

**COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT**

**Contract Number:** LU214-16-004

This contract entered into this 9th day of December 2016 by Tk20, Inc., hereinafter called the "Contractor" and Commonwealth of Virginia, Longwood University hereinafter called the "Purchasing Agency."

**WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF CONTRACT:** The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

**PERIOD OF PERFORMANCE:** From December 15, 2016 through December 14, 2021.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposals dated December 2, 2015:
  - a. The Statement of Needs;
  - b. The General Terms and Conditions together with any negotiated modifications of those General Terms and Conditions;
  - c. The Special Terms and Conditions together with any negotiated modifications of those Special Terms and Conditions;
- (3) Addendum 1 dated December 8, 2015, Addendum 2 dated December 9, 2015 and Addendum 3 dated December 18, 2015;
- (4) The Contractor's Proposal dated January 5, 2016;
- (5) Attachment 1 dated November 17, 2016;
- (6) The Contractor's Price Quote dated December 2, 2016 and the following agreement, all of which documents are incorporated herein.

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:**

By: \_\_\_\_\_

Title: Bhupander Branson, President  
(Print or Type Name and Title)

Date: 12-14-2016

**PURCHASING AGENCY:**

By: \_\_\_\_\_

Title: P. Kenneth Copeland, Jr.  
Vice President for Administration and Finance

Date: 12/15/16

**Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

**eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
  - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

Negotiations with Tk20, Inc.  
Assessment, Planning, Budgeting and Accreditation Management System

**For Longwood University:** P. Kenneth Copeland, Jr., Vice President for Administration and Finance  
Cathryn B. Mobley, Associate Vice President for Administration and Finance  
**For Tk20, Inc.:** Austen Adair, Regional Sales Consultant

**Negotiation Points**

1. Will Tk20 provide two (2) free User Conference rep fees per year of the contract?

**Tk20 Response:** While we do encourage regular and consistent training, Tk20 can only offer Longwood University two (2) waived Unit Administrator Training registrations for the entire contract term. Tk20 is happy to extend an additional subsequent day of on-site training at Longwood University at no additional charge.

**Longwood Response:** Accepts Tk20 response.

2. Does Tk20 accept end user input on modifications to the Strategic Planning & Budget section?

**Tk20 Response:** Tk20 Product Management would love to work with administrators at Longwood University as we develop Strategic Planning and Budgeting. There are a couple of ways to get involved. First, it would be great to interview the appropriate person or persons as to what they do now, and what they would like to do using Tk20, so that we can develop budgeting with those needs considered. Tk20 Product Management is also willing to validate designs prior to bringing them to development. Both of these things are essential to us and the work that we do, so your desire to participate is welcomed and encouraged.

**Longwood Response:** Accepts Tk20 response.

**Questions**

1. How do upgrades occur?

- a. How often do upgrades occur?

**Tk20 Response:** Tk20 generally produces 2-3 releases each year which include featured enhancements and bug fixes.

- b. Are end users given advanced notice of upgrades and if so, how long before release?

**Tk20 Response:** Yes, system administrators are given advance notice of upgrades. Most of the time, this advance notice is several weeks in advance of a pending upgrade. Administrators must acknowledge and confirm a time to proceed with the upgrade (overnight from 1:00-6:00am EST) for the institution. In working with the Implementation team, Tk20 clients are generally made aware of these timelines through training communication. In addition, release notes are provided that highlight any changes in the product including new features, workflow changes, browser compatibility, and known issues.

- c. Can end users opt in/out of upgrades?

**Tk20 Response:** Yes, system administrators can opt out of upgrades due to scheduling concerns, however end users may experience issues with certain browsers in older releases. For example, Tk20 maintains compatibility with the most recent two versions of major 2 browsers during the development cycle including Google Chrome, Mozilla Firefox, Microsoft Edge (formerly Internet Explorer), and Safari. Most browser upgrades are automatic. Thus, an end user could experience browser-related issues in older versions of Tk20 due to a lack of compatibility. We typically find that all Tk20 client institutions are upgraded to new versions within an academic semester timeframe.

**Longwood Response:** Accepts Tk20 response.

2. Is Tk20 developing a click-of-button feature to move documents from assessment to accreditation repository?

**Tk20 Response:** This item is currently on our product roadmap, and we have taken Longwood University's interest into consideration for prioritization. We would love to prioritize this with Instant Insight Reports to ensure ease of access in relation to Accreditation Management. Again, our goal is to truly partner with you all in a very collaborative manner.

**Longwood Response:** Accepts Tk20 response.

December 9, 2016

Longwood University selects Option 1 of Tk20's Price Quote dated 12/2/2016. The University is adding two (2) five (5) year optional renewal periods to the contract, for a total contract term of 15 years, if both optional renewal periods are exercised.

**END OF NEGOTIATIONS.**

# PRICE QUOTE

LONGWOOD  
UNIVERSITY

12/2/2016



(512) 401-2000 • [info@tk20.com](mailto:info@tk20.com) • [www.Tk20.com](http://www.Tk20.com)

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# CONTACT INFORMATION

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# PACKAGE OPTIONS OVERVIEW

	5 Year Agreement	3 Year Agreement with Two Renewal Options	1 Year Agreement with Four Renewal Options
Year	Subscription Service Fee		
1	\$62,000	\$65,000	\$65,000
2	\$62,000	\$65,000	\$67,000
3	\$62,000	\$65,000	\$69,000
4	\$62,000	\$67,000	\$71,000
5	\$62,000	\$69,000	\$73,000
Total Savings v. 1 Year Agreement	\$37,000	\$16,000	N/A



# PACKAGE OPTIONS

## Option 1: CampusWide COMP (5 Year Term)

Tk20's CampusWide COMP product is designed to enhance an institution's ability to collect data systematically, plan assessments, compare against specified outcomes/objectives, and generate detailed reports for compliance, analysis, and program improvement. This all-inclusive assessment suite contains institutional assessment planning capabilities complete with the ability to collect student-level submissions in Applications, Course-based Assessment, Field Experience, and Portfolios. This price quote is based on a five (5) year agreement.

Item	Description	Total
<b>Annual Subscription Service Fee</b>	<b>Package includes:</b> <ul style="list-style-type: none"> <li>Managed hosting for the term of the contract including maintenance &amp; support</li> <li>Customized implementation services</li> <li>One day of on-site training</li> <li>Two waived registrations for Tk20 Unit Admin Training</li> <li>Webinars &amp; online training</li> <li>Ongoing technical support</li> <li>Access to user guides</li> </ul>	Year 1 Annual Fee- \$62,000  Year 2 Annual Fee- \$62,000  Year 3 Annual Fee- \$62,000  Year 4 Annual Fee- \$62,000  Year 5 Annual Fee- \$62,000  <b>Valid through 12/31/2016</b>

**Total savings for Longwood University compared to a one (1) year agreement with four (4) renewal options = \$37,000**

## Option 2: CampusWide COMP (3 Year Term w/ Two (2) One-Year Renewal Options)

Tk20's CampusWide COMP product is designed to enhance an institution's ability to collect data systematically, plan assessments, compare against specified outcomes/objectives, and generate detailed reports for compliance, analysis, and program improvement. This all-inclusive assessment suite contains institutional assessment planning capabilities complete with the ability to collect student-level submissions in Applications, Course-based Assessment, Field Experience, and Portfolios. This price quote is based on a three (3) year agreement with up to two (2) one-year renewal options.

Item	Description	Total
<b>Annual Subscription Service Fee</b>	<b>Package includes:</b> <ul style="list-style-type: none"> <li>Managed hosting for the term of the contract including maintenance &amp; support</li> <li>Customized implementation services</li> <li>One day of on-site training</li> <li>Two waived registrations for Tk20 Unit Admin Training</li> <li>Webinars &amp; online training</li> <li>Ongoing technical support</li> <li>Access to user guides</li> </ul>	Year 1 Annual Fee- \$65,000  Year 2 Annual Fee- \$65,000  Year 3 Annual Fee- \$65,000  Year 4 Annual Fee (Renewal Option)- \$67,000  Year 5 Annual Fee (Renewal Option)- \$69,000  <b>Valid through 12/31/2016</b>

**Total savings for Longwood University compared to a one (1) year agreement with four (4) renewal options = \$16,000**

## Option 3: CampusWide COMP (1 Year Term w/ Four (4) One-Year Renewal Options)

Tk20's CampusWide COMP product is designed to enhance an institution's ability to collect data systematically, plan assessments, compare against specified outcomes/objectives, and generate detailed reports for compliance, analysis, and program improvement. This all-inclusive assessment suite contains institutional assessment planning capabilities complete with the ability to collect student-level submissions in Applications, Course-based Assessment, Field Experience, and Portfolios. This price quote is based on a one (1) year agreement with up to four (4) one-year renewal options

Item	Description	Total
<b>Annual Subscription Service Fee</b>	<b>Package includes:</b> <ul style="list-style-type: none"> <li>Managed hosting for the term of the contract including maintenance &amp; support</li> <li>Customized implementation services</li> <li>One day of on-site training</li> <li>Two waived registrations for Tk20 Unit Admin Training</li> <li>Webinars &amp; online training</li> <li>Ongoing technical support</li> <li>Access to user guides</li> </ul>	Year 1 Annual Fee- \$65,000  Year 2 Annual Fee (Renewal Option)- \$67,000  Year 3 Annual Fee (Renewal Option)- \$69,000  Year 4 Annual Fee (Renewal Option)- \$71,000  Year 5 Annual Fee (Renewal Option)- \$73,000  <b>Valid through 12/31/2016</b>