



## Ed Tech JPA: Contract Leverage Checklist

### **Available on the Ed Tech JPA Website:**

<https://edtechjpa.iusd.org/services/jpa-contracts>

- Master Agreement** – Review and retain a copy for your records.
  
- Master Agreement Addendum (if applicable)** - This only applies if a copy is listed on Ed Tech JPA's website. Review and retain a copy for your records.
  
- Purchase Agreement** – Complete with your information, add Exhibit A (see below), and obtain signatures from your organization and the vendor.
  
- Purchase Agreement Addendum (if applicable)** - This only applies if a copy is listed on Ed Tech JPA's website. Complete with your information and obtain signatures from your organization and the vendor.
  
- California/Standard Student Data Privacy Agreement** – Sign Exhibit E and provide the vendor with a copy for their records.
  
- Scoring Sheet** – Score proposals based on your organization's unique needs, using price as the highest determining factor. You may use another format if desired. Retain a scoring sheet for your records.

### **Member to Obtain:**

- Board Approval** – Obtain your board's approval to leverage the contract, if required. A sample board agenda item is provided on the Ed Tech JPA website for your convenience. Please check with appropriate personnel within your organization to customize the board agenda item to meet the needs of your organization.
  
- Order Information and Implementation Plan** – Obtain a Quote or other detailed information from the vendor and add it as Exhibit A in the Purchase Agreement. Obtain signatures if required by the vendor.

Contract documents can be obtained at the password-protected members-only webpages located at <https://edtechjpa.iusd.org/services/jpa-contracts> .

After board approval and full execution of documents you may issue a PO directly to the vendor and reference the Ed Tech JPA RFP Name and Number. Please work directly with vendors regarding implementation and service.