

FOLLOW ALL PROCEDURES ON BACK OF THIS FORM

Contract # **250005**

Number Assigned by Purchasing Dept.



CONTRACT REVIEW

BOARD MEETING DATE:

June 27, 2024

WHEN BOARD APPROVAL IS REQUIRED DO NOT PLACE ITEM ON AGENDA UNTIL REVIEW IS COMPLETED

Must Have Board Approval over \$100,000.00

Date Submitted: June 18, 2024

Name of Contract Initiator: Karen Frazier/Ryan Widdowson

Telephone #: 904-336-0304/6908

School/Dept Submitting Contract: ESOL

Cost Center # 9105

Vendor Name: Vista Higher Learning

Contract Title: Vista Curriculum

Contract Type: New Renewal Amendment Extension Previous Year Contract #

Contract Term: July 1, 2024 - June 30, 2028

Renewal Option(s):

Contract Cost: \$500,699.90

BUDGETED FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

Funding Source: Budget Line # 420.5100521.9105-0000-4060-000-3

Funding Source: Budget Line #

NO COST MASTER (COUNTY WIDE) CONTRACT - SEND CONTRACT PACKAGE DIRECTLY TO PURCHASING DEPT

INTERNAL ACCOUNT - IF FUNDED FROM SCHOOL IA FUNDS – SEND CONTRACT PACKAGE DIRECTLY TO SBAO

REQUIRED DOCUMENTS FOR CONTRACT REVIEW PACKAGE (when applicable):

RECEIVED

By Bertha Staefe at 7:22 pm, Jun 18, 2024

Completed Contract Review Form

SBAO Template Contract or other Contract (NOT SIGNED by District / School) **vendor requests revisions before signing**

SIGNED Addendum A (if not an SBAO Template Contract) - When using the Addendum A, this Statement MUST BE included in the body of the Contract:

"The terms and conditions of Addendum A are hereby incorporated into this Agreement and the same shall govern and prevail over any conflicting terms and/or conditions herein stated."

Certificate of Insurance (COI) for General Liability & Workers' Compensation that meet these requirements:

COI must list the School Board of Clay County, Florida as an Additional Insured and Certificate Holder. Insurer must be rated as A- or better.

General Liability = \$1,000,000 Each Occurrence & \$2,000,000 General Aggregate.

Auto Liability = \$1,000,000 Combined Single Limit (\$5,000,000 for Charter Buses).

Workers' Compensation = \$100,000 Minimum

[If exempt from Workers' Compensation Insurance, vendor/contractor must sign a Release and Hold Harmless Form. If not exempt, vendor/contractor must provide Workers' Compensation coverage].

State of Florida Workers Comp Exemption (<https://apps.fldfs.com/bocexempt/>) (If Applicable)

Release and Hold Harmless (If Applicable)

****AREA BELOW FOR DISTRICT PERSONNEL ONLY ****

CONTRACT REVIEWED BY:

COMMENTS BELOW BY REVIEWING DEPARTMENT

Purchasing Department

Federal 2CFR200.320 (c)(2) Single Source

REVIEWED

By Bertha Staefe at 7:22 pm, Jun 18, 2024

School Board Attorney

See vendor revisions in red

Review Date

JRB 6/20/2024

VENDER REVISIONS ARE FINE. APPROVED AS TO FORM; LEGALLY

Other Dept. as Necessary

SUFFICIENT.

Review Date

EC 6/19/2024

IT Department approved. Ethan Caren emailed signed Data Share Agreement

PENDING STATUS: YES NO

IF YES, HIGHLIGHTED COMMENTS ABOVE MUST BE CORRECTED BY INITIATOR

FINAL STATUS

DATE: _____

CONTRACT REVIEW PROCESS FOR "ALL" CONTRACTS

A contract is defined as an agreement between two or more parties that is intended to have legal effect. This may include MOUs, Interlocal Agreements, Service Agreements and Contracts. Contracts document the mutual understanding between the parties as to the terms and conditions of their agreement, contain mutual obligations, and clearly state the agreement's consideration. The term consideration includes the cost of the services and/or products to be provided by second party (vendor or service provider) and any non-monetary performance. No school, department, or other organizational unit has authority to contract in its own name. All Board contracts must be made in the legal name of the Board, "The School Board of Clay County, Florida". The School or Department may extend this name to include the school or department as follows, "The School Board of Clay County, Florida o/b/o _____ (insert the school or department name)" where o/b/o means "on behalf of".

All contracts shall be reviewed and approved by the School Board Attorney and/or the Supervisor of Purchasing to ensure legality, compliance with Board policy, and to ensure the Board interests are protected before the authorized signatory may execute the contract.

All contracts having a value of \$100,000 or more shall be authorized by the Board at a regular or special meeting and signed by the Board Chairman. All approved contracts having a value of less than \$100,000 may be executed by the Superintendent or appropriate District administrator based on the value of the contract.

1. All approved contracts having a value of \$50,000 or more, but less than \$100,000 shall be signed by the Superintendent, or the person who has been designated, in writing by the Superintendent, as the Superintendent's Designee at the time of the contract signing. All contracts executed pursuant to this subparagraph shall be reported to the School Board in a separate entry as part of the monthly financial report.
2. All approved contracts having a value of \$25,000 or more, but less than \$50,000, shall be signed by the Superintendent, or the Assistant Superintendent for Business Affairs.
3. All approved contracts having a value of less than \$25,000 and contracts of any value described in Board Authorized Contracts above that are exempt from the requirement for Board approval, may be signed by the Superintendent, or the Assistant Superintendent for their Division, or Chief Officers, or Directors, or Principals.
4. The Superintendent is authorized to approve contract amendments or change orders for the purchase of commodities and services up to the amount of ten (10) percent or \$50,000, whichever is less, of the original contract amount that was previously approved by the Board.

Employees who enter into agreements without authority may be personally liable for such agreements, whether oral or written.

Step 1: Contract Initiator and Vendor prepare draft contract
(School Board Attorney Office (SBAO) Template Contracts available on SBAO webpage are strongly encouraged)

Step 2: Complete Contract Review Form, attach Required Documents to include the UNSIGNED Contract by the District / School.

For Contracts using Budgeted Funds or For No Cost / Master (County Wide) Contracts:
Initiator submits Contract Review Package to Purchasing Department - See Step 3

For Contracts using Internal Funds Individual to each School:
Initiator submits Contract Review Package direct to SBAO - See Step 4

IMPORTANT

Step 3: If Funded by Budgeted Funds, submit the Contract Review Package to the Purchasing Department. Purchasing will begin the contract review process and submit the contract to the SBAO for review. SBAO may reach out to Initiator and/or other Departments (Risk, IT,) with questions or concerns and will assist with contract revisions. SBAO will send the Contract Review Package back to the Purchasing Department for final processing and the return to Initiator.

Purchasing will log "District" Contracts (Cost/No Cost) on Contract Review Log and save copy of the Contract Review Package PLUS the Final Signed Contract you've return to Purchasing in the Contract Review Team Drive.

Step 4: If Funded by Internal Account (IA), submit the Contract Review Package directly to SBAO.

Email: contractreview@myoneclay.net

The SBAO will begin the contract review process and return it directly to Initiator

Step 5: The Initiator is responsible for finalizing the Contract which includes:

Addressing Comments/Revisions, Obtaining Required Signatures, Send District Final Signed Contract to Purchasing OR Retain Internal Accounts Final Signed Contract at School per School Board Record Policy.

If there is a Cost associated with Contract, the Initiator must work with their Bookkeeper to finalize the Purchasing Process.
Budgeted Funds require a District Purchase Order. Internal Accounts require an IA Purchase Order.

For assistance with legal-related matters, please visit the [School Board Attorney's Office \("SBAO"\) webpage](#) or call 904-336-6507
For assistance with insurance-related matters, please visit the [Business Affairs - Risk Management webpage](#) or call 904-336-6745
For assistance with District Purchasing, please visit the [Business Affairs - Purchasing webpage](#) or call 904-336-6736



Green, Deborah <deborah.green@myoneclay.net>

Item shared with you: "250005 Vista Higher Learning_CLAY Independent Contractor Services Agreement _ SBAO (6.20.24).pdf"

1 message

Barton-Weeks, Elaine L. (via Google Drive) <drive-shares-dm-noreply@google.com>

Thu, Jun 20, 2024 at 11:51 AM

Reply-To: "Barton-Weeks, Elaine L." <elaine.bartonweeks@myoneclay.net>

To: deborah.green@myoneclay.net

Barton-Weeks, Elaine L. shared an item



Barton-Weeks, Elaine L. (elaine.bartonweeks@myoneclay.net) has shared the following item:

PENDING APPROVAL – NEED SIGNATURES

PLEASE CLICK ON THE DOCUMENT BELOW TO VIEW CONTRACT

Contract # 240005 Contract Name Vista

This contract is tentatively approved pending required signatures. Once you have obtained the signatures, please return the original signature pages to my attention. If you have any questions, please give me a call x66738. Thanks – Elaine



250005 Vista Higher Learning_CLAY Independent Contractor Services Agreeme...

Open

Google LLC, [1600 Amphitheatre Parkway, Mountain View, CA 94043, USA](#)

You have received this email because elaine.bartonweeks@myoneclay.net shared a file or folder located in Google Drive with you.

Google Workspace



INDEPENDENT CONTRACTOR SERVICES AGREEMENT

This CONTRACTOR Services Agreement (“Agreement”) is made as of the effective date set forth below, by and between the SCHOOL BOARD OF CLAY COUNTY, Florida (hereinafter referred to as “SBCC”), a body corporate pursuant to s. 1001.40, Florida Statute, whose principal place of business is 900 Walnut Street, Green Cove Springs, Florida 32043 and [Vista Higher Learning, Inc.](#) (hereinafter referred to as “CONTRACTOR”), whose principal place of business is [500 Boylston Street, Suite, Boston, MA 02116](#).

WHEREAS, the SBCC is engaged in the activity of providing educational opportunities to children; and

WHEREAS, CONTRACTOR has experience, skill, and expertise in delivering the services and/or products described in this Agreement; and

WHEREAS, the SBCC is interested in procuring the services and/or products of CONTRACTOR, as best fits the needs of the school district as determined by the SBCC; and

WHEREAS, CONTRACTOR desires to provide their services and/or products to the [SBCC](#) School/Department,

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. The Company, Vendor, Agency, or Consultant, of Contract for Goods and Services, hereafter collectively and individually referred to as the “CONTRACTOR”.
2. CONTRACTOR represents that it is an independent contractor and that it requires that the SBCC treat it as such. CONTRACTOR agrees:
 - a. That it has no rights to any benefits extended by the SBCC to its employees [including without limitation, sick leave, vacation time, insurance coverage, etc.];
 - b. That it will not take a position contrary to their status as an independent contractor, and agrees to accept the responsibilities placed on independent contractors by federal and state law [accordingly, the SBCC will not make the deductions or contributions that an employer may be required to make with respect to its employees, and the undersigned will be responsible for all federal and state tax and fund obligations, including without limitation, income tax, Social Security, unemployment compensation, etc.];
 - c. CONTRACTOR agrees, as an independent contractor and not an employee of the SBCC, it is responsible for providing their own Worker’s Compensation Insurance and social security/self-employment contributions.
3. CONTRACTOR acknowledges and accepts responsibility for all risks of injury and loss associated with the performance of this Agreement. In addition to any other statutory or common law obligation to indemnify and defend the SBCC, CONTRACTOR shall indemnify, defend, and hold harmless the SBCC, its officers, and employees from any claim, loss, damage, penalty, or liability arising from the negligent acts, omissions, misfeasance, malfeasance, or intentionally wrongful conduct of CONTRACTOR, its employees, or agents relating to the performance of duties imposed upon CONTRACTOR by this Agreement. Such indemnity shall not be limited by benefits payable by or for CONTRACTOR under worker’s compensation, disability, or any other employee benefits or insurance programs or policies. Contractor shall timely provide to the SBCC written notice of any claim, complaint, or demand asserted against CONTRACTOR related to the performance of this Agreement. CONTRACTOR’s obligations under this section shall survive the termination of this Agreement. In no event will either party be liable for indirect, special, punitive, exemplary or consequential loss or damages, or for an amount in excess of the amount paid by District during the 12-month period immediately preceding the occurrence of the first event giving rise to the claim; provided that this limitation shall in no way limit the District's ability to recover: (i) for fraud, gross negligence, willful misconduct of Vista Higher Learning or its subcontractors, or for damages due to personal injury or tangible real property, or (ii) as an additional insured under the Vista Higher Learning's insurance policies.

4. CONTRACTOR agrees to be bound by, and at its own expense comply with, all federal, state, and local laws, ordinances, and regulations applicable to the services. CONTRACTOR shall review and comply with the confidentiality requirements of federal and state law and the SBCC policy regarding access to and use of records.
5. Reservation of Sovereign Immunity: No provision or language in the underlying contract shall be construed or interpreted to increase the scope or dollar limit of the SBCC's liability beyond that which is set forth in Section 768.28 of the Florida Statutes. Nor shall any such language be construed or interpreted to waive the SBCC's sovereign immunity from suit, or to require the SBCC to indemnify CONTRACTOR or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts or omissions other than those which arise from the actionable negligence of the SBCC. The SBCC expressly reserves all other protections and privileges related to its sovereign immunity.
6. CONTRACTOR will perform the services in a thorough, efficient, and professional manner, promptly and with due diligence and care, and in accordance with the commercially reasonable practices of the profession, utilizing qualified and suitable personnel, equipment and materials. CONTRACTOR warrants and represents to the SBCC that it possesses the expertise, capability, equipment and personnel to properly perform the services and that it is properly and legally licensed to perform the services. CONTRACTOR acknowledges that the SBCC is relying on the warranties and representations made by CONTRACTOR.
7. Method of Payment: Services and/or Products satisfactorily received shall be compensated in accordance with Attachment A and the following terms:
 - a. Procurement is performed in accordance with applicable law, State Board of Education Rules, Clay County School Board Policy and other applicable rules and regulations which govern. CONTRACTOR shall be paid in accordance with the Local Government Prompt Payment Act (218.70, et seq., Florida Statutes) upon submission of detailed invoices to the appropriate location listed on the District Purchase Order and/or the School Internal Account Purchase Order, and only after delivery and acceptance of the services and/or products provided.
 - b. Services and/or Products, as authorized by and listed in Attachment A, shall be compensated by Hour Rate (cost per hour) / Fixed Fee (*includes direct and indirect costs*) / Flat Rate (*cost for scope of work*) / etc.
 - c. Direct reimbursement for travel expenses, as authorized by and listed in Attachment A, shall be made in accordance with the requirements and rates found at F.S. 112.061 and any applicable SBCC policies.
 - d. Incurrence of other direct expenses, if any, must be pre-approved in writing by the SBCC.
 - e. Unless otherwise required by law, the SBCC's payment obligations (if any) arising from the underlying Agreement are contingent upon an annual appropriation by the School Board and the availability of funds to pay for the contracted services and/or products provided. If such funds are not appropriated for the underlying Agreement and results in its termination, such conditions/events shall not constitute a default by the SBCC.
8. The SBCC and CONTRACTOR have mutual rights to terminate this Agreement with or without cause and without penalty or further payment, at any time upon thirty (30) days written notice to the other party. However, if the work is not being performed as agreed herein, CONTRACTOR shall be deemed to be in default, and the SBCC reserves the right to cancel this Agreement immediately.
9. Force Majeure: Neither party to this Agreement shall be liable for delays or failures in performance under this Agreement (other than obligations relating to payment, confidentiality, and protection of ownership and intellectual property rights) resulting from acts or events beyond the reasonable control of such party (a "Force Majeure Event"), including acts of war, terrorism, acts of God, earthquake, flood, embargo, riot, sabotage, labor dispute, wide spread outbreak of disease or pandemic, governmental act, failure of the internet, power failure, or energy, utility, or telecommunications interruptions, provided that the delayed party: (i) gives the other party prompt notice of such cause; and (ii) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. In the event that a Force Majeure Event lasts for more than 90 days, and the party experiencing the initial delay cannot correct its failure or delay in performance during that period of time, despite using its reasonable commercial efforts to do so, the other party may terminate the affected portions of this Agreement.
10. This Agreement shall not be modified or amended except in writing, duly agreed to and executed by the parties.
11. CONTRACTOR shall not assign this Agreement in whole or in part, without the express written consent of the SBCC Purchasing Department.

12. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida and venue shall be in Clay County, Florida.
13. No other representations or promises shall be binding on the parties hereto except those representations or promises contained herein.
14. In the event that any part, term, or provision of this Agreement is, in a court of competent jurisdiction, found to be illegal or unenforceable, the validity of the remaining portions and provisions will not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term, or provision held to be so invalid.
15. Should any litigation be commenced in connection with this Agreement, the prevailing party shall be entitled to reasonable attorney fees and court costs.
16. The parties hereto represent that they have reviewed this Agreement and have sought legal advice concerning the legal significance and ramifications of this Agreement.
17. CONTRACTOR shall retain records associated with the services and/or products provided herein for a period of three years following final payment. CONTRACTOR shall, with reasonable notice, provide the SBCC access to these records during the above retention period.
18. Jessica Lunsford Act: SBCC is required to conduct background screening of CONTRACTOR (including its employees, agents, and sub-contractors) (go to [Clay County District Schools website](#) for fingerprinting procedures). CONTRACTOR represents and warrants to the SBCC that CONTRACTOR is familiar with Sections 1012.32, 1012.321, 1012.465, 1012.467, and 1012.468 of the Florida Statutes regarding background investigations. CONTRACTOR covenants to comply with all requirements of the above-cited statutes at CONTRACTOR's sole expense and shall provide the SBCC proof of such compliance upon request.

Certification: By executing this Agreement, CONTRACTOR swears and affirms under penalty of perjury that all of its employees, agents, and subcontractors will comply with these procedures, the requirements of the Jessica Lunsford Act, SBCC's finger printing procedures, and the laws of the State of Florida. Failure to comply with these procedures, the Act, SBCC's finger printing procedures, and the law of the State of Florida shall constitute a material breach of the Agreement, and SBCC may avail itself of all remedies pursuant to law. CONTRACTOR agrees to indemnify and hold harmless SBCC, its officers, employees, and agents, from and against any and all claims or causes of action, including without limitation those for personal injury, death, property damages, and attorney fees, arising out of or relating to CONTRACTOR's failure to comply with any of the above.

19. E-Verify: CONTRACTOR named herein, and its subcontractors, are required to register with and use the U.S. Department of Homeland Security's (DHS) E-Verify system to verify the work authorization status of all newly hired employees. By executing this Agreement, the CONTRACTOR certifies that it, and any sub-contractors with which it contracts, are registered with, and use, the E-Verify system for all newly hired employees, and acknowledges that it must obtain an affidavit from its subcontractors in accordance with Section 448.095(2)(b) Fla. Stat. that the subcontractor does not employ, contract with or subcontract with any unauthorized alien. The CONTRACTOR must maintain a copy of such affidavit for the duration of the Agreement. This section serves as notice to the CONTRACTOR that, pursuant to the terms of Section 448.095(2)(c) 1 and 2, Florida Statutes, the SBCC shall terminate this Agreement if it has a good faith belief that the CONTRACTOR has knowingly violated Section 448.09(1), F.S.. If the SBCC has a good faith belief that the subcontractor, without the knowledge of the CONTRACTOR, has knowingly violated Section 448.09(1) or 448.095(2), F.S., the SBCC shall notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. If the SBCC terminates an Agreement with a CONTRACTOR pursuant to sec. 448.095(2)(c), F.S., the CONTRACTOR will not be awarded a public contract for at least one year after the date of such termination.
20. The CONTRACTOR certifies that CONTRACTOR is in compliance with the requirements of law regarding equal employment opportunity for all persons without regard to age, race, color, religion, sex, national origin, or disability and is not on the Discriminatory Vendor List pursuant to Florida Statute 287.134.
21. CONTRACTOR shall, at CONTRACTOR's sole expense, procure and maintain during the term of this Agreement, at least the following minimum insurance coverage, which shall not limit the liability of CONTRACTOR:

<u>General Liability Policy:</u>	<u>Auto Liability Policy:</u>	<u>Worker's Compensation Policy:</u>
\$1,000,000.00 per occurrence	\$1,000,000.00 combined single limit	\$100,000
\$2,000,000.00 aggregate	\$5,000,000.00 (if charter or common carrier)	<i>*Exempt, need signed WCAF</i>

**If the CONTRACTOR is exempt from Worker's Compensation insurance obligations, the CONTRACTOR must sign the Worker's Compensation Acknowledgment Form (WCAF) attached hereto as Exhibit # 1.*

All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company. The SBCC shall be named as certificate holder and as an *additional insured* in the comprehensive general (including property damage) liability policy within five (5) days after execution of this Agreement. CONTRACTOR shall furnish the SBCC's Representative copies of insurance certificates evidencing that it maintains at least the insurance coverage required hereunder, and which contain the following or equivalent clause: *"Before any reduction, cancellation, modification or expiration of the insurance policy, thirty (30) days prior written notice thereof shall be given to the SBCC."* CONTRACTOR is NOT authorized to proceed with the services until all the insurance certificates have been received and accepted.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the SBCC, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of CONTRACTOR's obligation to fulfill the insurance requirements herein.

22. CONTRACTOR shall not solicit or accept brokerage or any other fees or remuneration from any provider of the SBCC insurance program.
23. CONTRACTOR recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, CONTRACTOR, its agents, employees, officers, and subcontractors may have access to certain confidential information and processes, including confidential student information, personal health information, financial records, and access to the SBCC networks (hereinafter "Confidential Information"). CONTRACTOR agrees that neither it nor any CONTRACTOR agent, employee officer, or subcontractor will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by the SBCC in writing, any Confidential Information. In addition, following written notice upon expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall destroy all Confidential Information. With 72-hours written notification, the SBCC reserves the right to determine whether or not Confidential Information has been destroyed and such confirmation may include inspecting the CONTRACTOR's facilities and equipment. CONTRACTOR understands and agrees that it is subject to all federal and state laws and SBCC rules relating to the confidentiality of student information. Contractor further agrees to comply with the Family Educational Rights and Privacy Act ("FERPA") 34 C.F.R. § 99. Contractor shall regard all student information as confidential and will not disclose personally-identifiable student records or information to any third party without appropriate legal authorization. Access to SBCC data or networks shall require a SBCC Data-Sharing and Usage Agreement and shall only be authorized by the SBCC IT Department.
24. CONTRACTOR is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of CONTRACTOR's duties under this Agreement, and will specifically:
 - a. Keep, maintain, and produce upon request and within a reasonable period of time all data created or collected in the performance of its duties under this Agreement ("Agreement Data") which come within the definition of a "public record" under Chapter 119.
 - b. Provide to the SBCC, upon its request and free of charge, a copy of each record which CONTRACTOR seeks to produce in response to a public records request.
 - c. Ensure all Agreement Data considered exempt under Chapter 119 are not disclosed except as authorized by law.
 - d. Upon completion of its obligations under the Agreement, following written notice upon expiration of said Agreement, CONTRACTOR, its agents, employees, officers, and subcontractors shall destroy the SBCC Confidential Information.
 - e. The SBCC is authorized to collect, use or release social security numbers (SSN) of CONTRACTOR and their employees for the following purposes, which are noted as either required or authorized by law to be collected. The collection of social security numbers is either specifically authorized by law or imperative for the performance of the District's duties and responsibilities as prescribed by law (Sections 119.071(5)(a)2 and 3, Florida Statutes):

- a) Criminal history and criminal background checks/Identifiers for processing fingerprints by Department of Law Enforcement, if SSN is available [Required by Fla. Admin. Code 11 C-6.003 and Fla. Stat. § 119.071(5)(a)6]
- b) Vendors/Consultants that District reasonably believes would receive a 1099 form if a tax identification number is not provided including for IRS form W-9 [Required by 26 C.F.R. § 31.3406-0, 26 C.F.R. § 301.61091, and Fla. Stat. § 119.071(5)(a)2 and 6]

CONTRACTOR’s failure to comply with the provisions set forth in this section shall constitute a default and material breach of this Agreement, which may result in termination by the SBCC without penalty.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTRACTOR SHALL CONTACT THE SBCC’S CUSTODIAN OF PUBLIC RECORDS AT 900 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA 32043, OR AT 904-336-6500, OR AT: PRR@myoneclay.net

25. Government Funding: Funding for this Agreement may be provided in whole or in part by one or more Government funding agencies (Federal, State, Local). As a result, CONTRACTOR shall comply with applicable Laws, Regulations, Executive Orders, and Governmental Agency Rules and Policies included but not limited to Florida Department of Education (DMS, SREF); Florida Statutes Chapter 287, 489; Code of Federal Regulations Titles: 2 – Grants and Agreements (2 C.F.R. §200), Title 7 – Agriculture (NSLP), Title 34 – Education (EDGAR, FERPA), Title 44 – Emergency Management and Assistance (FEMA); U.S. Code Titles: 20, 31, 40, 4.

To the extent that the SBCC is using Government Funds as a source of payment for this Agreement, CONTRACTOR shall execute and deliver to the SBCC the following forms, attached hereto as Exhibit # 2: (a) EDGAR Certification; (b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; (c) Drug-Free Workplace Certification; (d) Non-Collusion Affidavit; and (e) Disclosure of Potential Conflict of Interest.

In the event of any conflict or inconsistency between the terms and conditions of this Agreement and any terms or conditions set forth in any other document relating to the transactions contemplated by this Agreement, the terms and conditions set forth in this Independent Contractor Services Agreement shall prevail.

SBCC’S Representative with CONTRACTOR is: Karen Frazier

School/Department Name: English Speakers of Other Languages (ESOL)

Mailing Address: 23 South Green Street, Green Cove Springs, FL 32043

Phone #: 904-336-0304 Email Address: karen.frazier@myoneclay.net

Accepted and Agreed to:

SCHOOL BOARD OF CLAY COUNTY


By: 

Print Name: Ashley Gilhousen

Title: School Board Chairman

Date: 6/27/2024

CONTRACTOR

By: 

Print Name: Héctor Morales

Title: VP of Sales & Marketing

Date: 06/21/24

Attachment A

SCOPE OF SERVICES AND/OR PRODUCTS

1. **Description of Services and/or Products** (If sufficient space is not available on Attachment A, CONTRACTOR may provide information and append it to the Agreement as Attachment A-1, Attachment A-2, etc)

Products as per Attachment A-1 (Quote No. 2405156297)

2. **Term:**

The term of this Agreement shall commence on July 1, 2024 and continue until June 30, 2028, unless earlier terminated as set forth in Agreement.

3. **Fee:**

The CONTRACTOR shall provide services and/or products described in Attachment A, at the rate of \$ 500,699.90 Flat Rate (Hour Rate (cost per hour) / Fixed Fee (includes direct and indirect costs) / Flat Rate (cost for scope of work) / etc). The total compensation under this agreement shall not exceed \$ 500,699.90.


Exhibit # 1

WORKERS COMPENSATION ACKNOWLEDGEMENT FORM (WCAF)

The undersigned Contractor/Vendor (“Contractor”) represents and acknowledges that it is an independent contractor and is not provided coverage under any self-insured workers compensation program of the School Board of Clay County, Florida (the “Board” or “District”), any primary workers compensation insurance policy purchased by or on behalf of the District, any excess workers compensation insurance purchased by or on behalf of the District, any risk sharing arrangement, risk sharing pool, or any state reimbursement fund for workers compensation payments made by the District, based on the following understandings and representations by the Contractor:

1. Contractor is not an “Employee” as defined under Chapter 440 of the Florida Statutes. The Parties agree that Chapter 440 describes remedies for employers and employees in place of Florida common law and limits the rights of independent contractors like the undersigned.
2. Contractor maintains a separate business with its own work equipment, material, and accommodations.
3. Contractor has a different federal employer identification number than the District or is a sole proprietor who is not required to obtain a federal employer identification number under state or federal regulations.
4. Contractor receives compensation for services rendered or work performed, and such compensation is paid to a business rather than to an individual.
5. Contractor maintains at least one bank account in the name of the Contractor or associated persons or entities for the purposes of paying business expenses related to the services rendered or work performed for the District.
6. Contractor performs work or is able to perform work for entities other than the District at the Contractor’s election without the necessity of completing an employment application or process.
7. Contractor either provides its own workers compensation coverage or has elected to be exempt from workers compensation coverage.
8. Contractor has provided proof of other insurance, including liability insurance, to the District in the amounts required by the District.
9. Contractor had an opportunity to review and consult with legal counsel regarding this document.
10. Contractor understands that the District is relying upon the truthfulness and accuracy of representations in this acknowledgement as a material basis for the District entering into the underlying agreement(s) with Contractor.

Name of Contractor/Vendor: Vista Higher Learning, Inc.

Signature of Authorized Representative: 

Printed Name of Authorized Representative: Héctor Morales

Title of Authorized Representative: VP of Sales & Marketing

Date: 06/21/24

Exhibit # 2 (a)

EDGAR CERTIFICATIONS

All purchases involving the expenditure of federal funds must be compliant with the Education Department General Administrative Regulations (“EDGAR”). The following certifications and provisions are required and apply when the School Board of Clay County, Florida (“SBCC” “School Board”) expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District shall contain the procurement provisions of Appendix II to Part 200, as applicable.

REQUIRED CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS APPENDIX II to C.F.R. PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

Pursuant to Federal Rule (A) above, when School Board expends federal funds, School Board reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Pursuant to Federal Rule (B) above, for all contracts involving Federal funds in excess of \$10,000, School Board reserves the right to terminate the contract (i) for convenience, and/or (ii) for cause by issuing a certified notice to the vendor.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

Pursuant to Federal Rule (C) above, when School Board expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Pursuant to Federal Rule (D) above, when School Board expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29

EDGAR CERTIFICATIONS (continued)

CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

Pursuant to Federal Rule (E) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (F) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (F) during the term of an award resulting from this procurement process.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (G) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (G) during the term of an award resulting from this procurement process.

(H) Energy Policy and Conservation Act (2 CFR §910.120, 10 CFR §600.236). Vendor agrees to comply with the mandatory standards and policies relating to energy efficiency contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

Pursuant to Federal Rule (H) above, when federal funds are expended by School Board, Vendor certifies that Vendor will be in compliance with all applicable provisions of Federal Rule (H) during the term of an award resulting from this procurement process.

(I) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (I) above, when federal funds are expended by School Board, Vendor certifies that during the term of an award resulting from this procurement process, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

(J) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Pursuant to Federal Rule (J) above, Vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The Vendor further certifies that: (1) No Federal appropriated funds have been

EDGAR CERTIFICATIONS (continued)

paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. (2) If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

RECORDS ACCESS AND RETENTION

Records Access (34 CFR 80.36 (i)(10): All vendors, contracts and subcontractors shall give access to the SBCC, the appropriate Federal agency, the Comptroller General of the United States, or any of their duly authorized representative to any books, documents, papers, and records of the vendor which are directly pertinent to this specific bid/contract for the purpose of making audit, examination, excerpts and transcriptions.

Records Retention (2 C.F.R. § 200.333): Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or passthrough entity in the case of a subrecipient.

RECOVERED MATERIALS

Recovered Materials (2 CFR §200.322): Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.


Vendor's Name: Vista Higher Learning, Inc.
Signature of Authorized Representative: 
Print Name of Authorized Representative: Héctor Morales

Exhibit # 2 (b)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Instructions for Certification:

1. The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals are:
 - a) presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
 - b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in performing a public (federal, state or local) transaction or contract under a public transaction; or for violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - c) are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in this certification; or
 - d) have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor: Vista Higher Learning, Inc.

Héctor Morales

Printed Name



Signature: _____

VP of Sales & Marketing

Title of Authorized Representative

Date: 06/21/24

Exhibit # 2 (c)

DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to vendors/contractors certifying their compliance with a drug-free workplace in accordance with Section 287.087, Florida Stat. as follows:

Preference to businesses with drug-free workplace programs - Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tied bids, proposal, or replies shall be followed if none of the tied vendor has a drug-free workplace program. In order to have a drug-free workplace program, a business shall:


1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions what shall be taken against employee for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

CONTRACTOR NAME: Vista Higher Learning, Inc.

AUTHORIZED CONTRACTOR REPRESENTATIVE SIGNATURE:

Héctor Morales
(Printed Name)


(Signature)

VP of Sales & Marketing
(Title)

06/21/24
(Date)

Exhibit # 2 (d)

NON-COLLUSION AFFIDAVIT

State of FLORIDA)
County of CLAY)

My name is (INSERT NAME Héctor Morales). I hereby attest that I am authorized to execute this affidavit on behalf of my firm, its owners, directors, and officers. I have personal knowledge of the price(s), guarantees and the total financial commitment represented in the firm's offer and/or contract.

(1) The firm's prices and amounts offered have been arrived at independently and without consultation, communication or agreement with any other contractor or respondent.

(2) Neither the final nor approximate prices or amounts offered have been disclosed to any other firm or person who is a respondent or potential respondent, nor were they disclosed prior to opening of offers.

(3) The offer from my firm is made in good faith and no attempt has been made to induce any firm or person to refrain from submitting an offer, or to submit an offer higher than our offer, or to submit any intentionally high or noncompetitive offer or other form of complementary offer.

(4) (INSERT NAME OF COMPANY Vista Higher Learning, Inc.) its affiliates, subsidiaries, officers, directors, employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding, proposing or offering on any public contract, except as follows:

I attest that (INSERT NAME OF COMPANY Vista Higher Learning, Inc.) understands and acknowledges that the above representations are material and important, and will be relied on by The School Board of Clay County, Florida, in awarding the contract for which this offer is submitted. I understand and my firm understands that any misstatement of material representations herein shall be treated as fraudulent or otherwise intentional concealment of the true facts relating to submission of offers for this contract.

CONTRACTOR NAME: Vista Higher Learning, Inc.

AUTHORIZED CONTACTOR REPRESENTATIVE SIGNATURE:

Héctor Morales

(Printed Name)



(Signature)

VP of Sales & Marketing

(Title)

06/21/24

(Date)

Exhibit # 2 (e)

**DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND
CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP**

Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBCC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBCC. It also places restrictions on SBCC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBCC.

Contractor must disclose the names of any employees who are employed by Contractor who are also an employees of SBCC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Contractor's Employee	SBCC Title or Position of Contractor's Employee	SBCC Department/School of Contractor's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

I hereby affirm that there are no known persons employed by Contractor who are also an employee of SBCC.

I hereby affirm that all known persons who are employed by Contractor who are also an employee of SBCC have been identified above.



Signature

Vista Higher Learning, Inc.

Company Name

Exhibit # 2 (f)

STATE OF FLORIDA REQUIRED AFFIDAVITS

FOREIGN COUNTRY OF CONCERN ATTESTATION

Form must be completed by an officer or representative of an entity submitting a bid, proposal, reply to, entering into, renewing, or extending, a contract with a Governmental Entity which would grant the entity access to an individual's Personal Identifying Information. Capitalized terms used herein have definitions ascribed in Rule [60A-1.020, F.A.C.](#)

(INSERT NAME OF COMPANY _____) is not owned by the government of a Foreign Country of Concern, is not organized under the laws of nor has its Principal Place of Business in a Foreign Country of Concern, and the government of a Foreign Country of Concern does not have a Controlling Interest in the entity.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Printed Name: Héctor Morales Title: VP of Sales & Marketing

Signature:  Date: 06/21/24

[FL DMS PUR 1355](#) 10/23

VENDOR AFFIDAVIT REGARDING THE USE OF COERCION FOR LABOR AND SERVICES

Vendor Name: Vista Higher Learning, Inc.

Address: 500 Boylston Street, Suite #620, Boston, MA. 02116

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School Board of Levy County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Printed Name: Héctor Morales Title: VP of Sales & Marketing

Phone Number: (800) 269-6311 Email Address: cleiva@vistahigherlearning.com



Attachment A-1

COST PROPOSAL
 Quote Prepared On June 11, 2024
 Quote Valid Through October 15, 2024
 Quote No. 2405156297
 Version No. 12

Prepared For
Clay County School District 900 Walnut Street Green Cove Springs, FL 32043

Prepared By
Robert Thatcher rthatcher@vistahigherlearning.com Vista Higher Learning 500 Boylston St, Suite 620 Boston, MA 02116-3736

Bridges 2023					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
230	978-1-54337-600-5	Bridges 2023 Supersite Plus(v) + OWorkbook(4 year license)	\$117.95	\$27,128.50	\$27,128.50
46	978-1-54337-123-9	Bridges 2023 LB Practice Book (10-pack)	\$189.95	\$8,737.70	\$8,737.70
15	978-1-54338-012-5	Bridges 2023 Level B TRB	\$304.95	\$4,574.25	\$0.00
5	978-1-54336-308-1	Bridges to Lit Practice Book Level B	\$19.95	\$99.75	\$99.75
115	978-1-54336-218-3	Bridges to Lit Student Edition (Hardcover) Level B	\$74.95	\$8,619.25	\$8,619.25
46	978-1-54337-127-7	Bridges 2023 LC Practice Book (10-pack)	\$189.95	\$8,737.70	\$8,737.70
15	978-1-54338-013-2	Bridges 2023 Level C TRB	\$304.95	\$4,574.25	\$0.00
5	978-1-54336-309-8	Bridges to Lit Practice Book Level C	\$19.95	\$99.75	\$99.75
115	978-1-54336-219-0	Bridges to Lit Student Edition (Hardcover) Level C	\$74.95	\$8,619.25	\$8,619.25

Engage 2025					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
400	978-1-66991-986-5	Engage 2025 Supersite Plus(v) + WebSAM(4 year license)	\$128.95	\$51,580.00	\$51,580.00
40	978-1-66992-942-0	Engage 2025 LA Practice Book (10-Pack)	\$299.95	\$11,998.00	\$11,998.00
14	978-1-66993-005-1	Engage 2025 LA TRB	\$296.95	\$4,157.30	\$0.00
40	978-1-66992-943-7	Engage 2025 LB Practice Book (10-Pack)	\$299.95	\$11,998.00	\$11,998.00
40	978-1-66992-944-4	Engage 2025 LC Practice Book (10-Pack)	\$299.95	\$11,998.00	\$11,998.00
14	978-1-66993-007-5	Engage 2025 LC TRB	\$296.95	\$4,157.30	\$0.00
40	978-1-66992-945-1	Engage 2025 LD Practice Book (10-Pack)	\$299.95	\$11,998.00	\$11,998.00
14	978-1-66993-008-2	Engage 2025 LD TRB	\$296.95	\$4,157.30	\$0.00
14	978-1-66993-006-8	Engage 2025 LB TRB	\$296.95	\$4,157.30	\$0.00

Get Reading					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
17	978-1-54334-506-3	Get Reading Sail Level A Reader Kit(6-pack)	\$2,559.95	\$43,519.15	\$43,519.15



17	978-1-54335-853-7	Get Reading Sail Level B Reader Kit(6-pack)	\$2,559.95	\$43,519.15	\$43,519.15
17	978-1-54335-528-4	Get Reading Sail Teacher Guide	\$109.95	\$1,869.15	\$0.00
17	978-1-54335-866-7	Get Reading Soar Level A Reader Kit(6-pack)	\$2,559.95	\$43,519.15	\$43,519.15
17	978-1-54335-857-5	Get Reading Soar Level B Reader Kit(6-pack)	\$2,559.95	\$43,519.15	\$43,519.15
17	978-1-54335-529-1	Get Reading Soar Teacher Guide	\$109.95	\$1,869.15	\$0.00

Get Ready					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
15	978-1-54332-134-0	Get Ready 2021 6-8 National TRB	\$169.00	\$2,535.00	\$0.00
17	978-1-54332-142-5	Get Ready 2021 9-12 National TRB	\$169.00	\$2,873.00	\$0.00
60	978-1-54331-866-1	Get Ready 6-8 Workbook (10-Pack)	\$209.95	\$12,597.00	\$12,597.00
80	978-1-54331-867-8	Get Ready 9-12 Workbook (10-Pack)	\$209.95	\$16,796.00	\$16,796.00
150	978-1-54331-616-2	Get Ready Student Edition (Gr 6-8)	\$49.00	\$7,350.00	\$7,350.00
200	978-1-54331-615-5	Get Ready Student Edition (Gr 9-12)	\$49.00	\$9,800.00	\$9,800.00

Get Ready Sail / Soar					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
138	978-1-54334-089-1	Get Ready Sail Practice Book(10-pack)	\$189.95	\$26,213.10	\$26,213.10
34	978-1-54338-437-6	Get Ready Sail Student Edition (10-Pack)	\$299.95	\$10,198.30	\$10,198.30
5	978-1-54333-554-5	Get Ready Sail Student Edition	\$39.95	\$199.75	\$199.75
40	978-1-54335-569-7	Get Ready Sail Teacher Kit	\$449.95	\$17,998.00	\$0.00
76	978-1-54334-096-9	Get Ready Soar Practice Book(10-pack)	\$189.95	\$14,436.20	\$14,436.20
19	978-1-54338-438-3	Get Ready Soar Student Edition (10-Pack)	\$299.95	\$5,699.05	\$5,699.05
40	978-1-54335-570-3	Get Ready Soar Teacher Kit	\$449.95	\$17,998.00	\$0.00

Professional Development					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
2	TRNG017	Professional Development EL Pedagogical Session: In-person (Full Day)	\$7,500.00	\$15,000.00	\$15,000.00
6	TRNG020	Professional Development EL Product Training: In-person (3 hours)	\$2,000.00	\$12,000.00	\$12,000.00
6	TRNG021	Professional Development EL Product Training: Remote/Webinar (3 hours)	\$750.00	\$4,500.00	\$4,500.00

Services EL					
Qty	Item Number	Description	Unit Price	Total Value	Total Cost
10	TRNG016	Professional Development EL Office Hours: Remote (2 hours)	\$300.00	\$3,000.00	\$3,000.00



COST PROPOSAL

Quote Prepared On June 11, 2024
Quote Valid Through October 15, 2024
Quote No. 2405156297
Version No. 12

Total Value	\$544,399.90
Total Gratis	\$70,920.00
Total Cost	\$473,479.90
Est. Shipping (5%)	\$27,220.00
Est. Grand Total Cost	\$500,699.90

Ordering Instructions

- Purchase Orders will be processed upon receipt and will be invoiced for the full "Total Cost" amount as shown above as well as the actual final Shipping charges required for your shipment, where applicable. Please note that the "Est. Shipping" amount shown above is an estimate only and may be different than the final charges applied.
- When submitting your Purchase Order, please be sure to attach:
 - A copy of this Quote
 - If applicable, a copy of your signed and dated tax exemption certificate
- To place your order, please contact Customer Support:

Vista Higher Learning
500 Boylston Street, Suite 620
Boston, MA 02116
Email: orders@vistahigherlearning.com
Phone: (800) 269-6311, option 3
Fax: (617) 426-5215

Terms of Purchase



COST PROPOSAL

Quote Prepared On June 11, 2024
Quote Valid Through October 15, 2024
Quote No. 2405156297
Version No. 12

By accepting a Quote, initiating a Purchase Order to us, entering into a separate agreement with us, and/or ordering online content, you are agreeing to these Terms of Purchase. The Vista Higher Learning Terms of Purchase shall govern all sales of materials and online content and shall supersede any and all terms and conditions attached to your Purchase Orders and/or any other document that you present to Vista Higher Learning, which shall be considered as a confirmation only and the terms and conditions shall in no way amend, prevail over, supplement or supersede any term or condition hereof.

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- **Tax:** Prices included within this Quote are exclusive of all applicable taxes, which are the responsibility of the Customer. Customer must provide documentation of tax-exempt status, if applicable.
- **Subscription Term:** For digital product license purchases, the duration of access being purchased based on the product license selection outlined in the Quote above will be considered the Subscription Term.
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- **Unused Licenses:** All product licenses must be used within the purchased Subscription Term. Unused licenses during the purchased Subscription Term are not refundable or eligible for credit.
- **Licensing Add-ons:** If purchasing additional license quantities and/or licensing level upgrades to be added onto an existing base of product licenses, the additional quantities and/or upgrades will be applied beginning with the currently active Subscription Term, unless otherwise requested by Customer. All product licenses must maintain the same start and end dates aligned with the Subscription Term, with any additional quantities and/or upgrades matching the current expiration date of the existing Subscription Term in place.

Thank you for your business!

Data-Sharing and Usage Agreement Clay County District Schools

This agreement establishes the terms and conditions under which the Clay County District Schools can acquire, share, and use data. Either party may be a provider of data to the other party or be a recipient of data from the other. The purpose of this agreement is to provide for the Parties' sharing of certain respective Student Data from student education records, pursuant to s. 34 CFR 99.31(a)(6) and s. 1002.221, Florida Statutes, in order that the District and Data Recipient may improve the advancement of achievement throughout Clay County.

1. The confidentiality of data pertaining to individuals will be protected as follows:

A. The data recipient will not release the names or addresses of individuals or information that could be deemed as personally identifiable information of an individual, nor will the recipient present the results of data analysis (including but not limited to graphics or maps) in any manner that would reveal an individual's personally identifiable information.

B. Both parties shall comply with all Federal and State laws and regulations governing the confidentiality of the information that is the subject of this Agreement.

C. Both parties agree that personally identifiable information (PII) will be as defined in Florida State Statute 501.171.

D. Both parties agree to follow Florida's public records laws and laws relating to records retested in Florida State Statute chapter 119 and Florida's General Records Schedule GS1-SL.

2. Any use, disclosure, or re-disclosure of the confidential information provided by each Party to the other Party not expressly permitted by this agreement is unauthorized and prohibited. Each Party must ensure that their respective authorized personnel are informed about and aware of the prohibitions regarding the use, disclosure, and re-disclosure of any information provided pursuant to this agreement. Notwithstanding the terms, either Party may disclose confidential information if disclosure is required by law in response to a valid order of a court of competent jurisdiction or authorized government agency, provided that the disclosing Party must provide the other Party prompt notice of the order and at the other party's request and expense, reasonably cooperate with efforts to receive a protective order or otherwise limit disclosure.

3. The data recipient will not release data to a third party, other than subcontractors as needed to provide the Services hereunder, without prior approval in writing from the data provider.

4. The data recipient will not share, publish, or otherwise release any findings or conclusions derived from the analysis of data obtained from the data provider (exclusive of aggregated, de-identified data), without prior written approval from the data provider.

5. Data transferred pursuant to the terms of this Agreement shall be utilized solely for the purposes set forth in the "Contract/agreement" with the "Data Recipient".

6. All data transferred by vendor to Clay County District Schools shall remain the property of the "vendor" and shall be destroyed or returned to the "vendor" within sixty (60) days upon termination of the contract/agreement. The district shall send written notice to the other party confirming this requirement has been achieved. This covenant shall survive the expiration or termination of this agreement.

7. All data transferred from Clay County District Schools or its students shall remain the property of the school district and shall be destroyed ~~or returned to the school district~~ within sixty (60) days of written notice upon termination of the contract/agreement. The district shall send written notice to the other party confirming this requirement has been achieved. This covenant shall survive the expiration or termination of this agreement.

8. Any third party granted access to data, as permitted under condition #2 and #3, above, shall be subject to ~~the~~ terms and conditions no less stringent than those of this agreement. ~~Acceptance of these terms must be provided in writing by the third party to the school district and signed by the school district before data will be released.~~ The primary "vendor" will be responsible for presenting the signed agreement to the district on behalf for the actions of the third party as if they were the actions of the vendor.

9. Both parties agree that PII data stored will be encrypted while in transit and rest.

10. Each party agrees to disseminate the requirements of this agreement to appropriate personnel in each party's agency.

11. To promote to the fullest extent permissible and in compliance with federal law and Florida Statutes (including but not limited to

Data-Sharing and Usage Agreement

Clay County District Schools

Sections 1002.22 and 1002.97, Florida Statutes, and Family Educational Rights and Privacy Act (FERPA) codified at 20 U.S.C. 1232g and its regulations codified at 34 CFR part 99) regarding the sharing of Student Data in student education records and information relevant to the purpose of this agreement.

12. The Parties hereby agree to share electronic Student Data across systems, in full compliance with state and federal confidentiality requirements, particularly FERPA, for purposes of each Party's educational studies and for the improvement of student education.

13. The Parties acknowledge that, during the term of this agreement, confidential information of a special and unique nature will be disclosed to each other. Each Party will protect the confidential information received from the other party in a manner that will not permit the personal identification of a child or the parents, including guardians, by persons other than those authorized to receive the records, and each Party shall protect the confidential information from unauthorized access, use or re-disclosure.

14. Each Party shall establish a mutually agreed upon limitation regarding the number of users with access to the student information; it being understood that each Party's authorized personnel (whether paid or non-paid staff) must be under the direct control of the Party with respect to the use and maintenance of the records to be disclosed pursuant to this agreement.

15. Each Party shall take all steps necessary to safeguard the confidentiality of the data received. Each Party must develop, implement, maintain and use reasonable and appropriate administrative and internal controls, and technical and physical security measures to preserve the confidentiality, integrity, and availability of all data electronically maintained, used, stored, or transmitted pursuant to this agreement. A review of these controls may be requested by either party to ensure their adequacy and implementation.

- appropriate administrative actions include appropriate disciplinary policies for any of each Party's respective authorized employees who may violate the requirements set forth in this agreement (including but not limited to, in appropriate circumstances, termination of employment).

16. Neither Party shall possess nor assert any lien or other rights against or to confidential information of the other Party.

17. Each Party agrees to report in writing within three (3) business days to the other Party any use, disclosure, or re-disclosure of confidential information not authorized by this agreement. Such report must identify:

- the nature of the unauthorized use, disclosure, or re-disclosure;
- the data used, disclosed, or re-disclosed;
- the person or entity, if known, who made the unauthorized use or received the unauthorized disclosure, or re-disclosure;
- what the reporting Party has done or will do to notify affected persons and to mitigate any deleterious effect of the unauthorized use, disclosure, or re-disclosure;
- what corrective action the Party has taken or will take to prevent future similar unauthorized use, disclosure, or re-disclosure.

18. Data Recipient agrees that the District shall have the right to review, prior to Data Recipient publishing any report or findings related to the Student Data, in order for the District to verify proper techniques are used to avoid any unauthorized disclosure of Student Data.

Company: Vista Higher Learning, Inc.

Clay County District Schools

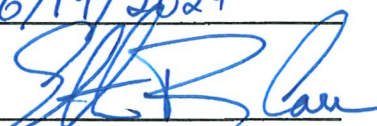
Name: Héctor Morales

Name: Ethan Caren

Date: 06/21/24

Date: 06/19/2024

Signature: 

Signature: 



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/17/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, LLC 470 Atlantic Avenue Boston MA 02210 License#: BR-724491 VISTHIG-01	CONTACT NAME: PHONE (A/C, No, Ext): 617-261-6700 FAX (A/C, No): 617-646-0400 E-MAIL ADDRESS:														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : National Fire Insurance Co of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER B : Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : National Fire Insurance Co of Hartford	20478	INSURER B : Continental Insurance Company	35289	INSURER C :		INSURER D :		INSURER E :		INSURER F :
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COVERAGES **CERTIFICATE NUMBER: 1837918630** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		7018236613	1/31/2024	1/31/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>			7018236627	1/31/2024	1/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y		7018236658	1/31/2024	1/31/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below		N/A	7018236630 7018236644	1/31/2024 1/31/2024	1/31/2025 1/31/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is an Additional Insured as respects the General liability policy(ies), pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

The Producer will endeavor to mail 30 days written notice to the Certificate Holder named on the certificate if any policy listed on the certificate is cancelled prior to the expiration date. Failure to do so shall impose no obligation or liability of any kind upon the Producer or otherwise alter the policy terms.

CERTIFICATE HOLDER Clay County School District 900 Walnut Street Green Cove Springs FL 32043	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Contests. Vista Higher Learning may conduct contests from time to time. You agree that if You participate in any contest, You will abide by all the rules and be subject to all terms and conditions of such contest, in addition to these Terms of Use.

Indemnity. Subject to applicable law, You agree to indemnify, defend (at Vista Higher Learning's option) and hold Vista Higher Learning and its affiliates, officers, directors, representatives, agents, partners, employees and third party content suppliers and contributors (collectively, "Indemnified Person(s)") harmless from and against any and all claims, liabilities, losses, and expenses (including damage awards, settlement amounts, and reasonable legal fees), brought against any Indemnified Person, arising out of or related to Your content and materials, Your use of the VHL Site other than as expressly permitted under these Terms of Use, Your violation of these Terms of Use or Your violation of any third party's rights including such party's copyrights and trademarks. Any such indemnification shall be conditioned on the Indemnified Party: (a) notifying You in writing of any such claim, liability, loss, expense or threat thereof; (b) cooperating with You in the defense or settlement thereof; and (c) allowing You to control such defense or settlement. The Indemnified Party shall be entitled to participate in such defense at its own cost and expense.

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Disclaimer of Damages; Limitation of Liability. YOU AGREE THAT NEITHER VISTA HIGHER LEARNING NOR ANY OTHER INDEMNIFIED PERSON WILL BE LIABLE TO YOU OR ANY OTHER PERSON FOR ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES, WHETHER IN TORT, CONTRACT, STRICT LIABILITY, WARRANTY OR OTHERWISE, AND REGARDLESS OF ANY NOTICE OF THE POSSIBILITY OF SUCH DAMAGES, INCLUDING BUT NOT LIMITED TO, ANY LOSS OF INCOME, PROFITS, GOODWILL, DATA, CONTRACTS, USE OF MONEY, OR LOSS OR DAMAGES ARISING FROM OR CONNECTED IN ANY WAY TO BUSINESS INTERRUPTION, DAMAGES CAUSED BY YOUR RELIANCE ON THE ACCURACY, COMPLETENESS OR TIMELINESS OF SITE CONTENT OR OTHER INFORMATION PROVIDED OR YOUR PROVISION OF INFORMATION TO THE VHL SITE, EXCEPT THAT THE FOREGOING SHALL NOT PRECLUDE RECOVERY OF DAMAGES FOR PERSONAL INJURY, LOSS OR DAMAGE TO PERSONAL PROPERTY, OR UNAUTHORIZED USE OR DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION CAUSED BY THE INDEMNIFIED PERSONS' GROSS NEGLIGENCE, RECKLESSNESS, FRAUD OR OTHER WILLFUL, UNCONSCIONABLE OR INTENTIONAL MISCONDUCT. IN NO EVENT SHALL VISTA HIGHER LEARNING'S TOTAL AGGREGATE LIABILITY IN CONTRACT, TORT OR OTHERWISE ARISING OUT OF OR IN CONNECTION WITH THESE TERMS EXCEED THE FEES PAID OR PAYABLE BY YOU DURING THE MOST RECENT TWELVE (12) MONTH PERIOD PRIOR TO THE CLAIM. NOTHING HEREIN SHALL BE CONSTRUED TO LIMIT THE CLEARLY ESTABLISHED LEGAL RIGHT OF A CONSUMER TO RECOVER ATTORNEYS' FEES OR OTHER REMEDIES AFFORDED BY STATUTE OR OTHER LAW. The foregoing Indemnity, Disclaimer of Warranties, Assumption of Risk and Disclaimer of Damages/Limitation of Liability provisions shall apply to the fullest extent permitted by law.

Links to Third Party Websites. Vista Higher Learning may, as a convenience, provide links to third party websites. The inclusion of the link does not imply that Vista Higher Learning endorses or has any control over those third party sites. Vista Higher Learning is not responsible for any content on any such linked site. If You access a third party site from the VHL Site, You do so at Your own risk.

Copyright Agent. If You believe that Your copyrighted work is accessible on the VHL Site in a way that constitutes copyright infringement, please provide the following information to the Copyright Agent identified below: (i) a physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed; (ii) identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site; (iii) identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit Vista Higher Learning to locate the material; (iv) information reasonably sufficient to permit Vista Higher Learning to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted; (v) a statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and (vi) A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

For copyright inquiries or claims, please contact the Copyright Agent (Jon Aram, CEO Vista Higher Learning, 500 Boylston Street, Suite 620, Boston, MA 02116) at: online@vistahigherlearning.com.

Arbitration.

THE FOLLOWING TERMS TO WHICH YOU ARE CONSENTING CONSIST OF A BINDING ARBITRATION PROVISION AND A CLASS-ACTION AND JURY TRIAL WAIVER.

To the fullest extent permitted by law, by using the VHL Site, You agree that if a dispute arises between You and one or more of the Indemnified Parties relating in any way to the VHL Site or Your use thereof, including common law or statutory claims, BOTH YOU AND THE INDEMNIFIED PARTIES SHALL SUBMIT TO BINDING ARBITRATION BEFORE THE AMERICAN ARBITRATION ASSOCIATION. ANY ARBITRATION COMMENCED BETWEEN YOU AND THE INDEMNIFIED PARTIES MUST BE ARBITRATED IN BOSTON, MASSACHUSETTS. ARBITRATION MUST BE ON AN INDIVIDUAL BASIS. THIS MEANS NEITHER YOU NOR THE INDEMNIFIED PARTIES MAY JOIN CLAIMS IN ARBITRATION WITH OR AGAINST OTHER USERS, OR LITIGATE IN COURT OR ARBITRATE ANY CLAIMS AS A REPRESENTATIVE OR MEMBER OF A CLASS. YOU UNDERSTAND THAT BY AGREEING TO ARBITRATION YOU ARE WAIVING CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE IN COURT, THE RIGHT TO HAVE THE DISPUTE DECIDED BY A JUDGE OR JURY, AND THE RIGHT TO BRING, OR BE PART OF, A CLASS ACTION CASE. The foregoing shall not apply to suits to enjoin infringement or other misuse of intellectual property rights, and You or the Indemnified Parties may bring suit in court to enjoin infringement or other misuse of intellectual property rights. Any such suit shall be adjudicated by a state or federal court located in Boston, Massachusetts, and You hereby consent to jurisdiction in such courts for such suits.

RULES FOR THE AMERICAN ARBITRATION ASSOCIATION ARE AVAILABLE AT:
<https://www.adr.org>.

Governing Law. These Terms of Use shall be governed by and construed in accordance with the internal laws of the Commonwealth of Massachusetts, without regard to conflicts of law rules.

Entire Agreement; Binding Effect. These Terms of Use constitute the entire agreement between You and Vista Higher Learning relating to the subject matter hereof and supersede all prior oral and written understandings. These Terms of Use shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and permitted assigns.

Waiver. No waiver of any provision of these Terms of Use or any breach hereunder shall be deemed a waiver of any other provision or subsequent breach, nor shall any such waiver constitute a continuing waiver.

Severability. If any part of these Terms of Use, or the application thereof to any person or circumstance, is for any reason held invalid or unenforceable, it shall be deemed severable and the validity of the remainder of these Terms of Use or the applications of such provision to other persons or circumstances shall not be affected thereby.

Violations. Please report any violations of these Terms of Use to Vista Higher Learning at online@vistahigherlearning.com.

All rights not expressly granted herein are fully reserved.

Last Modified May 10, 2024.



Vista Higher Learning

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Vista Higher Learning Privacy Policy

This Privacy Policy was last updated on May 10, 2024. Please review and familiarize yourself with this Privacy Policy.

Welcome to Vista Higher Learning. This Vista Higher Learning Privacy Policy (this “Privacy Policy”) applies to your access to and use of <https://www.vistahigherlearning.com> (“VHL Corporate Website”), <https://www.vhlcentral.com> (“VHL Central”), and any other website that has a link to this Privacy Policy (collectively, the “VHL Sites”)

Vista Higher Learning, Inc. (“Vista Higher Learning”, “we”, “us”, or “our”) is committed to protecting your privacy through compliance with this Privacy Policy. This Privacy Policy explains our policies and practices with respect to the information you disclose to us, or the information we collect from you, when you use the VHL Sites. Throughout this Privacy Policy, “user”, “you”, or “your” refers to persons who have registered for and/or are using the VHL Sites or, for students who are under the age of 13, to the parents or legal guardians of those students.

Notwithstanding anything to the contrary contained in this Privacy Policy or in our Terms of Use, we will not use the information that you provide or that we collect in any manner that violates the Family Educational Rights and Privacy Act (“FERPA”) and other federal, state or local laws, or any written agreement between you or your institution and VHL. Subject to the foregoing, by accessing or using the VHL Sites, you agree to the Privacy Policy’s terms. If you do not agree to this Privacy Policy and its terms, please do not access or use the VHL Sites. This Privacy Policy is subject to our Terms of Use available [here](#).

What this Privacy Policy Covers

This Privacy Policy applies solely to our use of information collected by, through, or on the VHL Sites and associated products and support services which link to this Privacy Policy. It does not apply to any information we may collect offline or through any other means. This Privacy Policy does not address, and we are not responsible for, information collected by or through third parties, even if their products

or services may be linked to or from the VHL Sites. For more information, see “Links to Other Sites” below. Please read the terms of any privacy policies that you enter into with other parties, including your educational institution, as those policies may explain how certain of your information is used by those parties.

Information We Collect

You do not have to provide personally identifiable information to access or use the VHL Corporate Website. However, to take advantage of certain Support or Community features, such as the VHL Blog, you may choose to furnish us with personally identifiable information through the VHL Corporate Website.

The VHL Corporate Website offers you the opportunity to order learning materials directly from our Vista Higher Learning Store (the “VHL Store”) (<https://vistahigherlearning.com/store>). If you make a purchase from the VHL Store, you will need to create a VHL Central account, as described below, and your transaction will be processed by a third party payment processor. The payment processor will collect your credit card information and any other information required to process your transaction, such as name, email address, shipping address, and billing address. Vista Higher Learning is not responsible for the payment processor’s privacy and security practices.

To make purchases through the VHL Store or to make use of our online learning platform, VHL Central, we require that you create an account by providing certain information from or about you or your students. The first type of information we may collect includes certain personal or identifying information, such as first and last name, email address, birth year, school affiliation including country, state or province, time zone, school type, and full institutional name (optional), and username and password. When you provide us with this information, which is collected on an individual basis, you knowingly choose to disclose it to us.

When using our learning materials through VHL Central, we may collect the following additional information:

Subject to compliance with the Family Educational Rights and Privacy Act (“FERPA”) and other federal, state or local laws governing the privacy of educational records, your school, school district, or educational institution may provide Vista Higher Learning with certain information for your account, such as your name, email address, and course and section enrollment information. This is discussed further in the section titled “**Student Information**” below.

Another type of information we collect through VHL Central is user-generated content, which may include profile information, enrollment and login history, audio and video recordings, and scores for practice activities. In addition, VHL Central may offer instructors and students the ability to complete

substantive course work, including the ability to upload documents and submit communications. VHL Central may also offer instructors the ability to store student grade information on or through such products.

You may choose not to provide us with some or all of the information described above. However, in some cases, if you choose not to provide us with the required information, you will not be able to access or use some or all of the content or services of the VHL Sites.

Use of Cookies and Website Information

Like many commercial websites, we use standard "cookie" technology and web server logs to collect information about how the VHL Sites are used. Cookies are small pieces of data that are stored by your web browser on your hard drive. Cookies allow our web servers to recognize the computers used to access the VHL Sites. Cookies allow you to move from page to page within the VHL Sites by remembering the information about the entire session.

Information gathered through cookies and by our web server logs may include your IP address, the date and time of your visit, the pages viewed, time spent on VHL Central, and the websites visited immediately before and after using VHL Central. This information is collected automatically and contains no personally identifiable information. However, we may tie this information to other information about you that we collect from you or other sources. For instance, we expressly reserve the right to analyze anonymous demographic information and to correlate it to particular individuals in order to investigate potentially unlawful conduct and/or breaches of this Privacy Policy or the VHL Terms of Use. For example, we may report to appropriate school and law enforcement authorities any IP addresses and correlated email address that is associated with multiple unsuccessful code redemption attempts.

We may also use IP addresses and anonymous demographic information in the aggregate to share with advertisers and market researchers, and to improve the design of the VHL Sites to better serve our customers and otherwise for Vista Higher Learning business purposes. While it may be possible to correlate this information to particular individuals, we do not generally do so. We may share this aggregated information with other third parties.

You can configure your web-browser to disable cookies, but doing so may impair your use of VHL Central.

You may occasionally get cookies from companies advertising on our behalf. We do not control those cookies and they are not subject to this cookie policy.

We may also use web beacons or flash cookies. A web beacon or flash cookie (also known as "action tags", "tracer tags", or "single-pixel gifs") is an invisible graphic on a web page that is programmed only to collect information that is not personally identifiable to you about your use of a given website. We do not collect personal information, such as names, e-mail addresses and phone numbers through such web beacons without your express permission.

We may use third-party web analytics services on the VHL Sites, such as Google Analytics. These services help us analyze how visitors use the VHL Sites. The information collected for this purpose (including your IP address and other information collected by automated means) will be disclosed to or collected directly by these service providers. To learn more about opting out of these activities, visit: <https://tools.google.com/dlpage/gaoptout>

How We Use the Information We Collect

We may use the information and user-generated content we collect for any business purposes not prohibited by law or this Privacy Policy, including, but not limited to, improving our products and services. For example, information we collect may be used in the following ways:

- To facilitate and enable the registration, access, and operation of the VHL Sites;
- To respond to your requests for product support or customer service;
- To develop content and functionality that helps us better serve your needs, such as training opportunities and updates;
- To engage in advertising and marketing activities as permitted by this Privacy Policy;
- To personalize your use of and experience with the VHL Sites; and
- To monitor and improve the overall performance and quality of the VHL Sites, including assessing trends in your use of the VHL Sites or purchases of products or services from the VHL Store.
- To deidentify and aggregate data for legitimate business purposes.

We may also use the information we collect through VHL Central to communicate with you in connection with your use of VHL Central. You may opt-out of receiving these communications at any time. The following options are available to opt-out of receiving these messages:

Send email to privacy@vistahigherlearning.com

Send written correspondence to:

Vista Higher Learning

500 Boylston Street

Suite 620, Boston, MA 02116

Call 800-618-7375 or 617-426-4910

By using the "unsubscribe" link on any emailed correspondence from Vista Higher Learning

Disclosure of Your Information

Vista Higher Learning does not sell, trade, or otherwise transfer your personally identifiable information to outside parties except under the following circumstances:

- To our trusted affiliates and third party service providers, as further described below, who assist us in operating our business, servicing the VHL Sites, or supporting you with your product experience;
- When we believe in good faith that disclosing such information is necessary or advisable, including, for instance, to comply with any law, court order, or legal process, including responding to any government or regulatory request;
- To enforce our Terms of Use or VHL policies or protect our or other's rights, property, or safety;
- To a buyer or other successor or assignee in the event of a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of Vista Higher Learning's assets; and
- Otherwise as permitted or required by law.

Information collected from your use of VHL Central, including user-generated content and other Student Information, may also be made available to school officials, including instructors, who Vista Higher Learning reasonably believes to have a legitimate educational interest in such information and materials. Such information and materials may include a student's first and last name, username, e-mail address, student ID (if provided), the student's substantive course work, any student recorded and submitted communications, uploaded documents, product usage information (including time on site, time spent on each course-related activity, submission dates and times for course activities), score and grade information, login history, account creation date and time, and enrollment history. Additionally, if Vista Higher Learning makes chat rooms, forums, or message boards available by or through VHL Central, it is important to remember that information you choose to disclose in these areas may be viewed, accessed, retained, or re-disclosed by other VHL Central users. We encourage you to exercise caution in deciding whether to disclose your personal information on such forums.

For the avoidance of doubt, Vista Higher Learning will not provide any third party with any personally identifiable information for purposes of engaging in targeted advertising. However, Vista Higher Learning may disclose de-identified, aggregated user information or statistics in order to describe VHL Central to prospective partners, advertisers, and other third parties, and for other lawful business purposes.

Third Parties Who May Receive Your Information

Vista Higher Learning may share your information with affiliates and third party service providers who assist us in operating our business, servicing VHL Central, or supporting you with your product experience. You may find a list of Vista Higher Learning's affiliates and third party service providers [here](#). Vista Higher Learning is not responsible for any third party's implementation of its privacy and security practices.

How We Protect Your Information

We have implemented reasonable technical, physical and administrative safeguards to help protect your personally identifiable information against unauthorized access or loss. For instance, Vista Higher Learning provides privacy and information security training to our employees. While Vista Higher Learning strives to protect the personal information of users and takes reasonable steps to ensure the security, integrity and confidentiality of such information disclosed to us, we cannot guarantee the security, integrity or confidentiality of any information disclosed, and you do so at your own risk.

Username and Passcodes

When you create a password using VHL Central, you are responsible for keeping this password confidential. Please make every effort to ensure it remains private. Do not share your password with anyone, even on a temporary basis. Vista Higher Learning is not responsible for unauthorized access to accounts gained through the sharing of passwords. If you suspect your password has been compromised, contact Vista Higher Learning Technical Support immediately.

If you lose or forget your login information, you may contact us and ask us to change your password to a temporary password. You authorize us to, upon request, send your login information to your email address of record. Further, we may provide secondary school instructors with a method of resetting a student's password for students who have indicated to us that they are enrolled at the instructor's school. This means that, if you are a secondary school student, it is possible for instructors at your school to view your VHL Central account. We will not knowingly provide instructor login information to any student.

Changes to Your Personal Information

You or your parent or legal guardian may review, correct or delete your personally identifiable information maintained by us through your use of the VHL Corporate Site and/or VHL Store. You may also ask us to stop collecting or using some or all such personally identifiable information. However, please be aware that this may limit or prevent your future use of the VHL Sites.

To do this, please contact Vista Higher Learning using the contact information provided at the end of this Privacy Policy. To protect your privacy and security, we may require you to take certain steps or provide additional information to verify your identity before we provide any information or make any corrections.

If your school, school district, or educational institution has provided Vista Higher Learning with your user information in connection with your use of VHL Central, the school, school district, or educational institution is responsible for providing the means by which parents, legal guardians, and eligible pupils may review and correct erroneous personally identifiable information in accordance with applicable law. See the section titled "Student Information" below for more information.

Individuals Located in the State of California: Your Choices

If you are a resident of the State of California, please see the Privacy Notice for California Residents below for additional information regarding your rights and choices under the California Consumer Privacy Act of 2018, as amended by the California Privacy Rights Act.

Links to Other Sites

Vista Higher Learning may provide links to other websites by or through the VHL Sites. Vista Higher Learning does not endorse and is not responsible for any third party websites, products, services or business practices. Vista Higher Learning assumes no responsibility for the privacy or security of information you provide to any third party through linked websites or any other means. We urge you to review the privacy policy of any website that you visit.

Student Information

We may collect certain legally protected information from or about students, such as students' personally identifiable information, in the course of providing VHL Central and related services ("Student Information"). In general, we consider Student Information to be confidential and do not use such Student Information for any purpose other than to provide and improve VHL Central or on behalf of our users and customers, including (1) to provide adaptive learning or customized student learning (including generating personalized learning recommendations); (2) to make product recommendations to teachers or institution employees; or (3) to notify VHL Central account holders about new education product updates, features, or services. Our collection, use and sharing of Student Information is governed by federal, state and local laws, as applicable, and not by any conflicting provisions contained in this Privacy Policy. This Privacy Policy does not supersede the terms of any agreements between us and any other party.

If you have any questions about reviewing, modifying, or deleting Student Information provided to us by your school or educational institution, please contact your school or educational institution directly.

Use of VHL Central by Children under the Age of 13

The VHL Sites are not generally intended for children under the age of 13, except for users of VHL Central in the school setting. If that is the case, the child's parent or legal guardian or school must assist the child in registering the product or service for use. Any information that may be needed for delivery of the product or service which may not be legally collected from a child under the age of 13 must be provided by the child's parent, legal guardian, or school with the consent of a parent or legal guardian or school, in each case as may be required by law. If you have reason to believe that we have collected personal information from someone under 13 years of age without having obtained the authorizations described above, please contact Vista Higher Learning.

We encourage parents and teachers to spend time online with children and to monitor their online activities. Please protect your child's privacy by instructing them to never provide personal information via the internet without your permission.

Retention

We will retain information collected through VHL Central, including personal data that we process on behalf of a customer, for as long as your account is active or as needed to provide you services. We may also retain this information as necessary to comply with company policy, legal obligations, resolve disputes, or enforce our agreements.

International Transfer of Data

Although the VHL Sites might be accessible worldwide, the VHL Sites are not necessarily appropriate for use outside the United States. If you choose to access or use the VHL Sites from outside the United States, you do so at your own initiative and you are solely responsible for complying with applicable local laws. For visitors using the VHL Sites from outside the United States, any data you submit to Vista Higher Learning may be transferred to and stored in Vista Higher Learning's or its affiliate's or vendor's servers, which may be located in the United States, or parts of the world other than the country in which you are located when using the VHL Sites. By using the VHL Sites you hereby expressly consent to any information or personal data collected through use of the VHL Sites to be transferred to and stored in the United States. When we transfer your information to recipient in other countries, we will protect that information as described in this Privacy Policy and will comply with applicable legal requirements.

Changes to Our Privacy Policy

Vista Higher Learning reserves the right, in its sole discretion, to change, modify, add or remove this Privacy Policy in whole or in part, at any time. Changes will be effective when notice of such change is posted on the applicable the VHL Sites. Your continued use of the VHL Sites after any changes are posted will be considered acceptance of those changes. Unless otherwise required by law or agreed in

writing by Vista Higher Learning, the data collected via the VHL Sites (other than Student Data) belongs exclusively to Vista Higher Learning. Vista Higher Learning is solely responsible for creating and maintaining this policy.

Contact Vista Higher Learning

If you have any questions or concerns about Vista Higher Learning's use of non-public personal information or about this Privacy Policy, please contact Vista Higher Learning at:

Vista Higher Learning:

500 Boylston Street

Suite 620

Boston, MA 02116

USA

Phone:

(800) 618-7375

(617) 426-4910

E-mail:

privacy@vistahigherlearning.com

PRIVACY NOTICE FOR CALIFORNIA RESIDENTS

This **Privacy Notice for California Residents** (this "Privacy Notice") applies solely to natural persons who are California residents, as defined in Section 17014 of Title 18 of the California Code of Regulations, as that section read on September 1, 2017 ("consumers" or "you"). Any terms defined in the California Consumer Privacy Act of 2018, as amended by the California Privacy Rights Act ("CPRA"), (collectively the "CCPA") have the same meaning when used in this Privacy Notice.

Information We Collect

We collect information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer, household or device ("**personal information**"). The categories of personal information collected by us from our

consumers within the last twelve (12) months are set out in [Exhibit A](#) incorporated in this Privacy Notice.

As set out in detail in [Exhibit A](#) incorporated in this Privacy Notice, we obtain the categories of personal information from the following categories of sources:

Directly from you. For example, from forms you complete or products and services you purchase.

Indirectly from you. For example, from cookies through your use of our website, or from observations during sales interactions.

Use of Personal Information

As set out in particular in [Exhibit A](#) incorporated in this Privacy Notice, we may use or disclose the personal information we collect for one or more of the following purposes:

- To fulfill or meet the reason you provided the information. For example, if you share your name and contact information to ask a question about our products or services, we will use that personal information to respond to your inquiry. If you provide your personal information to purchase a product or service, we will use that information to facilitate delivery. We may also save your information to facilitate new product orders or process cancellations.
- To provide, support, personalize, and develop our website, products, and services.
- To create, maintain, customize, and secure your account with us.
- To process your requests, purchases, transactions, and payments and prevent transactional fraud.
- To provide you with support and to respond to your inquiries, including to investigate and address your concerns, and monitor and improve our responses.
- To personalize your website experience and to deliver content and product and service offerings relevant to your interests through our website, and via email or text message (with your consent, where required by law).
- To help maintain the safety, security, and integrity of our website, products and services, databases and other technology assets, and business.
- For testing, research, analysis, and product development, including to develop and improve our website, products, and services.
- To respond to law enforcement requests and as required by applicable law, court order, or governmental regulations.
- To evaluate or conduct a merger, divestiture, restructuring, reorganization, dissolution, or other sale or transfer of some or all of our assets, whether as a going concern or as part of bankruptcy, liquidation, or similar proceeding, in which personal information held by us about our customers is among the assets transferred.

- To personalize delivery of content product and service offerings relevant to instructors and others who influence institutional product selection.
- As described to you when collecting your personal information or as otherwise set forth in the CCPA.

We will not collect additional categories of personal information or use the personal information we have collected for materially different, unrelated, or incompatible purposes without providing you notice.

Sharing Personal Information

We may disclose your personal information to a third party for a business purpose but do not sell it. We may also use the information we collect through the VHL Site to offer or furnish additional products and services, such as training opportunities and updates, and engage in advertising and marketing activities. When we disclose personal information for a business purpose, we enter into a contract that describes the purpose and requires the recipient to both keep that personal information confidential and not use it for any purpose except performing the contract.

Disclosures of Personal Information for a Business Purpose

We disclose your personal information for performing a business purpose to the following categories of third parties:

Service providers. You may find a list of Vista Higher Learning's affiliates and third party service providers [here](#).

School officials, including instructors, who we believe have a legitimate educational interest in such information.

Data aggregators.

In the preceding twelve (12) months, we have disclosed for a business purpose only such categories of personal information as set out in [Exhibit A](#) incorporated in this Privacy Notice.

Sale of Personal Information and Sharing of Personal Information for Cross-Context Behavioral Advertising

We do not sell personal information for monetary or other valuable consideration, or share personal information for cross-context behavioral advertising.

Your Rights and Choices

The CCPA provides you with specific rights regarding your personal information. This section describes your CCPA rights and explains how to exercise those rights.

Access to Specific Information and Data Portability Rights

You have the right to request us to disclose certain information to you about our collection and use of your personal information over the past 12 months. Once we receive and confirm your verifiable consumer request, we will disclose to you:

- The categories of personal information we collected about you.

- The categories of sources for the personal information we collected about you.
- Our business or commercial purpose for collecting or selling that personal information.
- The categories of third parties with whom we share that personal information.
- The specific pieces of personal information we collected about you (also called a data portability request).

Deletion Request Rights

You have the right to request us to delete any of your personal information that we collected from you and retained, subject to certain exceptions. Once we receive and verify a request from you or your authorized agent, we will delete (and direct our service providers to delete) your personal information from our, and their records, unless an exception applies.

We may deny your deletion request if retaining the information is necessary for us or our service provider(s) to:

- Complete the transaction for which we collected the personal information, fulfill the terms of a written warranty, provide a good or service that you requested, take actions reasonably anticipated within the context of our ongoing business relationship with you, or otherwise perform our contract with you.
- Detect security incidents, protect against malicious, deceptive, fraudulent, or illegal activity, or prosecute those responsible for such activities.
- Debug products to identify and repair errors that impair existing intended functionality.
- Exercise free speech, ensure the right of another consumer to exercise their free speech rights, or exercise another right provided for by law.
- Comply with the California Electronic Communications Privacy Act (Cal. Penal Code § 1546 et. seq.).
- Engage in public or peer-reviewed scientific, historical, or statistical research in the public interest that adheres to all other applicable ethics and privacy laws, when the information's deletion may likely render impossible or seriously impair the research's achievement, if you previously provided informed consent.
- Enable solely internal uses that are reasonably aligned with your expectations based on your relationship with us.
- Comply with a legal obligation.
- Make other internal lawful uses of that information compatible with the context in which you provided it.

Exercising Access, Data Portability, and Deletion Rights

To exercise the access, data portability, and deletion rights described above, please submit a verifiable consumer request to us using one of the following methods:

Calling us at 1-800-618-7375 and submitting a request form as directed.

Visiting <https://vistahigherlearning.com/privacyrequest>.

Only you, or someone legally authorized to act on your behalf, may make a verifiable consumer request related to your personal information. You may also make a verifiable consumer request on behalf of your minor child.

You may only make a verifiable consumer request for access or data portability twice within a 12-month period. The verifiable consumer request must:

Provide sufficient information that allows us to reasonably verify you are the person about whom we collected personal information or an authorized representative, which may include providing your username for, or logging in to an existing system account, such as VHL Central, that is maintained by you.

Describe your request with sufficient detail that allows us to properly understand, evaluate, and respond to it.

We cannot respond to your request or provide you with personal information if we cannot verify your identity or authority to make the request and confirm the personal information relates to you.

Making a verifiable consumer request does not require you to create an account with us. However, we do consider requests made through your password protected account sufficiently verified when the request relates to personal information associated with that specific account.

We will only use personal information provided in a verifiable consumer request to verify the requestor's identity or authority to make the request.

Response Timing and Format

We endeavor to respond to a verifiable consumer request within forty-five (45) days of its receipt. If we require more time (up to 45 days), we will inform you of the reason and extension period in writing.

If you have an account with us, we will deliver our written response to that account. If you do not have an account with us, we will deliver our written response by mail or electronically, at your option.

Any disclosures we provide will only cover the 12-month period preceding the date of your verifiable request. The response we provide will also explain the reasons we cannot comply with a request, if applicable. For data portability requests, we will provide your personal information in the manner you choose at the time of submitting the request.

We do not charge a fee to process or respond to your verifiable consumer request unless it is excessive, repetitive, or manifestly unfounded. If we determine that the request warrants a fee, we will tell you why we made that decision and provide you with a cost estimate before completing your request.

Non-Discrimination

We will not discriminate against you for exercising any of your CCPA rights. Unless permitted by the CCPA, we will not:

- Deny you goods or services.
- Charge you different prices or rates for goods or services, including through granting discounts or other benefits, or imposing penalties.
- Provide you a different level or quality of goods or services.
- Suggest that you may receive a different price or rate for goods or services or a different level or quality of goods or services.

However, we may offer you certain financial incentives permitted by the CCPA that can result in different prices, rates, or quality levels. Any CCPA-permitted financial incentive we offer will reasonably relate to your personal information's value and contain written terms that describe the program's material aspects. Participation in a financial incentive program requires your prior opt in consent, which you may revoke at any time. We do not currently provide financial incentives.

Changes to Our Privacy Notice

We reserve the right to amend this Privacy Notice at our discretion and at any time. When we make changes to this Privacy Notice, we will post the updated notice on the website and update the Privacy Notice's effective date. **Your continued use of our website and services following the posting of changes constitutes your acceptance of such changes.**

Contact Information

If you have any questions or comments about the ways in which we collect and use your information described in this Privacy Notice for California Residents, your choices and rights regarding such use, or wish to exercise your rights under California law, please do not hesitate to contact us at:

Phone: 1-800-618-7375 or 617-426-4910

Website: <https://vhlcentral.com/privacyrequest>

Email: privacyrequest@vistahigherlearning.com

Postal Address:

Vista Higher Learning, Inc.

Attn: Technical Support

500 Boylston Street, Suite 620

Boston, MA 02116



≥ [Log in to vhlcentral](#)