

**COMPLETED****Los Rios Community College District****PURCHASE ORDER NO 0001116949**

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:** 0000011970  
SARS SOFTWARE PRODUCTS INC  
2175 FRANCISCO BLVD EAST STE A-3  
SAN RAFAEL CA 94901

**Phone:** (415) 226-0040  
**Fax:** (415) 226-0038

**email:** clint@sarsgrid.com

Date	Revision	Page
08/13/2021		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best Method
Reference:	Location / Dept	
1031352 SENEALM ROUILLERS	04ASPH43 STUSVC	

**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	ADDITIONAL NEW SCREEN TO SARS ANYWHERE TO FACILITATE TWO-WAY SMS MESSAGING BETWEEN COUNSELORS/ADVISORS & STUDENTS.	1.00 EA	13,000.00	13,000.00	08/27/2021

**PAID****CHECK #:** 0094825727**DATE:** 3-31-22**AMOUNT:** 13000.00**VOUCHER#:** 00620913

<b>Sub Total Amount</b>	13,000.00
<b>Sales Tax Amount</b>	0.00
<b>Total PO Amount</b>	13,000.00

BU	Acct	Fd	Org	Prog	Sub	Proj	Amount	BYear
GENFD	5600	12	FL.VS.SEAP	63100	00000	570B	13,000.00	2022

0001031352CHAVEZA29-JUL-2021

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.

<http://www.losrios.edu/purchasing/povalidation>

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.

# Requisition

**Supplier:** SARS SOFTWARE PRODUCTS INC 0000011970  
2175 FRANCISCO BLVD EAST STE A-3  
SAN RAFAEL CA 94901  
United States

**Phone:** (415) 226-0040 **Fax:** (415) 226-0038  
**email:** clint@sarsgrid.com

**Ship To:** RECEIVING  
10 COLLEGE PARKWAY  
FOLSOM CA 95630-6798

<b>Business Unit:</b> GENFD OPEN	
Req ID: 0001031352	Date: 07/08/2021
Page 1	
Requisition Name: SARS SOFTWARE PRODUCTS INC	
Requester: Molly Senecal	
Requester Signature	
Buyer: Brenda Haney	
Approved:	
Entered By: KRAVCHUA 08-JUL-2021	

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	ADDITIONAL NEW SCREEN TO SARS ANYWHERE TO FACILITATE TWO-WAY SMS MESSAGING BETWEEN COUNSELORS/ADVISORS & STUDENTS.	1	EA	13,000.00	13,000.00	

13,000.00 Sub-total  
0.00 Est. tax

Total Requisition Amount: 13,000.00

FOR MOLLY SENECA- WORKS WITH SARS

<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	5600	12	FL.VS.SEAP	63100	00000	570B	13,000.00

## Purchases Charged to Catagorical Programs, Grants or Special Project.

Program Name: SEAP  
Project Grant: 570B  
Program Director: MOLLY SENECA  
Program Goal: Student Access and Success

Approval Signature

Approval Signature

Approval Signature

STATEMENT OF WORK AND QUOTATION:  
CUSTOM PROGRAMMING  
FOLSOM LAKE COLLEGE  
JUNE 30<sup>TH</sup>, 2021

## OVERVIEW

Folsom Lake College has asked SARS Software Products to add a new screen to SARS Anywhere to facilitate two-way SMS messaging between Counselors/Advisors and students. The scope of this project is presented below.

## SCOPE

### College Responsibilities:

1. College will provide access for SSP to install application on their web server and perform testing.
2. College will obtain a separate Twilio phone number for each group or specific Counselor/Advisor that wants to receive and respond to incoming SMS messages. The Twilio phone numbers must be dedicated to this purpose and cannot be used to send outgoing messages to students for SARS Anywhere Appointment Confirmations or SARS Messages Appointment Reminders.

### SARS Software Products (SSP) Responsibilities:

1. Add new screen to SARS Anywhere.
  - a. The screen will be presented as a Tab like eAdvising.
  - b. In order to both see and utilize the Tab, users must meet the following criteria:
    - i. Have a valid login for SARS Anywhere
    - ii. Be associated with an Active Short Name
    - iii. Have been assigned a Text Number
      1. The ability to assign Text Numbers will be added to SARS Anywhere Admin.
  - c. The new screen will function as follows:
    - i. There will be 2 views, Pending and Replied. These views will function like the Show All and Waiting filters on the Drop-in Tab.
    - ii. When a message is received the following will take place:
      1. The SARS Database will be checked to find the student associated with the phone number the message was sent from. All three phone number fields, Home, Contact, and Text will be checked to find a match. In cases where the phone number matches the Home or Contact fields, the Text Phone field in the SARS database will be updated for the student. In cases where the originating cell phone number cannot be found in the SARS database, a response will automatically be sent to the student informing them that they must call and speak to a person to resolve the issue. A screen will be added to SARS Anywhere Admin to allow for customization of this message. The incoming message WILL NOT be added to the Pending View.
      2. If the phone number associated with the incoming message is in the SARS database, the message will be added to the Pending view.
        - a. If the message is determined to be a follow-up to a previous question, as determined by the elapsed time between incoming messages for the same student, the message will be appended to the previous conversation and the prior message will be moved back into the Pending view if necessary.
          - i. A screen will be added to SARS Anywhere Admin where the elapsed time rule can be configured.

- iii. When a Pending message is replied to the following steps will take place:
  1. In addition to entering their reply, the user can optionally be allowed to select Reason Codes to associate with the message.
    - a. As with the eAdvising Tab, the Reason Codes can be pre-selected for the user based on configuration settings in SARS Anywhere Admin.
  2. A record will be created in Student History. Any selected Reason Codes will be associated with this Student History record.
  3. A record will be created in the Student Notepad containing both the message received from the student and the reply from the user.
  4. The message will be moved to the Replied view.
- iv. Reports, like those for eAdvising, will be added to the SARS Anywhere Reports Tab.
  1. These reports will consist of:
    - a. Contacts Report
    - b. History Report
    - c. Open Questions Snapshot Report
    - d. Resolution Summary Report
    - e. Usage Data Report

2. Perform testing with college IT.

#### NOTES:

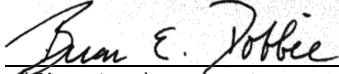
The college acknowledges that the messages received will not be filtered or sanitized in any way. There exists the possibility that inappropriate or crude verbiage may be contained in the incoming SMS messages. All incoming SMS messages will be displayed AS IS.

#### PROJECT COST

The total time required to program and perform the above steps is 80 hours. The total cost for this project would normally be \$40,000. In order for SARS Software Products to retain ownership of this functionality and incorporate into a future SARS Anywhere release we are offering this programming to Folsom Lake College at the discounted cost of \$13,000.

Customer acknowledges it has read and understands this proposal and approves the specifications as stated in this document.

**Agreed and Accepted:**  
**SSP**  
**SARS Software Products**

  
(Signature)

Brian Dobbie  
(Printed/Typed Name)  
June 30<sup>th</sup>, 2021  
(Date)

**Agreed and Accepted:**  
**Customer**  
**Folsom Lake College**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed/Typed Name)  
\_\_\_\_\_  
(Date)



Valsoft Corporation, Inc. dba SARS Software Products  
7405 Transcanada Hwy #100  
Montreal, Quebec, H4T 1Z2  
Office: (415) 226-0040  
Fax: (415) 226-0038  
HQ: (514) 316-7647  
Email: [accounting@sarsgrid.com](mailto:accounting@sarsgrid.com)

## Invoice

RE# 0001101096

INVOICE #: INV-001256-SARS  
DATE: 12-01-2021

### Billing Address

Folsom Lake College  
1919 Spanos Court  
Sacramento, CA 95825

CUSTOMER REFERENCE		PAYMENT TERMS	DUE DATE
0001116949		Net30	12-31-2021
QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Programming: SMS Advising Tab Additional new screen to SARS Anywhere to facilitate two-way SMS messaging between counselors and students	\$13,000.00	\$13,000.00
		<b>SUBTOTAL</b>	<b>\$13,000.00</b>
		<b>SALES TAXES</b>	<b>\$0.00</b>
		<b>TOTAL</b>	<b>\$13,000.00</b>
		Invoice Currency	USD

### ACH PAYMENTS

Institution: Valley National Bank  
Routing: 021201383  
Account: 42083435

or CHEQUES must be made payable to Valsoft Corporation Inc.