

**DATE:**

03/16/2023

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve** The sales contract with TestOut Inc. for Simon Kenton High School to purchase 1 site license of the Office Pro product for the 2023-2024 school year. This site license will allow us to provide up to 100 students access to the TestOut Office Pro simulation software as well as the Expert levels of the Office products.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

The TestOut Office Pro product is a simulation of the Microsoft Office products such as Microsoft Word, Access, PowerPoint, Excel and Outlook. This product allows students to learn how to utilize the Microsoft Office products not only on school desktop computers, but also allows students to utilize the Chromebooks that the Kenton County School District is in the process of providing to all students. With this product, we have seen about a 20% increase scores for students taking the Microsoft Office Specialist Tests which are an industry certification that helps Simon Kenton High School increase our number of students who are career and college ready.

**FISCAL/BUDGETARY IMPACT:**


\$2050 – School Allocation

**RECOMMENDATION:**


**Approval to** Purchase the Testout Office Pro Site License for the 2023-2024 school year at a cost of \$2050.00.

**CONTACT PERSON:**

Jeffrey Bonlander, Craig Reinhart

  
\_\_\_\_\_  
Principal/Administrator

  
\_\_\_\_\_  
District Administrator

  
\_\_\_\_\_  
Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.



801-785-7900 office  
801-785-0575 fax  
www.testout.com  
P.O. Box 456  
Pleasant Grove, UT 84062

**Quote**  
**QUO058554**

**Bill To:** Jeffrey Bonlander  
Simon Kenton High School  
11132 Madison Pike  
INDEPENDENCE KY 41051

**Ship To:** Jeffrey Bonlander  
Simon Kenton High School  
11132 Madison Pike  
INDEPENDENCE KY 41051

859-960-0100

859-960-0100

ACCOUNT NO.	SALESPERSON NUMBER	CUSTOMER	SHIP VIA	QUOTE DATE	EXPIRATION <sup>1</sup>	TERMS <sup>2</sup>	PAGE
SIMON0120	AFERGUSO N	Simon Kenton High School	Internet Delivery	2/15/2023	8/31/2023	Net 30	1

QTY.	ITEM NUMBER	DESCRIPTION	UNIT PRICE	ITEM DISCOUNT	EXTENDED PRICE
1	TOSL22XL0L10	TestOut Office Pro Library Limited Site License	\$2,050.00	\$0.00	\$2,050.00
100	TOOB21OLWE10	TestOut Pro Certified: Microsoft Office® Library	\$0.00	\$0.00	\$0.00

Licenses for the 2023-24 school year.	SALES AMOUNT	\$2,050.00
	- DISCOUNT	\$0.00
	SALES TAX FREIGHT	\$0.00 \$0.00
	<b>Thank You</b> TOTAL	\$2,050.00

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

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

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

(ALL INFORMATION MUST BE CORRECTLY FILLED IN AND LEGIBLE)



DATE 03/16/2023 SHIP TO Simon Kenton High School

VENDOR **Testout** TEACHER/DEPT Jeffrey Bonlander / PLCS

ADDRESS 50 South Main Street BUDGET

Pleasant Grove, UT 84062 ACCOUNT #

[illegible]

\_\_\_\_\_ % Discount \_\_\_\_\_

Freight \_\_\_\_\_

TOTAL 2050.00

**CIRCLE THE TYPE OF PURCHASE, FILL IN ANY APPLICABLE BLANKS, AND ATTACH ANY REQUIRED DOCUMENTATION**

- |  |   |
|--|---|
| 1. Bid # _____   | 8. Perishable Items _____                       |
| 2. State/Fed Gov't Agency/Coop Price Contract _____  | 9. Resale Item _____                            |
| 3. Competitive Negotiations- <i>Small Purchase Determination &amp; Finding Form Required</i> | 10. Replacement Parts _____                     |
| 4. Small Purchase _____  | 11. Significant Savings _____                   |
| 5. Emergency (Declared by Superintendent <b>ONLY</b> ) _____                                 | 12. Authorized Travel Outside of District _____ |
| 6. Single Source _____   | 13. Copyright Material _____                    |
| 7. Licensed Professional/Technician _____  | 14. Other/Explanation _____                     |

**Determination & Finding Form Required for Items 5-11**

Teacher/Dept. Head \_\_\_\_\_ Principal \_\_\_\_\_  
Date 3/16/23 Date \_\_\_\_\_

Program Coordinator \_\_\_\_\_ Purchasing \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

**This is not a purchase order.** This form is to be used to request purchase approval and a purchase order number. Not following the proper procedures for purchasing may result in out-of-pocket expense. Remember to **plan your purchases**. Retain the gold copy for your records and send the other copies to the Central Office after the request is filled out **completely**.