

Los Rios Community College District

PURCHASE ORDER NO 0001113645

Purchasing: (916)568-3071 * FAX (916) 568-3145
LRCCDpurchase@losrios.edu

Accounting Ops: (916)568-3065 * FAX (916) 286-3636
Acctg-ops@losrios.edu

PLEASE SEE TERMS AND CONDITIONS APPENDED TO THIS PO

Supplier: 0000045431
CHICO STATE ENTERPRISES
SAP UNIVERSITY COMPETENCE CTR
25 MAIN STREET SUITE 203
CHICO CA 95928-5388

Phone: (530) 598-5376

email: sapucc.admin@csuchico.edu

| Date | Revision | Page |
|----------------------|-----------------|-------------|
| 11/05/2020 | | 1 |
| Payment Terms | Freight Terms | Ship Via |
| NET 30 | Shipping Point | Best Method |
| Reference: | Location / Dept | |
| 1027947 MESAC HANEYB | 04CYPH144 CTE | |

Ship To: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630
United States

Bill To: LRCCD
Invoice to: acctg-ops@losrios.edu
1919 Spanos Court
Sacramento CA 95825-3981
United States

Tax Exempt? N

| Line-Sch | Item/Description | Quantity UOM | PO Price | Extended Amt | Due Date |
|----------|--|--------------|----------|--------------|------------|
| 1- 1 | 2YR 2021- SAP APPLICATION SOFTWARE LICENSE FEE VALID FROM JANUARY 01, 2021 - DECEMBER 31, 2021 PER PSA CONTRACT LRCCD# 21-0015 | 1.00 JOB | 8,000.00 | 8,000.00 | 12/31/2021 |

SAP CONTRACT LRCCD# 21-0015 PERIOD VALID FROM 07-01-20 TO 12-31-2023

1ST YEAR - ANNUAL FEE \$4,000.00 FROM 07-01-20 TO 12-31-20 (PRORATED 50%) PO_0001112046
2ND YEAR - ANNUAL FEE \$8,000.00 FROM 01-01-2021 TO 12-31-2021_PO_0001113645
3RD YEAR - ANNUAL FEE \$8,000.00 FROM 01-01-2022 TO 12-31-2022
3TH YEAR - ANNUAL FEE \$8,000.00 FROM 01-01-2023 TO 12-31-2023

| | |
|-------------------------|----------|
| Sub Total Amount | 8,000.00 |
| Sales Tax Amount | 0.00 |
| Total PO Amount | 8,000.00 |

| | | | | | | | | |
|-----------|-------------|-----------|------------|-------------|------------|-------------|---------------|--------------|
| <u>BU</u> | <u>Acct</u> | <u>Fd</u> | <u>Org</u> | <u>Proj</u> | <u>Sub</u> | <u>Proj</u> | <u>Amount</u> | <u>BYear</u> |
| GENFD | 5890 | 12 | FL.VI.VTEA | 05060 | 00000 | 314A | 8,000.00 | 2021 |

0001027947CHAVEZA04-NOV-2020

Verification of this purchase order can be made using the Los Rios Community College District web site listed below.
If you have any questions, please contact the Purchasing Office at (916)568-3071.

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

Notice to vendor: You are responsible for delivering good and delivery documents to the Receiving Department at the site. Failure to so do will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of good by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30
MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

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| 11/05/2020 | | 2 |
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<http://www.losrios.edu/purchasing/povalidation>

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LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California.
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of person arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability, if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$1M, \$2M, or \$3M AGGREGATE as prescribed by DISTRICT requirements for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage. LRCCD insurance requirements can be viewed on the following website www.losrios.edu/purchasing.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTOR's who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law. CONTRACTOR further represents and warrants that any software/ hardware/ communications system/ equipment provided under this Agreement (collectively "technology") adheres to the standards and/or specifications as may be set forth in the Section 508 of the Rehabilitation Act of 1973 standards guide and is fully compliant with WCAG 2.0 AA standards for accessibility and compliant with any applicable FCC regulations. If portions of the technology or user experience are alleged to be non-compliant or non-accessible, LRCCD will provide CONTRACTOR with notice of such allegation and CONTRACTOR shall use its best efforts to make the technology compliant and accessible. CONTRACTOR shall indemnify, defend, and hold harmless LRCCD from and against any and all claims, allegations, liabilities, damages, penalties, fees, costs (including but not limited to reasonable attorneys' fees), arising out of or related to allegations the technology is not accessible.
23. **CERTIFICATION:** CONTRACTOR warrants that it is not debarred or suspended, proposed for debarment or declared ineligible for award of contracts by any Federal, State or local Agency.

Requisition

Supplier: CHICO STATE ENTERPRISES 0000045431
 SAP UNIVERSITY COMPETENCE CTR
 25 MAIN STREET SUITE 203
 CHICO CA 95928-5388
 United States
Phone: (530) 598-5376
email: sapucc.admin@csuchico.edu

| | | | |
|-------------------------------|------------|--------------|-------------|
| Business Unit: | | GENFD | OPEN |
| Req ID: | Date | Page | |
| 0001027947 | 11/02/2020 | 1 | |
| Requisition Name: | | | |
| SAP- 2nd yr annual fee | | | |
| Requester | | | |
| Colleen Mesa | | | |
| Requester Signature | | | |
| Buyer: Brenda Haney | | | |
| Approved: | | | |
| Entered By: MESAC 02-NOV-2020 | | | |

Ship To: RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

| Line-Schd | Description | Quantity | UOM | Price | Extended Amt | Due Date |
|-----------|--|----------|-----|----------|--------------|------------|
| 1-1 | 2YR 2021- SAP APPLICATION SOFTWARE LICENSE FEE CONTRACT FROM JAN 1, 2021 - DEC 31, 2021 | 1 | JOB | 8,000.00 | 8,000.00 | 06/05/2020 |

8,000.00 Sub-total
 0.00 Est. tax

Total Requisition Amount: 8,000.00

2nd YEAR QUOTE ATTACHED
 PSA ORIGINAL DOCS ARE WITH DO PURCHAISING

Perkins check list

| | | | | | | | |
|-----------|-------------|-----------|------------|-------------|------------|-------------|---------------|
| <u>BU</u> | <u>Acct</u> | <u>Fd</u> | <u>Org</u> | <u>Prog</u> | <u>Sub</u> | <u>Proj</u> | <u>Amount</u> |
| GENFD | 5890 | 12 | FL.VI.VTEA | 05060 | 00000 | 314A | 8,000.00 |

Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: Perkins IV- 05060 Bus. Analyst program
 Project Grant: 314A
 Program Director: Victoria Maryatt
 Program Goal: Skill Development, Permissible #10 Provide activities to support entrepreneursh

Approval Signature

Approval Signature

Approval Signature



QUOTE

SAP University Competence Center
Chico State Enterprises
25 Main St, Suite 203
Chico, CA 95928-5388

Colleen Mesa
Folsom Lake College
10 College Parkway, Folsom, CA 95630

Dear Colleen:

You recently requested pricing information from our center. Here is our 2021 estimate:

The annual hosting fee charged by Chico State Enterprises (CSE) is determined by the UCC directors. Currently the 12-month fee for hosting services is \$8,000 (USD) which allows for up to 7 clients per semester or term. This runs the calendar year from January 1 of the contracted year to December 31 of the contracted year. Renewal is automatic based on the timely payment of the annual invoice and a new contract does not have to be created each year, until 2023. The contract does not extend beyond 2023 and would need to be renewed at that point. You are able to drop the contract at any time, however charges will still be enforced if services are used. The contract also allows for access to the Learning Hub Academic Edition where you can download curriculum for use in the classroom. This is also the portal for on-line help and support for curriculum. Unlimited training sessions at SAP hosted Train the Trainer (TTT) sessions are also included. TTT sessions are typically held in January and July. All expenses for travel to and from the training and any additional expenses are to be covered by your institution.

This quote was created on November 2, 2020 and is valid until December 31, 2020.

Quote provided by:

Tom Wilder
Executive Director
twilder@csuchico.edu
530-898-5376

Thank you,

Liz Squire
sapucc.admin@csuchico.edu

Perkins V Expenditure Checklist 2020-21

Requisition/PO/CBR/BPO/Travel Authorization Number: _____

Date: _____

Six Activity Categories that Apply to this Expenditure Request

Directions: Select the Activity Category(ies) you indicated in the Perkins plan that relates to the expenditure. For example, if you wrote an activity for Quality Class Theatrical Projects and indicated that this activity applied to Activity Categories 3, 4, and 5, check those boxes.

1. **Career Exploration and Development** - Provide career exploration and career development activities through an organized, systematic framework
2. **Professional Development** - Provide professional development for a wide variety of CTE professionals
3. **Skill Development** - Provide the skills necessary to pursue high-skill, high-wage or in-demand industry sectors or occupations.
4. **Skill and Program Integration** - Support integration of academic skills into CTE programs.
5. **Implement Achievement Programs** - Plan and carry out elements that support the implementation of CE programs and programs of study and that result in increased student achievement.
6. **Develop and Implement Evaluations** - Develop and implement evaluations of the activities funded by Perkins.

Permissive Activity that Applies to this Expenditure Request

Directions: Select One Permissive Activity you indicated in your Perkins plan that relates to this expenditure. For example, if you wrote an activity for Quality Class Theatrical Projects, check the box below that you indicated in your Perkins plan. In this example that is 135(c)7. Note, all numbers below are preceded by 135(c).

1. Involve parents, businesses, and labor organizations in the design, implementation, and evaluation of programs.
2. Provide career guidance & academic counseling that improves graduation rates and information about career options.
3. Local education and business partnerships including work-related experiences for students or faculty.
4. Assisting CTE student organizations.
5. Mentoring and support services.
6. Leasing, purchasing, upgrading, or adapting equipment including instructional aides and publications. (including support for library resources)
7. Teacher preparation programs that address the integration of academic and CTE programs.
8. Developing and expanding program offerings in formats accessible for all students, including distance education.
9. Facilitate transitions to BA degree programs including articulations agreements, dual enrollment, and counseling. Provide activities to support entrepreneurship education and training through academic or financial aid counseling to help overcome barriers for special populations
10. Provide activities to support entrepreneurship education and training
11. For Improving or developing new CTE courses, including the development of new proposed CTE programs preparing students for high skill, high wage, high demand occupations.
12. Develop and support small, personalized career-themed learning communities
16. Provide assistance to individuals who have participated in services and activities to continue their education or training in finding an appropriate job.
17. To support training and activities (such as mentoring and outreach) in nontraditional fields
19. To support innovative initiatives, which may include: improving professional development of CTE teachers, faculty, administrators, and counselors

Budget String: GENFD/_____/12/FL.VI.VTEA/_____/00000/2021/_____ \$_____

Current balance in above budget string: \$ _____

Is this a permissible expenditure (see other side of this form for a list of impermissible uses)? ☐ Yes ☐ No

Perkins Expenditure Checklist

IMPERMISSIBLE USE OF PERKINS FUNDS

- Student expenses or direct assistance to students
- Entertainment
- Awards and memorabilia
- Individual Memberships
- Membership with organizations that lobby
- College tuition, fees, and books
- Fines and penalties
- Insurance including self-insurance
- Expenses that supplant
- Audits, except Single Audit
- Contributions and donations
- Facilities and furniture
- General advertising
- Alcohol
- Food or beverages
- Fundraising
- General administration