

## **AGREEMENT**

01 - 17 - 412

This Agreement is made and entered into this 1st day of September, 2015, by and between Northwest Educational Service District, hereinafter referred to as "NWESD" and the Shoreline School District No. 412 hereinafter referred to as "District".

**WHEREAS**, NWESD is authorized to provide services to school districts by RCW 28A.310.010;

**WHEREAS**, NWESD has formed the Northwest Regional Data Center (NWRDC) cooperative;

**WHEREAS**, the District and NWESD under RCW 28A.520.080, RCW 28A.310.200, and RCW 39.34.080 are empowered to enter into agreements for Interlocal agreements and cooperative service programs; and,

**WHEREAS**, the District desires to enter into a cooperative service agreement with NWESD;

**IT IS HEREBY AGREED** that NWESD shall receive funds from the District and shall expend such funds for the purpose of providing information systems services through the Northwest Regional Data Center ("NWRDC" hereinafter) and the Washington School Information Processing Cooperative ("WSIPC" hereinafter) in accordance with the terms and conditions set forth herein:

### **1. TERM OF AGREEMENT**

This agreement shall be effective from September 1, 2015 to August 31, 2016, and shall be automatically renewed from year to year thereafter with the subsequent fee schedules and service revisions as adopted by the NWRDC unless the District gives written notice of its election to modify its service options or Agreement termination at least one hundred and twenty days (120) prior to August 31, 2016, or at least one hundred and twenty days (120) prior to August 31 of any year thereafter, or unless the agreement is terminated in accordance with paragraph 12 herein. The District may extend the term of services beyond the end of the Year in which notice of termination is given for an initial extension period of a minimum of six (6) months.

### **2. MEMBERSHIP IN NORTHWEST REGIONAL DATA CENTER**

The District shall become a full member of the NWRDC effective September 1, 2015. Membership shall entitle the District to nominate candidates and vote for representatives on the NWRDC Executive Committee. The NWRDC shall be a part of and function through NWESD.

### **3. INFORMATION SYSTEM SERVICES**

During the term of this agreement, NWESD agrees, through the NWRDC, to provide to the District information system services as set forth in Appendix "A", which outlines the software, service levels, roles and responsibilities of the NWRDC to the District in support of student, business and personnel related software packages offered by WSIPC including software support, amount and method of customer support, performance levels, and availability of staff, of this Agreement.

### **4. PROGRAM DEVELOPMENT**

NWESD agrees that priority in the development of new applications services by WSIPC shall be in accordance with the expressed direction of the WSIPC Board operating under their bylaws.

### **5. COST TO THE DISTRICT**

During each Year of the Term, the WSIPC fee will be incorporated into the total fee collected by the NWRDC. The WSIPC fee is established by the WSIPC Board of Directors and the NWRDC fee is approved by the member districts' superintendents.

The annual cost to the District for services provided under this Agreement will be determined pursuant to paragraph 5.a., 5.b., or 5.c. The FTE fee will be calculated based on the actual annual student FTE count for 2014-2015. This cost includes amounts for sales use or other similar taxes related to the services provided herein. One twelfth of the annual cost will be invoiced for the first ten months of the agreement. The student FTE count shall be the average annual FTE for 2014-2015 for the first ten payments. A final adjustment shall be made to the actual average annual FTE for 2015-2016 on the July and August payments.

- 5.a. The Fiscal Service Fee shall be \$31.08 per annual student FTE allocated as follows: \$12.94 NWRDC fee plus \$18.14 WSIPC fee.
- 5.b. The Student Service Fee shall be \$25.65 per annual student FTE allocated as follows: \$14.77 NWRDC fee plus \$10.88 WSIPC fee.
- 5.c. The Full Service Fee shall be \$41.41 per annual student FTE allocated as follows: \$23.27 NWRDC fee plus \$18.14 WSIPC fee.

### **6. RIGHT TO PARTICIPATE IN JOINT PURCHASES**

As authorized by RCW 28A.320.080 (3) and RCW 28A.310.180 (3) (currently existing or hereinafter amended), group purchasing and/or bidding for data processing equipment and/or services, or related equipment and/or services, may be part of the activities of the NWRDC and WSIPC cooperatives. Formal bidding will occur when necessary to satisfy RCW 28A.335.190 (currently existing or hereinafter amended), which is the statute establishing bidding procedures required of school districts. Members of these cooperatives



may, at their own option, participate in the bidding/purchasing aspect of the NWRDC Cooperative, but will not be required to do so for any particular item(s).

## **7. CONFIDENTIALITY**

All materials furnished to the NWRDC and the WSIPC by the District pursuant to this Agreement, including but not limited to: source data, computer files, reports, listings and computer programs, shall remain the property of the District and shall not be disclosed to third parties except by written consent of the District.

The NWRDC and WSIPC will use reasonable security procedures and protections to assure that District material is not disclosed to third parties without written consent of the District, with the exception of the Washington State Auditor, Washington State Legislature, and the Office of the Superintendent of Public Instruction may be given such records as they request except for information governed by legislation on confidentiality of personnel records.

## **8. ACCESS TO PUBLIC RECORDS**

No records of the District shall be made available for public inspection or copying by the NWRDC, NWESD, or WSIPC without express written authorization of the District. Requests pursuant to RCW 42.17 for inspection or copying of public records of the District, held or maintained by the NWRDC shall be referred to the District.

## **9. RIGHTS IN COMPUTER SOFTWARE**

During the term of this agreement, the District agrees that it shall safeguard all Skyward, Inc., NWRDC, and WSIPC proprietary materials as set forth under "Grant and Limitations" in Appendix "A", Section III.D., of this Agreement.

## **10. PERFORMANCE AND BONDING**

NWESD shall not be liable for inadequate services or errors caused by inaccurate or inadequate input data, programs or other software furnished by the District.

## **11. DISPUTES**

Any dispute, claim or grievance arising out of or relating to the interpretation or application of this Agreement shall be resolved by a three-member committee. The representatives shall be selected by NWESD and the district, each selecting one representative. Thereafter, the NWESD's representative and the District's representative shall select an impartial third party who shall serve as the third member of the committee. This dispute resolution committee shall be guided and limited by the terms and conditions expressly delineated in this Agreement.

## **12. TERMINATION FOR BREACH**

If either party fails to comply with the terms and conditions of this agreement, the other party upon thirty (30) days prior written notice to the breaching party may terminate this agreement.

## **13. INTERLOCAL AGREEMENT**

This agreement provides authority in addition to those vested by RCW 28A.310.200 and RCW 28A.320.080, is be deemed to be in satisfaction of the provisions of RCW 39.34, and is deemed a contract pursuant to RCW 39.34.080.

## **14. ASSIGNMENT**

This agreement may not be assigned by either party without written consent of the parties.

## **15. WAIVER AND SEVERABILITY**

No provision of this Agreement, or the right to receive reasonable performance of any act called for by its terms, shall be deemed waived of a breach thereof as to a particular transaction or occurrence.

If any term or condition of this agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions or applications of the agreement which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this Agreement are declared severable.

The parties acknowledge that they have read and understand this Agreement, including any supplements or attachments hereto, and do agree thereto in every particular. The parties further agree that this agreement, together with all appendices, constitutes the entire Agreement between the parties and supersedes all communications, written or oral, heretofore related to the subject matter of this agreement. This agreement may be modified or amended with the mutual consent of the parties. With the signatures below, the parties indicate that they have the legal authority to obligate their respective agency to the terms and conditions contained herein.



**Shoreline School District No. 412** elects to contract for (***check one***):

Fiscal Services      (   )

Student Services      (   )

Full Services      (   )

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**NWESD**

By: \_\_\_\_\_  
Dr. Gerald W. Jenkins

Title: Superintendent \_\_\_\_\_

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

## Appendix A

### Software and Systems: Services and Support 2015-2016 Contract Year

The following services are currently available to member districts. Every member of the NWRDC may contract for Fiscal/HR Services, Student Services or Full Services, which means Fiscal/HR and Student Services.

#### I. WESPac Financial Management and Human Resources (FMS) Services

- A. All documents will be distributed electronically and / or provided at training sessions.
- B. For 2015-2016, the WESPac FMS for converted sites includes:
  - See Addendum 1: FISCAL PRODUCT LINE; HUMAN RESOURCES PRODUCT LINE
  - See Addendum 1: CROSS APPLICATION PRODUCTS; OTHER PRODUCTS

#### II. WESPac Student Management System (SMS) Services

- A. All documentation will be distributed electronically and / or provided at training sessions.
- B. For 2015-2016, the WESPac SMS includes:
  - See Addendum 1: SPECIAL PROGRAMS PRODUCT LINE: STUDENT PRODUCT LINE
  - See Addendum 1: CROSS APPLICATION PRODUCTS; OTHER PRODUCTS

#### III. Support Services

##### A. Consulting and Coordination Services

NWRDC Coordination services are available to employees of the District for the Application Service under contract. This service includes telephone response, formal classroom training, on-site training, user documentation materials and consulting in conjunction with the implementation of WSIPC's Legacy and WESPac software. When the District contracts with outside consultants, it is recommended that these consultants attend relevant training.

##### B. Data Transportation

The NWRDC assumes responsibility and cost to deliver computer output via United Parcel Service to a single designated drop-off location within each District. Districts choosing delivery to multiple drop-off points are billed for this added service. Each district may elect to pick up their output at the NWRDC operations center. Data shipped to the operations center is the responsibility of the District.

##### C. Delivery

WSIPC in conjunction with the NWRDC will ensure the software delivered complies with state reporting, budgeting and personnel retirement systems. WSIPC will install the software at our local site. All software modules supported under this agreement by both WSIPC and the NWRDC is documented in Addendum 1.

##### D. Grant and Limitations

WSIPC grants to the School District a nontransferable, nonexclusive license during the Term to use the Software and Documentation to aid in School District data operations. The School District will not disclose or make available any software or documentation associated with this agreement to any parties or persons not using the same on behalf of the School District. Nor will the School District change, modify or alter any software without prior written permission from the Cooperative and shall not infringe or violate any vendor license agreements WSIPC has entered into on their behalf. Vendors working on behalf of the Districts and requiring access to data or software provided by the Cooperative will be required to sign a Non-Disclosure Agreement with WSIPC.



## Appendix A

### E. Paper and Special Forms

NWRDC reserves the right to bill the school districts for paper usage beyond approved levels as determined by the NWRDC Executive Committee. Additional fees will be levied for anything beyond that limit. Paper and special forms used in the district on terminals, personal computers and other office machines are provided by the district.

### F. Service Continuity

In the event of complete failure of the centralized hosting provided by the Cooperative a failover system is in place for core software and data systems. Backup or redundant capacity exists for database, servers and network. This failover capacity will only be utilized for dramatic and sudden system failure of the primary hosting center, but will not be utilized during normal, routine, or scheduled down time.

### G. Service Request

To request support during Normal Support Hours (7:30 a.m. to 5:00 pm) the following points of contact will be used:

Finance/HR;	425-349-6560	<a href="mailto:nwrdcfiscalsupport@nwrdc.net">nwrdcfiscalsupport@nwrdc.net</a>
Student;	425-349-6570	<a href="mailto:nwrdcstu@nwrdc.net">nwrdcstu@nwrdc.net</a>
Operations:	425-349-6666	

### H. Software Documentation

Documentation associated with the software modules installed will be available in digital and/or printed forms as desired by the Data Center and School District. Documentation will be regularly updated to ensure it remains current and relevant.

### I. Software Updates

WSIPC agrees to keep current with vendor released versions of the licensed software and will install updates on a scheduled timeline approved by WSIPC governance and communicated to NWRDC and School Districts.

### J. State Reports

All data reports required by the state which impact 50 percent or more of the districts shall be provided by the Cooperative at no additional fee. The Cooperative and NWRDC will work with the state agencies to gather requirements on the data required. The released state reports will be tested to ensure compliance with state requirements. Any changes to the state reports will be communicated with the School Districts.

### K. System Availability

The Data Center computer systems will be available as noted below for processing from Monday through Friday except for scheduled and emergency maintenance periods. The computer systems are available on weekends for processing. However, there is no staff on site. Nightly backups occur for all WESPaC related data bases. If a system problem does occur over a weekend, there is the possibility of downtime throughout the rest of the weekend. A schedule of maintenance weekends (three times a year) is provided annually and is also posted on the NWRDC website.

*Normal Support Hours: Monday - Friday; 7:30 a.m. to 6:00 p.m.*

Defined as hours during which elective downtime can be scheduled with one (1) week's notice. End user has availability to the application. Individual components of a redundant group may be unavailable (single MetaFrame or Web server). Approval required by the Data Center Director and WSIPC Operations department heads. Advance communication will be sent to the Data Center Director and WSIPC Operations departments. At the conclusion of downtime communications will be sent to this same group.

## Appendix A

*Late Night: Monday - Sunday; 11:00 p.m. to 6:00 a.m.*

Defined as hours during which backups system reboots and maintenance can occur. Elective downtime may be scheduled with same-day notice. Services may be unavailable. Approval required by the WSIPC Operations department heads. Advance communication will be sent to the Data Center Director and WSIPC Operations departments. At the conclusion of downtime, communication will be sent to this same group.

*Release Weekend: Saturday; 3:00 A.M. - 9:00 P.M.*

Defined as monthly period during which application software, hardware and operating system maintenance is performed. Expect services to be unavailable. Approval required by the Data Center Director and WSIPC Operations department heads. At the conclusion of downtime communication will be sent to all data centers and WSIPC Operations departments. The approved annual downtime is provided on the NWRDC Website, the WSIPC Website and in the weekly messages to member districts.

### **L. Response Times**

NWRDC maintains a phone / e-mail support administrator during normal working hours. This individual monitors and assigns all client contacts to ensure timely responses.

At any time an issue is determined critical, the client will be notified within one hour of its status and every two hours thereafter.

*Critical:* Productivity has stopped. The client is functionally down and cannot continue work. Data is corrupted. Immediate attention required to manage political impact. Financial controls impaired. Security of the system has been compromised.

WSIPC and the Data Center will work diligently to resolve any Critical incidents. Staff shall work extended hours and the expectation is that the District staff who originated the incident remain available to participate in resolution of the incident. The established goal for Critical tickets is that it will be resolved within 24 hours.

### **M. Terminal Communications**

The District assumes responsibility for the costs and support of hardware, telecommunication software, and telecommunication connection costs to the access points established by the NWRDC. NWRDC provides Active Directory WESPaC account management for member districts as well as provides member districts' network analysis and troubleshooting support, including PacketShaper analysis and Citrix support.

### **N. Training**

NWRDC will train and support the end users in a District. Training may be offered at a designated training site, via K-20 or other means utilizing technology that is to the advantage of the NWRDC and the Cooperative. The NWRDC will offer consistently scheduled and on-going training to member School Districts.

### **O. Workstation Configuration**

School District Workstation Configuration requirements for devices and their software utilized by School District personnel to access Cooperative software modules will be documented in Addendum 2.



## **Appendix A**

### **IV. Optional Software and Services Offerings (OSSO)**

The Cooperative may provide additional software and services to enhance or supplement WSIPC's standard offerings. The costs for these services are often in addition to the normal FTE fee. Refer to Addendum 3 for the current listing of software and services.

### **V. Additional Services**

Member districts may contract with the NWRDC for special projects, which are not covered in the above services. Such services shall be provided under the policy and rates adopted by the NWRDC Executive Committee and based on the availability of staff.



## Cooperative Supported Skyward Products

### FISCAL PRODUCT LINE

#### Account Management

Chart of accounts and accounting process modules that provide the ability to view real time transactions over multiple years, with district customized account definitions and district controlled user access to accounting information.

- Account Profile
- Account Sequences
- Account Clearance
- Chart of Accounts
- Data Export for State Auditor's Office
- Equity Summary Account Managements
- Related Utilities and Audits

User defined reporting modules that simplify accounting related data selection with built in database relationships and selectable pre-defined calculations. Report templates can be created and shared district-wide, with options to automatically generate and route output to specific users via the District and/or User print queue.

- Budgetary Data Mining
- Batch Reports
- Account Master Query Applications Project/Grant Management
- Transaction History
- Scheduled and Monitored Tasks

#### Accounts Payable

Payment processing modules that support the creation and payment of invoices automatically built from purchasing and receiving information, with district set budget monitoring controls and e-mail notifications.

- ACH Payment Processing
- Bank Reconciliation
- Check Processing
- Check Reconciliation
- Check Requests
- Compensating Tax Processing
- County Treasurer Processing
- Credit Cards
- eSignature for AP Checks
- Expense Reimbursement
- Invoices
- Recurring Invoice Entry
- Related Reporting
- Related Utilities and Audits



## **Accounts Receivable**

School level accounting modules integrated with the business office, for use in billing customers and recording payments, tracking of outstanding balances and overdue amounts.

- Item Master
- Interest Calculator
- Invoicing
- Emailing Invoices and Statements
- Payor Master
- Payments
- Refunds
- Recurring Invoice Generation
- Related Reporting

## **Bid Management**

Modules that generate purchase orders from multiple bids, track items received through original bid, and use Vendor data to generate reports to compare bids from multiple vendors.

- Bid Requisitions
- Bid Quick Order
- Consolidate Requisitions
- Estimate Needs
- Item Master
- Request for Proposal Report
- Vendor Bid
- Related Reporting

## **Budget Management**

Accounting modules that expedite the creation, monitoring, and control of District budgets.

- Adoption
- Budget Requisitions
- Entry (Import, Clone, Build from Projections)
- Revisions
- Transfers (Import, Submit, Approval Workflow)
- Related Audits and Utilities

## **Fixed Assets**

Modules that support the set up and tracking of asset inventory by location with optional GASB 34 compliance support and scanning device interfaces.

- Asset Item Master
- Build Assets from Invoices
- Disposal and Additions Tracking
- Depreciation Expensing and Tracking
- Import New Fixed Assets from Spreadsheet Data
- Reporting Related Utilities and Audits

## **General Inputs**

Applications designed to record accounting transaction information created independently of the core system.

- Cash Receipts
- Equity Account Transfers
- Journal Entry
- Previous Year Adjustments
- Student Billing

## **Inventory**

Warehouse inventory modules that track the disbursement, replenishment and acquisition of inventory with full integration to the accounting system.

- Disbursement
- Inventory Item Master and Stock Management
- Inventory Receiving
- Quick Order
- Requisition
- Warehouse Transfers
- Accounting Update
- Related Reporting
- Related Utilities

## **Purchasing**

Modules that support creation and monitoring of Purchase Orders and all activity related to them, with requisition approval workflow controls and automated e-mail notification. Receiving information integrated with Accounts Payable Invoice process.

- Approval Workflow and Notifications
- e-Commerce
- ESign
- Emailing Purchase Orders
- Purchase Orders
- Receiving
- Recurring Entry
- Requisitions
- Related Reporting
- Related Utilities and Audits

## **State Processing**

Modules that support financial reporting of accounting data to the Office of the State Superintendent of Public Instruction (OSPI).

- Crosswalk Accounts
- Crosswalk Descriptions
- F-195 SPI Budget File Extract
- F-200 SPI Budget Extension Extract
- F-196 SPI Year End Extract
- F-198 Budget Status Reporting

## **Vendors**

Demographic and account activity modules that fully support the tracking of all Vendor related information.

- Custom Forms
- Data Mining/Reporting
- Import Vendor Catalog
- Request New Vendor Workflow
- Vendor Profile and Entry by Vendor
- Vendor Report Card
- Related Audits and Utilities
- Related Reporting

## **Year End**

Modules that support 1099 processing, including generation of electronic 1099 M files for reporting to the Federal Government, closing out of the current Fiscal Year, and opening of the next Fiscal Year.

- 1099 Processing
- Carry Forward Pending Received Invoices
- Encumbrance Carry Forward
- Fiscal Year End Process



## **HUMAN RESOURCES PRODUCT LINE**

### **Calendars**

Calendars are used extensively within the Skyward applications and within WESPaC. Position and assignment calculations for FTE and salary use calendar days and hours as part of the calculation. Retirement “as earned” transactions and Worker’s Compensation transactions also use calendars as part of the calculations. Calendars are easy to change and there are efficient ways to roll calendars to the next year. Calendars print nicely in a 12-month format. Districts often use these as their official district calendar.

### **Custom Forms**

These are custom entry screens that allow you to pull data onto data mining reports as well as display them on Profile screens.

### **Employee Access**

Employee Access opens the doors to communication with your staff. Give them easy, online access to their own payroll, time off, W2, and check history information. Employees have 24/7/365 access to and ability to change their personnel information.

- Check estimator eliminates the need to interrupt the payroll department to calculate a test payroll for the employee.
- Pseudo Approval allows the employee to request demographic changes in the employee profile. Example, name change or address change. The designated district employee is able to approve the change and update the employee profile.
- Historical payroll reporting allows employees to create their own reports for any period of time after the district conversion date.
- Ability to input time-off requests, requisitions, apply for positions open in the district, manage budget information, requests for expense reimbursement
- Perform higher level functions such as approving time-off, approving requisitions, approving budget transfers
- Interface to FastTrack - Job Applicant System as an on-line screener or an HR Administrator
- Interface to True Time – Time and Attendance System for input or approval of time worked

### **On-Line Expense Reimbursement**

Employee is able to electronically apply for expense reimbursements that go through an approval process similar to P.O. requisitions.

### **Employee Profile**

Employee Profile provides access to various types of human resources and payroll data and is the repository for all employee information.

- Personnel information
- Tax, retirement, deductions and benefits information
- Contract and pay record information
- Direct deposit
- Flex spending
- Regular and substitute time tracking
- Year-to-date, fiscal year-to-date
- Certification, education and experience information

- User-defined screens for tracking of district defined data
- System tracks all changes made to the employee profile

## **Employee Management**

The Employee Management System allows the client the ability to track employees' assignments to positions. The system facilitates the entry of employee staff changes and importing to payroll. The application allows for a single entry for all associated applications including Payroll, Employee Profile and the FastTrack job application system. Reports allow each district to capture Human Resource information. The application assists districts in tracking positions within the district. Salary Matrix / Salary Placement / Placement Tracker

## **Fast Track**

FastTrack is a web-based application allowing Human Resources personnel and other security-approved employees to post job vacancies and add, edit and view job postings quickly and easily from any computer with an internet connection. FastTrack integrates with Human Resources and Payroll eliminating the need to re-enter data. Internal and external posting options allow current employees to have access to positions prior to posting them for outside applicants. On-line screener capabilities alleviates the need for management to have to review applications in a central office

## **Federal Reporting**

All required Federal reporting is handled within the applications.

- Federal Withholding including the Quarterly 941 report
- FICA/Medicare
- Electronic files created for monthly reporting of data as needed
- Year-end W2 reporting
- EEOC
- Affordable Care Act reporting

## **Insurance Tracking**

Insurance Tracking will monitor insurance premiums, employee enrollments, and keep everyone up-to-date on premium/status changes. The Insurance Tracking module integrates with Payroll and Financial software so vendor information and benefit codes are only entered once, saving valuable time and resources. Districts that use pooling of insurance dollars are able to calculate pooling of employee benefit dollars in the Insurance Tracking module. Enrollment into insurance benefit programs is now available in the web environment. Open Enrollment can be accessed from home making it easier for your employees to sign up or change benefit packages.

## **Payroll**

More than a program that produces checks, Payroll tracks employee contract amounts, records time off, coordinates flex plans, and reports retirement, workers compensation and vendor transactions.

- Supports full or partial direct deposit so employees have the option to have pay deposited directly to their bank account or receive an actual check. Also supports additional deposits to multiple bank/credit union accounts
- Interfaces with True Time application for recording time and attendance



- Creation of electronic files for federal taxes, state reports, direct deposit and other vendor reports
- Reports available within the payroll processing as well as in Quick Picks – ad hoc reporting
- Integrates with Skyward's finance software, automatically updating the accounting to your general ledger in full detail.
- Run multiple payrolls at the same time while selecting/modifying your regular payroll run.
- Accrual payrolls for recording accounting to prior fiscal year
- Ability to do accounting adjustments when employee was recorded in an erroneous account
- Easy year end W-2 balancing and processing
- Many utilities and mass processes for ease of changing data on multiple records
- Ability to encumber remaining payroll costs for the fiscal year
- Electronic Signature for payroll checks

### **Payroll Worksheets**

Worksheets are used to record and pay extra or hourly time for employees. The district has the ability to de-centralize entry with upload capabilities. There are options for marking worksheet complete so no further changes can be made to it. There are upload capabilities from 3<sup>rd</sup> party substitute tracking systems. Worksheets can be set to history for later viewing if needed.

### **Position Request**

Position Request is a web-based function for requesting and approving an open position. The system checks for available FTE and Interfaces with position control. There is on-line approval processing that can be accessed through the Employee Access application.

### **Professional Development**

Assists the employee in requesting classes towards professional development. Requests are electronically approved.

### **Retirement**

For Washington State districts, this is a separate module written and maintained by WSIPC. The system Records retirement transactions "as earned", automatically creates the transmittal file that is sent to the Department of Retirement and retains retirement transaction history. Close association with Department of Retirement allows WSIPC to maintain all retirement information so districts do not have to maintain plan and rate changes themselves

### **Salary Negotiations**

When it comes to salary negotiation time, this tool can generate a negotiation plan within minutes. The district can generate multiple plan scenarios easily compare the multiple negotiation plans results. Salary Negotiations integrates with Employee Management saving time when preparing the next year's payroll and for subsequent negotiations. For Washington State districts, the Salary Negotiations application is also used for State reporting of Personnel budget and S-275 Personnel Reporting.



## **State Reporting**

All required State reporting is handled within the applications. In addition, many Crystal reports have been created to support the information that is reported at the State level.

- Personnel Budgeting and S-275 Personnel Reporting
- Mix Factor Report
- New Hire
- Unemployment
- Retirement
- Workers Compensation

## **Substitute Tracking**

Substitute Tracking allows districts to easily track all information about finding substitute teachers, hours worked, who they subbed for, and the rate of pay they received. The module Interfaces directly with Skyward's Time Off and Payroll systems. Customizable rate tables allow districts to establish specific rates and automate movement to a long term rate. Data can be imported from third-party Sub Calling systems directly into Skyward's Substitute Tracking.

## **Time Off**

Time Off is used to manage and track all employee Time Off Accrual information in a centralized location. Districts can allocate time off by pay period, month, or anniversary date. The centralized database allows staff to view up-to-date information regarding employee time off information and balances. There are multiple methods for time off entry including allowing office staff to enter information using limited-access processing. Automatic time off accrual can schedule allocation amounts based on years of service. This module Interfaces with Time off requests in Employee Access.

## **True Time**

TrueTime is a fully-integrated time tracking system that is FLSA compliant and can be accessed anytime, anywhere, online. It eliminates the need to enter employee work hours manually. Time entries can be completed through a web-based program or an electronic reader. Accurate time information increases accountability and reduces payroll errors. Electronic timesheets eliminate the need for paper timesheets, saving payroll staff time and hassle. There is On-line approval processing which allows supervisors to approve timesheets as they are submitted. A system generated email alerts the supervisor when a timesheet has been submitted.

## **Utilities, Mass Processing, Import Processes**

Throughout the Human Resources applications are utilities, mass processes and import processes to assist the user in making changes to multiple employee records at once. Some examples are:

- Professional Growth, Calculation of Education and Experience
- Profile mass changes – Change active status, Mass calculate hourly wage
- Position and Assignments Mass Change
- Deduction and Benefit Mass Processing
- Mass Change Calendar codes
- Education Import
- Mass processing of pay records, deductions and benefits
- Mass Process Terminations
- Mass Change Hourly Rates

## **SPECIAL PROGRAMS PRODUCT LINE**

### **Federal Reporting**

The following Federal data collections are supported by standard reporting tools:

- Federal Special Education Suspension-Expulsion Report
- Special Education Initial Evaluation Timeline Report
- Special Education Transition From Part-C to Part-B Report

### **Gifted and Talented**

Easily manage all areas for your gifted and talented students online including classes taken, entry date, discipline history, attendance, and academic history.

### **Section 504**

Skyward's Section 504 module offers a tool for tracking your district's Section 504 Plans. Accessible through Educator Access+, district staff can easily create and review important Section 504 information using a web portal.

### **Special Education**

Skyward's Special Education module offers a tool for tracking your district's special education timelines. Special Education includes an easy to use web portal. Accessible through Educator Access+, district staff can easily review important special education information.

- Referral dates and information
- Team evaluation dates
- Individualized Education Program (IEP) dates
- Placement information
- Medicaid Eligibility
- Integrated with IEP On-Line

## **Special Programs**

Skyward's Student Classifications area offers a tool for tracking your district's special program enrollment.

- 21st Century Community Learning Program
- Early Education
- Learning Assistance Program (LAP)
- Title 1 Program Assistance
- Title III Native American
- Immigrant
- Title VII Indian Education Supplemental Services
- LEP (Limited English Prof)/Bilingual
- Homeless
- Foster
- Home School Attended Part-Time
- Private School Attended Part-Time

## **State Reporting**

The following Washington state data collections are supported by standard reporting tools:

- Monthly Special Education Enrollment (P223H) Report
- Comprehensive Education Data and Research System (CEDARS)
- Other Reports (Weapon and Truancy, etc.)



## **STUDENT PRODUCT LINE**

### **Academic Standards**

The Academic Standards module allows districts to import Common Core, state, and district power standards that can be linked to District Assessments, Secondary Gradebook assignments, and be used to create Standards Gradebook Academic Areas.

### **Activities**

The Activities area manages student activities and awards. The module fully integrates with other modules such as EA+, Attendance, Discipline, Grading, and the Family Access calendar. Identify and locate students within the system through set criteria, and verify student eligibility to district staff for athletics, academics, or achieving a pride status.

### **Attendance**

Attendance makes sure all students are accounted for and reports on any inconsistencies in district's or students' records. The module integrates with Skyward Family Access so parents receive immediate notification of a student's absence or tardiness. The reporting capabilities are robust and include the ability to send home attendance letters, update discipline records from non-attendance and use graphs to communicate student attendance issues.

### **Auto Email**

The Auto Email functionality allows the set-up of automated emails to selected contacts regarding changes to a student's enrollment, attendance, discipline, schedule, special education, response to intervention, and demographic information.

### **Busing**

Busing keeps track of students' bus routes, stops and transportation categories as well as providing reports that give school and district staff real time data on bus ridership and miles transported.

### **Career Planning**

The Career Planning module provides the ability to define 4 year plans reflective of a student's individual career goals. The plans can be associated with curriculum required for the goal and students then linked to an appropriate plan. The Guidance staff can then work with the student to track progress toward their career goals.

### **CEDARS (Comprehensive Education Data and Research System)**

WSIPC has developed a data extract process that creates and populates the data files required by the WA Office of the Superintendent of Public Instruction in support of the CEDARS database.

### **Childcare**

The Childcare module allows districts to define different types of childcare programs, enroll students in them, and in conjunction with the Fee Management module, bill guardians for program participation. The Family Access module can be configured to allow guardians to sign their children up for the programs offered by the district.

## **Curriculum and Assessments**

The Curriculum and Assessment area provides management of curriculum master records, student tests and test scores, and educational milestones (non-coursework related requirements)

## **Current Scheduling**

Current Scheduling provides maintenance of current class attributes and enrollment, and keeps everyone informed of schedule changes through Family/Student Access and Educator Access+. Counselors, Teachers, parents, and students can view schedules online, reducing the expense and inconvenience of paper reports and eliminating time delays in viewing current schedules. The function also includes the ability to track and log schedule changes.

## **Custom Forms**

Custom Forms allows the creation of an area where information can be added to a student's or family's record. Custom Forms consist of building a customized screen that can contain both user defined fields and fields that currently exist in the database.

## **Discipline**

The Discipline module allows buildings to manage and report on incidents on both an individual and district-wide level. It allows for viewing discipline referrals electronically and eliminates extra paperwork for teachers. Using Family Access, parents can view discipline offenses and actions in real-time.

## **District to District Transfer**

District to District Transfer imports a new student's information when they transfer from another district using Skyward. Demographic, immunization, family information, and grade information can be input into your district with very little manual entry.

## **Educator Access Plus**

Educator Access Plus is an online tool designed to enhance teachers, advisors and administrators access to student information. Users can access Educator Access Plus from anywhere through a secure internet connection, if available. Features include both secondary and standards based real time gradebooks, message center, attendance updates, discipline referrals, advisor and activity management, scheduling and management of guardian-teacher conferences, and administrative tracking tools.

## **Family Access**

Parents and students can view student related information anytime, anywhere online. It provides options to allow parents and students to see grades, assignments, report cards, attendance, schedules, discipline, test scores, graduation requirements, and food purchases. Parents can easily submit information to notify a school of absences, submit course requests, make credit card payments, enter an Online Application for Free and Reduced-Price Meals, and email school personnel. Many schools use the On-Line Registration process to allow guardians to perform most of the steps to register their students for school from home. Communication with teacher and administration is furthered by direct linkage to the school or district Message Center application.

## **Federal Reporting**

The Federal Reporting module supports the Federal Office of Civil Rights reports.



### **Fee Management**

Fee Management provides tracking of student fees. Districts have the option to allow families to use convenient payment plans for their expenses. The Fee Management module also interfaces with the Textbook module to ease the management of lost or damaged books.

### **Food Service**

The Food Service module monitors costs and improves meal management efficiency. When used with Family Access, it can provide parents with the ability to enter Online Applications for Free and Reduced-Prices Meals, and up-to-date information online for all purchases and account balances. It allows cash payment at the point of sale with onsite cash reconciliation and recording of items sold. The system also provides for oversight of Free and Reduced meal allocations, credit card payments for student or staff food service accounts, and specialized reporting including the Monthly Claim for Reimbursement report.

### **Future Scheduling**

Scheduling for future terms or years is done with Future Scheduling. The information from this module integrates with Family/Student Access and Educator Access+ to keep everyone informed of scheduling data. Counselors, parents, and students can view schedules online, reducing the expense and inconvenience of paper reports and eliminating time delays in viewing current schedules. The application engages students and guardians with Online Request entry and Online Arena Scheduling as well as providing administrative tools such as the Advanced Master Builder and the Interactive Scheduling Board. In addition, many utilities exist to aid in managing student requests and other scheduling activities.

### **Grading**

Monitoring students' grading and transcripts is done with Grading Reporting/Transcripts. Custom reports, and Customer Report cards as well as functions such as class rank and student GPA are part of this module. Grading integrates with GradeBooks from Skyward, eliminating the need to import/export data.

### **Graduation Requirements**

Develop custom graduation plans and be confident that each student is on track in meeting their graduation requirements. Unique graduation plans can be developed for each school or for an individual student. Students' progress may be compared against requirements for state, school, or individual student plans. Course information is automatically recorded for each student based on courses completed, in progress, or scheduled in the future. Optionally, Graduation Requirements data can be shared with teachers, students and families through Educator, Student, and Family Access.

### **Guidance**

Counseling staff can manage student visits to the guidance office and record times, purpose, outcomes, and notes in regard to time spent with students.



## **Health Records**

The Health Records module ensures that your district complies with state reporting requirements by accurately tracking all student-related health problems and vaccinations. All state vaccination requirements are pre-loaded for the district. Medications are entered and history tracked using a simple color-coded on-screen format. The module provides options to track all student-related health information including office visits. Optionally, student health information including Critical Alerts can be shared in Educator Access and the teacher gradebook.

## **Lesson Plans**

The Lesson Plan module allows teachers to build and schedule their daily lessons by organizing objectives, resources, activities, and assessments through Educator Access Plus.

## **Lockers**

The Locker area provides functionality for all phases of managing lockers and locks. This includes locker and lock information such as make, combination, and location as well as the ability to report and manage these components through mass update utilities. The module also provides for the import of locker numbers and combinations.

## **Message Center**

The Message Center function is a means for school administration, teachers, advisors, and activity leaders to communicate to students and guardians via emails, Family/Student Access, and Calendars. It provides mass communication capability to inform about events, activities, assignments, requirements and other important information. The function optionally allows families or students to respond to the communications.

## **Obligations**

The Obligations area is used to manage student requirements such as turning in an Internet Usage or Emergency Contact form. When used in conjunction with the Fee Management module, obligations can be defined to monitor whether student financial requirements have been met.

## **Secondary Gradebook**

Designed for senior and junior high school teachers, Secondary GradeBook is the best tool to keep your teachers organized and up-to-date on student progress. E-mail progress reports directly to parents and post assignments to Family Access. It includes options for different grading methods, categories, and term weights.

## **Skylert**

Skylert provides multi-platform (text, email, and phone) delivery of messages to communicate emergency or informational content. The function integrates with Family Access to allow personal configuration of message delivery.

## **Staff**

The staff area provides for management of individual staff members' demographic, scheduling, and grade book information within the Student Management module as well as providing for assignment of substitutes.

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## **ADDENDUM I**

## **Standards Gradebook**

A true standard based gradebook specific to the needs of teachers who use skill and standards-based grading. Every grade level and teacher can use a different skill bank, which is completely customizable for your district.

## **State Reporting**

The following Washington state data collections are supported by standard reporting tools:

- P-223 Monthly School District Enrollment
- National School Lunch and Breakfast Program State Claim
- Washington Standardized High School Transcript
- Academic History Report
- Transcript Status for Additional State Requirements
- Student Test Score Details for CAA Status
- Attendance Truancy
- Unexcused Absences for Grades 1 – 8
- Department of Health Annual School Report
- Assessment of District Student Health Services
- Preschool Immunization Status
- WASL Cohort Extract Files
- Weapons Report
- Student Behavior Report

## **Student Demographics**

The Students area is the main access point for updating demographic information:

- Address
- Birth History
- Ethnicity/Race
- Vehicles
- Web Access
- Obligations
- Category
- Emergency Info
- Entry/Withdraw History
- Family Info
- Siblings
- Address History

## **Student Access**

Students have a personal access point to their data and important information with Student Access. Students can view information anytime, anywhere online including grades, assignments, report cards, attendance, schedule, discipline, test scores, graduation requirements, and food purchases. Student may enter scheduling requests online, engage in Online Arena Scheduling and communicate with teachers via email.

**Substitute Assignment**

This module provides the ability to assign a substitute staff member to an absent teacher's classes. Assignments may be made for specified time frames including start-stop days and specific periods. The assignment provides documentation of the staff member responsible during a teacher's absence.

**Survey**

The Survey module allows districts to set up questions and include them in student surveys with reports available to organize the responses.

**Textbook**

The Textbook area provides management of textbooks within the district. Create an ID number, and track who is assigned the book, its condition, and the number of books not yet assigned. The system handles textbooks distributed through a bookstore as easily as textbooks issued in the classroom. Details include who is assigned a book, title, International Standards Book Number (ISBN), edition, publisher, date purchased, cost, condition, issue date, and order sequence.

**Year End**

This series of process driven modules enable the individual buildings and the district to close the current school year, clone appropriate data, and open the upcoming school year.



## **CROSS APPLICATION PRODUCTS**

### **Data Mining**

Data Mining is an ad-hoc reporting tool and assists in uncovering patterns in your student and financial data. It's critical for running reports for parents, administrators, and staff. The user can create custom reports which include only the fields and ranges selected. Multiple filters can be used to specify data to be included on the report. The report data can be exported to Microsoft Excel or Word for easy mail merge.

### **Mobile Solutions**

Mobile Solutions covers functionality that allows district staff to access information while remote from their normal workstations. Hand held devices create the ability to display and update student information including attendance and discipline. Additional data input/output can be received and processed from HR/Finance.

### **Product Set Up**

The Product Set Up function allows district or entity staff to manage and configure the software to best meet the business needs of the district. The functionality provided is wide ranging and includes security, database management, user tracking, print management, SIF management, and many important configuration settings that permit the district to tailor the system to their needs

### **Security**

The Security function allows management of individual security users, security groups, and specialized security functions like Super Users, and district licensing.

### **SkyBuild (Data Import/Export)**

SkyBuild provides the ability to select from many pre-defined import and export formats for common third party products covering transportation, food service, library systems and more. In addition, file builders are available to create custom import or export file formats.

### **SkyPort**

SkyPort provides each user a portal customizable with dashboards of information they need the most. Real time graphs and reports with drill down capability are used to create a personal user dashboard with access to all permissioned functions.

### **Task Manager**

Task Manager allows districts to create multi-step Processes with specific tasks, links to the applications and custom forms, and e-mail notifications. Users can initiate a Process to facilitate occurrences of the underlying workflow.

## **OTHER PRODUCTS**

### **Crystal Reports**

Crystal Reports is a report builder that can be added to an existing Skyward system to create unique forms and reports such as registration forms or mobility reporting. Reports can be created centrally and distributed throughout the district utilizing Skyward's Quick Picks report viewer.

### **MySchoolData**

My School Data is a secure web application that provides district educators access to Skyward data with assessment data from other sources in an easy to use common look and feel. The Early Warning System, part of MySchoolData , provides reporting on performance and other criteria to aid in early intervention. The strength of the system is the ability to combine Skyward data such as schedule, attendance and discipline with student assessments to present a graphical view of student performance results. Dashboards and traditional report formats are available through this tool.

### **SkyDoc**

Online documentation for the application software.

## **SOFTWARE AS A SERVICE (SaaS) Modules**

### **Course Learning Center**

The Course Learning Center keeps all of a teacher's assignments, handouts, reading materials, and paperwork together in one place. Instead of having stacks of handouts, all the course information can be stored online. Students can browse through all the projects and notes at any time. When it's time to turn in their homework, they simply submit it through their digital locker and it's available for their teacher to grade.

### **Curriculum Mapping**

Curriculum Mapping is a great way for teachers to see all the activities, assignments, and resources they need for each unit. Custom Calendars help teachers spend less time on repetitive data entry and more time teaching. They can tie benchmarks directly to each lesson plan, saving time and ensuring complete coverage of the material.

### **New Student Online Enrollment**

New Student Online Enrollment is incredibly easy for parents and staff to use. From your district website, parents simply click enroll new student and they'll get instructions on how to fill out demographic information as well as any custom forms your district needs. Once their information is entered, your registrar can review it and add the student.

### **Response To Intervention (RTI)**

Skyward's Response to Intervention (RTI) module identifies students in need of improvement, gives you a comprehensive overview of all their educational history, and allows you to initiate and manage intervention actions in a team or teacher environment.

Intervention plans are centrally managed and related to appropriate area and grade for easy lookup when addressing a student's need. Additionally, you can monitor the use of approved interventions to learn which ones are most effective or most commonly used.





## WESPaC and IEP.Online® Workstation Guidelines

### WSIPC WORKSTATION GUIDELINES

Windows Systems	Windows 8 / 8.1	Windows 7	Windows Vista
Hardware	Operating System minimum requirements, Physical Network Connection		
Video	17 inch or higher at 1024 x 768 resolution		
Printer	Networked HP LaserJet printers supporting TCP/IP and PCL 6 or PCL 5e		
Citrix ICA Client	XenApp Web Plugin – Version 11.000		
Web Browser <i>Citrix Web Interface</i>	Internet Explorer 10/11 Firefox 3.x or later	Internet Explorer 9 - 11 Firefox 3.x or later	Internet Explorer 9 Firefox 3.x or later
Web Browser <i>Skyward Web</i>	Internet Explorer 10/11 Firefox and Chrome Current Version	Internet Explorer 9 -11 Firefox and Chrome Current Version	Internet Explorer 9 Firefox and Chrome Current Version
Web Browser <i>Family Access Employee Access</i>	Internet Explorer 10/11 Firefox and Chrome Current Version	Internet Explorer 9 -11 Firefox and Chrome Current Version	Internet Explorer 9 Firefox and Chrome Current Version
Adobe Software for Skyward Web Products	Acrobat Reader 8.0 or above Flash 9.0 and above	Acrobat Reader 8.0 or above Flash 9.0 and above	Acrobat Reader 8.0 or above Flash 9.0 or above
<i>MySchoolData</i>	Internet Explorer 10/11 Firefox and Chrome Current Version	Internet Explorer 9 -11 Firefox and Chrome Current Version	Internet Explorer 9 Firefox and Chrome Current Version

Macintosh Systems	Mac OS 10.9	Mac OS 10.8	Mac OS 10.7	Mac OS 10.6
Hardware	Operating System minimum requirements, Physical Network Connection			
Video	17 inch or higher at 1024 x 768 resolution			
Printer	Networked HP LaserJet printers supporting TCP/IP and PCL 6 or PCL 5e			
Citrix ICA Client	Mac Client OS X – Version 10.0			
Citrix Web Interface	Firefox 2.0 / 3.5	Firefox 2.0 / 3.5	Firefox 2.0/3.5	Firefox 2.0/3.5
Web Browser <i>Skyward SMS 2.0</i>	Safari 7 Firefox and Chrome Current Version	Safari 6 Firefox and Chrome Current Version	Safari 6 Firefox and Chrome Current Version	Safari 5 Firefox and Chrome Current Version
Web Browser <i>Family Access Employee Access</i>	Safari 7 Firefox and Chrome Current Version	Safari 6 Firefox and Chrome Current Version	Safari 6 Firefox and Chrome Current Version	Safari 5 Firefox and Chrome Current Version
Adobe Software for Skyward Web Products	Acrobat Reader 7.0 or above Flash 8.0 or above	Acrobat Reader 7.0 or above Flash 8.0 or above	Acrobat Reader 7.0 or above Flash 8.0 or above	Acrobat Reader 7.0 or above Flash 8.0 or above
<i>My School Data</i>	Safari, Firefox and Chrome Current Compatible Version			

-Skyward Web Based Food Service Point of Sale (POS) must meet the following minimum hardware requirements: Dual Core 1.6GHz or faster with RAM: 1 gigabyte (GB) (32-bit) or 2 GB (64-bit)

-Skyward does not support beta versions of Operating Systems or Web Browsers

<b>Windows Systems</b>	
Hardware	The physical hardware (memory, disk space, and processor) must be appropriate for the operating system installed.
Video	17 inch or higher at 1024 x 768 resolution
Operating System	Windows Vista (not Home version) Windows 7
Web Browser	Internet Explorer 8 or later Firefox 3.5 or later Chrome 4 or later Safari 4 or later
Other Software	Adobe Reader 7 or higher Adobe Flash Player Release 9 or later
Browser Settings	<p><b>Note:</b> Network Cache / Proxy Server: For all computers, you must disable proxy / cache server use and/or bypass the proxy server for IEP.Online®</p> <p>Local Cache:</p> <p><b>Internet Explorer</b></p> <ul style="list-style-type: none"> <li>Tools Menu / Internet Options / General / Temporary Internet Files / Settings / Check for new version of stored pages "Every visit to the page"</li> <li><b>IMPORTANT:</b> for use in school systems where a proxy server is the only access to the Internet, <b>Use HTTP 1.1</b> must be set in the "Advanced" section of Internet Options.</li> </ul> <p><b>Other (Firefox, Chrome, Safari)</b></p> <ul style="list-style-type: none"> <li>Edit Menu / Preferences / Advanced / Cache / Document in cache is compared to document on network "Every Time"</li> </ul> <p>Cookie Settings:</p> <p><b>Internet Explorer</b></p> <ul style="list-style-type: none"> <li>Enable cookies for local storage</li> <li>Enable per-session cookies</li> </ul> <p><b>Other (Firefox, Chrome, Safari)</b></p> <ul style="list-style-type: none"> <li>Accept all cookies</li> <li>Enable JavaScript / Scripting</li> </ul>

  

<b>Macintosh Systems</b>	
Hardware	The physical hardware (memory, disk space, and processor) must be appropriate for the operating system installed. At least a 500Mhz G3 processor with more than 256Mb of physical memory.
Video	17 inch or higher at 1024 x 768 resolution
Operating System	OS X 10.4.x or greater
Web Browser	Safari 4 and later Firefox 3.5 and later Chrome 4 and later
Other Software	Adobe Reader 7 or higher Adobe Flash Player Release 9 or later
Browser Settings	<p><b>Note:</b> Network Cache / Proxy Server: For all computers, you must disable proxy / cache server use and/or bypass the proxy server for IEP.Online</p> <p>Settings:</p> <p><b>All Browsers</b></p> <ul style="list-style-type: none"> <li>Accept all cookies</li> <li>Enable JavaScript / Scripting</li> </ul>

For IEP.Online® to function properly, the client browser or pop-up blocking software must be configured to allow pop-up windows from IEP.Online. This includes native browser functionality, as well as toolbars such as Yahoo and Google.





## Purchasing Program

### SOFTWARE

**Advanced Processing & Imaging - API** – enterprise content & business process management  
**Blackboard Engage** – integrated website communication platform  
**BravePoint** – BI products and services enabling schools to maximize protection & use of critical data  
**CionSystems** – Active Directory, backbone infrastructure for enterprise identity management  
**Citrix** – own virtual workplace software \*  
**Crystal Reports** – purchase custom reporting tool for WESPaC database  
**E-Funds for Schools (Magic-Wrighter)** – Online and POS payment processing  
**EzNetPay** – Software-as-a-Service for Construction Projects Management  
**iep.online (PCG)** – hosted special education processing software  
**infosnap** – online student enrollment and registration solutions  
**K12Alerts (Message Logix)** – hosted parent, student, staff notification software  
**Laserfiche® (VPCI)** – enterprise content management solution  
**Medicaid Reimbursement (PCG)** – hosted Medicaid billing for special education  
**Melding Technology** – Microsoft Lync services and products  
**Microsoft Enrollment for Education Solutions (EES) (Dell)** – lease desktop & server software \*  
**Microsoft Select Program (Dell)** – own desktop & server software \*  
**ParentLink (Blackboard)** – Branded District App™ school notification system  
**Registration Gateway (SRC Solutions)** – use online, paperless student enrollment  
**School Messenger (Reliance Communications)** - hosted parent, student, staff notification software  
**Tools4ever (Advanced Toolware)** – solutions for Identity and Password Management

### SERVICES

**3R Technology (E-Waste Recycling )** – recycle surplus/obsolete hardware  
**Merrill** – purchase stock and custom forms and paper \*  
**WSIPC** – purchase customized system administration, network , maintenance & programming services

### EQUIPMENT PURCHASING

**Ace Computer** – Desktop, notebook, tablet & server hardware \*  
**Alden** – network, desktop, notebook, tablet & server hardware \*  
**American Time** – integrated synchronized timekeeping solutions  
**CMT (MKC Enterprises)** – Data Storage Systems  
**Dell** – desktop, notebook, tablet and server hardware \*  
**HP** – desktop, notebook, tablet and server hardware \*  
**Microsoft** – computer hardware (Surface tablets, X-Box)\*  
**Rapid Technologies, LLC.** – IT Components for printer and computer repairs  
**Technology Integration Group (TIG)** – Desktop & Server Hardware \*  
**Verizon** – Nortel and telephone systems \*  
**Xi3 Corporation** – Eco-friendly and energy efficient small form factor computers  
**Zones** – Desktop & server hardware \*



**BID CONTRACTS\***

**Ace Computer** – Desktop, notebook, tablet & server hardware \*

**Alden** – network, desktop, notebook, tablet & server hardware \*

**Citrix** – own virtual workplace software \*

**Dell** – desktop, notebook, tablet and server hardware\*

**HP** – desktop, notebook, tablet and server hardware \*

**Merrill** – purchase stock and custom forms and paper \*

**Microsoft** – computer hardware (Surface tablets, X-Box)\*

**Microsoft Enrollment for Education Solutions (EES)** (formerly School Agreement) **(Dell)** –lease desktop & server software \*

**Microsoft Select Plus Program (Dell)** – own desktop & server software \*

**Technology Integration Group (TIG)** – Desktop & Server Hardware\*

**Verizon** – Nortel and telephone systems \*

**Zones** – Desktop & server hardware \*

\* Items were bid according to Washington K-12 requirements and open to all K-12 institutions \*  
<http://www.wsipc.org/products/>