

RIVERSIDE COUNTY OFFICE OF EDUCATION

3939 Thirteenth Street/P.O. Box 868

Riverside, California 92502

AGREEMENT FOR INFORMATION SYSTEMS SUPPORT

(GETA)

This Agreement is entered into by and between the **Riverside County Superintendent of Schools**, hereinafter referred to as "SUPERINTENDENT," and the **Perris Union High School District**, hereinafter referred to as "DISTRICT", each being a "Party" and collectively the "Parties."

AGREEMENTS

1. **TERM:** The term of this Agreement shall be from the **July 1, 2017** through **June 30, 2018**. SUPERINTENDENT will provide a rate letter for a successor agreement in **April of 2018**. DISTRICT shall notify SUPERINTENDENT by **May 1, 2018**, in writing, if DISTRICT does not intend to participate in the **2018-19** fiscal year.
2. **SERVICES:** SUPERINTENDENT agrees to provide **Information Systems Support** services for DISTRICT as listed below. SUPERINTENDENT further agrees to assign a proper staff member or members to render the services, and such staff member(s) shall hold the proper credentials authorizing such services.
 - A. **Standard Galaxy Support:**
 1. **Service Desk Support:**
 - a. Process Galaxy Access Form, to add, change and delete screens and users:
 1. Certification of special process to authorize board approved users the approval for Claims Payment and Approve Final Payroll screens.
 - b. Software installation support
 - c. Incident and Request for Change processing:
 1. Mass updates requests
 2. Special DB query requests
 3. Special request reports
 2. **Ongoing production reports support:**
 - a. Notification of new reports and changes/enhancements to existing reports
 - b. Responsible for the distribution of DISTRICT'S
 1. Daily and weekly payroll.
 2. Monthly, quarterly, yearly and year end reports based on established schedules.
 - c. Create and distribute PDF and/or Excel report files for any requested financial reports and the scheduled monthly ledgers and electronic versions of payroll reports.
 - d. Scheduling of Actuate reports and district report requests.
 - e. Requests for new report development.
 - f. Deployment of new reports.
 - g. Requests for replacement W2, pay stub and direct deposits.
 - h. Request for the Retro Pay Calculation Reports and coordinate with the MicroStrategy reports developer.
 - i. Request for the Pay Frequency/Mismatch Payroll Periods query, coordinate with the Development Staff.
 - j. Request for the Accrual Reconciliation & Accrual Exception Reports and coordinate with the MicroStrategy reports developer.
 - k. Request for the Classified Service Seniority list.

3. **Special File Transfer Processing:**
 - a. Process batch claim files
 - b. Payroll direct deposit file processing
 - c. Credit Union file transfer processing
4. **Galaxy maintenance, standard bug fixes, and minor enhancements**
 Unless explicitly stated the Galaxy maintenance window is Sunday, 12 noon to 10 p.m. Service may be interrupted during those hours. Advance notice of downtime is given wherever possible.
5. **Galaxy support website and user group meetings**

B. Report Processing and Distribution

1. Maintenance of Actuate & MicroStrategy reports (including converted Crystal reports)
2. Development of new countywide MicroStrategy reports
3. Maintenance of servers, software and licensing as related to reports
4. Printing and distribution of reports, via electronic mode (pdf, excel, etc.) or paper
5. Processing and printing of payroll and commercial warrants, direct deposit stubs, W-2, 1099 processing and warrant registers

C. Standard RCOE Training Support

1. Galaxy, OneSource, MicroStrategy and Student Information System training
2. Specialized training upon request
 - a. Executive style
 - b. One-on-one end user training
3. Provide end user documentation for Galaxy, OneSource, MicroStrategy and Student Information System
 - a. System manuals
 - b. System enhancement training documents
4. Deployment of new system modules for all supported applications
5. Office automation training

D. Standard Retirement Reporting and Support

1. STRS monthly
2. PERS monthly

E. Optional Services

Optional/Additional services and/or products may be purchased at the discretion of DISTRICT on a time and material basis according to this chart to be invoiced separately:

1. Custom/Advanced Reports Development	\$90.00/hour
2. Custom/Advanced Data Extracts (time duration more than one hour)	\$90.00/hour
3. Custom Advanced Mass Data Updates (time duration more than one hour)	\$90.00/hour
4. Direct Deposit	\$.04/transaction
5. Report Card processing	\$0.17/form
6. Postage (Performed as a service at the USPS rate as of mailing + Handling)	\$0.49/piece
7. Training only (Galaxy, Purchasing, Student Information System)	included
8. Office automation training with certification (one (1) to nine (9) participants)	\$100.00/participant

9. Office Automation Training without certification (1 to 9 participants)	\$65.00/participant
10. Group (ten (10) or more participants) office automation training with certification	\$90.00/participant
11. Group (10 or more participants) office automation training without certification	\$55.00/participant
12. OneSource additional power user license support	\$432.82/license
13. OneSource liaison user license support	\$284.82/license
14. OneSource web user requisitioner license support	\$65.16/named user
15. VPN Access (per user account/per year)*	\$25.00/per user

F. Galaxy Development

Change/Enhancement Request(s) should be submitted to the Service Desk. The Prioritization Committee is to review all project requests and will place in work order for the Development Team. A project request is defined as 2 or more months of staff time. Galaxy modifications and enhancements cost estimates and release schedules will be presented annually by March 31st to the Galaxy Development Council. The budget and the assessment for each release shall be voted upon by the membership. By majority rule the members shall be bound by the outcome of the vote.

3. **SYSTEM AVAILABILITY:** SUPERINTENDENT strives for high system availability; however SUPERINTENDENT reserves the right to bring systems down for maintenance, upgrades or emergency fixes with fair notice to DISTRICT.
4. **PAYMENT:** SUPERINTENDENT determines the rates for providing service by assessing the actual cost of providing the service to DISTRICT as stated below. The rates are intended to offset and shall not exceed the cost of providing specified services. SUPERINTENDENT may, at SUPERINTENDENT’S discretion, reduce the rate should increase in participation warrant a reduction.
 - A. DISTRICT agrees to pay SUPERINTENDENT the amount of **\$4.00** multiplied by DISTRICT’S 2016-17 CALPADS enrollment for Galaxy System Support.
 - B. DISTRICT agrees to pay SUPERINTENDENT the amount of **\$.40** multiplied by DISTRICT’S 2016-17 CALPADS enrollment for Report Processing and Distribution.
 - C. DISTRICT agrees to pay SUPERINTENDENT the amount of **\$480.00** for Standard Retirement Reporting and Support.
 - D. Galaxy Development Council Approved Development: The **Electronic Time and Attendance Project** has been approved by the Galaxy Development Council. Project costs will be allocated over a five year period beginning with the 14-15 school year. Each district will assume a percentage of the total cost based on the estimated total number of employees across all districts as agreed to by the Galaxy Development Council and the participating districts. Refer to the attached **Galaxy Electronic Time and Attendance Final Cost Distribution sheet** for costs for the **2017-18** school year.
 - E. DISTRICT agrees to pay SUPERINTENDENT the amount of **\$1.25** multiplied by DISTRICT’S 2016-17 CALPADS enrollment for the **End User Reporting Project**.
5. **INVOICES:** SUPERINTENDENT shall invoice DISTRICT in March 2018 for the annual charges. Semiannual or usage charges shall be invoiced in **March 2018** and **July 2018**. DISTRICT agrees to make payment within 30 days from invoice date.

6. **DATA SECURITY BREACH REPORTING:** California Civil Code 1798.82(a) requires a business, such as a third party provider, or California Civil Code 1798.29(a), requires a state agency, such as SUPERINTENDENT, to notify any California resident whose unencrypted personal information, as defined, was acquired, or reasonably believed to have been acquired, by an unauthorized person. Any state agency, in accordance with California Civil Code 1798.29(e), or business, in accordance with California Civil Code 1798.82(f), when any single breach occurs that effects 500 or more California residents, is required to electronically submit a sample copy of the security breach notification, excluding any personally identifiable information, to the Attorney General.
7. **INDEPENDENT CONTRACTOR:** SUPERINTENDENT, while engaged in the performance of this Agreement, is an independent contractor, and is not an officer, agent or employee of DISTRICT.
8. **WORKERS' COMPENSATION:** SUPERINTENDENT is aware of the laws of State of California requiring employers to be insured against liability for Worker's Compensation and shall comply with such laws during the term of this Agreement.
9. **FINGERPRINTING:** Education Code section 45125.1 and 45125.2 requires SUPERINTENDENT to verify that its employees and subcontractors who may have contact with pupils during the performance of this Agreement have not been convicted of serious or violent felonies as defined by statute. Compliance with the statute, including with the fingerprinting requirements, is a condition of this Agreement, and DISTRICT reserves the right to terminate this Agreement at any time for noncompliance.
10. **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA):** SUPERINTENDENT is aware of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor, and the derivative Cal/OSHA standards, laws and regulations relating thereto, and verifies that all performance under this Agreement shall be in compliance therewith.
11. **ASSIGNMENT:** Neither this Agreement nor any duties or obligations under this Agreement may be assigned without the prior written consent of both parties to this Agreement. Any assignment or purported assignment of this Agreement without prior written consent of the other party will be deemed void and of no force or effect.
12. **MUTUAL HOLD HARMLESS:** The parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save and hold harmless each other, and their respective officers, agents, servants and employees, of and from any and all liability, claims demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys' fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this Agreement by such indemnifying party, or its officers, agents, servants and employees.
13. **AMENDMENTS:** This Agreement may only be modified in writing by the mutual consent of the Parties hereto, except that SUPERINTENDENT may amend this Agreement to accomplish the below-listed changes:
 - A. Administrative changes that do not affect the contractual rights of the parties.
 - B. Changes as required by law.

14. **NOTICES:** All correspondence and notices required or contemplated by this Agreement shall reference this Agreement number, and be delivered to the respective Parties at the addresses set forth below and are deemed submitted one (1) day after their deposit in the United States Mail, postage prepaid.

SUPERINTENDENT:
Riverside County Office of Education
Contracts and Purchasing Services
3939 Thirteenth Street
PO Box 868
Riverside, CA 92502-0868

DISTRICT:
Chief Business Official
Perris Union High School District
155 East Fourth Street
Perris, CA 92570-2124

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year as dated below.

Riverside County Superintendent of Schools

Perris Union High School District

Signed _____
Authorized Signature

Signed _____
Authorized Signature

Eric Calderon, Chief Technology Officer
Division of Information Technology Division

Printed Name and Title

Printed Name and Title

Date _____

Date _____

Galaxy Electronic Time and Attendance Final Cost Distribution

		14-15	15-16	16-17	17-18	18-19	Totals	
Project Totals by Fiscal Year		1,208,140	1,881,736	2,101,396	947,866	510,338	\$ 6,649,476	
Carryover		(157,000)					\$ (157,000)	
Project Totals by Fiscal Year		1,051,140	1,881,736	2,101,396	947,866	510,338	\$ 6,492,476	
	Approx # of	% of Total						
Banning Unified School District	937	2.62%	27,553	49,325	55,083	24,846	13,377	\$ 170,185
Beaumont Unified School District	1341	3.75%	39,433	70,593	78,833	35,559	19,145	\$ 243,563
Desert Center Unified School District	16	0.04%	470	842	941	424	228	\$ 2,906
Desert Sands Unified School District	3433	9.60%	100,950	180,720	201,815	91,032	49,012	\$ 623,529
Hemet Unified School District	3687	10.31%	108,419	194,091	216,747	97,767	52,639	\$ 669,663
Jurupa Unified School District	2876	8.05%	84,571	151,398	169,071	76,262	41,060	\$ 522,362
Murrieta Valley Unified School District	3350	9.37%	98,509	176,350	196,936	88,831	47,827	\$ 608,454
Nuvview Union School District	499	1.40%	14,673	26,268	29,335	13,232	7,124	\$ 90,632
Palm Springs Unified School District	2833	7.93%	83,307	149,134	166,543	75,122	40,446	\$ 514,552
Palo Verde Unified School District	466	1.30%	13,703	24,531	27,395	12,357	6,653	\$ 84,639
Perris Elementary School District	885	2.48%	26,024	46,588	52,026	23,467	12,635	\$ 160,741
Perris Union High School District	1326	3.71%	38,992	69,803	77,951	35,161	18,931	\$ 240,839
Riverside Unified School District	6213	17.38%	182,698	327,064	365,243	164,748	88,702	\$ 1,128,455
Romoland School District	441	1.23%	12,968	23,215	25,925	11,694	6,296	\$ 80,098
San Jacinto Unified School District	1255	3.51%	36,904	66,066	73,778	33,278	17,917	\$ 227,943
Val Verde Unified School District	2494	6.98%	73,338	131,289	146,614	66,133	35,606	\$ 452,980
Santa Rosa Charter School	161	0.45%	4,734	8,475	9,465	4,269	2,299	\$ 29,242
River Springs Charter	598	1.67%	17,585	31,480	35,155	15,857	8,538	\$ 108,614
RCOE	2901	8.12%	85,306	152,714	170,541	76,325	41,417	\$ 526,903
Gateway to College	14	0.04%	412	737	823	371	200	\$ 2,543
Imagine	20	0.06%	588	1,053	1,176	530	286	\$ 3,633
Totals	35746	100.00%	\$ 1,051,140	\$ 1,881,736	\$ 2,101,396	\$ 947,866	\$ 510,338	\$ 6,492,476

Assumptions: Employee Counts have been **estimated** based on active Galaxy Personnel records as of October 2013.

Galaxy Development Council has approved the cost distribution as of September 24, 2014.