

RS Services, LLC

3929 N. Livingston Ave.
Idaho Falls, ID 83401

SOW 2023-2024 for Agreement to Perform Consulting Services to White Pine Charter School

Date	Services Performed By:	Services Performed For:
June 30, 2023	RS Services, LLC 3929 N. Livingston Ave. Idaho Falls, ID 83401	White Pine Charter School 2959 John Adams Parkway Ammon, ID 83406

This Statement of Work (SOW) is issued pursuant to the Consultant Services Master Agreement between White Pine Charter School (“Client”) and RS Services, LLC (“Contractor”), effective July 1, 2023 (the “Agreement”). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW # 2023-2024 (hereinafter called the “SOW”), effective as of July 1, 2023, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

Period of Performance

The Services shall commence on July 1, 2023, and shall continue through June 30, 2024.

Engagement Resources

Rick Davis, Creighton Harris

Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows: Server Administration, Windows Active Directory, VoIP Phone administration, Storage Area Network administration, , Office 365 administration, all school

software support, desktop computer support, laptop, and Chromebook support, google admin support (for Chromebooks), et. al.

Printer support (adding, sharing and driver updating) Microsoft Windows imaging (updating and maintaining current windows operating systems) Provide desktop support for computers, tablets, laptops, projectors, IP phones, servers, and smart boards. This support is limited to tier 1 support and relies on tier 2-3 support to be provided by the appropriate manufacturers of the devices.

Deliverable Materials

This is considered a “best effort” deliverable given the fact the providers on this SOW have a preexisting priority to other employers.

Contractor Responsibilities

The contractor’s responsibilities include and are limited to providing best effort support and troubleshooting for all issues for correct operation of school-owned desktop computers, tablets, mobile carts, laptops, monitors, keyboards, mice, projectors, and smart boards.

Client Responsibilities

Client responsibility includes but is not limited to informing the contractor(s) by requesting help with issues through the appointed methods of entering a ticket on a shared google sheet and seeking follow ups and progress updates via texting, emailing, or phone calls.

Fee Schedule

This engagement will be conducted on a flat-rate basis. The total value for the services pursuant to this SOW shall not exceed \$1250/mo. Unless otherwise agreed to by both parties via the project change control procedure, as outlined within. A PCR will be issued specifying the amended value. This fee does not include the addition of new information services or significant hardware additions. Such additions are considered outside the scope of this document and require additional agreements.

This figure is based on a monthly flat fee.

Item Description	Number of Resources	Monthly Rate	Number of Hours
Monthly flat rate	As needed	\$1250.00	unlimited

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

Bill To Address	Client Project Manager	Client Cost Center
2959 John Adams Parkway Ammon, ID 83406	Jamie Toop	

Out-of-Pocket Expenses / Invoice Procedures

Client will be invoiced monthly for the consulting services and any reimbursement expenses. Standard Contractor invoicing is assumed to be acceptable. Invoices are due upon receipt.

Client will be invoiced all costs associated with out-of-pocket expenses (including, without limitation, costs and expenses and any other applicable business expenses) listed on the invoice as a separate line item. Reimbursement for out-of-pocket expenses in connection with performance of this SOW, there are no additional costs for travel.

Invoices shall be submitted monthly in arrears, referencing this Client's SOW Number to the address indicated above. Each invoice will reflect charges for the time period being billed and cumulative figures for previous periods. Terms of payment for each invoice are due upon receipt by Client of a proper invoice. Contractor shall provide Client with sufficient details to support its invoices, including time sheets for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties. Payments for services invoiced that are not received within 30-days from date of invoice will be subject to a 5% penalty per calendar month.

Completion Criteria

Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled "Deliverable Materials," and Client accepts such activities and materials without unreasonable objections. No response from Client within 5-business days of deliverables being delivered by Contractor is deemed acceptance.
- Contractor and/or Client has the right to cancel services or deliverables not yet provided with [20] business days advance written notice to the other party.

Assumptions

The Client will inform the contractor of any failures relating to the operation of devices being supported in this SOW. This Statement of Work only covers support for existing systems. New installs or additions may require additional costs.

Project Change Control Procedure

The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.


White Pine Charter School

RS Services, LLC

By:

Name:


Title:


Board Chairman

By:

Name:

Title:


Rick W Davis
CTO