

**SECOND AMENDMENT SOFTWARE SERVICES AGREEMENT
BETWEEN TESTOUT CORPORATION AND POUFRE SCHOOL DISTRICT R-1**

This Second Amendment (“Second Amendment”) effective as of the 13th day of March 2024, is attached to and forms part of the Software Services Agreement between and Poudre School District R-1 (the “District”) and TestOut Corporation (the “Contractor”) executed August 1, 2022 and the First Amendment to the Agreement executed June 2, 2023 (“Agreement”), both of which are attached and made part of this Second Amendment. To the extent that any of the terms or conditions contained in this Second Amendment may contradict with any of the terms or conditions of the attached Agreement, it is expressly understood and agreed that the terms of this Second Amendment shall take precedence and supersede the attached Agreement. The parties agree to amend the Contract by adding the following language:

1. **Purpose of Amendment.** This Amendment shall constitute the Second Amendment to the Agreement between the District and the Contractor. The purpose of this Second Amendment is to amend the terms and deliverables between the District and Contractor.
2. **Term of Agreement.**
 - 2.1. At the conclusion of the term dated June 30, 2024, as outlined in section 1.1 of the Agreement, the District and Contractor elect to extend the term of the Agreement beginning on July 1, 2024 through June 30, 2025.
3. **Amended Responsibilities.**
 - 3.1. Exhibit A is deleted hereby in its entirety.
 - 3.2. Replace Exhibit A with Contractor’s Data Collection, hereby attached to this Second Amendment and made part of this Agreement.
 - 3.3. Exhibit B is deleted hereby in its entirety.
 - 3.4. Replace Exhibit B with Contractor’s Pricing Guide 2024, hereby attached to this Second Amendment and made part of this Agreement.
 - 3.5. Add Exhibit D with Contractor’s VPAT, WCAG Edition, Version 2.4 hereby attached to this Second Amendment and made a part of this Agreement.
4. **Special Provisions.**
 - 4.1. **Terms and Conditions.** With the exception of items explicitly delineated in this Second Amendment, all terms and conditions of the original Agreement between the District and Contractor shall remain unchanged and in full force and effect.
5. **General Provisions.**
 - 5.1. **Entire Agreement.** The original Agreement, the First Amendment and this Second Amendment, constitutes the entire Agreement of the parties regarding the subject

matter addressed herein and supersedes all prior Agreements, whether oral or written, pertaining to said subject matter.

5.2. **Signatures.** This Agreement may be executed and delivered via portable document format (pdf), and the pdf signature of any party shall be considered valid, binding, effective and an original for all purposes.

IN WITNESS WHEREOF, the District and the Contractor have signed this Agreement as of the date first set forth above.

TESTOUT CORPORATION

POUDRE SCHOOL DISTRICT R-1

By: _____

By: _____

R. David Montoya
Chief Financial Officer

By: _____

Julie Chaplain
Assistant Superintendent

Exhibit A



STUDENT DATA INFORMATION REQUEST FOR SOFTWARE SERVICES

Colorado’s Student Data Transparency and Security Act [C.R.S. Section 22-16-101 et seq.] requires Poudre School District (PSD) to set forth certain contractual requirements before agreeing to the use of products that share student data. Due to the specificity of this language, PSD has opted to use its own contract to ensure compliance and alignment with the law and U.S. Department of Education recommendations regarding National Institutes of Standards and Technology Guidelines for Media Sanitization.

The law defines Student Identifiable Data as all items which are collected, maintained, generated, or inferred through use of the service, which includes metadata. This means any data element in the software’s data table that can be connected to a student must be transparently identified along with how the data will be used. Because this may be different from what the company has reported under the Family Educational Rights and Privacy Act (FERPA), the District recommends pulling the data table to include all data elements.

Please provide the following information to facilitate the contracting process:

1. Detailed, formal description of product and scope of work to be completed.
 - *Descriptions should not include wording such as “most used” or “used by X number of schools.”*
 - *Service descriptions should be detailed and free of sales language so it’s clear what’s being purchased.*

2. What student data is collected through use of the system?
 - *List all student data that’s collected, maintained, generated, or inferred through use of the service; this includes information created or collected by the company.*

<i>Student</i>	<i>Teacher</i>	<i>Admin</i>	<i>Meta Data</i>

3. What is the purpose of collecting student data?

4. What third parties does the company partner with who may receive student data in any format?

- *This includes storage and vendors receiving encrypted data.*

5. What is the purpose of the third-party partners?

6. Please provide:

- Current quote (if available)

- Tiered pricing for future purchases

- Name and email for contract notices

- Name and title of person who will sign the contract

- Does the system allow integration for rostering?

Yes No

If the above answer is yes, how is it completed?

The following pages contain an example that will serve as a guide for the company's IT team; these items are known as data tables or data dictionaries.

PSD must have specific information from the company in a separate document, which will become an exhibit to the contract. Links to online privacy policies will not be accepted; these policies must be transparently identified in a static document.

What Student Data is collected through the use of the system?

Data Collected	General Purpose of Data Collection
Access Time	User research to improve the experience & provide technical support
Assessment Scores	Used for teacher data collection
Badges Earned	Used for teacher data collection
Browser Type	User research to improve the experience & provide technical support
Browser Version	User research to improve the experience & provide technical support
Contest Points	Used for teacher data collection
Device ID	User research to improve the experience & provide technical support
Device Type & OS	User research to improve the experience & provide technical support
Game Time Earned	Used for teacher data collection
IEP Progress Percentage	Used for teacher data collection
IEP Standards Passed	Used for teacher data collection
IP Address	User research to improve the experience & provide technical support
Lesson Questions Correct/Incorrect	Used for teacher data collection
Lesson Scores	Used for teacher data collection
Machine Model	User research to improve the experience & provide technical support
Operating System	User research to improve the experience & provide technical support
Placement test scores	Used for teacher data collection
School Address	Required to support product functionality
School Fax Number	Optional
School Leader Email Address	Optional
School Leader First & Last Name	Optional
School Leader Password	Optional
School Leader Role	Optional
School Name	Required to support product functionality
School Phone Number	Required to support product functionality
Standard Mastery Percentage	Used for teacher data collection
Standards Mastered	Used for teacher data collection
Student Answers on Lesson	Used for teacher data collection
Student First & Last Name	Required to support product functionality
Student Grade Level	Required to support product functionality
Student ID number	Optional

Student Password	Required to support product functionality
Student Username	Required to support product functionality
Teacher Email Address	Required to support product functionality
Teacher First & Last Name	Required to support product functionality
Teacher Password	Required to support product functionality
Time on Lesson	Used for teacher data collection
Time Spent in Subjects	Used for teacher data collection
Time Spent on individual problems	Used for teacher data collection

What third-parties does the vendor partner with? Who may receive Student Data in any format?

Vendor	URL	Description
Rackspace	rackspace.com	Web hosting
Amazon AWS	aws.amazon.com	Web hosting
Wormly	wormly.com	Alerts and monitoring
Realtime	framework.realtime.com	Cloud based realtime messaging
Twilio	twilio.com	SMS messaging
Sendgrid	sendgrid.com	Email delivery
Mailchimp	mailchimp.com	Email list management
Clever	clever.com	Student rostering
Edmodo	edmodo.com	Student rostering
Oneroster	oneroster.com	Student rostering
Freshdesk	freshdesk.com	Customer support
Google Classroom	developers.google.com/classroom	Student rostering
Salesforce	salesforce.com	CRM

Exhibit B



K12 School & District Academic Course Pricing

REQUEST A QUOTE NOW

COURSE TITLE	PREPARES FOR	COURSE PRICE	COMPTIA EXAM VOUCHER
<p>Digital Literacy Pro</p> <p>✔ Digital Literacy Pro is our newest online courseware training edition for grades 7-12. This course will cover essential skills and concepts, including Computer Hardware and Software, Networking, Internet, and Cloud, Mobile Technology, Digital Citizenship and Cybersecurity, and more.</p>			
<p>TestOut Digital Literacy Pro</p>	<p>✔ TestOut Digital Literacy Pro</p> <p>✔ More information coming soon</p>	<p>Individual license: \$29 each</p> <p>Up to 100 licenses: \$1,649</p> <p>Up to 250 licenses: \$1,949</p> <p>Up to 500 licenses: \$2,995</p>	<p>N/A</p>
<p>Office Courses Pricing Options</p> <p>✔ Our Microsoft Office Library combines all of our Office courseware into one library, providing a great option for schools or districts teaching multiple Office courses.</p>			
		<p>Individual license:</p>	

<p>TestOut Pro Certified: Microsoft Office® Library</p>	<ul style="list-style-type: none"> ✔ TestOut Pro Certified: Microsoft Office® Essentials ✔ TestOut Pro Certified: Microsoft Excel® & Word® Advanced ✔ Microsoft Word®, Excel®, PowerPoint®, Access®, Outlook® 2021 ✔ Microsoft Excel®, Word® Expert 2021 	<p>\$39 each Up to 100 licenses: \$2,049 Up to 250 licenses: \$2,499 Up to 500 licenses: \$2,999</p> <p>(Each student license includes access to Office Pro, Word, & Excel)</p>	<p>N/A</p>
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✔ Our office courses can be mixed and matched to create a customized option accommodating your school's needs.

<p>TestOut Office Pro</p>	<ul style="list-style-type: none"> ✔ TestOut Pro Certified: Microsoft Office® Essentials ✔ Microsoft Word®, Excel®, PowerPoint®, Access®, Outlook® 2021 	<p>Individual license: \$29 each Up to 100 licenses: \$1,749</p>	<p>N/A</p> <p>(Each student license includes access to one course)</p>
<p>TestOut Pro Certified: Microsoft Word®</p>	<ul style="list-style-type: none"> ✔ TestOut Pro Certified: Microsoft Word® Advanced* ✔ Microsoft Word® 2021 ✔ Microsoft Word® Expert 2021 	<p>Up to 250 licenses: \$2,048 Up to 500 licenses: \$2,995</p>	
<p>TestOut Pro Certified: Microsoft Excel®</p>	<ul style="list-style-type: none"> ✔ TestOut Pro Certified: Microsoft Excel® Advanced ✔ Microsoft Excel® 2021 ✔ Microsoft Excel® Expert 2021 	<p>Up to 500 licenses: \$2,995</p>	

IT Courses Pricing Options

✔ Our IT courses can be mixed and matched to create a bundle (excluding Ethical Hacker Pro and CyberDefense Pro, which can be purchased for \$99 per license.)

<p>TestOut IT Fundamentals Pro</p>	<ul style="list-style-type: none"> ✔ TestOut IT Fundamentals Pro ✔ CompTIA IT Fundamentals FC0-U61 		<p>\$84.00*</p>
<p>TestOut PC Pro</p>	<ul style="list-style-type: none"> ✔ TestOut PC Pro ✔ CompTIA A+ 220-1101 (Core 1) ✔ CompTIA A+ 220-1102 (Core 2) 		<p>\$115.00 per exam</p>
	<ul style="list-style-type: none"> ✔ TestOut Network Pro 		

TestOut Network Pro	<ul style="list-style-type: none"> ✔ CompTIA Network+ N10-008 		\$178.00
TestOut Security Pro	<ul style="list-style-type: none"> ✔ TestOut Security Pro ✔ CompTIA Security+ SY0-601 		\$262.00
TestOut Linux Pro	<ul style="list-style-type: none"> ✔ TestOut Linux Pro ✔ CompTIA Linux + XK0-005 	Individual license: \$99 each Up to 50 licenses: \$2,799 Up to 100 licenses: \$4,999 Up to 150 licenses: \$7,199 Up to 200 licenses: \$9,399 200+ call for details	\$178.00
TestOut Routing & Switching Pro	<ul style="list-style-type: none"> ✔ TestOut Routing and Switching Pro ✔ Cisco CCNA (200-301) 		N/A
TestOut Client Pro	<ul style="list-style-type: none"> ✔ TestOut Client Pro ✔ Microsoft MD- 100 ✔ Microsoft MD-101 		N/A
TestOut Hybrid Server Pro: Core	<ul style="list-style-type: none"> ✔ TestOut Hybrid Server Pro: Core Certification ✔ Microsoft AZ-800: Administrating Windows Server Hybrid Core Infrastructure 		N/A
TestOut Hybrid Server Pro: Advanced	<ul style="list-style-type: none"> ✔ TestOut Hybrid Server Pro: Advanced ✔ Microsoft AZ-801: Configuring Win Server Hybrid Advanced 		N/A
TestOut Ethical Hacker Pro*	<ul style="list-style-type: none"> ✔ TestOut Ethical Hacker Pro ✔ EC-Council's Certified Ethical Hacker (CEH) 	Individual license: \$99 each	N/A
TestOut CyberDefense Pro*	<ul style="list-style-type: none"> ✔ TestOut CyberDefense Pro ✔ CompTIA CySA+ CS0-003 		\$262.00

Additional Information:

- ✔ Request a quote.
- ✔ Additional advanced courses are also available; contact your TestOut representative for more information.

- ✓ Each license activation is one user only and cannot be shared or transferred to a different user.
- ✓ Licenses will expire after one school year.
- ✓ Purchase includes a voucher for the applicable TestOut Pro cert exam.
- ✓ Instructors receive complimentary access to the course materials.
- ✓ Discounts are provided when a district purchases for multiple schools.
- ✓ Pricing is based on a per-school basis.

*ITF bundles are available for 50 (\$1,749) or 100 (\$2,779) exam vouchers.

*Ethical Hacker Pro and CyberDefense Pro can only be purchased for \$99 per license.

Updated 02/09/2024

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Exhibit D



TestOut Corporation Accessibility Conformance Report

WCAG Edition

(Based on VPAT® Version 2.4)

Name of Product/Version: “testout.com” website

Report Date: Mar 27, 2023

Product Description: For the “testout.com” website

Contact Information:

Notes:

Evaluation Methods Used: desktop computers with Job Access With Speech 2021 (JAWS) and NonVisual Desktop Access 2020 (NVDA)

This report covers the degree of conformance for the following accessibility standard/guidelines:

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0	Level A: Yes Level AA: Yes Level AAA: No
Web Content Accessibility Guidelines 2.1	Level A: Yes Level AA: Yes

Terms

"Voluntary Product Accessibility Template" and "VPAT" are registered service marks of the Information Technology Industry Council (ITI)



The terms used in the Conformance Level information are defined as follows:

- **Supports:** The functionality of the product has at least one method that meets the criterion without known defects or meets with equivalent facilitation.
- **Partially Supports:** Some functionality of the product does not meet the criterion.
- **Does Not Support:** The majority of product functionality does not meet the criterion.
- **Not Applicable:** The criterion is not relevant to the product.
- **Not Evaluated:** The product has not been evaluated against the criterion. This can be used only in WCAG 2.0 Level AAA.

WCAG 2.1 Report

Note: When reporting on conformance with the WCAG 2.1 Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.1 Conformance Requirements](#).

Table 1: Success Criteria, Level A

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A)	Partially Supports	There are numerous instances of images, including graphs, lacking essential alternative text.
1.2.1 Audio-only and Video-only (Prerecorded) (Level A)	Supports	
1.2.2 Captions (Prerecorded) (Level A)	Partially Supports	There is at least one instance of video that only uses auto-generated captions.
1.2.3 Audio Description or Media Alternative (Prerecorded) (Level A)	Supports	
1.3.1 Info and Relationships (Level A)	Partially Supports	There are numerous instances of headings, tables, and form controls that are not marked up correctly to be read accurately by screen reader software.
1.3.2 Meaningful Sequence (Level A)	Partially Supports	There is at least one instance of a user control that receives focus in an illogical order.
1.3.3 Sensory Characteristics (Level A)	Supports	
1.4.1 Use of Color (Level A)	Partially Supports	There are numerous instances of inline links that lack sufficient distinguishing characteristics other than color.

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Criteria	Conformance Level	Remarks and Explanations
1.4.2 Audio Control (Level A)	Supports	
2.1.1 Keyboard (Level A)	Partially Supports	There are numerous instances of functionality that is inoperable through a keyboard interface.
2.1.2 No Keyboard Trap (Level A)	Partially Supports	There are numerous keyboard traps.
2.1.4 Character Key Shortcuts (Level A 2.1 only)	Supports	
2.2.1 Timing Adjustable (Level A)	Partially Supports	Alert messages do not remain visible long enough for users with reading and cognitive disabilities.
2.2.2 Pause, Stop, Hide (Level A)	Partially Supports	At least one carousel automatically rotates through its slides, but the user is not provided with a means to pause or stop this rotation.
2.3.1 Three Flashes or Below Threshold (Level A)	Supports	
2.4.1 Bypass Blocks (Level A)	Supports	
2.4.2 Page Titled (Level A)	Supports	
2.4.3 Focus Order (Level A)	Partially Supports	There are several instances of focus order or focus setting accessibility issues.
2.4.4 Link Purpose (In Context) (Level A)	Partially Supports	There is at least one instance of link purpose or destination not being clearly defined.
2.5.1 Pointer Gestures (Level A 2.1 only)	Supports	

Criteria	Conformance Level	Remarks and Explanations
2.5.2 Pointer Cancellation (Level A 2.1 only)	Supports	
2.5.3 Label in Name (Level A 2.1 only)	Supports	
2.5.4 Motion Actuation (Level A 2.1 only)	Supports	
3.1.1 Language of Page (Level A)	Supports	
3.2.1 On Focus (Level A)	Supports	
3.2.2 On Input (Level A)	Supports	
3.3.1 Error Identification (Level A)	Supports	
3.3.2 Labels or Instructions (Level A)	Partially Supports	There are numerous instances of form fields lacking defining labels, or fieldsets and legends.
4.1.1 Parsing (Level A)	Supports	
4.1.2 Name, Role, Value (Level A)	Partially Supports	There are numerous instances of user controls such as buttons, expandable content regions, and tooltips that lack sufficient accessible markup.

Table 2: Success Criteria, Level AA

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.4 Captions (Live) (Level AA)	Supports	
1.2.5 Audio Description (Prerecorded) (Level AA)	Supports	
1.3.4 Orientation (Level AA 2.1 only)	Supports	
1.3.5 Identify Input Purpose (Level AA 2.1 only)	Supports	
1.4.3 Contrast (Minimum) (Level AA)	Partially Supports	There are a number of color contrast issues that potentially impact the user experience.
1.4.4 Resize text (Level AA)	Partially Supports	When the page is resized to 200%, text can be lost or obscured making it difficult to impossible for some users to use the page
1.4.5 Images of Text (Level AA)	Partially Supports	There are several instances of text within images that may cause problems for screen reader users and users of magnification technology
1.4.10 Reflow (Level AA 2.1 only)	Supports	
1.4.11 Non-text Contrast (Level AA 2.1 only)	Partially Supports	There are instances of graphical objects and user controls that do not meet minimum color contrast requirements.

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Criteria	Conformance Level	Remarks and Explanations
1.4.12 Text Spacing (Level AA 2.1 only)	Partially Supports	There is at least one instance users not being able to override author-specified text spacing.
1.4.13 Content on Hover or Focus (Level AA 2.1 only)	Supports	
2.4.5 Multiple Ways (Level AA)	Supports	
2.4.6 Headings and Labels (Level AA)	Partially Supports	There are several instances of buttons that have insufficient labels or context to understand their function.
2.4.7 Focus Visible (Level AA)	Partially Supports	There are a few instances of user controls lacking visible focus indicators.
3.1.2 Language of Parts (Level AA)	Supports	
3.2.3 Consistent Navigation (Level AA)	Supports	
3.2.4 Consistent Identification (Level AA)	Supports	
3.3.3 Error Suggestion (Level AA)	Supports	
3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)	Supports	
4.1.3 Status Messages (Level AA 2.1 only)	Supports	

Table 3: Success Criteria, Level AAA

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.2.6 Sign Language (Prerecorded) (Level AAA)	Not Evaluated	
1.2.7 Extended Audio Description (Prerecorded) (Level AAA)	Not Evaluated	
1.2.8 Media Alternative (Prerecorded) (Level AAA)	Not Evaluated	
1.2.9 Audio-only (Live) (Level AAA)	Not Evaluated	
1.3.6 Identify Purpose (Level AAA 2.1 only)	Not Evaluated	
1.4.6 Contrast (Enhanced) (Level AAA)	Not Evaluated	
1.4.7 Low or No Background Audio (Level AAA)	Not Evaluated	
1.4.8 Visual Presentation (Level AAA)	Not Evaluated	

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Criteria	Conformance Level	Remarks and Explanations
1.4.9 Images of Text (No Exception) (Level AAA)	Not Evaluated	
2.1.3 Keyboard (No Exception) (Level AAA)	Not Evaluated	
2.2.3 No Timing (Level AAA)	Not Evaluated	
2.2.4 Interruptions (Level AAA)	Not Evaluated	
2.2.5 Re-authenticating (Level AAA)	Not Evaluated	
2.2.6 Timeouts (Level AAA 2.1 only)	Not Evaluated	
2.3.2 Three Flashes (Level AAA)	Not Evaluated	
2.3.3 Animation from Interactions (Level AAA 2.1 only)	Not Evaluated	
2.4.8 Location (Level AAA)	Not Evaluated	
2.4.9 Link Purpose (Link Only) (Level AAA)	Not Evaluated	

Criteria	Conformance Level	Remarks and Explanations
2.4.10 Section Headings (Level AAA)	Not Evaluated	
2.5.5 Target Size (Level AAA 2.1 only)	Not Evaluated	
2.5.6 Concurrent Input Mechanisms (Level AAA 2.1 only)	Not Evaluated	
3.1.3 Unusual Words (Level AAA)	Not Evaluated	
3.1.4 Abbreviations (Level AAA)	Not Evaluated	
3.1.5 Reading Level (Level AAA)	Not Evaluated	
3.1.6 Pronunciation (Level AAA)	Not Evaluated	
3.2.5 Change on Request (Level AAA)	Not Evaluated	
3.3.5 Help (Level AAA)	Not Evaluated	
3.3.6 Error Prevention (All) (Level AAA)	Not Evaluated	

Legal Disclaimer (Company)

Include your company legal disclaimer here, if needed

**FIRST AMENDMENT TO SOFTWARE SERVICES AGREEMENT
BETWEEN TESTOUT CORPORATION AND POUFRE SCHOOL DISTRICT R-1**

This First Amendment (“Amendment”) dated the 2nd day of June 2023, is attached to and forms part of the Software Services Agreement between Poudre School District R-1 (the “District”) and TestOut Corporation (the “Contractor”) executed August 1, 2022 (“Agreement”), hereby attached and made part of this Amendment. To the extent that any of the terms or conditions contained in this Amendment may contradict with any of the terms or conditions of the attached Agreement, it is expressly understood and agreed that the terms of this Amendment shall take precedence and supersede the attached Agreement. The parties agree to amend the Agreement by adding the following language:

1. **Purpose of Amendment.** This Amendment shall constitute the First Amendment to the Agreement between the District and the Contractor. The purpose of this Amendment is to amend the terms and deliverables between the District and Contractor.

2. **Term of Agreement.**

2.1. At the conclusion of the term dated June 30, 2023, as outlined in section 1.1 of the Agreement, the District and Contractor elect to extend the term of the Agreement beginning on July 1, 2023 through June 30, 2024.

3. **Amended Responsibilities.**

3.1. Within section 2.1 delete the following language which has a strikethrough and include the following language which is underlined

The Contractor shall make its ~~customizable, web-based keyboarding program~~ curriculum and certifications for business management, computer networking and computer maintenance for use in the District’s schools, in accordance with the scope of work set forth in the attached Exhibit A (hereinafter the “Services”).

3.2. Within section 11, update the vendor’s address for notices to:

TestOut Corporation
Attn: CompTIA
3500 Lacey Rd, STE 100
Downers, Grove, IL 60515
Email: legal@comptia.org

4. **Special Provisions.**

4.1. **Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the original Agreement between the District and Contractor shall remain unchanged and in full force and effect.

5. **General Provisions.**

5.1. **Entire Agreement.** The original Agreement and this First Amendment constitutes the entire Agreement of the parties regarding the subject matter addressed herein and supersedes all prior Agreements, whether oral or written, pertaining to said subject matter.

5.2. **Signatures.** This Agreement may be executed and delivered via portable document format (pdf), and the pdf signature of any party shall be considered valid, binding, effective and an original for all purposes.

IN WITNESS WHEREOF, the District and the Contractor have signed this Agreement as of the date first set forth above.

TESTOUT CORPORATION

POUDRE SCHOOL DISTRICT R-1

 DocuSigned by:
By: Brian Laffey
FB7E8A93A8E1424...
Name: Brian Laffey
Title: Chief Financial Officer

By: R. David Montoya
R. David Montoya (Jun 13, 2023 11:24 MDT)
R. David Montoya
Chief Finance Officer

By: Traci Gile
Traci Gile (Jun 13, 2023 10:49 MDT)
Traci Gile, PhD
Assistant Superintendent of Schools

**SOFTWARE SERVICES AGREEMENT
BETWEEN TESTOUT CORPORATION
AND POUDRE SCHOOL DISTRICT R-1**

This Software Services Agreement (“Agreement”) is entered into this 1st day of August 2022, by and between Poudre School District R-1 (the “District”) and TestOut Corporation (the “Contractor”). The District and the Contractor are collectively referenced herein as the “parties.” In consideration of the mutual covenants and promises contained in this Agreement, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Term of Agreement.**

1.1. This Agreement shall commence on July 1, 2022 and continue through and including June 30 2023, unless earlier terminated as provided herein. The Agreement, at the option of the District, may be extended for up to four (4) additional one-year terms.

1.2. Notwithstanding any other term or provision of this Agreement, the District’s obligations hereunder are expressly subject to its budgeting and appropriation of sufficient funds for each fiscal year (July 1 - June 30) an Agreement is in effect. In no event, shall the District’s obligations in an Agreement constitute a multiple-fiscal year direct or indirect debt or other financial obligation under Article X, Section 20(4)(b) of the Colorado Constitution.

1.3. Notwithstanding the provisions of sections 2.1 and 2.2 above, either party may terminate this Agreement at any time in that party’s sole discretion for any reason, with or without cause, by providing the other party with thirty (30) days’ advance written notice. In the event of such termination: (a) the District shall pay Contractor for all Services performed under and in accordance with this Agreement up to the date of termination; and (b) Contractor shall reimburse the District for all payments made in excess of Services performed up to the date of termination.

2. **Deliverables and Purchase Price.**

2.1. The Contractor shall make its customizable, web-based keyboarding program for use in the District’s schools, in accordance with the scope of work set forth in the attached Exhibit A (hereinafter the “Services”).

2.2. The total cost for all Services under this contract as set forth on the attached Exhibit B hereby attached and made part of this Agreement, due and payable thirty (30) days from receipt of Contractor’s invoice.

2.3. Additional District schools may participate in Services under all terms and conditions specified within this Agreement, not to exceed the term within section 1.1. This Agreement in no way binds the District or District Schools to exclusive use of Contractor’s Services. Discretion to utilize Services is under the direction of each District School Principal or Principal designee. District Principals or Principal designee will adhere to applicable laws, regulations, and District policies.

2.4. Fulfillment of Services under the terms and conditions set forth in this Agreement shall be exclusively through the issuance of a District purchase order.

- 2.4.1. The Contractor shall provide the contact in section 9 a quote for Services conforming to the pricing, which shall be payable by the District thirty (30) days after receipt of Contractor's invoice.
- 2.4.2. Site-based credit cards and/or site-based restricted checks shall not be permitted for payment.
- 2.4.3. Services provided by Contractor without conforming to section 2.4 of the Agreement shall be considered unauthorized and payment shall not be issued by the District.
- 2.4.4. Contractor shall assure compliance with the District Policy DJG/DJGA, attached as Exhibit C and hereby made part of this Agreement, direct communication with schools or sales must be approved by contact in section 9 of this agreement.

2.5. Invoicing. Contractor will provide invoices for the Services at the rate specified in Exhibit B. Invoices shall be submitted to the Accounts Payable Department within thirty (30) days of receipt of Purchase Order. Invoices for Services shall include name of provider, dates of Services conforming to section 1.1, location for Services and a description of the Services provided.

- 2.5.1. Invoices received from the Contractor pursuant to this Agreement will be reviewed and approved by the District's representative, indicating that services have been rendered in conformity with the Agreement and then will be sent to the Finance Department for payment. Payment for Services not approved by the District in writing, shall not be considered valid and the District will not be responsible for covering associated costs. Invoices will generally be paid within thirty (30) days following the District representative's approval.
- 2.5.2. Invoices which do not conform with the agreement will be paid thirty (30) days from receipt of a revised and corrected invoice.
- 2.5.3. All invoices must be submitted within 30 days of fiscal year end June 30 and may not include items received by the District outside of the fiscal year July 1 – June 30.
- 2.5.4. Invoices shall be sent to ap@psdschools.org.
- 2.5.5. **Tax Exemption.** The District is exempt from federal and state taxes under Colorado Tax Exempt Number 98-03335.

2.5.5.1. If the contract results in the right to use an asset, the Contractor shall provide the District, if requested, documentation necessary to facilitate the

District's compliance with the Governmental Accounting Standards Board ("GASB") issued GASB Statement No. 87, Leases.

2.6. The Contractor grants the District a non-exclusive, non-transferable, non-sublicenseable license to access and use, and permit authorized users to access and use the Services solely in the United States during the term of the Agreement.

2.7. The District shall access and use the Services solely for non-commercial instructional and administrative purposes within the District. Further, the District shall not, except as expressly authorized or directed by the Contractor: (a) copy, modify, translate, distribute, disclose or create derivative works based on the contents of, or sell, the Services, or any part thereof; (b) decompile, disassemble or otherwise reverse engineer Services or otherwise use the Services to develop functionally similar products or services; (c) modify, alter or delete any of the copyright, trademark, or other proprietary notices in or on the Services; (d) rent, lease or lend the Services or use the Services for the benefit of any third party; (e) avoid, circumvent or disable any security or digital rights management device, procedure, protocol or mechanism in the Services; or (f) permit any authorized user or third party to do any of the foregoing. The District also agrees that any works created in violation of this section are derivative works, and, as such, the District agrees to assign, and hereby assigns, all right, title and interest therein to the Contractor.

2.8. The District agrees, subject to the limited rights expressly granted hereunder, that all rights, title and interest in and to all Services, including all related IP Rights, are and shall remain the sole and exclusive property of Contractor or its third-party licensors. "IP Rights" means, collectively, rights under patent, trademark, copyright and trade secret laws, and any other intellectual property or proprietary rights recognized in any country or jurisdiction worldwide. The District shall notify Contractor of any violation of Contractor's IP Rights in the Services, and shall reasonably assist Contractor as necessary to remedy any such violation. Contractor Services are protected by patents.

2.9. The District understands and agrees that its students' access to and use of the Services under this Agreement may require that it disclose confidential student records and information, as that term is defined below, to the Contractor. The Contractor understands and agrees that if it fails to comply with any of the requirements under sections 4, 5, 6 or 7 below at any time during or after the term of this Agreement the District may, as applicable, terminate the Agreement and/or disqualify the Contractor from future agreements with the District.

3. **Definitions.**

3.1. As used in this Agreement, "personally identifiable information" is defined as information (including metadata) that, alone or in combination, is linked or linkable to a specific student so as to allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Personally identifiable information includes but is not limited to: (a) the student's name; (b) the name of the student's parent or other family members; (c) the address or phone number of the student or student's family; (d) personal identifiers such as the student's social

security number, student number or biometric record; and (e) indirect identifiers such as the student's date of birth, place of birth or mother's maiden name.

3.2. As used in this Agreement, "education records" is defined as records, files, documents and other materials that: (a) contain information directly related to a student; and (b) are maintained by the District, or by a party acting for the District such as the Contractor.

3.3. As used in this Agreement, "confidential student records and information" is defined as education records and personally identifiable information concerning District students, including but not limited to confidential student records and information disclosed to, collected by and/or generated by the Contractor. Confidential student records and information does not include "de-identified confidential student records and information," as defined in section 3.5 below.

3.4. As used in this Agreement, "collect" is defined as the gathering of data and other information by any means, including but not limited to the use of logs, cookies, tracking pixels, etc.

3.5. As used in this Agreement, "de-identified confidential student records and information" is defined as confidential student records and information from which all personally identifiable information, and the ability to determine any personally identifiable information, is removed.

3.6. As used in this Agreement, "securely destroy" is defined as removing confidential student records and information from the Contractor's systems, paper files, hard-copy and electronic records, databases and any other media regardless of format, in accordance with the standard detailed in the National Institute of Standards and Technology ("NIST") SP 800-88 Guidelines for Media Sanitization, so that the confidential student records and information are permanently irretrievable in the Contractor's normal course of business.

3.7. As used in this Agreement, "eligible student" is defined as a student who is at least 18 years of age or who is legally emancipated.

4. **Ownership of Confidential Student Records, Information.** All confidential student records and information shall remain the exclusive property of the District and all rights, title and interest in the confidential student records and information, including but not limited to intellectual property rights in the confidential student records and information, belong to and are retained solely by the District. The District hereby grants to the Contractor a limited, nonexclusive license to access, view, collect, generate and use confidential student records and information solely for the purpose of performing its obligations under this Agreement.

5. **Security of Confidential Student Records and Information.**

5.1. The Contractor shall store and process confidential student records and information in accordance with commercial best practices, including implementing appropriate administrative, physical and technical safeguards that are no less rigorous than those outlined in CIS Critical Security Controls, as amended, to secure such confidential student records and information from unauthorized access, disclosure, alteration and use. The Contractor shall

ensure that all such safeguards, including the manner in which confidential student records and information is collected, accessed, used, stored, processed, disposed of and disclosed, comply with all applicable federal and state data protection and privacy laws, regulations and directives, including but not limited to Colorado's Student Data Transparency and Security Act, C.R.S. §§ 22-16-101 to -112. Without limiting the foregoing, and unless expressly agreed to the contrary in writing, the Contractor warrants that all electronic confidential student records and information will be encrypted in transmission and at rest in accordance with NIST Special Publication 800-57, as amended.

5.2. The Contractor shall conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. The Contractor shall promptly notify the District in the event of: (a) any security or privacy breach concerning confidential student records and information; and/or (b) any use or disclosure of student personally identifiable information not authorized under this Agreement.

6. **Use of Confidential Student Records and Information.**

6.1. Under the Contract, Contractor may access, view, collect, generate and/or use confidential student records and information only under the following terms and conditions: (a) Contractor shall not disclose confidential student records and information, in whole or in part, to any other party; (b) Contractor shall not use any confidential student records or information to advertise or market to students or their parents/guardians; (c) Contractor shall access, view, collect, generate and use confidential student records and information only to the extent necessary to perform its obligations under the Contract; and (d) at the conclusion of the term of the Contract Contractor shall, as directed by the District, either securely destroy all confidential student records and information in its possession, custody or control, or return such confidential student records and information to the District.

6.2. Contractor may use de-identified confidential student records and information for purposes of research, the improvement of its products and services, and/or the development of new products and services. In no event shall Contractor re-identify or attempt to re-identify any de-identified confidential student records and information.

6.3. Contractor shall promptly furnish to the District upon request all confidential student records and information collected and/or generated by Contractor and not in the District's possession. Such requests may include but shall not be limited to those made in order to respond to parent/guardian and eligible student requests to inspect and review education records as authorized under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g ("FERPA") and/or under the Colorado Open Records Act, C.R.S. §§ 24-72-200.1 to -206 ("CORA"). The District, not Contractor, shall respond to all parent/guardian and eligible student requests to inspect and review records, data and other information.

7. **School Service Contract Provider.** If Contractor is a "school service contract provider" under the Colorado Student Data Transparency and Security Act (the "Act"), the Contract is amended to add the language in this section 7. Under the Act, a "school service contract provider" is defined as an entity (other than the Colorado Department of Education, a K-12 public education entity or an institution of higher education) that enters into a formal,

negotiated contract with the District to provide a “school service.” Under the Act, a “school service” is defined as an Internet website, online service, online application or mobile application that: (a) is designed and marketed primarily for use in a preschool, elementary school or secondary school; (b) is used at the direction of District teachers or other District employees; and (c) collects, maintains or uses confidential student records and information.

7.1. As a school service contract provider under the Act, the Contractor has provided the following information the attached Exhibit A: (a) the data elements of confidential student records and information that Contractor collects under the Contract, regardless of whether the data elements are initially collected or ultimately held individually or in the aggregate using protocols that are effective for preserving the anonymity of each student included in the data; (b) the learning purpose for which Contractor collects the confidential student records and information; and (c) how the Contractor uses and shares the confidential student records and information. Contractor shall update this information as necessary to maintain accuracy.

7.2. Contractor shall facilitate the District’s access to and correction of any factually inaccurate confidential student records and information as required in response to correction requests from parents/guardians and eligible students.

8. **Remedies.** If Contractor fails to comply with any of the foregoing requirements in sections 4, 5, 6 or 7 at any time during or after the term of the Agreement the District may, as applicable, terminate the Agreement and/or disqualify Contractor from future contracts and subcontracts with the District.

9. **Access to District Server.** If access to any District server is necessary for the functionality of the Contractor’s services. Upon written approval by the Executive Director of Information Technology or designee, the District grants the Contractor limited access to the District server for the sole purpose of providing Services

9.1. The Contractor agrees to protect the confidentiality, integrity and availability of all electronic District or student information at all times.

9.2. The Contractor agrees to take proper steps to ensure the security of the device in which they connect to the District’s systems remotely. The Contractor agrees not to copy information accessed remotely to local devices and or portable devices. Printing information is not permitted unless specific authorization has been granted.

9.3. The Contractor shall not share passwords, codes, credentials or user accounts with others.

9.4. The Contractor shall have a valid and up-to-date antivirus agent installed to ensure protection against malware and viruses upon connection to the District network.

10. The Contractor acknowledges that if the District determines in its discretion that remote access has been compromised by unauthorized parties, or that remote access has been misused, the Contractor’s access will be disabled or terminated immediately.

11. **Notices and Communications.** All notices and communications required or permitted under this Agreement shall be in writing and shall be: (a) sent via certified mail, return receipt requested and postage prepaid, to the address of the other party set forth below; or (b) sent via e-mail to the other party via the e-mail address set forth below.

Poudre School District R-1
Attn: Tracy Stibitz
2407 LaPorte Avenue
Fort Collins, CO 80521
E-mail: tstibitz@psdschools.org

TestOut Corporation
Attn: Mandy Jenkins
50 South Main Street
Pleasant Grove, UT 84062
Email: k12salesadmin@testout.com

12. **Insurance.** Contractor shall procure and maintain the required insurance specified below for the duration of this Agreement, which insurance shall be written for not less than the amounts specified or greater if required by law. The District's receipt of a Certificate of Insurance from the Contractor with limits and or coverages that do not meet the requirements does not waive the requirements and the Contractor shall still be responsible for the limits and coverages stated in this Agreement. Specified coverages and amounts may be provided by a combination of a primary policy plus an umbrella or following form excess policy. All insurance shall be with a carrier licensed in the state of Colorado and shall have a minimum A.M. Best rating of A- VII. Contractor shall furnish the District's Director of Records and Risk Management with certificates of the required insurance prior to the District's approval and signing of this Agreement, and with renewal certificates prior to the expiration of any required insurance that expires during the term of this Agreement. Memorandums of Insurance will not be accepted. Certificates of Insurance and all communication regarding insurance shall be addressed to:

Poudre School District
Attention: Risk Management
2407 Laporte Ave
Ft. Collins, CO 80521
Email Certificate to: COI@psdschools.org

Any insurance and/or self-insurance carried by the District is excess of the coverage extended to the District by Contractor. Contractor shall provide at least thirty (30) days' advance written notice to the District prior to cancellation, change of coverage, or non-renewal. The insurance requirements specified in this section 12 shall not reduce the indemnification liability that Contractor has assumed in section 13.

Commercial General Liability

Minimum Limits

- | | |
|--|-------------|
| a. Each Occurrence Bodily Injury & Property Damage | \$2,000,000 |
|--|-------------|

- b. General Aggregate \$3,000,000
- c. Products/Completed Operations Aggregate \$2,000,000
- d. Personal/Advertising Injury \$2,000,000
- e. Coverage must be written on an “occurrence” basis.
- f. Poudre School District R-1 and its elected officials, employees, agents, and volunteers shall be named as an additional insured or covered as an additional insured by way of a blanket endorsement and shall be insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Agreement.

Technology Errors and Omissions Liability (Professional Liability, including Network Security and Privacy Liability)

Minimum Limits

- a. Per Loss \$1,000,000
- b. Aggregate \$3,000,000
- c. Liability extends for a period of three (3) years beginning at the time work under this Agreement is completed. Contractor shall maintain continuous coverage, as required by the Agreement, for this period.

The insurance shall provide coverage for:

- a. Liability arising from theft, dissemination and/or use of confidential information (defined term including but not limited to bank account, credit card account, personal information such as name, address, social security numbers, etc. information) stored or transmitted in electronic form.
- b. Network Security Liability arising from the unauthorized access to, use of or tampering with computer systems including hacker attacks, inability of an authorized third party to gain access to Contractor’s services including denial of service, unless caused by a mechanical or electrical failure.
- c. Liability arising from the introduction of a computer virus into, or otherwise causing damage to, a District or third person’s computer, computer system, network, or similar computer related property and the data, software, and programs thereon.

13. **Indemnification.** The Contractor shall indemnify and hold harmless the District and the District's Board members, employees, representatives and agents from and against any and all liability arising from any suit, action, third party claims, grievance, or proceeding, including all attorneys’ fees, costs and expenses, incurred as a result of any negligent or intentional act or omission by Contractor, or its employees, agents, Subcontractors, or assignees related to the terms of this Agreement and any Services provided under this Agreement.

14. **Governmental Immunity.** It is specifically understood and agreed that nothing contained in this Agreement shall be construed as an express or implied waiver by the District of any of the immunities, rights, benefits, protections, or other provisions of the Colorado Constitution or Governmental Immunity Act, C.R.S. §§ 24-10-101 *et seq.*, as now or hereafter amended.

15. **General Provisions.**

15.1. **No Assignment.** The Contractor shall not assign this Agreement or any of its rights, interests or obligations under this Agreement without the prior written consent of the District, which consent may be withheld for any reason or no reason as determined by the District in its sole discretion.

15.2. **No Waiver.** The parties agree that no assent or waiver, express or implied, to any breach of any one or more of the covenants of this Agreement shall be construed as or deemed to be an assent to or a waiver of any subsequent breach.

15.3. **Press Contacts/News Releases.** The Contractor shall not initiate any press, media, or social media contact nor respond to press, media or social media requests regarding this Agreement and/or any related matters concerning the District without the prior written approval of the District's Executive Director of Communications or designee.

15.4. **Amendment or Modification.** No amendment or modification of this Agreement shall be valid unless set forth in writing and executed by the District and the Contractor through written amendments to the Agreement, in the same manner and with the same formality as was done for this Agreement.

15.5. **Conflict of Terms.** In the event of any conflict of terms found between this Agreement, any incorporated exhibits, any other terms and conditions, end user license agreements or privacy policies, the terms of this Agreement shall prevail.

15.6. **Survival of Certain Contract Terms.** Notwithstanding anything herein to the contrary, the parties understand and agree that all terms and conditions of this Contract and the exhibits and/or attachments hereto which may require continued performance, compliance, or effect beyond the termination date of the Contract shall survive such termination date and shall be enforceable by the District as provided herein in the event of such failure to perform or to comply by the Contractor.

15.7. **Governing Law and Venue.** All issues regarding the formation, performance and/or legal enforcement of the Contract shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for the resolution of any disputes arising out of or relating to the Contract shall be in Larimer County, Colorado.

15.8. **No Third-Party Beneficiary.** Enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the District and the Contractor. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any third person other than the District or the Contractor. It is the express intent of the parties that any third person receiving services or benefits pursuant to this Agreement shall be deemed an incidental beneficiary only.

15.9. **Binding Arbitration Prohibited.** The District does not agree to binding arbitration by any extra-judicial body or person. Any provision to the contrary is null and void.

15.10. **Attorney Fees and Costs.** In the event it becomes necessary for either party to institute litigation to enforce any provision of this Agreement, the substantially prevailing party in such litigation shall receive, as part of any judgment or award entered, its reasonable attorney fees and costs, including expert witness fees.

15.11. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, legal representatives, successors and permitted assigns.

15.12. **Headings.** The headings used in this Agreement are for convenience only and shall have no effect upon the construction or interpretation of this Agreement.

15.13. **Entire Agreement.** This Agreement constitutes the entire Agreement of the parties regarding the subject matter addressed herein and supersedes all prior Agreements, whether oral or written, pertaining to said subject matter.

15.14. **Signatures.** This Agreement may be executed and delivered via portable document format (pdf), and the pdf signature of any party shall be considered valid, binding, effective and an original for all purposes. This Agreement may be signed in counterparts, and each counterpart shall be deemed an original, and all the counterparts taken as a whole shall constitute one and the same instrument.

15.15. **Warranty of Authority.** The individuals signing below represent and warrant that they have the authority to execute this Agreement on behalf of their respective organizations and bind their respective organizations to the terms of this Agreement.

IN WITNESS WHEREOF, the District and the Contractor have signed this Agreement as of the date first set forth above.

TESOUT CORPORATION

POUDRE SCHOOL DISTRICT R-1

By: Ken Sardoni

By: R. David Montoya

Ken Sardoni
Vice President of Sales

R. David Montoya
Executive Director of Finance

By: Scott Elias
Scott Elias (Aug 9, 2022 15:28 MDT)

Scott Elias
Director of Career and Innovation

Exhibit A

Scope of Work

We provide Curriculum and Certifications for Business Management, Computer Networking and Computer Maintenance.

- i. Curriculum (www.testout.com/courses)
 - a. TestOut Desktop Pro Plus
 - b. TestOut IT Fundamentals Pro
 - c. TestOut PC Pro
 - d. TestOut Network Pro
 - e. TestOut Security Pro
 - f. TestOut Linux Pro
 - g. TestOut Ethical Hacker Pro
 - h. TestOut Client Pro
 - i. TestOut Routing and Switching Pro
 - j. TestOut Server Pro 2016: Install and Storage
 - k. TestOut Server Pro 2016: Networking
 - l. TestOut Server Pro 2016: Identity
 - m. TestOut CyberDefense Pro (Coming Q2 2021)

We teach practical skills that students will use in on-the-job situations. Our courses provide a layered teaching approach that includes:

- Expert instruction (video lessons)
- Hardware and software demonstrations
- Instructional graphics
- 2D & 3D animations
- Whiteboard discussions
- Text lessons (written at a 9th grade reading level)
- Lab Simulations covering hardware, software, operating systems and entire network environments

ii. Industry Certification (<http://www.testout.com/certification/pro-exams>)

Our industry certifications are:

- Innovative IT skill simulation technology developed by TestOut Corporation. Focus on measuring real-world skills on four different levels: general knowledge, knowledge about skills, skill performance, and analytical performance.
- 100% skill-based evaluation (cognitive and behavioral).

- Online exam delivery.
- Scientifically analyzed and validated.

TestOut Certifications include

- a. TestOut Desktop Pro Plus
- b. TestOut IT Fundamentals Pro
- c. TestOut PC Pro
- d. TestOut Network Pro
- e. TestOut Security Pro
- f. TestOut Linux Pro
- g. TestOut Ethical Hacker Pro
- h. TestOut Client Pro
- i. TestOut Routing and Switching Pro
- j. TestOut Server Pro 2016: Install and Storage
- k. TestOut Server Pro 2016: Networking
- l. TestOut Server Pro 2016: Identity
- m. TestOut CyberDefense Pro (Coming Q2 2021)

iii. Other Services

- a. Account Management – handling day to day requests and processes
- b. Implementation – For schools who want to integrate with an LMS system. For more detailed information please refer to <https://www.testout.com/implementation/lms-integration>
- c. Tech Support team – available M-F 6 am to 6 pm MT via email, chat, phone to assist instructors and IT personnel. TestOut does have someone on call outside of business hours for the rare instances when technical issues may arise with the system.
- d. Technical Product Training - TestOut offers webinars on an on-going regular basis that will highlight our product features, train in the use of our products, present best practices and teacher development topics. Live online training is also available for group or individual sessions. <https://www.testout.com/resources/educator-resources/implementation/instructor-training>
- e. Reports – Our courseware comes with a cadre of various reports and also includes a custom exam feature that instructors can utilize for specific reporting needs. If there is a reporting need that isn't already available and developed within LabSim, your account manager can assist in meeting that need.

TestOut Corporation

Student Data Collected/Used and Third-Party Service Provider List

Provided To: Poudre School District

What Student Data is collected through the use of the system?

Data Collected	General Purpose of Data Collection
Student Username	Required to support product functionality
Student Password (hash only)	Required to support product functionality
Student First and Last Name	Required to support product functionality
Student Email Address	Required to support product functionality
Student School ID Number	Optional, if used by school as the username
Student Phone Number	Optional, if used for account recovery
Student LMS Username	Optional, if LMS integration is used. Required to support product functionality
Login Date/Time	Access logging and to provide technical support
IP Address	Access logging and to provide technical support
Web Browser User Agent String	User research to improve the experience and to provide technical support
Course Modules and Resource Usage: Timestamp, Time Spent, Number of Attempts, Score	Student feedback, teacher data collection and reporting, LMS gradebook updating (if LMS integration is used)
Exam Question Responses, Timestamp, and Scores	Student feedback, teacher data collection and reporting, LMS gradebook updating (if LMS integration is used)
List of Certification Exams Passed	Student feedback, teacher data collection and reporting, official TestOut Pro Exam certification recordkeeping
List of Products Activated	Required to support product functionality
School Name	Required to support product functionality
Teacher Name	Required to support product functionality
Class Name	Required to support product functionality

What third-parties does the vendor partner with? Who may receive Student Data in any format?

Vendor	URL	Description
Microsoft Azure	https://azure.microsoft.com	Web hosting
ZenDesk	https://zendesk.com	Customer support
Sendgrid	https://sendgrid.com	Email delivery
Twilio	https://twilio.com	SMS messaging

Exhibit B



801-785-7900 office
 801-785-0575 fax
 www.TestOut.com
 50 South Main Street
 Pleasant Grove, UT 84062

Quote
QUO28777

Bill To: Poudre School District
 Tracy Stibitz
 2407 LaPorte Avenue
 Fort Collins, CO 80521
 USA
 970-490-3652

Ship To: Poudre School District
 Tracy Stibitz
 2407 LaPorte Avenue
 Fort Collins, CO 80521
 USA
 970-490-3652

ACCOUNT NO	SALESPERSON	CUSTOMER	SHIP VIA	QUOTE DATE	EXPIRATION ¹	TERMS ²	PAGE
POUDR0002	JSKELTON	Poudre School District	Internet Delivery	7/18/2022 6:00:11 AM	6/30/2023 6:00:00 AM	Net 30	1

QTY ORDERED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	DISC %	EXTENDED PRICE
30	TOOP19OLXX60	TestOut Office Pro	\$25.00		\$750.00
40	TOOP19OLXX60	TestOut Office Pro	\$25.00		\$1,000.00

40 Office Pro licenses for Timnath MHS and 30 Office Pro licenses for Poudre High School. Licenses good through June 30, 2023.

SALES AMOUNT	\$1,750.00
MISC. CHARGES	\$0.00
SALES TAX	\$0.00
FREIGHT	\$0.00
TOTAL	\$1,750.00

Thank You

To finalize this quote, place your order, or request a modification please contact your TestOut account manager.

¹ After the expiration date shown above prices are subject to change and a new quote may be necessary.

² To qualify for terms all first time customers are required to complete the TestOut Credit Application.

Exhibit C



Poudre School District

DJG/DJGA - VENDOR RELATIONS, SALES CALLS AND DEMONSTRATIONS

VENDOR QUALIFICATIONS

No favoritism shall be extended to any vendor. The Purchasing and Materials Management Department, in cooperation with other interested District departments, sites and employees, may establish required vendor qualifications for certain District purchases, and may prequalify vendors, as they determine necessary or appropriate.

CONFLICT OF INTEREST

District employees have a fiduciary duty to act in the best interests of the District regarding all work they perform in connection with any District contract or purchase. No vendor shall offer, and no District employee shall accept, any gift, service, honorarium, stipend or fee that may objectively be viewed as having the purpose or effect of improperly influencing the employee to purchase goods and/or services from the vendor. No District employee may have a financial or business interest in any District contract or purchase made by the employee in his or her official capacity, and no District employee may influence or attempt to influence the District regarding any contract or purchase in which the employee has a financial or business interest.

SALES CALLS

To protect District students and staff against disruption of the educational process and/or interruption of the work day, sales representatives shall not be permitted in District schools for the purpose of making sales calls unless authorized to do so by the superintendent, executive director of finance or purchasing and materials manager, or their designees.

The superintendent, executive director of finance or purchasing and materials manager may, when they determine it to be in the best interest of the District, bar any vendor, organization or person from any or all District facilities for soliciting purchases from or services to students, their parents/guardians, or District employees.

VIOLATIONS

Employees who violate any provision of this policy shall be subject to discipline up to and including termination of employment. Any vendor engaging in conduct that is inconsistent with this policy may be disqualified indefinitely from doing business with the District.

Adopted by Board: May 1972

Revised by Board: May 1982

Revised by Board: April 1988

Revised by Board to conform with practice: May 22, 1995

Revised by Board: April 8, 1996

Revised by Board: June 10, 1996

Revised by Superintendent: May 14, 2007

Revised by Superintendent: March 8, 2017

Revised by Board: February 12, 2019

LEGAL REF:

C.R.S. 24-18-101, et seq.

CROSS REFS:

DJ, Purchasing

DJA, Purchasing Authority

DJB, Purchasing Procedures

FE, Construction Projects and Contracting Procedures

FEAA, Construction Project Prequalification

GBEA, Staff Ethics/Conflict of Interest

GBEBC, Gifts to and Solicitations by Staff