Under the vendor's licensing agreement, no one but Infinite Campus or its specifically authorized agents may make fixes or upgrades to the software.

### 7. Timeframe

Please explain if time is of the essence and an emergency exists which requires the immediate procurement of goods or services. Describe the nature of this emergency, provide the date by which the goods or services must be delivered, and explain how that date was determined and its significance (i.e. impact if delayed beyond this date). Also, provide information as to how it was determined this vendor is the best option to address this time-sensitive procurement.

It will take time to replace this mission-critical system. In the interim, the existing system must remain fully operational. As with any complex software system, changes, upgrades and fixes may be needed at any point to keep the system working properly and in compliance with Federal and State requirements. Without a standing support and maintenance agreement the Department runs the extreme risk of having the system fail for an extended period of time until case by case agreement can be put in place. Student information collection and reporting is a mission critical part of the Department of Education's business. Fail to report in a timely manner to our Federal partners can mean the loss of millions of dollars in school aid.

The Department considered a shorter contract period but any other option had the contract ending in the middle of the school year. This would be very disruptive to the school districts and might impact the Department's mandated reporting to the U.S. Department of Education.

<b>Signature of requesting Department's Commissioner or Chief Executive (or designee within the Commissioner's Office):</b>	<i>By signing below, I signify that my Department requests, and I approve of, this Waiver of Competitive Bidding.</i>
<b>Printed Name:</b>	 William H Beardsley, Acting Commissioner
<b>Date:</b>	4/13/16



Department of Education  
CONTRACT FOR SPECIAL SERVICES AMENDMENT

BY AGREEMENT of both parties this 1st day of June, 2016, the Contract for Special Services between the State of Maine, Department of Education hereinafter called "Department," and Infinite Campus, Inc. hereinafter called "Contractor," is hereby amended as follows:

- 1. The termination date is extended from June 30, 2016 to June 30, 2018.  
(old term date) (new term date)

**Reason:** Need to continue the operation, support and hosting of the current district student information systems, Infinite Campus District Edition, while implementing a new state-wide student information that resulted from a competitive Request for Proposal (RFP)

- 2. The dollar amount of the contract is increased by \$1,600,000 from \$4,000,000 to \$5,600,000.

**Reason:** Additional funding through for hosting the Infinite Campus <sup>DISTRICT</sup> ~~State~~ <sup>7/1/11 5/1/16</sup> Edition through the two-year extension period.

All other terms and conditions of the original contract dated July 1, 2011 remain in full force and effect. WITNESSETH, that this contract is consistent with Executive Order 17 FY 08/09 or a superseding Executive Order, and complies with its requirements. IN WITNESS WHEREOF, the Department and Contractor, by their duly authorized representatives, have executed this amendment in one (1) original as of the day and year first above written.

Department of Education  
By: William H. Beardsley  
William H. Beardsley, Acting Commissioner

and

Infinite Campus, Inc.  
By: Eric Creighton  
Eric Creighton, COO

Approved, State Purchases Review Committee \_\_\_\_\_ Date: \_\_\_\_\_

*(note: this section must be completed by using agency)*

Encumbrance Number: MA-18P-120306000000000000186 <sup>20111214 \* 00000143</sup> Vendor Code: VS0000002119

Old Contract Amount: \$4,000,000.00 Account Code: 010-05A-2075-09 Program 09 2075 DMS

Amount of Increase: \$1,600,000.00

New Contract Amount: \$5,600,000.00 New Termination Date: June 30, 2018

**DEPARTMENT OF EDUCATION - PROCUREMENT ROUTE FORM**

- AGREEMENT TO PURCHASE SERVICES
- AMENDMENT TO AGREEMENT
- STATE/UNIVERSITY COOPERATIVE AGREEMENT (*Governor approval required*)
- IT DELIVERY ORDER (DO)
- RFP (REQUEST FOR PROPOSALS)

- ENCUMBERED (PR05/PR08)
- UNENCUMBERED (PR07)
- GASA

RECEIVED APR 06 2016

This form **MUST** accompany **ALL** agreements, amendments, cooperative projects, IT DOs, and RFPs (Request for Proposals).  
 For review/approval, please submit as follows:

- o for amounts  $\geq$  \$25,000, send document (s) to be signed by the Commissioner and completed route form to Dede Gilbert.
- o for amounts  $<$  \$25,000, send document (s) to be signed by the Commissioner and completed route form to Ron Looman.
- o for all IT DOs, regardless of amount, attach a description of item/services and completed route form to Brian Snow.

*Note: The Commissioner will not approve any document unless it is accompanied by a completed route form with proper signatures.*

**Program Coordinator:**

*Program Coordinator assures that Team Coordinator has granted prior concept approval.*

Date: 4/6/2016

**Team Coordinator:**

*Team Coordinator must determine if Data Management Coordinator, Communications Director, Legal Counsel, or Procurement Review approval signatures are required.*

Date: 4/6/16

**Data Management Coordinator:**

Brian Snow  
*Brian Snow for technology or data services*

N/A Date: 4/6/2016

**Communications Director:**

Anne Gabbianelli  
*Anne Gabbianelli for messaging related*

N/A Date: \_\_\_\_\_

**Legal Counsel:**

*(If over \$3M)*

Sarah Forster

N/A Date: \_\_\_\_\_

**Procurement Review/Approval:**

*(For procurements  $\geq$  \$25,000)*

Debra Plowman

N/A Date: 4/6/16

**Team Leader:**

*Team Leader approves of procurement and assures appropriate approvals have been obtained.*

Date: 4/6/16

**Financial Approval:**

*(Check sufficiency of funds)*

Ron Looman

Date: 4/8/16

CT #:  DO #:  GASA #:

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

**Commissioner of Education:**

Arthur J. Beardsley

Date: 4/13/16

**Provider's Name:**

Infinite Campus, Inc

Amendment Amount:

**Agreement Amount:**

\$ 4,000,000

\$ 1,600,000

**Total Amount:**

\$ 5,600,000

Line	Account Number(s)					Program Number	Program Period	Amount(s) ( <i>amendments include only amendment amount</i> )
	Fund	Dept	Unit	Sub Unit	Object			
1.	010	05A	2075	09	5350	207509DMS	F 2016	\$ 1,600,000
2.								\$
3.								\$
4.								\$
5.								\$
<b>Total</b>								\$ 1,600,000.00