

MEMORANDUM OF AGREEMENT FOR  
THE PROVISION OF DATA PROCESSING SERVICES TO DISTRICTS  
BY THE SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

District: **Paso Robles Joint Unified School District**

Fiscal Year: **2018-19**

Charges to District for Fiscal Year: **\$42,225.73**

1. Purpose of Agreement

The School District named above, hereinafter called District, desires to contract with the San Luis Obispo County Office of Education, hereinafter called SLOCOE, for data processing services as outlined in this agreement for the fiscal year shown above.

2. Basis of Funding and Annual Charges

SLOCOE and the District Business Officials agreed in Spring 1998 to a model for funding that portion of the SLOCOE data processing function that supports districts. They also agreed to a set of procedures to administer the model, as follows:

- A. SLOCOE will establish an annual budget for data processing operations and calculate annual charges to participating districts as shown on the attached Appendix A. Annual agreements with charges to districts shall be presented to districts for approval no later than Nov 1 for the next fiscal year.
- B. SLOCOE will fund 25% of the annual cost of data processing operations and participating school districts will fund the remaining 75% on an ADA basis, as determined at Period 2 of the annual attendance report (J18-19).
- C. Districts that use some SLOCOE data processing services and also operate their own computer systems will be charged on a differential rate. The rates of this type established as of the date of this agreement are as follows:
  1. SIPE will pay a flat annual fee of \$500.00, which shall be adjusted annually by the statutory COLA for schools
  2. Cuesta College has its own computer system and discontinued QSS-processed payroll as of 01/01/08. Cuesta will be charged at a rate of \$1.05 per check, which shall be adjusted annually by the statutory COLA for schools, based on prior year check count.
- D. **SLOCOE will invoice districts for 50% of annual charges in January and 50% in June of each fiscal year for services provided under this agreement, as shown in Appendix A to this agreement.**

3. What SLOCOE Will Do

- A. Maintain and upgrade a computer system (hereinafter designated as "System"), as necessary to maintain adequate levels of processing to provide the services described in this agreement.
- B. Maintain appropriate software licenses, arrange required maintenance of equipment, provide on-going user support, and provide District access to the following data processing program modules:
  1. Core Financial – General Ledger
  2. Budget Development

expenses for such training and will notify District in advance if a charge will be made.

B. At District request SLOCOE may provide services for the repair or replacement of District communication equipment.

C. *Districts requesting custom projects, except custom projects requested collectively by the District's Chief Business Officials, will be charged at the hourly rate of the system manager, inclusive of statutory benefits.*

6. Hold Harmless

Both parties agree to indemnify, defend and save harmless the other from any and all claims and losses resulting from the action of either agency's employees for any activities undertaken under this agreement.

7. Termination

If either SLOCOE or the district intends to not renew this agreement for the upcoming fiscal year, the terminating party shall provide the other party with a written notice of such termination at least 90 days prior to the end of the current fiscal year.

Approved by Board of Trustees (date) \_\_\_\_\_



Print/Type Name

Title

Signature (for Paso Robles JUSD)

Date

11-27-18

Sheldon K. Smith, Ed.D.

Date

Assistant Superintendent for Business Services  
San Luis Obispo County Office of Education

<b>FOR SLOCOE USE ONLY</b>
Account #: 01-0000-0-8689-8600-7700-011-4000-9200
Director of Fiscal Services Approval:
Invoice Date/s (forward copy to AR):
Notes:



**November 28, 2018**

**TO: District CBO**

**FR: Susan Richardson, Executive Assistant, SLOCOE**

**RE: Data Processing Services Agreement for Approval and Signature**

**Hello! Your 2018-19 Data Processing Services Agreement is enclosed (two copies) for review and signature. We would appreciate it if you sign one and return the other to us.**

**If you have questions, please let us know. Melissa Abbey is available at 782-7212, and I can be reached at 782-7211.**

**Thank you!**