



"The Educated Way to Purchase"

WWW.ED-DATA.COM

July 29, 2014

Union Township School District
2369 Morris Avenue
Union, NJ 07083

Dear Board of Education:

**LICENSING AND MAINTENANCE AGREEMENT BETWEEN ED-DATA AND
SCHOOL DISTRICT UNION TOWNSHIP**

Educational Data Services, Inc. will maintain and coordinate the district's supply requirements and inclusion in the New Jersey Cooperative Pricing System #26EDCP. The coordination and maintenance of the requirements include:

1. Printing bids, Advertising bids and mailing bids to vendors
2. Analyze bids to determine the low bidders according to specifications and report the names, number of items bid, amount bid and terms and qualifications for each vendor submitting a bid, and the names, items low and total amount low for each bidder. We will compare total award bids with item by item bids and recommend the lowest cost to the district. We will prepare a report of items which should be reviewed for possible specification changes. These items will be items which have lower prices on the bid than the items specified, but do not meet specifications.
3. Prepare a summary of bid results which will include the following:
 - List of low bid items by location with a summary of items ordered by vendor, number of items ordered and total amount ordered
 - Summary by vendors showing the number of items ordered by vendor, and amount ordered by location with vendor bid terms such as minimum orders, freight charges and other transactions (if applicable)
 - Summary of totals by school locations.
4. Upon receipt of changes of vendor or quantities from the district, prepare recommendations of awards and purchase orders on district purchase order forms.
5. District supply requests to be included in the New Jersey Cooperative Pricing System #26EDCP.

Educational Data Services, Inc., acting as the sole administrative agent for the Educational Cooperative Pricing System #26EDCP, agrees to provide to the Board of Education through the licensing and maintenance agreement outlined below, access to their proprietary software for district use.

The proprietary software license will allow:

1. Complete district access to all cooperative bid pricing for New Jersey Cooperative Bid.
2. On line awarded vendor catalogs for New Jersey Cooperative Bid.
3. Construction of customized district requisitions for New Jersey Cooperative Bid.
4. Customized district management and budget reports for New Jersey Cooperative Bid.
5. District approvals
6. Preparation of all purchase orders for New Jersey Cooperative Bid.

Educational Data Services, Inc. will maintain and prepare for the district:

1. Customized district user lists
2. Customized district bid calendar
3. Customized individual district user web sites
4. Access to previous year's requisitions
5. District accounting information
6. District award letters and awarded vendor bid pricing
7. District accounting software interfaces for encumbrances.
8. Preparation of District Purchase Orders
9. Follow up with all awarded cooperative vendors

The above program will be administered and offered to the district in a web-based format, in a printed format or a combination thereof, based upon the district's needs and requests.

The categories covered under this licensing and maintenance agreement are as follows:

Athletic Supplies, Audio Visual Supplies & Equipment, Classroom/Office Supplies, Computer/Toner Supplies & Accessories, Copy Duplicator Paper, Custodial Supplies, Elementary Science, Family/Consumer Science Supplies, Fine Art Supplies, Health Supplies, Language Supplies, Library Supplies, Math Supplies, Music Supplies, Physical Education Supplies, Photography Supplies, Science Supplies, Teaching Aides, Technology Supplies, along with other categories mutually agreed upon by the district and Educational Data Services, Inc.

This contract covers services thru June 30, 2015 which includes bulk supply purchases for the school year 2015-2016

The licensing and maintenance fee for the above New Jersey Cooperative Bid will be 5.5% of net purchases.

Educational Data Services, Inc. guarantees the savings to be greater than the fee amount.

Additional categories can be bid at a mutually agreed upon price.

Very truly yours,



Gerard Livelli
Educational Data Services, Inc.

Approved by: _____ Date: _____

Payment Schedule:

Upon Signing	\$3735.00	10/01/14	\$3735.00
01/01/15	\$3735.00	04/01/15	\$3735.00