

## Contract Leverage Checklist

### **Master Agreement & any Addendums or Amendments**

- Review and retain a copy for your records

### **Quote**

- Obtain a Quote directly from the vendor and work with them to determine your implementation plan

### **Purchase Agreement & any Addendums**

- Input your information
- Add your Quote from the vendor as Exhibit A
- Obtain Vendor's signature
- Obtain any required board approvals
- Counter sign
- Send a copy to vendor along with a PO

### **Data Privacy Agreement**

- Input your information and sign Exhibit E
- Send a copy to vendor

### **Scoring Sheet**

Score proposals based on your organization's unique needs, using price as the highest weighted factor. The provided scoring sheet is for your convenience only; please feel free to use a different scoring sheet. Retain a scoring sheet for your records

### **Board Approval**

A Sample board agenda is available in the event that your organization requires board approval for this type of agreement. Please check with the appropriate personnel within your organization to customize the board agenda item to meet your needs.

### **Order Information and Implementation Plan**

Please work directly with the Vendor to obtain a Quote and/or Implementation Plan. Vendor contacts, procurement documents, and agreements are listed on the members-only password-protected webpages at <https://edtechjpa.org/services/jpa-contracts>.

### **PO and Payment**

Please issue your PO and payment directly to the vendor reference the Ed Tech JPA RFP Name and Number. Please work directly with the vendor regarding implementation and service.