



CONTRACT REQUEST FORM – Location: Pierce

This form must be received in LACCD's Business Services Division **FOUR WEEKS PRIOR** to commencement of the Contract Period [excludes Short Term Agreements (STAs), Facilities Orders, and some Short Forms].

FOR OFFICE USE ONLY:

SAP Doc. #: _____

Notes: _____

* = Required Information

Note: Please check which "Action" item you will be using

*ACTION

- New contract
- Amend contract
- Renew contract
- Terminate contract
- Income

Contract #: _____

GENERAL AGREEMENTS

- Educational Services
- Lease of Equipment
- Lease of Facility
- Maintenance of Equipment
- Performance/Workshop
- Professional Services
- Other: _____

SHORT TERM AGREEMENT (STAs)

(\$5,000 or less AND one year or less)

- Community Services
- Model
- Performance/Workshop
- Personal Services
- Reader
- Other: _____

FACILITIES

- Consultant Proposal
- Facilities Order
- Professional Services
- Short Form
- Standard Form
- Other: _____

CONTRACT INFORMATION

*Period of Services: From: **June 1 2017** To: **May 30 2018** (Inclusive)

*Lessor / Contractor: **American Mailing Solutions Inc.** SAP Vendor # (if known): _____

*SSN / Federal Tax ID: **30-0691167**

*Street Address: **5706 Corsa Ave. #200**

*City: **Westlake Village** *State: **California** *Zip: **91361**

*Contact Person: **Chris Garcia** *Phone #: **805-323-6245 x 101**

License #/License Type: _____ *Fax #: **805-582-1300**

*To be billed per: Month Semester Contract Period Other: _____

* Rate or Cost or Income **\$16,408.25** Per: Day Month Year

Other: _____

LOCATION INFORMATION

*Requestor: **Brian Silk** Date: **4/3/17**

*Title/Position: **Analyst** *Dept.: **Administrative Services** *Phone/Ext.# **(818) 710-3342**

Contact: _____ (Complete if different from Requestor) Phone/Ext.# _____

*Funds Center Approval:

If using multiple accounts, please provide details in the "Description" area below.

Fund (Fund/Program)	G/L Account (Object Code)	WBS/Cost Center
10100	P4650A	582400

For help on new accounting codes, please refer to <http://sap.laccd.edu> under section "Account Cross Reference".

APPROVALS:

(1 = College; 2 = District)

*Printed Name: **LARRY KRAUS** *Signature: _____ 4/3/17

*VP of Admin. 1/Mgr. 2: _____ *Date: **4/4/17**

*President 1/Director 2: _____ *Date: _____

*Specific description, purpose, and justification (Describe each in full – use separate sheet if needed and/or attach all necessary documentation.)

To provide one year on-line real time (cloud based) asset management software and support services to. During the configuration of new user services, SCLogic will configure the application to accept spreadsheet formatted data downloaded from The Los Angeles Community College District SAP system to be automatically uploaded into the asset management software application. Information obtained from barcode scanners or RFID devices used with SCLogic's software will automatically be uploaded to the cloud database for updating the asset management software and reports. A downloadable spreadsheet file may be automatically be created upon request

that then may be uploaded to the LACCD computer by college staff. Reports needed by the college will be discussed and developed during the implementation phase of this contract. Additional custom reports and/or services may be requested at future dates which may require additional charges. On-line user and train-the-trainer support will be provided to the two system administrators as well as telephone support. Written documentation will be provided that will allow system administrators to monitor, manage, and modify configurations and support systems. This contract may be expanded at any time to increase the number of assets/resources managed at an additional agreed upon price. SCLogic will maintain and update their on-line software as needed at no additional cost to the college. .

****Estimated cost for total contract period: \$ \$16,408.25***
