

**SOFTWARE SERVICES AGREEMENT  
BETWEEN GLOBAL PAYMENTS INC D.B.A. HEARTLAND SCHOOL SOLUTIONS  
AND POUDRE SCHOOL DISTRICT R-1**

This Software Services Agreement (“Agreement”) is entered into as of July 18, 2025, by and between Poudre School District R-1, a school district organized and existing under the laws of the state of Colorado (the “District”) and Global Payments Inc d.b.a. Heartland School Solutions (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 and Termination of Agreement.**

- 1.1. This Agreement shall commence as of July 18, 2025 and shall continue through and including June 30, 2026, unless earlier terminated as provided herein.
- 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 1.1 and 1.2 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 menu and planning software and point of sale systems for use in the District 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, shall not exceed Twenty-Five Thousand, Nine Hundred, Twenty Dollars and Zero Cents (\$25,920.00), due and payable thirty (30) days from receipt of Contractor’s invoice.
- 2.3. Additional Services purchases shall not exceed the pricing outlined in Exhibit B.
- 2.4. 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.
- 2.5. 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.

- 2.6. Fulfillment of Services under the terms and conditions set forth in this Agreement shall be through the issuance of a District purchase order or site-based purchasing card.
  - 2.6.1. The Contractor shall provide a quote for Services conforming to the pricing, which shall be payable by the District thirty (30) days after receipt of Contractor's invoice.
  - 2.6.2. District issued purchase orders are required for purchases greater than Ten Thousand Dollars and Zero Cents (\$10,000.00).
  - 2.6.3. Services provided by Contractor without conforming to sections 2.1, 2.2, 2.3, and 2.6.2 of the Agreement shall be considered unauthorized and payment shall not be issued by the District.
  - 2.6.4. Direct communication with schools or sales must be approved by contact in section 11 of this agreement.
- 2.7. **Invoicing.** Contractor will provide invoices for the Services at the rate specified in Exhibit B. Invoices for Services provided shall be submitted directly to accounts payable in the District's Finance department at [ap@psdschools.org](mailto:ap@psdschools.org) upon execution of this Agreement. Invoices for such Services shall include (a) the District location for which the licenses were provided, (b) description of licensing (including start and end dates of the license term), (c) and if issued, a purchase order number.
  - 2.7.1. Invoices will generally be paid within thirty (30) days following the District representative's approval.
  - 2.7.2. Invoices received that do not conform to the scope of this Agreement will not be approved, the District will notify the Contractor in writing, and the District will not be responsible for covering associated costs.
  - 2.7.3. The District is a political subdivision of the State of Colorado and considered a governmental entity for tax classification purposes. The District is exempt from city, county, and state sales tax. The District's state tax exempt number is 98-03335 and the District's Federal Tax Identification Number (TIN) is 84-6013733.
  - 2.7.4. The District utilizes the PaymentWorks vendor portal to collect, validate, and manage vendor information. The Contractor must complete the registration process in the portal and be approved by the District prior to the issuance of a purchase order.
- 2.8. 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.

- 2.9. 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.
- 2.10. 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.
- 2.11. 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 Agreement, Contractor may access, view, collect, generate and/or use confidential student records and information only under the following terms and conditions: (a) except as provided in section 6.2 below, 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 Agreement; and (d) at the conclusion of the term of the Agreement the 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 to the extent necessary to perform its obligations under the Contract disclose confidential student records and information to subcontractors ("Subcontractors") as identified in and hereby attached to this Agreement as Exhibit C pursuant to written subcontracts specifying the purpose of the disclosure and providing that: (a) Subcontractors shall not disclose confidential student records and information, in whole or in part, to any other party; (b) Subcontractors shall not use any confidential student records or information to advertise or market to students or their parents/guardians; (c) Subcontractors shall access, view, collect, generate and use confidential student records and information only to the extent necessary to assist Contractor in performing its obligations under the Agreement; and (d) at the conclusion of their work under their subcontracts Subcontractors shall, as directed by the District through the Contractor, either securely destroy all confidential student records and information in their possession, custody or control,

or return such confidential student records and information to the District.

- 6.3. Contractor and Subcontractors 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 the Contractor or Subcontractors re-identify or attempt to re-identify any de-identified confidential student records and information.
- 6.4. Contractor and Subcontractors shall promptly furnish to the District upon request all confidential student records and information they have collected and/or generated 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 *et seq.* ("CORA"). The District, not the Contractor or Subcontractors, 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 C: (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. **Accessibility.** The Contractor shall comply with and the Services provided under this agreement shall be in compliance with all applicable provisions of §§24-85-101, *et seq.*,

C.R.S., and the *Accessibility Standards for Individuals with a Disability*, as established by the State of Colorado's Governor's Office of Information Technology pursuant to Section §24-85-103 (2.5), C.R.S. The Contractor shall also comply with all State of Colorado technology standards related to technology accessibility and with Level AA of the most current version of the Web Content Accessibility Guidelines (WCAG), incorporated in the State of Colorado technology standards.

- 8.1. The Contractor shall ensure compliance by providing a Voluntary Product Accessibility Template (VPAT) using the current template available here: <https://www.section508.gov/sell/vpat/>
  - 8.2. If the Contractor is not compliant with what is stated and agreed upon in this section 8.2 and the provisions of §§24-85-101, *et seq.*, C.R.S., and the *Accessibility Standards for Individuals with a Disability*, and as a result, the District is fined for such noncompliance, the Contractor agrees to compensate the District in full the amount of any and all related fines.
    - 8.2.1. Payment shall be made within 30 days of receipt of an invoice in accordance with the payment instructions received with the invoice.
    - 8.2.2. Delinquent balances of 90 days or more will be sent to a third-party accounts receivable collection agency.
  - 8.3. If Contractor has provided this information by the time of contract execution, it is contained in Exhibit C, hereby attached and made part of this Agreement.
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.
    - 9.5. 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.

10. **Remedies.** If Contractor fails to comply with any of the foregoing requirements 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.
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: Strategic Sourcing & Contracting  
2407 LaPorte Avenue  
Fort Collins, CO 80521  
E-mail: Contracts@psdschools.org

Global Payments Inc d.b.a. Heartland School Solutions  
Attn: Shelley Lorren  
765 Jefferson Rd Ste 400  
Rochester, NY 14623-3270  
Email: Shelley.lorren@e-hps.com

12. **Insurance.**

Contractor, at its expense, shall purchase and maintain in effect at all times throughout the duration of the Agreement, all insurance requirements and limits as set forth below. Policies providing such limits of coverage via a primary policy plus an umbrella or following form excess policy will be satisfactory. All insurance shall be written by a carrier legally authorized to write such insurance in the state of Colorado provided the carrier has a current A.M. Best rating of A- VII or higher. All policies shall be primary and non-contributory with any insurance maintained by additional insureds. 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.

Contractor shall furnish the District 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. Such certificates shall specifically state the inclusion, or the coverages and the provisions set forth herein and shall state whether the coverage is written on a "claims made" or "per occurrence" basis. For any policies written on a "claims made" basis, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage. Receipt, review, or acceptance by the District of any insurance policies or certificates of insurance required by this Agreement shall not be construed as a waiver or relieve the Contractor from its obligation to meet the insurance requirements contained herein. Memorandums of Insurance will not be accepted. Certificates of insurance must be sent to: [COI@psdschools.org](mailto:COI@psdschools.org).

## **Commercial General Liability**

### Minimum Limits

- Each Occurrence Bodily Injury & Property Damage \$1,000,000
- General Aggregate \$2,000,000
- Coverage must be written on an “occurrence” basis.
- 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 & Omissions and Network Security & Privacy**

### Minimum Limits

- Per Loss \$1,000,000
- Aggregate \$3,000,000
- 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.

If the services include collecting, receiving and/or storing Personal Identifiable Information (PII), the insurance must also provide coverage for:

- 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.
- 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.
- 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.
- 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. **Severability Clause.** Should any provision of this Agreement be determined to be void, invalid, unenforceable or illegal for whatever reason, such provision(s) shall be null and void; provided, however, that the remaining provisions of this Agreement shall be unaffected thereby and shall continue to be valid and enforceable.
- 15.11. **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.
- 15.12. **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.
- 15.13. **Headings.** The headings used in this Agreement are for convenience only and shall have no effect upon the construction or interpretation of this Agreement.
- 15.14. **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.
- 15.15. **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.
- 15.16. **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.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK.

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

GLOBAL PAYMENTS INC D.B.A.  
HEARTLAND SCHOOL SOLUTIONS

By: 

Jeremy Loch  
President, School Solutions

POUDRE SCHOOL DISTRICT R-1

*R David Montoya*

By: [R David Montoya \(Jul 27, 2025 20:16:40 MDT\)](#)

R. David Montoya  
Chief Finance Officer

By: 

Craig Schneider  
Assistant Director of Facilities

Type text here

# 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.*

PSD will continue to utilize our MCS Point of Sale & Financials, MCS Free & Reduced, MCS Online Applications Mosaic Menu Planning/, and MySchoolBucks (Meals + Store).

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.*

Please reference the attached Schedule of Data Elements- Details.

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

**3. What is the purpose of collecting student data?**

Heartland collects, uses, and shares student personally identifiable information only for the purposes authorized in the contract between Heartland and the school or district and providing features identified in product documentation. Heartland complies with all requirements specified in sections 22-16-108 to 22-16-110 of the Colorado Revised Statutes 2016 TITLE 22, General Provisions.

**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.*

Heartland does not utilize any 3rd party vendors to provide our services.

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

N/A

**6. Please provide:**

- Current quote (if available)

Please see the attached 2024-2025 Quote.

- Tiered pricing for future purchases

N/A

- Name and email for contract notices

[Shelley.lorren@e-hps.ocm](mailto:Shelley.lorren@e-hps.ocm)

- Name and title of person who will sign the contract

Jeremy Loch- President, School Solutions

- Does the system allow integration for rostering?

Yes  No

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

Automated import using OneRoster CSV and Secure FTP

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.

## **Schedule of Data Elements- Details**

### Application Technology Meta Data

IP Addresses of users, Use of cookies, etc. – HSS uses OneTrust to govern cookie opt-in/out, for tracking user behavior, by the end user. This is to be compliant with the California Privacy Rights Act. HSS does not sell or use the data for any purpose external to our own organization.

### Application Use Statistics

Meta data on user interaction with application – HSS uses OneTrust to govern cookie opt-in/out, for tracking user behavior, by the end user. This is to be compliant with the California Privacy Rights Act. HSS does not sell or use the data for any purpose external to our own organization.

### Attendance

Student school (daily) attendance data – The summarized attendance count per school/date is used within MCS on the Edit Check Report to help determine if the Average Daily Participation, which is the average number of meals served on a daily basis, is within a reasonable range versus daily attendance.

### Communications

Online communications captured (emails, blog entries) – HSS offers direct parent support via phone, email, blog entries, and other support mechanisms.

### Demographics

Date of Birth – This is used in both MCS and MySchoolBucks. In MCS, this field is used as part of a multi-part identifier for Students in both Student Imports and Direct Certification Imports. In MySchoolBucks, this field is used to help identify a student when a parent wants to add them to their household for the purpose of viewing Point of Sale (POS) transaction history and/or adding money to their POS account balance.

Gender – This is used in MCS as an identifier within reporting.

Ethnicity or race – This is used for the USDA Income Survey in MySchoolApps that is filled out by parents.

Language information (native, or primary language spoken by student) – This is used in MCS for sending letters in the appropriate language to a household.

## Enrollment

Student school enrollment – This is used in MCS for identifying the school that a student attends at the serving line and within reporting.

Student grade level – This is used in MCS for identifying a student coming through the serving line by their grade when they don't know their ID.

Homeroom – This is used in MCS for identifying a student coming through the serving line by their homeroom when they don't know their ID.

Year of graduation – This is used in MCS for end of year rollover to remove graduated students.

## Parent/Guardian Contact Information

Address – This is used for the USDA Income Survey in MySchoolApps that is filled out by parents. Additionally, this is used within MCS for household matching with Direct Certification and for sending physical letters to households. This can also be used by Food Service staff to confirm the identity of a person calling in to inquire about a student.

Email – This is used for the USDA Income Survey in MySchoolApps that is filled out by parents. Additionally, this is used within MCS for sending digital letters to households.

Phone – This is used for the USDA Income Survey in MySchoolApps that is filled out by parents.

## Parent/Guardian ID

Parent ID number (created to link parents to students) – This is used within MCS for household matching with Direct Certification.

## Parent/Guardian Name

First and/or Last – This is used within MCS for sending letters to households. Additionally, this can also be used by Food Service staff to confirm the identity of a person calling in to inquire about a student.

## Schedule

Homeroom Teacher Name – This is used in MCS for identifying a student coming through the serving line by their homeroom when they don't know their ID.

## Special Indicator

Low income status – This is used for the USDA Income Survey in MySchoolApps that is filled out by parents.

Medical alerts / health data – This is used in MCS on the serving line to warn Food Service staff that a student is purchasing a product that could cause a medical issue (e.g. milk allergy) for the student.

Living situations (homeless / foster care) – This is used in MCS as a part of Direct Certification.

#### Student Contact Information

Address – This is used for the USDA Income Survey in MySchoolApps that is filled out by parents. Additionally, this is used within MCS for household matching with Direct Certification and for sending physical letters to households. This can also be used by Food Service staff to confirm the identity of a person calling in to inquire about a student.

Email – This is used for the USDA Income Survey in MySchoolApps that is filled out by parents. Additionally, this is used within MCS for sending digital letters to households.

Phone – This is used for the USDA Income Survey in MySchoolApps that is filled out by parents.

#### Student Identifiers

Local (School district) ID number – This is used in MCS for identifying a student at the serving line and within reporting.

State ID number – This is used in MCS for matching within Direct Certification and within reporting.

Provider/App assigned student ID number – This is used in MCS for identifying a student at the serving line and within reporting.

#### Student Name

First and/or Last – This is used in MCS for identifying a student at the serving line and within reporting.

#### Student Work

Other student work data – This is used in MCS for storing a picture of a student that is displayed at the serving line as a part of a group roster.

#### Transportation

Other Transportation data – This is used in MCS for identifying a student by bus number at the serving line as a part of a group roster.

Heartland Payment Systems  
dba Heartland School Solutions  
PO Box 936565  
Atlanta, GA 31193-6565

**THIS IS NOT AN INVOICE.** Please complete this form & return it by Email or mail to confirm your annual support services for the 2024-2025 school year.

If mailing, send to:  
765 Jefferson Road #400, Rochester NY 14623

Annual Support Quote

06/11/2024

**Bill To:**

POUDRE SCHOOL DISTRICT R-1  
HSS-Fort Collins  
2407 LaPorte Ave Accounts Payable  
Fort Collins, CO 80521-2211

**Billing Contact Information:**

First: \_\_\_\_\_ Last: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_

If address information is incorrect, please make corrections above. Please write in the Billing contact information above.

Customer #	Contract #	Location (if applicable)	Terms	Invoice Date
7683730-110788	HSS_00000325	Fort Collins CO	Net 30	07/01/2024

Line Items Are Accurate

Use this space to indicate changes:

Changes Needed to Line Items

Coverage Start Date	Coverage End Date	Product Code	Item Description	Quantity	Annual Unit Price	Extended Price
08/01/2024	07/31/2025	HSS0467	SUB: Mosaic Menu Planning Director Subscription	1	720.00	720.00
08/01/2024	07/31/2025	HSS1125	SUB: ApplyForLunch 40-69 Site Annual Subscription	1	2,370.00	2,370.00
08/01/2024	07/31/2025	HSS1251	SUP: MCS CO FR App Processing Annual	1	960.00	960.00
08/01/2024	07/31/2025	HSS1252	SUP: MCS Site POS Annual	47	445.00	20,915.00
08/01/2024	07/31/2025	HSS1253	SUP: MCS CO POS and Financials Annual	1	955.00	955.00

Pre-Invoice Order Quote Total

25,920.00

Phone: 800-724-9853, Option 8

HSSSupportinvoices@e-hps.com

# Exhibit B



**Heartland Payment Systems**  
dba Heartland School Solutions  
PO Box 936565  
Atlanta, GA 31193-6565

**THIS IS NOT AN INVOICE.** Please complete this form & return it by Email or mail to confirm your annual support services for the 2025-2026 school year.

If mailing, send to:  
765 Jefferson Road #400, Rochester NY 14623

**Annual Support Quote**

**07/16/2025**

**Bill To:**

POUDRE SCHOOL DISTRICT R-1  
HSS-Fort Collins  
2407 LaPorte Ave Accounts Payable  
Fort Collins, CO 80521-2211

**Billing Contact Information:**

First: \_\_\_\_\_ Last: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Job Title: \_\_\_\_\_

If address information is incorrect, please make corrections above. Please write in the Billing contact information above.

<b>Customer #</b>	<b>Contract #</b>	<b>Location (if applicable)</b>	<b>Terms</b>	<b>Invoice Date</b>
7683730-110788	HSS_00000325	Fort Collins CO	Net 30	07/01/2025
<input type="checkbox"/> Line Items Are Accurate <input type="checkbox"/> Changes Needed to Line Items		Use this space to indicate changes:		

<b>Coverage Start Date</b>	<b>Coverage End Date</b>	<b>Product Code</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Annual Unit Price</b>	<b>Extended Price</b>
08/01/2025	07/31/2026	HSS0467	SUB: Mosaic Menu Planning Director Subscription	1	750.00	750.00
08/01/2025	07/31/2026	HSS1125	SUB: ApplyForLunch 40-69 Site Annual Subscription	1	2,370.00	2,370.00
08/01/2025	07/31/2026	HSS1251	SUP: MCS CO FR App Processing Annual	1	995.00	995.00
08/01/2025	07/31/2026	HSS1252	SUP: MCS Site POS Annual	47	465.00	21,855.00
08/01/2025	07/31/2026	HSS1253	SUP: MCS CO POS and Financials Annual	1	990.00	990.00

**Pre-Invoice Order Quote Total** 26,960.00

# Exhibit C

# Heartland School Solutions Accessibility Conformance Report

## WCAG Edition

VPAT® Version 2.3 – December 2018

**Name of Product/Version:** MySchoolApps 8.0.1

**Product Description:** Online Meal Benefits Application and Economic Survey Collections

**Date:** July 24th, 2023

**Contact information:** Josh Weaver, Sr. Product Manager - William.Weaver@e-hps.com

Tino Padilla, Director, Product Management - Celestino.Padilla@e-hps.com

### Notes:

Not Applicable items have been ~~struck-through~~ instead of removed from the document

### Evaluation Methods Used:

- General Product Knowledge
- Testing with Assistive Technologies (ANDI and NVDA Accessibility Testing Tools)

- Manual Inspection (Chrome Dev Tools)

## Applicable Standards/Guidelines

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

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0, at <a href="http://www.w3.org/TR/2008/REC-WCAG20-20081211/">http://www.w3.org/TR/2008/REC-WCAG20-20081211/</a>	<input checked="" type="checkbox"/> Level A (Yes) <input type="checkbox"/> Level AA (Yes) <input type="checkbox"/> Level AAA (No)

## Terms

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.x Report

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the [WCAG 2.0 Conformance Requirements](#).

**Table 1: Success Criteria, Level A**

Notes:

Criteria	Conformance Level	Remarks and Explanations
1.1.1 Non-text Content (Level A)	Supports	
1.2.1 <u>Audie-only and Video-only (Prerecorded)</u> (Level A)	Not Applicable	No A/V content
1.2.2 <u>Captions (Prerecorded)</u> (Level A)	Not Applicable	No A/V content
1.2.3 <u>Audie-Description or Media Alternative (Prerecorded)</u> (Level A)	Not Applicable	No A/V content
1.3.1 <u>Info and Relationships</u> (Level A)	Partially Supports	Cannot consistently navigate Accordion View on help page or application instructions in Chrome
1.3.2 <u>Meaningful Sequence</u> (Level A)	Supports	
1.3.3 <u>Sensory Characteristics</u> (Level A)	Supports	
1.4.1 <u>Use of Color</u> (Level A)	Supports	
1.4.2 <u>Audie-Centred</u> (Level A)	Not Applicable	No A/V content
2.1.1 <u>Keyboard</u> (Level A)	Supports	
2.1.2 <u>No Keyboard Trap</u> (Level A)	Supports	
2.1.4 <u>Character Key Shortcuts</u> (Level A 2.1 only)	Not Applicable	No custom shortcuts
2.2.1 <u>Timing Adjustable</u> (Level A)	Supports	
2.2.2 <u>Pause, Stop, Hide</u> (Level A)	Not Applicable	No blinking/scrolling/updating text
2.3.1 <u>Three Flashes or Below Threshold</u> (Level A)	Not Applicable	No flashes
2.4.1 <u>Bypass Blocks</u> (Level A)	Supports	
2.4.2 <u>Page Titled</u> (Level A)	Supports	
2.4.3 <u>Focus Order</u> (Level A)	Supports	
2.4.4 <u>Link Purpose (In Context)</u> (Level A)	Supports	
2.5.1 <u>Pointer-Gestures</u> (Level A 2.1 only)	Not Applicable	
2.5.2 <u>Pointer-Cancellation</u> (Level A 2.1 only)	Not Applicable	
2.5.3 <u>Label in Name</u> (Level A 2.1 only)	Supports	
2.5.4 <u>Motion Activation</u> (Level A 2.1 only)	Not Applicable	

<u>3.1.1 Language of Page</u> (Level A)	Supports
<u>3.2.1 On Focus</u> (Level A)	Supports
<u>3.2.2 On Input</u> (Level A)	Supports
<u>3.3.1 Error Identification</u> (Level A)	Supports
<u>3.3.2 Labels or Instructions</u> (Level A)	Supports
<u>4.1.1 Parsing</u> (Level A)	Supports
<u>4.1.2 Name, Role, Value</u> (Level A)	Supports

**Table 2: Success Criteria, Level AA**

Notes:

Criteria	Conformance Level	Remarks and Explanations
<u>1.2.4 Captions (Live) (Level AA)</u>	Not Applicable	
<u>1.2.5 Audio Description (Prerecorded) (Level AA)</u>	Not Applicable	
<u>1.3.4 Orientation</u> (Level AA 2.1 only)	Supports	
<u>1.3.5 Identify Input Purpose</u> (Level AA 2.1 only)	Does Not Support	Need to implement H98
<u>1.4.3 Contrast (Minimum)</u> (Level AA)	Supports	
<u>1.4.4 Resize text</u> (Level AA)	Supports	
<u>1.4.5 Images of Text</u> (Level AA)	Supports	
<u>1.4.10 Reflow</u> (Level AA 2.1 only)	Supports	
<u>1.4.11 Non-text Contrast</u> (Level AA 2.1 only)	Supports	
<u>1.4.12 Text Spacing</u> (Level AA 2.1 only)	Supports	
<u>1.4.13 Content-on-Hover-or-Focus</u> (Level AA 2.1 only)	Not Applicable	
<u>2.4.5 Multiple Ways</u> (Level AA)	Supports	
<u>2.4.6 Headings and Labels</u> (Level AA)	Supports	
<u>2.4.7 Focus Visible</u> (Level AA)	Supports	
<u>3.1.2 Language of Parts</u> (Level AA)	Supports	
<u>3.2.3 Consistent Navigation</u> (Level AA)	Supports	

Criteria	Conformance Level	Remarks and Explanations
<u>3.2.4 Consistent Identification (Level AA)</u>	Supports	
<u>3.3.3 Error Suggestion (Level AA)</u>	Supports	
<u>3.3.4 Error Prevention (Legal, Financial, Data) (Level AA)</u>	Supports	
4.1.3 Status Messages (Level AA 2.1 only)	Partially Supports	Most errors and warnings are covered, but consider adding aria roles to the warning and info bubbles on the review page

## Legal Disclaimer (Heartland School Solutions)

<https://www.myschoolapps.com/Home/Accessibility>

# Heartland School Solutions Accessibility Conformance Report

## WCAG Edition

VPAT® Version 2.3 – December 2018

**Name of Product/Version:** MySchoolBucks 13.0

**Product Description:** Online School Fees and Payments

**Date:** July 24th, 2023

**Contact information:** Troy Jones, Sr. Product Manager - [louis.jones@e-hps.com](mailto:louis.jones@e-hps.com)  
Grace Geary, Director, Product Management - [grace.geary@e-hps.com](mailto:grace.geary@e-hps.com)

### Notes:

Not Applicable items have been ~~struck-through~~ instead of removed from the document

### Evaluation Methods Used:

- General Product Knowledge
- Developer plugins for WCAG testing

- Extensions and resources from the WebAim WAVE Accessibility Tool (<https://wave.webaim.org>).

## Standards/Guidelines

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

Standard/Guideline	Included In Report
Web Content Accessibility Guidelines 2.0, at <a href="http://www.w3.org/TR/2008/REC-WCAG20-20081211/">http://www.w3.org/TR/2008/REC-WCAG20-20081211/</a>	<input type="checkbox"/> Level A (Yes) <input type="checkbox"/> Level AA (Yes) <input type="checkbox"/> Level AAA (No)

## Terms

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.x Report**

Note: When reporting on conformance with the WCAG 2.x Success Criteria, they are scoped for full pages, complete processes, and accessibility-supported ways of using technology as documented in the WCAG 2.0 Conformance Requirements.

**Table 1: Success Criteria, Level A**

Notes:

Criteria	Conformance Level	Remarks and Explanations
<b>1.1.1 Non-text Content</b> (Level A)	Supports	Time based audio is currently not applicable. Most pre-recorded video content provides options to view a transcript.
<b>1.2.1 Audio-only and Video-only (Prerecorded)</b> (Level A)	Partially Supports	Most pre-recorded content provides options for captions.
<b>1.2.2 Captions (Prerecorded)</b> (Level A)	Partially Supports	Most pre-recorded content provides options for captions.
<b>1.2.3 Audio Description or Media Alternative (Prerecorded)</b> (Level A)	Does not Support	
<b>1.3.1 Info and Relationships</b> (Level A)	Supports	
<b>1.3.2 Meaningful Sequence</b> (Level A)	Supports	
<b>1.3.3 Sensory Characteristics</b> (Level A)	Partially Supports	Sensory characteristics may be used in some training content.
<b>1.4.1 Use of Color</b> (Level A)	Partially Supports	Color may be used in some training content to describe components of the application.
<b>1.4.2 Audio Control</b> (Level A)	Not Applicable	
<b>2.1.1 Keyboard</b> (Level A)	Supports	
<b>2.1.2 No Keyboard Trap</b> (Level A)	Partially Supports	
<b>2.1.4 Character Key Shortcuts</b> (Level A-2.1-only)	Not Applicable	
<b>2.2.1 Timing Adjustable</b> (Level A)	Does not Support	
<b>2.2.2 Pause, Stop, Hide</b> (Level A)	Does not Support	
<b>2.3.1 Three Flashes or Below Threshold</b> (Level A)	Not Applicable	
<b>2.4.1 Bypass Blocks</b> (Level A)	Supports	
<b>2.4.2 Page Titled</b> (Level A)	Supports	
<b>2.4.3 Focus Order</b> (Level A)	Supports	
<b>2.4.4 Link Purpose (In Context)</b> (Level A)	Supports	

Criteria	Conformance Level	Remarks and Explanations
<b>2.5.1 Pointer-Gestures</b> (Level A 2.1-only)	Not Applicable	
<b>2.5.2 Pointer-Cancellation</b> (Level A 2.1-only)	Not Applicable	
<b>2.5.3 Label-in-Name</b> (Level A 2.1-only)	Not Applicable	
<b>2.5.4 Motion-Actuation</b> (Level A 2.1-only)	Not Applicable	
<b>3.1.1 Language of Page</b> (Level A)	Supports	
<b>3.2.1 On Focus</b> (Level A)	Supports	
<b>3.2.2 On Input</b> (Level A)	Supports	
<b>3.3.1 Error Identification</b> (Level A)	Supports	
<b>3.3.2 Labels or Instructions</b> (Level A)	Supports	
<b>4.1.1 Parsing</b> (Level A)	Supports	
<b>4.1.2 Name, Role, Value</b> (Level A)	Supports	

**Table 2: Success Criteria, Level AA**

Notes:

Criteria	Conformance Level	Remarks and Explanations
<b>1.2.4 Captions (Live)</b> (Level AA)	Partially Supports	Most live content is hosted with online meeting software, like Zoom, Google Meet, and YouTube, which include live captions.
<b>1.2.5 Audio Description (Prerecorded)</b> (Level AA)	Does not Support	
<b>1.3.4 Orientation</b> (Level AA 2.1-only)	Not Applicable	
<b>1.3.5 Identify-Input-Purpose</b> (Level AA 2.1-only)	Not Applicable	
<b>1.4.3 Contrast (Minimum)</b> (Level AA)	Supports	
<b>1.4.4 Resize text</b> (Level AA)	Supports	
<b>1.4.5 Images of Text</b> (Level AA)	Supports	
<b>1.4.10 Refresh</b> (Level AA 2.1-only)	Not Applicable	
<b>1.4.11 Non-text-Contrast</b> (Level AA 2.1-only)	Not Applicable	

Criteria	Conformance Level	Remarks and Explanations
1.4.12 Text Spacing (Level AA 2.1 only)	Not Applicable	
1.4.13 Content on Hover or Focus (Level AA 2.1 only)	Not Applicable	
2.4.5 Multiple Ways (Level AA)	Supports	
2.4.6 Headings and Labels (Level AA)	Supports	
2.4.7 Focus Visible (Level AA)	Supports	
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)	Not Applicable	

## Legal Disclaimer (Heartland School Solutions)

<https://login.myschoolbucks.com/users/etc/getaccessibility.action?clientID=schoolbucks>