



Kenton County School District | It's about ALL kids.

## Issue Paper

**DATE:**

May 29, 2024

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the sales contract with Certiport for a Microsoft Office Specialist Site License for Dixie Heights and Simon Kenton High Schools for the 24-25 school year.

**APPLICABLE BOARD POLICY:**

01.1 - Legal Status of the Board

**HISTORY/BACKGROUND:**

The Kenton County School District prioritizes all students being college and/or career ready when they graduate high school. One way a student can demonstrate career readiness is to earn industry certifications. This purchase allows students in the Digital Literacy class the opportunity to show their mastery of the materials and earn industry certifications in any of the following programs: Microsoft Outlook, Microsoft Excel, Microsoft Access and Microsoft Word. All of these tests are offered through Certiport.

**FISCAL/BUDGETARY IMPACT:**

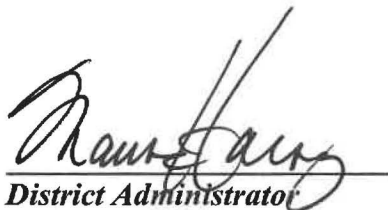
\$7,788.00 (Perkins, LAVEC, 7000)

**RECOMMENDATION:**

Approve the sales contract with Certiport for a Microsoft Office Specialist Site License for Dixie Heights and Simon Kenton High Schools for the 24-25 school year.

**CONTACT PERSON:**

Jena Smiddy

  
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.



A PEARSON VUE BUSINESS

Prepared By Ashley Caldwell  
Email [ashley.caldwell@pearson.com](mailto:ashley.caldwell@pearson.com)  
Phone (801) 847-3146  
Created Date 5/7/2024  
Expiration This quote is valid until 10/31/2024  
Quote Number 00148954  
Certiport ID 90051703

\*\*\* This is not an Invoice. Please do not send payment from this quote. \*\*\*

**Mailing Address**

Certiport, a business of NCS Pearson, Inc.  
1633 W. Innovation Way, 5th Floor  
Lehi, UT 84043  
USA

**Please email POs if possible. Otherwise send them to the mailing address above.**

[ashley.caldwell@pearson.com](mailto:ashley.caldwell@pearson.com)

**Corporate Address**

5601 Green Valley Drive  
Bloomington, MN 55437  
USA

Federal Tax ID Number: 41-0850527

Sales (888) 222-7890 Fax (801) 492-4118

Bill To Name KYDOE - Dixie Heights High School  
Bill To 1055 Eaton Drive  
Fort Wright, KY 41017  
USA

Ship To Name KYDOE - Dixie Heights High School  
Ship To 3010 Dixie Highway  
Fort Mitchell, KY 41051  
USA

Prepared For

Shane Stamper

[shane.stamper@kenton.kyschools.us](mailto:shane.stamper@kenton.kyschools.us)

Product ID	Product	Quantity	Sales Price	Total Price
1101634	MOS License - US K-12	1.00	\$3,894.00	\$3,894.00

**\*\* All Certification exams and licenses expire one year from purchase date, or as agreed upon by the parties, at time of purchase, if the purchase is for a future start date. No extensions, no refunds or exchanges.**

Grand Total \$3,894.00

*Grand Total does not include applicable taxes which may be charged.*

**Terms and Conditions of Sale**

The Quote Sheet and these Terms and Conditions of Sale contained herein become the agreement between Certiport, a business of NCS Pearson, Inc. ("Seller") and the organization listed on this Quote Sheet ("Buyer") for the sale of goods and/or services as described in the Quote Sheet (hereinafter the "Agreement"). Seller's agreement to provide the goods and/or services is expressly conditional on Buyer's assent to this Agreement. If Buyer objects to any terms herein, such objection must be in writing and delivered to Seller within seven (7) calendar days of receipt of this document. Failure to make such timely exception or acceptance of any goods or services by Buyer shall be conclusively deemed assent to the terms and conditions herein.

**1. Order Acceptance and Complete Agreement.** All requests for goods or services received by Seller are subject to revision and rejection by Seller. Buyer's acceptance of goods and/or services evidences Buyer's acceptance of these terms and conditions. This Agreement may not be altered or modified except in writing duly executed by both parties. Except as set forth herein, the parties agree there are no other contracts or agreements between them, oral or written, with respect to the products and/or services procured hereunder (including any made or implied past dealings). No additional or different terms and conditions stated in or attached to Buyer's order or Buyer's communications to Seller, including, but not limited to, Buyer's orders, purchase order or other communication to Seller are applicable to this transaction in any way, and are hereby rejected and shall not be considered as Buyer's exceptions to these terms and conditions. Trade custom, trade usage and past performance are hereby superseded and shall not be used to interpret these terms and conditions. Buyer acknowledges that Buyer may be required to sign a Certiport Authorized Test Center agreement prior to any goods or services delivered under this Agreement being deliverable from Buyer to end users.

**2. Implementation of Services.** Seller cannot commit to an estimated schedule for the delivery of goods or services to Buyer until Buyer has signed and returned this Agreement to Seller.

**3. Payment, Prices and Setoff.** Payment shall be made in accordance with KRS 45.453. All bills shall be paid within thirty (30) working days of receipt of goods and services or a vendor's invoice except when the purchasing agency has transmitted a rejection notice to the vendor. Prices stated on the order exclude shipping and handling charges, sales, use, excise, VAT or similar taxes or duties. All payments are due in U.S. Dollars unless otherwise agreed by Seller in writing. In addition, Buyer waives any rights of setoff.

Prepared By	Ashley Caldwell
Email	<a href="mailto:ashley.caldwell@pearson.com">ashley.caldwell@pearson.com</a>
Phone	(801) 847-3146
Created Date	5/7/2024
Expiration	This quote is valid until 10/31/2024
Quote Number	00148954
Certiport ID	90051703

**4. Title.** Unless stated elsewhere in this Agreement, all shipment of goods shall be delivered F.O.B. Seller's facility, and any loss or damage thereafter shall not relieve Buyer from any obligation hereunder. Buyer shall be liable for costs of insurance and transportation and for all import duties, taxes and any other expenses incurred or licenses or clearance required at port of entry and destination.

**5. Termination or Cancellation of this Agreement.** Termination shall be in accordance with 200 KAR 5:312. **FUNDING OUT PROVISION:** The state agency may terminate this contract if funds are not appropriated to the contracting agency or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the contract. The state agency shall provide the contractor thirty (30) calendar days written notice of termination of the contract.

**6. Parental Consent Form.** Before allowing an examinee under the age of 18 to register and take an Exam, Buyer shall require the parent/legal guardian of the examinee to complete and sign a Parental Consent Form. Buyer shall be responsible for collecting any consent to transmit examinee data to Seller and Seller's clients, where applicable. Completed Parental Consent Forms must be retained by Buyer and made available to Certiport upon request.

**7. Legal Compliance.** Buyer shall, at all times, comply with all applicable federal, state, and local laws and regulations. Export of the goods covered by this Agreement may be subject to export license control by the United States government. It is Buyer's responsibility to obtain any licenses which may be required under the applicable laws of the United States including the Export Administration Act and regulations promulgated thereunder.

**8. Intellectual Property.** Seller shall retain all rights to pre-existing ideas, processes, procedures, and materials used by Seller in developing or providing products and/or services to Buyer (Seller's Materials). Buyer shall own all title and interest in any materials created under this Agreement unless those materials are based on Seller's Materials. Buyer grants Seller a non-exclusive, royalty-free, worldwide license to use Buyer's Trademarks or provided materials in the provision of goods or services hereunder.

**9. Limited Warranty.** Seller warrants that it will perform the services in a professional and workmanlike manner. **THE WARRANTIES IN THIS AGREEMENT REPLACE ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALL OTHER WARRANTIES ARE DISCLAIMED AND EXCLUDED BY SELLER.**

**10. Limitation of Liability.** Intentionally Left Blank.

**11. Buyer Specifications Indemnity.** Intentionally Left Blank.

**12. Confidentiality.** Each party agrees that (i) all data or information which is submitted by one party to the other, which is confidential and is designated or characterized as secret, confidential, or proprietary ("Confidential Information") will be kept in confidence by the other party hereto and shall not be used, published, revealed, provided, disclosed, or made available to any third party, whether directly or indirectly without the prior written consent of the disclosing party; (ii) it will use the other party's Confidential Information only as may be necessary in the course of performing its duties, receiving services or exercising its rights under this Agreement; (iii) it will treat such information as confidential and proprietary; (iv) it will take all reasonable precautions to protect the other party's Confidential Information, including, but not limited to, such precautions exercised by the receiving party to protect its own confidential information; and (v) it will not otherwise appropriate such information to its own use or to the use of any other person or entity. Each party will be liable to the other only in the event of a willful and material disclosure of such confidential data or information. The terms and conditions of this Agreement shall be deemed confidential in accordance with this Section.

**13. Infringement by Seller.** Intentionally Left Blank.

**14. Infringement by Buyer.** Intentionally Left Blank.

**15. Force Majeure.** The obligations of the parties under this Agreement (including all obligations of Seller relating to time limits and deadlines for implementation and updating under this Agreement) shall be suspended, to the extent a party is hindered or prevented from complying therewith and for a reasonable time thereafter because of acts beyond a party's control. In the event of such delay, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of any such delay.

**16. General.** It is mutually agreed that any provisions of this Agreement, which, by their nature, should reasonably survive termination or expiration of this Agreement will survive. Buyer agrees that the goods and services outlined in this Agreement are commercial items and not subject to cost accounting principles, including but not limited to Federal Acquisition Regulation Part 30 entitled "Cost Accounting Standards Regulation". Seller's relationship to Buyer is that of an independent contractor. This Agreement shall be governed by and construed under the laws of the State of Kentucky. The parties to this Agreement hereby designate the Franklin Circuit Court of the Commonwealth Of Kentucky as the court of proper jurisdiction and exclusive venue for any actions or proceedings relating to this Agreement or any document or instrument executed in connection herewith, hereby irrevocably consent to such designation, jurisdiction, and venue; and hereby waive any objection or defenses relating to jurisdiction or venue with respect to any action or proceeding initiated in such court. If a provision of this Section is found to be invalid, illegal or unenforceable in any respect, the court may modify it to make such provision enforceable. This Agreement is solely for the benefit of the parties hereto and no provision of this Agreement shall be deemed to create any rights in, be deemed to have been executed for the benefit of, nor confer upon any other person or entity not a party hereto any remedy, claim, liability, reimbursement, cause of action or other rights.

# CERTIPORT®

A PEARSON VUE BUSINESS

Prepared By Ashley Caldwell  
Email [ashley.caldwell@pearson.com](mailto:ashley.caldwell@pearson.com)  
Phone (801) 847-3146  
Created Date 5/7/2024  
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Certiport ID 84004691

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## Mailing Address

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1633 W. Innovation Way, 5th Floor  
Lehi, UT 84043  
USA

Please email POs if possible. Otherwise send them to the mailing address above.

[ashley.caldwell@pearson.com](mailto:ashley.caldwell@pearson.com)

## Corporate Address

5601 Green Valley Drive  
Bloomington, MN 55437  
USA

Federal Tax ID Number: 41-0850527

Sales (888) 222-7890 Fax (801) 492-4118

Bill To Name KYDOE - Simon Kenton High School  
Bill To Accounts Payable  
1055 Eaton Drive  
Fort Wright, KY 41017  
USA

Ship To Name KYDOE - Simon Kenton High School  
Ship To 11132 Madison Pike  
Independence, KY 41051  
USA

## Prepared For

Jeff Bonlander

[jeffrey.bonlander@kenton.kyschools.us](mailto:jeffrey.bonlander@kenton.kyschools.us)

Product ID	Product	Quantity	Sales Price	Total Price
1101634	MOS License - US K-12	1.00	\$3,894.00	\$3,894.00

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