

**This Letter Purchase Order (LPO) for Services is issued pursuant to Agreement No. DESF 061463-SBCC between Clay County School Board (Buyer) and DES of Florida, LLC (Seller). Buyer hereby authorizes Seller's contractor to perform the following described Services:**

**Scope of Work:** Interim Professional Programmer /Analyst

2. **Seller Contact:** Roy F DeCastro  
DES of Florida LLC  
PO Box 13935  
Tallahassee, Florida 32317-3935  
Phone: 850-893-1315  
Fax: 850-894-1313
  
3. **Buyer Contact:** Mrs. Nancy Racine  
900 Walnut Street  
Green Cove Springs, Florida, 32043  
Phone: 904-529-2604
  
4. **LPO Term:** July 01, 2015- November 30, 2015. This LPO may be terminated by Buyer upon fifteen (15) days written notice to the Seller and provided, however, that such termination by Buyer shall not become effective until any/all work and transfer of knowledge specified in subject LPOs in effect at the time of said termination notice either has been completed by Seller or terminated by Buyer.
  
5. **LPO Cost:** Total cost, excluding expenses, shall not exceed \$25,000.00 Invoices shall be billed monthly in the amount of \$75.30 per billable hour, hours to average 20 hours per week. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. For the term of this LPO there shall not be any paid Vacation, sick/personal and Holidays. Any and all expenses must be pre-approved by the Superintendent or his designee and will be reasonable, verifiable, and documented.

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6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to the LPO number, shall be submitted to the Buyer Contact listed in Item 3 of this LPO.

7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and will be further defined on an on-going basis throughout the term of this LPO and due as requested by the Buyer Contact listed in this LPO.

**DES OF FLORIDA, LLC**

**CLAY COUNTY SCHOOL BOARD**

By: \_\_\_\_\_  
(Authorized Signature)

By: \_\_\_\_\_  
(Authorized Signature)

Name: Roy F. DeCastro \_\_\_\_\_  
Date

Name: Johanna McKinnon \_\_\_\_\_  
Date

Title: Managing Partner

Title: Chairman of the Board

By: \_\_\_\_\_  
(Authorized Signature)

Name: Charles VanZant \_\_\_\_\_  
Date

Title: Superintendent

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# DES of Florida, LLC

## Interim Programmer/Analyst

Job Description:

Supports the information needs of the school district by providing computer programs that meet the needs of the system users and fulfill other system requirements. Maintains and enhances existing application systems of the district. Performs programming functions. Designs computer systems as prescribed by administration and under the local direction of the Director of information Services and the Supervisor of Data Processing.

Responsibilities and duties of this position include:

1. Utilizes district programming standards to code, test and implement application programs.
2. Performs modifications and enhancements to current systems as directed.
3. Investigates potential program errors and makes necessary corrections.
4. Designs computer based information systems following prescribed specifications.
5. Creates and maintains detailed programming and procedural documentation.
6. Coordinates with users to validate any new or modified programs.
7. Maintains work environment and utilizes resources effectively to meet development deadlines.
8. Performs other duties of a similar nature or level.