

INFINITY COMMUNICATIONS & CONSULTING INC.
AGREEMENT FOR PROFESSIONAL SERVICES

Agreement No: 0410-12A

This Agreement for Professional Services ("Agreement") is entered into by and between Infinity Communications & Consulting, Inc. hereinafter referred to as "Infinity," and Scotts Valley Unified School District hereinafter referred to as the "Client." The parties agree as follows:

1. DESCRIPTION OF SERVICES:

Infinity agrees to perform Erate Consulting Services ("Services") on behalf of the Client for the term of this Agreement. Infinity's responsibilities and determination of reimbursable costs for said Services are set forth in the following attachments, which are made a part of this Agreement:

- a) Attachment "A" titled "*Scope of Work*"
- b) Attachment "B" titled "*Compensation and Reimbursable Expenses Schedule*"

2. BASIS OF COMPENSATION

Erate Consulting Services

Infinity's fee will be 10% of the amount Erate approves in the form of discounts, or \$3,500 (whichever is greater). Infinity's will use the "Funding Commitment Request" amount as shown on the Form 471 (Services Requested Form) as the initial determination of the Services Fee. The final the determination of the Services fee shall be the "Funding Commitment Decision" amount as shown on the Funding Commitment Decision Letter (FCDL).

3. PAYMENT SCHEDULE

Erate Consulting Services

Infinity will bill 100% of the Services fee to the Client at the time the Form 471 (Services Requested Form) is filed.

The Client will render payment to Infinity upon receipt of invoice(s).

Client will also reimburse Infinity for actual and necessary reimbursable expenses and/or for additional work requested by the Client that is outside the original scope of work, as determined by the "*Scope of Work*". Infinity will invoice the Client monthly for services performed and expenses incurred during the previous month, as provided under the "*Compensation and Reimbursable Expenses Schedule*". For all years after the initial term, Infinity reserves the right to increase the service rates, as shown on the *Compensation and Reimbursable Expenses Schedule* to be equal to Infinity's applicable service rates in effect for that year.

4. TERM OF AGREEMENT

The term of the Agreement shall be in effect beginning February 20, 2013 and ending June 30, 2016. The Agreement will continue thereafter on an annual basis, starting July 1st of each subsequent year, until terminated by either party by giving advance written notice.

5. TERMINATION OF AGREEMENT - WITHOUT CAUSE

The Client and/or Infinity may terminate this Agreement, without cause, at any time by submitting written notice to the other party. The written Notice of Termination must be received no less than Seven (7) days prior to the desired date of Termination.

In the event that the Client terminates this Agreement without cause, the Client agrees to compensate Infinity for all work, Service Fees, and reimbursable expenses completed prior to the date of termination, and release Infinity from all liability, claims and causes of action resulting from negligent acts or omissions of the Client, its agents and/or employees performed after the date of termination.

6. CLIENT'S RESPONSIBILITY

The Client agrees to comply with the responsibilities as shown on the "*Scope of Work*" section titled "*Client Responsibilities*" to ensure the successful completion of services covered in this Agreement.

7. RECORDS

Infinity will maintain full and accurate records in connection with this Agreement and will make them available to the Client for inspection during normal business hours, Monday to Friday, 8am to 5pm.

8. STATUS OF INFINITY

The Client and Infinity agree that Infinity, in performing the services specified in this Agreement, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. Infinity shall be free to contract for similar service to be performed for other parties while under contract with the Client. Infinity is not entitled to participate in any pension plan, insurance, bonus or similar benefits the Client provides for its employees.

9. COPYRIGHTS AND LICENSES

The Client and Infinity agree that in transmitting "Instruments of Services", or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for the use of this project.

Infinity and/or its Consultants shall be deemed the authors and owners of their respective "Instruments of Service", including, but not limited to Infinity's, Erate Template Forms, Bid Documents, Drawings and Specifications, and Infinity shall retain all common law, statutory and other reserved rights, including copy rights. The Submission or distribution of these "Instruments of Service" to meet the requirement of this Agreement shall not be construed as a publication in derogation of the reserved rights of Infinity and/or its consultants.

Upon execution of this Agreement, Infinity grants the Client a nonexclusive limited license to use Infinity's "Instrument of Service" solely and exclusively for the purposes of constructing, using, maintaining, altering and adding to the projects associated to this Agreement, provided that the Client substantially performs its obligation, including prompt payment of all fees due to Infinity, under this Agreement. If Infinity rightfully terminates this Agreement for cause the license granted to the Client shall terminate.

In the event that the Client uses the "Instruments of Service" without obtaining Infinity's written consent, the Client releases Infinity from all liability, claims and causes of action arising from such use.

10. HOLD HARMLESS & LIMITATION OF LIABILITY

Infinity and Client agree to hold the other party, its officers, agents, and employees harmless, from all suits, claims and liabilities resulting from negligent acts or omissions of the other party, its officers, agents or employees under this Agreement. In the event Infinity is found in breach of this Agreement and/or negligent, the parties agree that the maximum amount of damages the Client may receive from Infinity shall not exceed the aggregate payment(s) Infinity has actually received from Client under this Agreement during the particular year of the breach and/or negligence.

11. COMPLIANCE WITH LAWS

Infinity shall comply with all applicable federal, state and local laws, rules, regulations and ordinances involving its employees, including workers' compensation and tax laws.

12. MODIFICATION, ASSIGNMENT & ATTORNEY'S FEES

This Agreement may not be assigned by either party without the express written consent of the other. No modification shall be effective unless approved/acknowledge by both parties under a writing Addendum. If any action is brought concerning this Agreement, the prevailing party will be entitled to reasonable attorney's fees.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date written below.

Infinity Communications & Consulting, Inc.

_____ Signature	February 20, 2013 Date
Cherese Grell Name	General Manager Title
P.O. Box 6069, Bakersfield, Ca. 93386 Address/City/State/Zip	
82-0573429 Federal Tax ID#	

Scotts Valley Unified School District

_____ Signature	3-8-2013 Date
Penny Weaver Name	Superintendent Title
SULUSD 4444 Scotts Valley Dr, Ste 5B Address/City/State/Zip	
Scotts Valley, CA 95066	



COMMUNICATIONS AND CONSULTING

ATTACHMENT "A" – SCOPE OF WORK

INFINITY'S RESPONSIBILITIES

Infinity shall perform the following tasks for our Priority One Erate Consulting Services:

Erate and California Teleconnect Fund (CTF) Consulting Service

1. Client Access – Infinity will be available to the Client by phone, email, or in person to address Client related Erate Funding issues. Client will provide Infinity with a minimum of 72 hrs. notice of a request for onsite service.
2. Program Updates – Infinity will update the Client on changes in the Erate and CTF process and help staff to take advantage of newly eligible products and services.
3. Program Compliance – Infinity will assist the Client to verify that USAC rules are being followed and, if necessary, provide guidance on new processes or procedures to ensure program compliance, in regards to Bid Evaluations, Procurement, Technology Plans, CIPA compliance, Technology Budget, and Document Retention.

Erate Application Management

1. Needs Assessment and Strategic Planning – Infinity will assist the Client to determine a Filing Strategy that best meets the District's needs to maximize the District's Erate funding opportunities.
2. Determination of Funding Request Amount – Infinity will prepare the required "Item 21 Attachment Sheet", by; review one (1) month of the Client's bills from eligible Service Providers to determine an estimated annual funding request, review of Client's current annual contract(s) for eligible services, and/or review of new contract(s) for eligible services.
3. File Forms – Infinity will prepare and file the following forms required by USAC's School and Library Division to receive Erate Priority One Telecommunications and Internet Access funding: Form 470, Form 471, and Form 486.
4. Administration of PIA Process – Infinity will assist the Client in responses to and delivery of the required documentation for USAC's "Program Integrity Assurance" (PIA) information requests.
5. Service Provider Collections – Infinity will prepare the Service Provider's required forms ("Discount Grids") to have the Client's eligible discounts added to the monthly Service provider Bills (SPI Method), or prepare and file the Form 472 (BEAR Method) to have a reimbursement check issued for the eligible discount amount.
6. Application Status – Infinity will provide the Client with progress status on applications, reviews, and modifications, for the Client's open funding requests.

Request For Proposal (RFP) Management Services*

1. Develop RFP Documents – Infinity will develop a Request for Proposal (RFP) for Priority One Services in compliance with the Client's Local/State and the Erate Program's procurement requirements.
2. RFP Tracking – Infinity will distribute and track, in electronic form only, the "RFP Documents" to prospective bidders thru Infinity's "Projects" website.
3. Administration of RFP Process – Infinity will prepare and distribute project clarification(s) and/or addenda(s) to address questions from prospective bidders.
4. Bid Opening – Infinity will conduct the opening of bid response(s). All bid openings will be held at Infinity's offices, unless otherwise agreed upon between the Client and Infinity.
5. Bid Evaluation – Infinity will evaluate the bid responses based on the Erate Program's requirements for the "Evaluation of Bids", and provide the Client with recommendations for the award of contract(s).
6. Contract Administration – Infinity will collect the documents necessary for the award of contract from the successful bidder and coordinate the delivery to the Client for execution.

Audit Assistance

1. Document Retention – Infinity will maintain a copy of the documents required for Erate Program's "Document Retention Policy", including; "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance", for up to 5 years from the last date of service.
2. Audit Assistance – Infinity will assist the Client in the preparation and delivery of the Auditor requested documentation.
3. Onsite Support Services – Per the Client's request, Infinity will represent the District during all Erate Onsite Audit visits.*

*The costs for "Onsite Support Services" are excluded from our Services Fee. If "Onsite Support Services" is requested by the Client, then a proposal will be provided by infinity to the Client, for approval, prior to proceeding.



CLIENT'S RESPONSIBILITIES

The Client's responsibilities, for the successful completion of this agreement, shall include:

1. Appointing a representative to act on their behalf, with respect to this agreement and the subsequent projects, who has the authority to render decisions and approve Requests from Infinity, in a timely manner as not to cause unreasonable delay in the progress of Infinity's services.
2. Provide Infinity with reasonable access to the site, if applicable, to allow Infinity the ability to perform the work detailed in this agreement.
3. Provide Infinity all information, required for the successful completion of the agreed service, within 10 days, after the receipt of a request from Infinity. This includes at a minimum; but not limited to; Copies of Monthly Service Provider Bills, Copies of Service Provider Contracts, Approved Free & Reduced Lunch numbers, Budget Information, Copy of Approved Technology Plan, Copy of CIPA Compliance, and "Authorized Contact" information.
4. Provide a Letter of Authorization (LOA), authorizing Infinity, to act on the Client's behalf to file Erate forms and respond to the USAC's request for information.
5. Sign and certify the Erate forms required for the Client's application for funding, in a timely manner, as not to cause a failure to comply with the Erate Program's time sensitive deadlines.
6. For New Contracted Services or Month to Month Services, **only**
 - a. Conduct an "Open and Competitive" bid process, to comply with all applicable Local/State/Federal/Erate Program procurement requirements, and bidding laws for all "new" requested services and contracts.
 - b. Conduct a non-bias bid evaluation, per the Erate Program's "Evaluations of Bid" requirements, for all bid responses received as the result of posting a Form 470 (RFP).
 - c. Comply with all Local/State/Federal/Erate Program requirements for the Award of Contract(s), including waiting a minimum of 28 days (after the filing of the Form 470 or RFP, whichever comes later) to execute contracts and/or to submit a Form 471 for the requested service.
 - d. Provide Infinity copies of all documents pertaining to an award of contract for each funding request, to comply with the Erate Program's "Document Retention Policy", including but not limited to: Bidding Documents, Evaluation of responses, Board Meeting Minutes, Copies of the winning bidder's response, and Bidder's Item 21 Attachment Sheet.
7. Require the Service Provider, for the eligible services the Clients is entitled to receive California Teleconnect Fund (CTF) support, to invoice USAC by the SPI Method (Form 474).
8. Maintain and update an "Equipment Asset Register" (EAR). The EAR shall detail the make, model, serial number, and location of all equipment purchased with the support of the Universal Services Fund (Erate Program). The Client will provided Infinity a copy of the EAR for compliance with the "Inventory" section of Erate's "Document Retention Policy".
9. Maintain and update a "Service Provider Reimbursement Reconciliation" (SPRR) spread sheet. The SPRR shall include, by FRN(s), the total amount of funds associated with each reimbursement, and/or the total amount of discounts (in the form of discounted bills, checks, or credits) received from the Service Provider. The Client will provided Infinity a copy of the SPRR for compliance with the "Invoicing" section of Erate's "Document Retention Policy".
10. Retain documents, for each funding request, related to the "Pre-bidding Process", "Bidding Process", "Award of Contracts", "Application Process", "Purchase and Delivery of Service", "Invoicing", "Inventory", and "Forms and Rules Compliance" for a period of at least 5 years from the last date of service.



ATTACHMENT "B" - COMPENSATION AND REIMBURSABLE EXPENSES SCHEDULE

Standard Hourly Rates Schedule

Standard Hourly Rates are subject to review and adjustment. The hourly rates effective on the date of the Agreement are:

Principal	\$175.00/hour
Sr. Systems Designer	\$145.00/hour
Systems Designer	\$105.00/hour
CAD Operator	\$58.00/hour
Sr. Construction Manager	\$125.00/hour
Construction Manager	\$95.00/hour
Contracts Administrator	\$61.00/hour
Erate Consultant	\$140.00/hour
Erate Specialist, III	\$90.00/hour
Erate Specialist, II	\$72.00/hour
Erate Specialist, I	\$51.00/hour
Support Staff	\$48.00/hour

Reimbursable Expenses Schedule

Reimbursable Expense rates are subject to annual review and adjustment. The rates effective on the date of the Agreement are:

Newspaper Advertisement	at cost + 15%
8"x11" Copies/Impression	\$0.05/sheet
Blue Print Copies	at cost + 15%
Reproducible Copies (Mylar)	at cost + 15%
Reproducible Copies (Paper)	at cost + 15%
Long Distance Phone Calls	at cost + 15%
Legal Counsel	at cost + 15%
Travel Expenses:	
Mileage (auto)	\$0.565/mile
Airfare	at cost + 15%
Meals	at cost + 15%
Lodging	at cost + 15%
Standard Labor Rate	See Hourly Rate Schedule Above