

**SOFTWARE SERVICES AGREEMENT
BETWEEN TRANSFR INC. AND POUDRE
SCHOOL DISTRICT R-1**

This Software Services Agreement (“Agreement”) is entered into as of 09/18/2025 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 Transfr Inc. (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 September 21, 2025, and shall continue through and including September 22, 2028, 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 the District shall pay Contractor for all Services performed under and in accordance with this Agreement up to the date of termination. In the event that the District terminates this Agreement without Cause the Contractor shall not be required to provide any refunds for payments received. For termination with Cause, Contractor shall reimburse the District for all payments made in excess of Services performed up to the date of termination. As used herein, “Cause” shall mean (a) a third-party claim of actual infringement, misappropriation, or other violation of such third party’s intellectual property rights arising from the products or services provided hereunder, where such infringement is not capable of being remedied; or (b) the existence of a material defect in the products or services provided hereunder that is not capable of being remedied.

2. Deliverables and Purchase Price.

- 2.1. The Contractor shall make its curriculum software for use in the virtual reality (VR) headsets for use in the District in accordance with the scope of work set forth in the attached Exhibit B (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 the Contractor’s Quote Q-31084-10, 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 A.

- 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. or Principal. 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 designee. District Principals or Principal designee will adhere to applicable laws, regulations, and District policies.
- 2.5. 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.
 - 2.5.1. 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.
 - 2.5.2. District issued purchase orders are required for purchases greater than Ten Thousand Dollars and Zero Cents (\$10,000.00).
 - 2.5.3. 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.
 - 2.5.4. Direct communication with schools or sales must be approved by contact in section 11 of this agreement.
- 2.6. **Invoicing.** Contractor will provide invoices for the Services at the rate specified in Exhibit A. Invoices for Services provided shall be submitted directly to accounts payable in the District's Finance department at 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.
 - 2.6.1. Invoices will generally be paid within thirty (30) days following the District representative's approval.
 - 2.6.2. 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.
 - 2.6.3. 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.
 - 2.6.4. 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.
- 2.7. 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.

- 2.8. 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.
- 2.9. 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.
- 2.10. 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 A 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 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. **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 liability for third party claims directly arising from failure to comply with WCAG 2.2 conformance levels A or AA.

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

TRANSFR Inc d.b.a. TRANSFRVR
Attn: Jason Eckman
124 E 14th St Fl 5 Ofc 521
New York, NY 10003-4170
Email: jeckman@trasfrvr.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.

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 District shall give Transfr notice within a reasonable period of time of any claims brought against the District by a third-party based on any allegation that the District’s use of the Services, or any part thereof, constitutes infringement of any United States third-party intellectual property right, and cooperate with the Contractor in responding to such claims. If the Services becomes or, in the Contractor's opinion is likely to become, the subject of an infringement claim or action, the Contractor may, at its option: (a) procure, at no cost to the District, the right for the District to continue using the Services; (b) replace or modify the Services to render it non-infringing, provided there is no material loss of functionality; or (c) if, in Contractor’s reasonable opinion, neither (a) nor (b) above is commercially feasible, terminate this Agreement. The foregoing states Contractor's sole obligation and the District's exclusive remedy in the event any such claim or action is commenced or is likely to be commenced.
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. Notwithstanding the foregoing, the Contractor may assign this Agreement to a parent, subsidiary, affiliate, or a successor in interest in connection with a merger, acquisition, or sale of all or substantially all of its assets without the prior written consent of the District. In such instances, the Contractor shall provide prompt written notice to the District of the assignment. If that the assignment creates a conflict of interest or a disadvantage, the District may terminate this Agreement upon written notice to the Contractor.
- 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.

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.

- 15.9. **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.
- 15.10. **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 Subscription Services Agreement governs the provision of Services and Equipment by the Contractor to the District as identified in the applicable Service Order Q-31084-10 ("Service Order"). This Agreement, together with the Service Order and the Terms of Use incorporated therein, constitutes, along with any other exhibit attached hereto the complete and exclusive statement of the agreement between the parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous agreements, understandings, proposals, and communications, oral or written, between the parties relating to the 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.

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.

TRANSFR INC.

POUDRE SCHOOL DISTRICT R-1

Signed by:
By: Cameron Berner
5A6155E6F50A406...

Cameron Berner
Senior Deal Desk Manager

By: R David Montoya
R David Montoya (Sep 18, 2025 12:53:49 MDT)

R. David Montoya
Chief Finance Officer

By: Julie Chaplain
Julie Chaplain (Sep 18, 2025 13:13:28 MDT)

Dr. Julie Chaplain, PhD
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.*

Transfr Trek for Middle School Career Exploration and Recruitment into CTE pathways offered district wide.

Automotive Dept- will be using to enhance/upgrade their existing Automotive Department
Virtual Health Clinic will be used to upskill and train their HOSA Clubs and enhance their Health Science Pathways

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>
First Name	First Name	First Name	In-app Performance
Last Name	Last Name	Last Name	Crash Logs
Email	Email	Email	
Survey responses			

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3. What is the purpose of collecting student data?

Student data captured is used for rostering purposes to tie students to their specific classrooms and to track progress with the VR training solution.

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.*

Amazon AWS and Google Cloud Platform.

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

These partners are our cloud service providers and are responsible for hosting and storing our platform and generated data.

6. Please provide:

- Current quote (if available)

- Tiered pricing for future purchases

36 Mo Partnership

Year 1 \$60K

Year2 \$60K

Year 3 \$60 K

- Name and email for contract notices

Legal Department - legal@transfrvr.com

- Name and title of person who will sign the contract

Jennifer Ballard, Associate General Counsel

- Does the system allow integration for

rostering? ☒ Yes ☐ No

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

YES - We support Clever for sign on and rostering; and CSV for rostering.

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



Transfr Inc.
124 East 14th Street, Floor 5
New York, NY 10003
Attn: Accounts Receivable
accountsreceivable@transfrvr.com
201-503-4789

SERVICE ORDER

Quote #: Q-31084-12
Offer Valid If Executed By: 9/30/2025
Transfr Rep: Jason Eckman
Transfr Rep Email: jeckman@transfrvr.com

Customer: Poudre School District

Primary Contact:

Kelsey Burger
2407 La Porte Avenue
Fort Collins, CO 80521
US

Phone: 970.420.2774

Email: kburger@psdschools.org

Dashboard Administrator

Contact: Kelsey Burger

Email: kburger@psdschools.org

Bill To:

Poudre School District
2407 Laporte Ave
Fort Collins, CO 80521-2297
United States

Billing Email: kburger@psdschools.org

Ship To:

Poudre School District
2407 Laporte Ave
Fort Collins, CO 80521-2297
United States

Shipping Contact: Kelsey Burger

Shipping Email: kburger@psdschools.org

Please review or complete the following information:

State Sales Tax Exempt (SSTE)?*

**Purchase Order (PO) required by
Bill To organization to finalize purchase?****

SSTE Number if applicable:

P.O. Number if applicable:

*If applicable, Transfr must receive your State Sales Tax Exemption Certification prior to generating an invoice.

NOTE: State Sales Tax Exemption does not include federal or IRS Non-Profit status, 501c3, etc.

**If applicable, Transfr must receive required Purchase Orders prior to generating an invoice

Transfr Inc. 124 East 14th Street, Floor 5 New York, NY 10003
201-503-4789

Quote #:
Q-31084-12

NOTE: Required Purchase Orders (POs) often have additional terms that must be agreed to prior to finalizing the contract, and contain instructions on how the Bill To organization is to be invoiced.

Order Details

Order Start Date: 9/29/2025

Order End Date: 9/28/2028

Payment Terms: Net 30

Billing Frequency: Annual

Currency: USD

Service Offering	Annual List Price	Quantity	Term (Years)	Total Discount	Net Total
All Access	\$5,500.00	11	3	\$8,099.96	\$173,400.04
Customer Owned Headset - Meta Quest 3S	\$0.00	11	3	\$0.00	\$0.00
MDM Services Plan	\$200.00	11	3	\$0.00	\$6,600.00

Billing Schedule:

Year 1 Invoice: \$60,000.00

Year 2 Invoice: \$60,000.00

Year 3 Invoice: \$60,000.00

CONTRACT LIST TOTAL: \$188,100.00
TOTAL DISCOUNT: \$8,100.00
SUB TOTAL: \$180,000.04
ONE-TIME DISCOUNT TOTAL: \$-.04
ESTIMATED TAXES TOTAL: \$0.00
TOTAL: \$180,000.00

This Service Order constitutes an agreement by Customer to purchase certain products and services from Transfr in accordance with the terms and conditions set forth herein, in the Subscription Services Agreement executed between the Parties, and in Transfr’s Terms of Use found at <https://transfrinc.com/terms/> (together, the “Agreement”). This Service Order does not constitute an invitation to negotiate. Capitalized terms used herein but not defined shall have the meanings ascribed to them in the Subscription Services Agreement or, if not defined therein, in the Terms of Use.

AGREED:

**Poudre School
District**

Authorized
Signature: R David Montoya
R David Montoya (Sep 18, 2025 12:53:49 MDT)
Name: _____
Title: CFO
Dated: 09/18/2025

Transfr Inc.

Authorized
Signature: Signed by:
Cameron Berner
5A8455E6F50A406...
Name: Cameron Berner
Title: Senior Deal Desk Manager
Dated: 9/18/2025

THANK YOU FOR YOUR BUSINESS!

Exhibit C

From:

To:

Date: 5/1/2024 7:26:26 PM

Subject:

Attachments: Attach 1
.wmf



Transfr Accessibility Conformance Report WCAG Edition

(Based on VPAT® Version 2.4)

Name of Product/Version : VR Dashboard

Report Date : June 21st, 2023

Product Description : This application can be used to view data about how Transfr VR products are used in various classrooms and organizations.

Contact information : Independent Accessibility Consultant [Equal Entry LLC](#) (www.equalentry.com)

[Contact](mailto:contact@equalentry.com) (contact@equalentry.com)

Notes: Equal Entry LLC, a third party accessibility consultant, worked with Transfr to define a set of User Scenarios (Appendix A) to assess VR Dashboard.

Original audit results were provided on March 14, 2023. Transfr reviewed the detailed issue list, prioritized and fix several items. Exceptions in this document are pending accessibility issues, to be addressed in future product releases. Note, any new issue introduced after March 14, 2023 are not included in this report. This report, generated on June 21st, 2023, supersedes any previous report covering these same scenarios.

Evaluation Methods Used : Manual testing using various browser agents, assistive technologies and inspection tools. Scenarios are in Appendix A. Additional details are in Appendix B.

Applicable Standards/Guidelines : This report covers the degree of conformance for the following accessibility standard/guidelines: [Web Content Accessibility Guidelines 2.1](#) at level A and AA.

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 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 Conformance Requirements](#).

Success Criteria

Success Criterion	Conformance Level	Remarks
1.1.1 Non-text Content (Level A)	Partially Supports	Scenario 2: • Opens in a new tab icon is not explained to screen readers • Banner hero image on dashboard is unlabelled • Decorative icons are not hidden from screen readers Scenario 4: • Classroom image and Checkicon has no alt attribute • Bars in chart has img role but no label
1.2.1 Audio-only and Video-only (Prerecorded) (Level A)	Not Applicable	Does not contain any Audio-Only or Video-Only pre-recorded content
1.2.2 Captions (Prerecorded) (Level A)	Not Applicable	Does not contain Prerecorded content

Success Criterion	Conformance Level	Remarks
<u>1.2.3 Audio Description or Media Alternative (Prerecorded)</u> (Level A)	Not Applicable	Does not contain Prerecorded content
<u>1.2.4 Captions (Live)</u> (Level AA)	Not Applicable	Does not contain Live Streamed media
<u>1.2.5 Audio Description (Prerecorded)</u> (Level AA)	Not Applicable	Does not contain Prerecorded content
<u>1.3.1 Info and Relationships</u> (Level A)	Partially Supports	Scenario 1: Headings are not used properly on Privacy policy and terms of use Scenario 2: - Headings are misused on Dashboard - Information of each bar is not available to screen readers Scenario 3: - Organization table is not coded as a table Organizations is a visual but not programmatic heading - The page has no landmark regions

Success Criterion	Conformance Level	Remarks
<u>1.3.2 Meaningful Sequence</u> (Level A)	Partially Supports	Scenario 2: • Calendar is only navigable when tabbed into it • i icons are not in read order Scenario 3: After sorting, a blank element emerges Scenario 4: Screen reader stays inside Instructor /Trainees dropdown after selecting one
<u>1.3.3 Sensory Characteristics</u> (Level A)	Partially Supports	Scenario 4: User interface tutorial tour relies on visual information
<u>1.3.4 Orientation</u> (Level AA 2.1 only)	Supports	Respects user's choice of landscape or portrait
<u>1.3.5 Identify Input Purpose</u> (Level AA 2.1 only)	Supports	Autocomplete is supported via a programmatic link purpose
<u>1.4.1 Use of Color</u> (Level A)	Not Applicable	Color is not used to convey meaning
<u>1.4.2 Audio Control</u> (Level A)	Not Applicable	Does not contain audio that plays automatically
<u>1.4.3 Contrast (Minimum)</u> (Level AA)	Supports	Color contrast of text against its background meets or exceeds guideline minimums.

Success Criterion	Conformance Level	Remarks
<u>1.4.4 Resize text</u> (Level AA)	Supports	Text can be resized up to 200 percent without loss of content or functionality
<u>1.4.5 Images of Text</u> (Level AA)	Not Applicable	No images of text are used to convey information
<u>1.4.10 Reflow</u> (Level AA 2.1 only)	Partially Supports	Scenario 2: Page requires horizontal scrolling
<u>1.4.11 Non-text Contrast</u> (Level AA 2.1 only)	Supports	Good color contrast is used for non-text elements
<u>1.4.12 Text Spacing</u> (Level AA 2.1 only)	Supports	Good text spacing is used
<u>1.4.13 Content on Hover or Focus</u> (Level AA 2.1 only)	Partially Supports	Scenario 2: • ESC cannot close the tooltip of i icons • Hover message itself is not hoverable
<u>2.1.1 Keyboard</u> (Level A)	Partially Supports	Scenario 2: Bar chart is not keyboard accessible Scenario 3: Sort buttons are not keyboard accessible Scenario 5: i icons in select role are not keyboard accessible
<u>2.1.2 No Keyboard Trap</u> (Level A)	Supports	No Keyboard traps were found

Success Criterion	Conformance Level	Remarks
<u>2.1.4 Character Key Shortcuts</u> (Level A 2.1 only)	Not Applicable	Custom keyboard shortcuts are not defined
<u>2.2.1 Timing Adjustable</u> (Level A)	Not Applicable	Does not contain timers
<u>2.2.2 Pause, Stop, Hide</u> (Level A)	Not Applicable	Does not contain auto-updating, scrolling or flashing content
<u>2.3.1 Three Flashes or Below Threshold</u> (Level A)	Not Applicable	Does not contain Flashing text or other visuals
<u>2.4.1 Bypass Blocks</u> (Level A)	Not Applicable	Does not contain repeated blocks of content
<u>2.4.2 Page Titled</u> (Level A)	Partially Supports	Scenario 3: Page title should change depending on the URL
<u>2.4.3 Focus Order</u> (Level A)	Partially Supports	Scenario 2: • Invisible tab stop between each organization • Focus does not jump to the calendar picker Scenario 4: • Instructor/Trainees dropdown is not keyboard accessible. • Added instructors /trainees become invisible tab stops

Success Criterion	Conformance Level	Remarks
<u>2.4.4 Link Purpose (In Context)</u> (Level A)	Supports	Link text was found to be accurate and clear
<u>2.4.5 Multiple Ways</u> (Level AA)	Supports	The user scenario Scenario 2 specifically addressed the need for an alternative method of finding a web page - Search
<u>2.4.6 Headings and Labels</u> (Level AA)	Supports	Heading and labels are descriptive throughout to aid in understanding
<u>2.4.7 Focus Visible</u> (Level AA)	Supports	A visual focus indicator was used throughout to aid in navigation and understanding
<u>2.5.1 Pointer Gestures</u> (Level A 2.1 only)	Not Applicable	Multipoint or path-based gestures are not used
<u>2.5.2 Pointer Cancellation</u> (Level A 2.1 only)	Supports	Operations that use a single pointer execute on the up-events allowing for undo, cancellation
<u>2.5.3 Label in Name</u> (Level A 2.1 only)	Supports	Programmatic names match visual labels
<u>2.5.4 Motion Actuation</u> (Level A 2.1 only)	Not Applicable	Device motion sensors are not used
<u>3.1.1 Language of Page</u> (Level A)	Supports	Language is programmatically expressed for assistive technologies at the product or page level

Success Criterion	Conformance Level	Remarks
<u>3.1.2 Language of Parts</u> (Level AA)	Not Applicable	Does not contain language changes
<u>3.2.1 On Focus</u> (Level A)	Supports	As component receives focus, they do not initiate a change of context
<u>3.2.2 On Input</u> (Level A)	Supports	Controls have clear purpose and behavior
<u>3.2.3 Consistent Navigation</u> (Level AA)	Supports	Navigational mechanisms are visually and functionally consistent
<u>3.2.4 Consistent Identification</u> (Level AA)	Partially Supports	Scenario 1: Multiple links with the same name Click Here Scenario 2: Super admin button is creating a stutter effect.
<u>3.3.1 Error Identification</u> (Level A)	Partially Supports	Scenario 5: Email error message is not announced

Success Criterion	Conformance Level	Remarks
<u>3.3.2 Labels or Instructions</u> (Level A)	Partially Supports	Scenario 2: • Button for the explanation of Dashboard is unlabelled • The chart is unlabelled • LHS pane close button is unlabelled Scenario 4: • ? icon and Create icon are unlabelled • Edit , info , and close logo buttons are unlabelled • Close button for Create a classroom is unlabelled • Close button for Delete Classroom is unlabelled • Checkboxes are unlabelled Scenario 5: • Create a User icon is unlabelled • Visibility toggle is not announced properly
<u>3.3.3 Error Suggestion</u> (Level AA)	Supports	Users are provided suggestions for correcting errors
<u>3.3.4 Error Prevention (Legal, Financial, Data)</u> (Level AA)	Not Applicable	Does not contain legal commitments, financial transactions or user controllable data changes within a data storage system

Success Criterion	Conformance Level	Remarks
4.1.1 Parsing (Level A)	Partially Supports	Scenario 1: • Transfr logo link is not coded properly • autocomplete attribute is not used correctly Scenario 4: Duplicated use of same id s
4.1.2 Name, Role, Value (Level A)	Partially Supports	Scenario 2: • Dropdown does not provide role and state • Screen reader remains silent after opening the calendar picker • Chart is updated but not announced by screen reader Scenario 3: • Sort buttons are not screen reader accessible • No announcement after sorting Scenario 4: • No announcement after opening a Create a Classroom window • The appearance of search suggestions are not announced by screen readers • No announcement after opening Delete Classroom dialogue

Success Criterion	Conformance Level	Remarks
4.1.3 Status Messages (Level AA 2.1 only)	Partially Supports	Scenario 4: • No announcement of Classroom created confirmation notification • No announcement of Delete Classroom error notification Scenario 5: • Account creation success notification is not announced • Password reset complete notificaiton is not announced

Appendix A:

Equal Entry LLC worked with Transfr to define the following User Scenarios to assess VR Dashboard.

The following Criteria were **Not Applicable** based on a review with Transfr that confirmed that current scenarios do not contain this functionality.

- 1.2.1 Audio-only and Video-only (Prerecorded)
- 1.2.2 Captions (Prerecorded)
- 1.2.3 Audio Description or Media Alternative (Prerecorded)
- 1.2.4 Captions (Live)
- 1.2.5 Audio Description (Prerecorded)
- 1.4.1 Use of Color
- 1.4.2 Audio Control
- 1.4.5 Images of Text
- 2.1.4 Character Key Shortcuts
- 2.2.1 Timing Adjustable
- 2.2.2 Pause, Stop, Hide
- 2.3.1 Three Flashes or Below Threshold
- 2.4.1 Bypass Blocks
- 2.5.1 Pointer Gestures
- 2.5.4 Motion Actuation
- 3.1.2 Language of Parts
- 3.3.4 Error Prevention (Legal, Financial, Data)

Scenarios

S1: Login

1. Open the [TransfrVR home page](#).
2. Navigate to and activate **Skip to content** ; find start of main content area.
3. Navigate to each menu element in header ([transfr logo](#), [Solutions](#), [Products](#), [Community](#), [Support](#), [Sign in](#), [Schedule a Demo](#), and their submenus)
4. Navigate to each element in the body ([Learn more](#), [Contact us](#), [our story](#), [Join our team](#), [Learn more about Boys and Girls Clubs student experiences](#), [video](#), [Learn more](#), [Learn more](#), [Learn more](#))
5. Navigate back to the video and play it with captions.
6. Open [Transfr VR login](#).
7. Navigate to and activate [Privacy Policy](#).
8. Read **Changes to This Policy** and close **Privacy Policy**.
9. Back on login page [Transfr VR login](#), navigate to and activate [Terms of Use](#).
10. Navigate to and read [Terms of Use Effective November 2022 - January 2023](#). Close **Terms Of Use**.
11. Open the login page [Transfr VR login](#) and navigate to **Email** and set the value to *TransferDemoSuperAdmin@transfrvr.com*
12. Navigate to **Password** and set the value to *WrongPassword*
13. Activate **Sign in** button. Read error message information.
14. Navigate to **Password** and set the value to: *aaaaaaaa1!*
15. Activate **Sign in** button.

S2: Dashboard

1. Navigate to and activate [Dashboard](#)
2. Navigate to the first date at the bottom of the Dashboard and set the value to **August 1, 2022**
3. Navigate to and select **September 30, 2022** from the calendar picker.
4. Navigate to **Sims completed** and verify the data changes.
5. Navigate to **Sims mastered** and verify the data changes.
6. Navigate to 9/16/22 on the bar graph to get the exact number of sims mastered.
7. Navigate to and activate **Transfer Academy** under ** Classrooms*
8. Navigate to and activate **Demo10** under **Organizations**.
9. Navigate to **Filter by Classroom** and activate **2022-2023 FBISD HVAC/ELECTRICAL 1 A.M COHORT**
10. Navigate to **1 year** and confirm data between August and December 2022 appear in the graph.
11. Navigate to and activate **Export Data (.csv)**
12. Open downloaded **Transfer Academy Insights** CSV and confirm data appears for **2022-2023 FBISD HVAC/ELECTRICAL 1 A.M COHORT**

S3: Organizations

1. Navigate to and activate [Organizations](#)
2. Navigate to and activate **Name**
3. Confirm **NAME** is sorted alphanumerically.
4. Navigate to and activate **SIMS COMPLETED** two times (sort from highest number to lowest number)

5. Confirm **SIMS COMPLETED** is sorted from highest number to lowest number.
6. Navigate to and activate [Demo10](#)
7. Confirm [Transfer Academy dashboard](#) appears
8. Navigate to and activate **ALL ORGANIZATIONS**
9. Confirm you return to [multi-organization homepage](#)

S4: Classrooms

1. Navigate to and activate [Classrooms](#)
2. Navigate to **Filter by Organization** and activate **Demo 6**
3. Navigate to **Search**
4. Set value to **Electrical tech** and activate * *ELECTRICAL TECH 5A FALL 2022* from the drop-down.
5. Navigate to and activate [ELECTRICAL TECH I \(5A\)](#)
6. Navigate to and activate [Classrooms](#)
7. Navigate to and activate [Create a Classroom](#)
8. Navigate to **Select an Organization**
9. Navigate to and activate **Transfer Academy**
10. Navigate to **Select a Product**
11. Navigate to and activate **Training Simulation**
12. Navigate to **Classroom Details** and set the value to **Accessibility Class**
13. Navigate to **Add one or more additional instructor**
14. Navigate to and activate **Tester1, Accessibility**
15. Navigate to **Add one or more existing trainees**
16. Navigate and activate **Two, Test** and **Three, Test**
17. Navigate to **X** next to **Two, Test** and activate
18. Navigate to and activate **Create Classroom**
19. Navigate to and check the box next to **Accessibility Class**
20. Navigate to and activated **Delete**
21. Navigate to and activate **Yes, Delete Classroom**
22. Confirm error message **Accessibility Class cannot be deleted while there are trainees enrolled.**

S5: Users

1. Navigate to and activate [Users](#).
2. Navigate to and activate **Create a User** icon
3. Navigate to **Role** and select **Instructor**.
4. Navigate to **Organization** and select **Transfer Academy**.
5. Navigate to **Classroom** and select **Accessibility Audit Class 1**
6. Navigate to **First Name** and set the value to **Accessibility**.
7. Navigate to **Last Name** and set the value to **Tester2**.
8. Navigate to email and set the value to **a11y+tran2@equalentry.com**
9. Navigate to and activate **Create user**.
10. Open [Gmail](#) and login as A11y@equalentry.com.
11. Open **TRANSFR account setup** email and activate **Create Account**.
12. Navigate to **Password** and set the value to **eight!22**.

13. Navigate to **Confirm Password** and set value to **eight!22**.
14. Navigate to and activate **Reset password**
15. Navigate to and activate **Sign Out**
16. Navigate to and activate [Forgot Password](#)
17. Navigate to **Email Address** and set the value to **a11y+tran2@equalentry.com**
18. Navigate to and activate **Send Reset Email**
19. Open [Gmail](#) and login as A11y@equalentry.com.
20. Open email with subject line of **TRANSFER Password Reset Request** and activate **Reset Password**.
21. Navigate to **Confirm Password** and set value to **eight!23**.
22. Navigate to **Password** and set value to **eight!23**.
23. Navigate to and activate **Reset password**
24. Confirm **Password reset complete!** message.

Appendix B:

Additional information about the evaluation methods used.

VR Dashboard Technologies

The technologies that this content "relies upon" are:

- HTML5
- CSS
- JavaScript

User Agents and Assistive Technologies

The technology platforms used in the verification:

- macOS 13.2.1/Safari
- macOS 13.2.1/Chrome
- Windows 11 22H2/Chrome
- Windows 11 22H2/Edge
- Windows 11 22H2/Firefox

The assistive technologies used in the verification:

- Keyboard
- [JAWS](#)
- [VoiceOver](#)
- [NVDA](#)
- [Narrator](#)
- [aXe](#)
- Large Text
- [Magnifier](#)
- [Colour Contrast Analyser](#)
- [Web Developer Toolbar by Chris Pederick](#)

- Code Inspection / Dev Tools
- N/A
- [Accessibility Insights for Web](#)
- [ANDI](#)
- [Text Spacing bookmarklet by Patrick H. Lauke](#)
- [WAVE](#)
- [Adobe Acrobat Accessibility Checker](#)
- [Photosensitive Epilepsy Analysis Tool \(PEAT\)](#)



Transfr Accessibility Conformance Report W C A G Edition

(Based on VPAT® Version 2.4)

Name of Product/Version: VR Dashboard

Report Date: June 21st, 2023

Product Description: This application can be used to view data about how Transfr VR products are used in various classrooms and organizations.

Contact information: Independent Accessibility Consultant [Equal Entry LLC \(www.equalentry.com\)](http://www.equalentry.com)
[Contact \(contact@equalentry.com\)](mailto:contact@equalentry.com)

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