

2/18/2015

Form
3 dtd
2/18/2015

Rev

**CONTRACT FOR SERVICES
BETWEEN
STATE OF WASHINGTON
Edmonds Community College
AND
ADVANTAGE DESIGN GROUP**

This Contract is made and entered into by and between the State of Washington, Edmonds Community College, hereinafter referred to as the "AGENCY", and the below named firm, hereinafter referred to as "CONTRACTOR."

Contractor Name: Advantage Design Group

Address: 6877 Phillips Industrial Blvd.

City, State, Zip-Code: Jacksonville, FL 32256

Phone: (904) 722-8200 Fax: _____

E-mail: Sam@advantagedesigngroup.com

Washington State UBI Number: _____

Federal ID Number: 59 355 7392

SCOPE

The purpose of this contract is to: Design, development, install and support an on-line student orientation system.

STATEMENT OF WORK

- A. This contract is subject to the EdCC General Terms and Conditions available at the following site: <http://www.edcc.edu/about/supplier-information/documents/edmonds-cc-service-terms-and-conditions-05-24-17.pdf>
- B. The CONTRACTOR will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

As included in the CONTRACTOR'S proposal dated May 24, 2017.

2/18/2015

Form
3 dtd
2/18/2015

Rev

PERIOD OF PERFORMANCE

The period of performance under this contract will be from June 1, 2017 or date of execution, whichever is later, through November 30, 2017.

COMPENSATION

Total compensation payable to CONTRACTOR for satisfactory performance of the work under this contract shall not exceed sixty six thousand three hundred seventy five dollars (\$66,375.00). CONTRACTOR'S compensation for services rendered shall be based on the following rates or in accordance with the following terms: As specified in CONTRACTOR's Proposal dated May 24, 2017.

Expenses

CONTRACTOR shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by the AGENCY as reimbursable. The maximum amount to be paid to the CONTRACTOR for authorized expenses shall not exceed \$2,500.00, which amount is included in the contract total above. Such expenses may include: airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. CONTRACTOR shall receive compensation for travel expenses at current state travel reimbursement rates

BILLING PROCEDURES AND PAYMENT

AGENCY will pay CONTRACTOR upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Contract Manager.

Payment Invoices shall be submitted after completion of each milestone of the contract but not more than monthly. Milestones are: 1) Contract Acceptance, 2) Concept, 3) Alpha, 4) Beta, 5) Master, and 6) Launch.

The invoices shall describe and document, to the AGENCY'S satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include reference to OFM Contract No. _____. If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement.

Payment shall be considered timely if made by the AGENCY within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the CONTRACTOR.

The AGENCY may, in its sole discretion, terminate the contract or withhold payments claimed by the CONTRACTOR for services rendered if the CONTRACTOR fails to satisfactorily comply with any term or condition of this contract.

No payments in advance or in anticipation of services or supplies to be provided under this contract shall be made by the AGENCY.

CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this contract.

2/18/2015

Form
3 dtd
2/18/2015

Rev

<p>Contract Manager for CONTRACTOR is:</p> <p>Contract Mgr Name <u>SAM SWINGLE</u></p> <p>Contractor Name: Advantage Design Group</p> <p>Address: 6877 Phillips Industrial Blvd.</p> <p>City, State Zip Code: Jacksonville, FL 32256</p> <p>Phone: (904) 722-8200 Fax: <u>904 722-8822</u></p> <p>E-mail address: <u>SAM@advantage-design.com</u></p>	<p>Contract Manager for AGENCY is:</p> <p>Contract Mgr Name <u>Sy EAR</u></p> <p>Agency Name: Edmonds Community College</p> <p>Address: 20000 68th Ave W</p> <p>City, State Zip Code: Lynnwood, WA 98036</p> <p>Phone: <u>(206) 640-1401</u> Fax: <u>(206) 640-4159</u></p> <p>E-mail address: <u>SY.EAR@EDUW.EDU</u></p>
---	--

INSURANCE

The CONTRACTOR shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of the CONTRACTOR or subcontractor, or agents of either, while performing under the terms of this contract. The CONTRACTOR shall provide insurance coverage, which shall be maintained in full force and effect during the term of this contract, as follows:

1. Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence.

Additionally, the CONTRACTOR is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

2. Automobile Liability. In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or unowned by the CONTRACTOR, automobile liability insurance shall be required. The minimum limit for automobile liability is:

\$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

3. The insurance required shall be issued by an insurance company/ies authorized to do business within the State of Washington, and shall name the State of Washington, its agents and employees as additional insureds under the insurance policy/ies. All policies shall be primary to any other valid and collectable insurance. CONTRACTOR shall instruct the insurers to give AGENCY thirty (30) calendar days advance notice of any insurance cancellation.

CONTRACTOR shall submit to AGENCY within fifteen (15) calendar days of the contract effective date, a certificate of insurance that outlines the coverage and limits defined in the *Insurance* section. CONTRACTOR shall submit renewal certificates as appropriate during the term of the contract.

NOTE: For further information about insurance, including recommended language for contracts, refer to the OFM Risk Management Division's manual, "Contracts: Transferring and Financing Risk," available at: <http://www.ofm.wa.gov/rmd/contrman.htm>.

2/18/2015

Form
3 dtd
2/18/2015

Rev

ASSURANCES

AGENCY and the CONTRACTOR agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

ORDER OF PRECEDENCE

Each of the exhibits listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable Federal and State of Washington statutes and regulations
- Special Terms and Conditions as contained in this basic contract instrument
- c. Exhibit A <http://www.edcc.edu/about/supplier-information/documents/edmonds-cc-service-terms-and-conditions-05-24-17.pdf>
- Exhibit B – Contractor’s Proposal dated May 24, 2017
- Any other provision, term or material incorporated herein by reference or otherwise incorporated

ENTIRE AGREEMENT

This contract, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

CONFORMANCE

If any provision of this contract violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

Non-discrimination

Edmonds Community College upholds all state and federal non-discrimination and equal opportunity laws.

APPROVAL

This contract shall be subject to the written approval of the AGENCY'S authorized representative and shall not be binding until so approved. The contract may be altered, amended, or waived only by a written amendment executed by both parties.

THIS CONTRACT, consisting of 5 pages, and 2 exhibits, is executed by the persons signing below, who warrant they have the authority to execute the contract.

[CONTRACTOR'S NAME]

[AGENCY NAME]

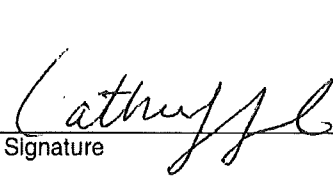
SAM SWINGLE

ADVANTAGE DESIGN GROUP

2/18/2015

Form
3 dtd
2/18/2015

Rev


Signature


Signature

COO
Title

5-25-17
Date

Vice President for Student Services
Title

5/24/17
Date

APPROVED AS TO FORM:

Assistant Attorney General

Date



PROPOSAL

Advantage Design Group
6877 Phillips Industrial Blvd
Jacksonville, FL 32256
AdvantageDesignGroup.com

TEL. 904.722.8200
FAX. 904.722.8822

Sy Ear
Edmonds Community College
20000 68th Avenue West
Lynwood, WA 98036
United States

Date: May 24 2017

Title: Edmonds Community College **Proposal #:** 3161 r2

Prepared By: Jim Quinn

Scope Of Work	Cost
----------------------	-------------

Online Orientation

Orientation - Consulting: Consultation and Creative Direction	\$3,000.00
---	------------

Working with Advantage Design Group means you have a professional project manager assigned to your project. Your project manager ensures accurate communication and timely workflow is accomplished so that your project stays on course to completion. Your project manager schedules a kick off call to review the scope of your project, to verify your contracted services and to discuss your vision of the completed work. In this initial meeting, we introduce your team to our team including our creative director, lead designer and programmers assigned to your order.

Further, we know that creative direction is vital to the success of your online orientation. For your school, it must be interesting, original, adhere to your branding requirements and keep your message on track throughout the process.

Our creative director ensures that your message is communicated accurately and according to your branding standards. The creative team is expert at concepting, creating, listening to your feedback, and implementing. We work closely with you, so you have the benefit of our efficiency and diverse experience.

Orientation - Consulting: Production Planning	\$2,400.00
---	------------

Advantage Design Group's production process encompasses five main stages – concept, alpha, beta master, and launch stage. Based on your feedback at each stage, we include one round of revisions at no additional charge. The following is a list of the review point stages.



PROPOSAL

Advantage Design Group
6877 Phillips Industrial Blvd
Jacksonville, FL 32256
AdvantageDesignGroup.com

TEL. 904.722.8200
FAX. 904.722.8822

Date: May 24 2017

Title: Edmonds Community College **Proposal #:** 3161 r2

Scope Of Work	Cost
<ol style="list-style-type: none"> 1. Concept – You will receive three (3) orientation concepts for review and selection. We provide one round of revisions with your feedback to refine the one that you like best. 2. Alpha – The concept design you choose is implemented into the main interface of the on the orientation platform. It provides insight into the transition effects of the menu and content sections. Content sections shown at this point are a text/image page, and video and video quiz pages, if applicable. 3. Beta – The beta stage encompasses the design elements approved from the alpha stage including copy writing, images and sections. At this stage, your orientation is populated and branding style applied to all content. 4. Master – The master stage is provided for you to review for accuracy and for final changes. At this stage, we test for usability on multiple web browsers (Internet Explorer 8.0 or higher, Chrome, Safari, Firefox). 5. Launch – A soft launch date is agreed upon with a controlled, college selected group for a two-week period. After that, your go-live launch date is scheduled and implemented. Also, at this time your back office training session is scheduled. 	
<p>Orientation - Consulting: Branded Custom Interface Design</p> <p>Advantage Design Group works with you to custom design the orientation platform, so it speaks to the culture of your school and tells your orientation story effectively. Our creative team provides you with your concept designs for discussion. Each concept is custom designed to reflect your objectives, yet each one offers you variances from which to choose. We work closely with your team to ensure that the design you select, along with your revision, will make the right impression from the very start. Your custom interface sets the tone for the look and feel of your orientation moving forward. So we refine your selection based on your feedback before the alpha stage begins.</p>	\$4,900.00
<p>Orientation - Sections: Main Menu Sections</p> <p>Sections are the primary topics addressed in your online orientation and serve as main menu. While you may choice any number of sections, this package includes seven (7) sections to address these topics:</p> <ol style="list-style-type: none"> 1. Welcome 2. Academics 	\$2,100.00



PROPOSAL

Advantage Design Group
6877 Phillips Industrial Blvd
Jacksonville, FL 32256
AdvantageDesignGroup.com

TEL. 904.722.8200
FAX. 904.722.8822

Date: May 24 2017

Title: Edmonds Community College **Proposal #:** 3161 r2

Scope Of Work	Cost
<ol style="list-style-type: none"> 3. Support Services 4. Student Life 5. Paying for College 6. Policies & Safety 7. Next Steps <p>You may change the title and sequence. You will be charged for the number of sections we create for you. The platform allows you to create sections yourself, on demand.</p>	
<p>Orientation - Sections: Supporting Screen Design</p> <p>We ensure your selected concept style is carried throughout each page of your orientation. To accomplish this we populate your pages with the text and photos provided by you. The following Fifty-nine (59) are a suggested number of screens for each section.</p> <ol style="list-style-type: none"> 1. Welcome (Two (2) screens) 2. Academics (Ten (10) screens) 3. Support Services (Ten (10) screens) 4. Student Life (Ten (10) screens) 5. Paying for College (Eight (8) screens) 6. Policies & Safety(Nine (9) screens) 7. Next Steps (Ten (10) screens) <p>You may change the title and sequence. You will be charged for the number of screens we create for you. The platform allows you to create screens yourself, on demand.</p>	\$8,850.00
<p>Orientation - Video: Video Production</p> <p>Advantage Design Group full-service video production includes planning, and on location filming.</p> <p>VIDEO PRODUCTION PLANNING: We ensure a successful video production by providing important guidelines before we begin. We host a meeting with your team separate from our initial kick-off meeting where we discuss and provide documents that cover:</p> <ul style="list-style-type: none"> • On-camera tips (PDF) • Location scouting (remote consultation) 	\$6,000.00



PROPOSAL

Advantage Design Group
6877 Phillips Industrial Blvd
Jacksonville, FL 32256
AdvantageDesignGroup.com

TEL. 904.722.8200
FAX. 904.722.8822

Date: May 24 2017

Title: Edmonds Community College **Proposal #:** 3161 r2

Scope Of Work	Cost
<ul style="list-style-type: none"> • Script writing guidelines • Your shoot schedule • What you can expect the day of your shoot <p>We also discuss the specific talent you'll choose and suggest who may work best on camera. You may have up to Two (2) spokespeople on camera at a time if so desired.</p> <p>Additional service available, but not included unless itemized on the proposal, are script writing, talent casting, music and b-roll footage</p> <p>ON LOCATION-FILMING: On location filming includes Sixteen (16) hours of shoot time on a single campus. We provide a video crew consisting of a camera operator, director and grip filming all your subjects in high definition video. Our state-of-the-art equipment includes video cameras, lights, microphones, and teleprompter. We stage at up to Seven (7) locations around a single campus. If more locations or campuses are needed, we will extend the video shoot time as needed and charge accordingly. Travel expenses are not included unless itemized separately. Sixteen (16) Hour Shoot for Twenty-nine (29) segments</p> <ul style="list-style-type: none"> • One (1) President's Welcome • One (1) Online Orientation Welcome Overview • Ten (10) Section videos: Two (2) each in the Five (5) main sections: Opening, and Closing videos • Fifteen (15) Quiz related videos: Five (5) quizzes, each comprised of a question, correct and incorrect • One (1) Next Steps • One (1) Congratulatory 	
<p>Travel</p> <p>Travel expenses included in this proposal cover the following for our video crew: round trip flights, baggage fees, meals, hotel, airport parking, car rental and fuel.</p>	\$2,500.00
<p>Orientation - Video: Video Post-Production Editing</p> <p>All footage is edited to include the best takes and to consider the appropriate length for your online orientation videos. The subject videos appear throughout</p>	\$7,000.00



PROPOSAL

Advantage Design Group
6877 Phillips Industrial Blvd
Jacksonville, FL 32256
AdvantageDesignGroup.com

TEL. 904.722.8200
FAX. 904.722.8822

Date: May 24 2017

Title: Edmonds Community College **Proposal #:** 3161 r2

Scope Of Work	Cost
<p>the orientation and are optimized at the best resolutions. Sixteen (16) Hour Shoot for Twenty-nine (29) segments</p> <ul style="list-style-type: none"> • One (1) President's Welcome • One (1) Online Orientation Welcome Overview • Ten (10) Section videos: Two (2) each in the Five (5) main sections: Opening, and Closing videos • Fifteen (15) Quiz related videos: Five (5) quizzes, each comprised of a question, correct and incorrect • One (1) Next Steps • One (1) Congratulatory 	
<p>Music Search, Selection and Insertion</p> <p>Three to four music selections are recommended to you based on the mood and design of your perfect presentation. The selections are copy right cleared for distribution. Once you choose your music, it is applied to the presentation.</p>	\$0.00
<p>Orientation - Student Assessments: Video Pop Quizzes</p> <p>Video pop quiz questions keep the students engaged as they navigate through the program. The on-screen host asks a question and the student chooses an answer. Based on the answer given, one of two videos appears verifying the correct or incorrect answer. Tracking and reporting of quiz results are included in this feature. It shows the date, section, question, answer and overall score. Five (5) pop quiz questions are included. You will be charged for the number of quiz questions we create for you. The platform allows you to add (video or photo) quiz questions yourself, on demand.</p>	\$1,800.00
<p>Orientation - Video: Video Placement</p> <p>Once the final edited videos are ready, we ensure they are inserted into your presentation properly and in the right location. The videos are uploaded, closed caption files are coded and attached and the video is placed on the screen. Includes placing up to Twenty-nine (29) videos. You will be charged for the number of videos we upload and place for you. The platform allows you to add videos yourself, on demand.</p>	\$3,625.00



PROPOSAL

Advantage Design Group
6877 Phillips Industrial Blvd
Jacksonville, FL 32256
AdvantageDesignGroup.com

TEL. 904.722.8200
FAX. 904.722.8822

Date: May 24 2017

Title: Edmonds Community College **Proposal #:** 3161 r2

Scope Of Work	Cost
<p>Orientation - Programming: Core</p> <p>Our core orientation platform includes responsive design the administrator back office program, a student profile login, and glossary term features.</p> <p>RESPONSIVE FOR TABLETS AND SMARTPHONES: Mobile responsive design is a methodology that assures the online orientation experience is user friendly across devices – from desktop to tablets and smartphones. We develop your online orientation using responsive design techniques, and we test for accurate playback. This ensures that your students can complete a full orientation on these devices seamlessly while maintaining the integrity of the orientation. The orientation is responsively designed so that content can be updated in a single location from the administrator's back office and applies across devices.</p> <p>ADMINISTRATOR AREA PROGRAM (Content editing updates including text, photos, videos and pdfs): Advantage Design Group develops your online orientation with your future update needs in mind. Our administrator area gives you the ability to add, remove, and update your screens and content using a separate, secure login. Be empowered with full control to change photos, videos and text as you need.</p> <p>STUDENT PROFILE LOGIN (STAND ALONE ONLY): The student profile login screen complements your online orientation design and allows each student to create a new account. It collects student information such as name, email, user ID and password. It also includes a "forgot password" feature which provides the student his or her pre-determined password if forgotten.</p> <p>GLOSSARY TERMS: A simple mouse over of a term that needs definition or explanation is achieved with our glossary terms. It's a quick way to get the information needed without having to navigate outside of the current screen. This keeps students focused and helps them to understand terms that may be unfamiliar to them. Once the orientation is launched, you populate the terms you want. This feature empowers administrators the ability to provide definitions for words and/or acronyms for students. We populate the first ten (10) for you then you can add as many as you need in the future.</p>	<p>\$6,600.00</p>



PROPOSAL

Advantage Design Group
6877 Phillips Industrial Blvd
Jacksonville, FL 32256
AdvantageDesignGroup.com

TEL. 904.722.8200
FAX. 904.722.8822

Date: May 24 2017

Title: Edmonds Community College **Proposal #:** 3161 r2

Scope Of Work	Cost
<p>Orientation - Programming: Tracking and Reporting</p> <p>Our tracking and reporting module allows each student be monitored so that their progress can be tracked. First-time registration includes a form (Name/ Email/ID). Based on the account information entered, this provides what is needed for the reporting on student progress as it relates to your orientation. Advantage Design Group tracks student and aggregate use information that reports for you when a student has begun the orientation, how far through the program they have progressed, and when they have completed the orientation. Quiz question answers on an analysis report to help orientation directors assure content is effective. Drill down charts and multiple filtering and search features provide robust reporting for school administrators. The results can be easily exported to a .CSV, Excel or PDF file on demand.</p>	\$3,000.00
<p>Orientation - Programming: Personalized Items of Interests</p> <p>As students progress through the orientation system, they have the option to check items on which they would like more information. Upon completion of the orientation, a landing page appears recapping the items in which the student expressed interest. Each item that appears offers a link to the school's website, a supporting PDF or video link, for more information on the topic. These personalize items of interest are also available to students on the alert bar as a resource. We populate the first twenty-five (25) for you then you can add as many as you need in the future.</p>	\$3,000.00
<p>Orientation - Programming: Memory Return Program</p> <p>Students may need to complete their orientation in more than one session. Advantage Design Group makes it easy to continue the process from where the student left off through our auto-memory return programming. Regardless if started on a desktop at home, then a smartphone on campus, the student does not lose their place. It saves time and ensures that the student doesn't need to start from the beginning if it's necessary to exit before completion.</p>	\$500.00
<p>Orientation - Programming: Resources Links</p> <p>Resources links within the orientation allow students to explore various areas of your website or other destinations such as financial aid, school handbook, and event calendars. Later if the students want to access this information, it is available from the alert bar for easy reference on the main interface. These are</p>	\$300.00



PROPOSAL

Advantage Design Group
6877 Phillips Industrial Blvd
Jacksonville, FL 32256
AdvantageDesignGroup.com

TEL. 904.722.8200
FAX. 904.722.8822

Date: May 24 2017

Title: Edmonds Community College **Proposal #:** 3161 r2

Scope Of Work	Cost
<p>often the schools top ten (10) direct links for students. We populate the first ten (10) for you then you can add as many as you need in the future.</p> <p>Orientation - Navigation: Core</p> <p>Our orientation platform's navigation includes an alert bar, a delay timer, lock down navigation order and an intelligent search feature.</p> <p>ALERT BAR: Our Alerts toolbar feature is unique to Advantage Design Group's online orientation platform. On the main interface of the orientation displays an alert bar which includes resources area, student checklists, and announcements: It's a convenient visual tool on the main screen where students can quickly access important announcements, resources, and review items they need to do in a checklist format. (Announcements such as a welcome message; links to important resources; or checklist to-do items such as "meet with advisor", or "register for classes"). The resource area includes the resource links which are vital for a student to have quick access. These lead students to important resources that they can refer to throughout their college career. The announcements and checklist buttons show how many new announcements or checklist items there are that must be reviewed or completed. A number or badge next to each button provides the quantity of current announcements unread or checklist items. We populate the first ten (10) for you then you can add as many as you need in the future.</p> <p>NAVIGATION DELAY TIMER: Our navigation delay timer feature helps students to avoid the temptation to rush through the online orientation. It helps to ensure that they are reading the material and absorbing more of this needed information. Each screen remains available and will not allow the student to click forward for a time pre-determined by your administrator. The time may be set globally for the entire orientation, or individually for each screen, based on a screen's content by an administrator. Once a student has completed sections, any completed areas will have the delay timer turned off for them.</p> <p>LOCK DOWN NAVIGATION ORDER: Advantage Design Group allows you to set navigation for your students in a linear order. This will lock down the order in which the students may navigate the information. Once a student has</p>	<p>\$6,800.00</p>



PROPOSAL

Advantage Design Group
 6877 Phillips Industrial Blvd
 Jacksonville, FL 32256
 AdvantageDesignGroup.com

TEL. 904.722.8200
 FAX. 904.722.8822

Date: May 24 2017

Title: Edmonds Community College **Proposal #:** 3161 r2

Scope Of Work

Cost

completed sections, any completed areas will have the lock down navigation turned off for them.

INTELLIGENT SEARCH: Our intelligent search feature works in tandem with the lock down order of the online orientation. The search functionality is smart – meaning that it shows only the information students may see based on their progress through the orientation. If students search an item that is further along in the content than they have reached, the smart search alerts them that this information is forthcoming. Once students complete all sections in the order intended, they will have access to all terms searched.

ADA VERSION: Advantage Design Group's orientation platform serves up HTML versions for the visitors who use a screen reader or need text in a larger format. Of all text and video closed caption for client-provided video scripts so that they are accessible by ADA readers for students with disabilities. The content is automatically presented throughout the orientation in the format required without administrators need to dual entry.

Our ADA provisioned orientations conform to the Web Content Accessibility Guidelines 2.0 (WCAG20). This encompasses meeting the success criterion as outlined in the WCAG20 conformance requirements. As such we are able to provide flexible and reasonable site accessibilities and navigation to individuals with documented disabilities. We are 100% compliant with the standard for 508-1194.22 Web Sites and Applications.

Orientation - Administration: Administrator Back Office Training	\$0.00
<p>Once your orientation is launched, Advantage Design Group provides 2, one hour training sessions for the administrator back office system in a one-on-one video conference. Your first session is scheduled at launch of your orientation, and covers an overview of all the topics you need to know to update your content. Your second training session is scheduled at your convenience and covers reporting and any specific questions you may have once you have had the chance to use the system.</p>	
Orientation - Administration: Support and Subscription	\$0.00
<p>Unlimited call-in or email technical support & training is included within the first 12 months of your launch date. After one year that your orientation has been live,</p>	



PROPOSAL

Advantage Design Group
 6877 Phillips Industrial Blvd
 Jacksonville, FL 32256
 AdvantageDesignGroup.com

TEL. 904.722.8200
 FAX. 904.722.8822

Date: May 24 2017

Title: Edmonds Community College **Proposal #:** 3161 r2

Scope Of Work	Cost
the annual renewal for unlimited student usage and unlimited administrators, subscription access is \$4950. These are recurring annual fees for each year that you continue using your online orientation.	
Orientation - Communications - Automated Email Reminder Students who have started the orientation but have not completed it can automatically receive one reminder. You decide the number of days that may pass before the student is notified.	\$1,500.00
Orientation - Student Assessments - Survey (up to 6 questions with comment field) and Aggregate Data Report Surveying your students once they have completed the orientation can provide useful data for future enhancements as well as open the door to important conversations based on their input. Information such as usefulness of the orientation information, ease of use, and any other survey questions of your choice can be included in your survey. The survey functionality is built in to your program, and the results are reported for you calculating numbers, percentages as well as sharing student comments. It's valuable data you can use to help your school and improve your processes.	\$2,500.00
Total	\$66,375.00

- This proposal will be honored for 30 days from the day it was sent.
- Any alterations by the Client of project specifications may result in price changes. All additional costs exceeding the original estimate will be quoted to and approved by Client before costs are incurred.
- Advantage Design Group requires a deposit equal to half of our agreed upon fee to begin your project. The deposit is due 10 days after your project is approved internally. *S.R. AZ*
- The balance is due once we deliver the link to your completed project. If your project is delayed for more than 90 days due to an interruption in your company workflow, the balance becomes due on day 91.


Christina Costorana
5/20/17
signature
printed name
date

Approved to proceed and have read and agree with terms and conditions.

signature
printed name
date