



471 High Street SE  
Suite 10  
Salem, Oregon 97301

oetc.org  
(800) 650-8250  
Fax: (503) 625-0504

# OETC Volume Price Agreement

## Section I. OETC-20R-01-CompuNet

*This agreement is made and entered into by the Organization for Educational Technology and Curriculum (OETC), 471 High Street SE, Suite 10-Creekside, Salem, OR 97301 and CompuNet, Inc.*

### A. Contractor Information

CompuNet, Inc.  
**Company Name**

2264 S Bonito Way, Suite 150  
**Street Address**

82-0505536  
**Tax Identifier**

Meridian, ID 83642  
**City, State ZIP**

### B. Contract Details

Effective Date: Date of the last signature on this agreement

Termination Date: Three years from the effective Date

Renewal Options: Up to three (3) additional years

Products Awarded: Networking Products and Services

Payment Terms: Net 30

Days Required for Delivery: 30 Days

Minimum Order: None

Freight Terms: Freight on Board Destination (FOB)

Administrative Fee: Two Percent (2%)

## Section II. Intent and Purpose

The intent and purpose of this agreement is to establish a contractual relationship with technology equipment manufacturers, software and service providers to provide, warrant, and offer maintenance services on all products proposed in their response to the RFP issued by OETC on behalf of its public K-20 membership either standalone or utilizing the E-Rate Program.

The Reseller(s) identified in Exhibit 1, shall provide delivery, support, warranty and maintenance for all products and services covered in this agreement.

The Contractor agrees to take responsibility for the product and pricing updates, warranty and maintenance of all products furnished under this agreement.

The Contractor is responsible for the timeliness and quality of all services provided by the Reseller(s).

## Section III. Order of Precedence

1. Terms and Conditions of this agreement.
2. Exhibits and amendments to this agreement.
3. Any terms and conditions on OETC's or an OETC member's purchase order.

## Section IV. Terms and Conditions

### A . General Terms and Conditions.

1. **Contract Coordinator.** The Contract Coordinator identified in Exhibit 1 (Form B) is to be the sole point of contact with regard to contractual matters, disputes, concerns or other issues arising from this Contract.  
  
Contractor may update the Contract Coordinator by submitting a new version of Exhibit 1 (Form B) to the OETC Contract Administrator.
2. **Contract Period.** The term for the contract awarded pursuant to this solicitation will be for a three (3) year period effective from the date of contract execution.
3. **Contract Renewal.** At OETC's discretion, OETC may automatically renew this contract up to three (3) additional years. OETC will provide notice to the Contractor in the event OETC elects to renew or not renew the contract.
4. **Administrative Fee.** The OETC Administrative Fee is set in §1B.

For OETC Member orders placed directly with the Contractor or its Reseller(s), the OETC Administrative Fee shall be submitted quarterly by the Contractor and is based on sales of products and services (less any charges for taxes or shipping) resulting from this Contract. The

quarterly submission must include the OETC Member name, date of purchase and amount purchased.

For OETC Member orders placed directly by OETC the OETC Administrative Fee will be collected by OETC at the time of sale.

Contractor and/or its Reseller(s) may apply to the OETC Contract Administrator for a one-time OETC Administrative Fee reduction for large orders with a dollar value over \$1,000,000.

## 5. Notice.

- a. **Form of Notice.** All notices, requests, claims, demands and other communications between the parties shall be in writing.
- b. **Method of Notice.** All notices shall be given (i) by delivery in person (ii) by a nationally recognized next day courier service, (iii) by first class, registered or certified mail, postage prepaid, (iv) by facsimile, or (v) by electronic mail] to the address of the OETC Contract Administrator or Contractor's Contract Coordinator or such other address as either party may specify in writing.
- c. **Receipt of Notice.** All notices shall be effective upon
  - i. Receipt by the party to which notice is given, or
  - ii. On the fifth (5th) day following mailing, whichever occurs first.
- d. **Receipt of Notice for Email.** If notice is delivered by email, notice shall be effective when the recipient, by an email sent to the email address for the sender stated in this section or by a notice delivered by another method in accordance with this section, acknowledges having received that email, with an automatic "read receipt" not constituting acknowledgment of an email for purposes of this section.

## B. Pricing and Products.

1. The pricing for Supplier's catalog of goods and services as listed on Attachment A shall be applicable to all purchases made under this agreement and shall remain firm for the life of the Agreement unless improved to the benefit of the Membership.
2. Supplier is authorized to offer Members (on a case by case basis) enhanced pricing and/or Member-specific agreements or pricing at any time. These enhanced pricing shall be considered part of the OETC contract.
3. Supplier shall not offer OETC members lower pricing by excluding the OETC contract, or by substituting another cooperative contract in its place.
4. **Maintaining Exhibit 1 - Price Schedule.** All pricing changes and product additions, deletions or updates must be submitted on the OETC Pricing Template. This is an Excel template. No other format will be accepted.

It is the responsibility of the Contractor to maintain an accurate price list for the lifetime of the contract including marking existing products as discontinued and submitting a complete and accurate price list every six months, or more frequently if needed.

All changes to the price list must be submitted 30 days prior to taking effect.

5. **Discontinued Items.** Discontinued items must be marked on the OETC Pricing Template and submitted to [help@oetc.org](mailto:help@oetc.org) to be removed from the contract. If an OETC member purchases a product that is no longer available, but was not designated so by the Contractor, it will be the responsibility of the Contractor to ship an equivalent or better product at the price of the purchased, discontinued product.
6. **Adding New Products.** Contractor may make model changes, add new products, and product upgrades or services using the Pricing Template. The pricing for these changes shall incorporate comparable pricing discount levels approved by the OETC Contract Administrator for similar Products and Services.

These products and services may be added to the awarded contract at the same percentage off of Manufacturer's Suggested Retail Price specified in the RFP Response, or at a greater discount.

7. **Travel Costs.** If applicable, on-site services pricing shall include travel costs to the metropolitan areas of any OETC member in the contiguous U.S. (e.g., Portland, Seattle, Boise, Spokane, Eugene). Pricing for on-site services outside these areas may be billed at fixed or actual rate. The rate may be negotiated with individual OETC members at the time of sale.

## C. Reseller(s)

1. **Reseller(s) Allowed.** Contractor may assign its fulfillment rights and obligations of this Agreement to one or more Reseller(s).
2. **Adding or Removing Fulfilment Agents.** Contractor may propose adding or removing Reseller(s) throughout the lifetime of this Agreement by submitting a revised version of Exhibit 1 (Tab #5) to OETC's Contract Administrator.
3. **OETC Approval Required.** Proposed additions must be approved by OETC's Contract Administrator before taking effect.

## D. Payment Terms and Options

1. **Payment Terms.** OETC or its members will be afforded the opportunity to
  - a. Invoice and receive purchase orders for OETC or its members only the non-discounted portion of an E-rate award utilizing the Form 474 (Service Provider Invoice [SPI]) invoicing method; or
  - b. Invoice and receive purchase orders for OETC or its members on Net 30 terms whereby OETC or its members will invoice USAC directly utilizing the Form 472 (Billed Entity Applicant Reimbursement [BEAR]) Form

2. **Invoice with shipment.** Vendors may not submit an invoice for payment until the order is fulfilled either electronically or F.O.B Destination.
3. **Leasing.** Individual OETC Members may enter into lease agreements for the products covered in this Contract.

## E. Delivery and Returns

1. **Freight on Board.** All deliveries shall be F.O.B. Destination, prepaid and allowed, with all transportation and handling charges included in the price of the product and paid by the Reseller(s). Responsibility and liability for loss or damage shall remain with the Reseller(s) as long as the Selected Reseller(s) designates the carrier, until delivery to the identified ship-to address, at which time responsibility shall pass to the OETC Member except as to latent defects, fraud and Reseller(s) warranty obligations.
2. **Shipping costs.** All items must be bid Freight On Board Destination (hereinafter FOB). This does not include hardware items being shipped to Alaska or Hawaii. Actual shipping costs will apply to items shipped Alaska or Hawaii.
3. **Delivery.** Delivery of ordered product(s) should be completed within thirty (30) calendar days after receipt of an order, unless otherwise agreed to by OETC and the OETC Member.
4. **Risk of Loss.** Whenever an OETC Member does not accept a product due to missing, damaged, defective, incorrect order the Reseller is responsible for the return shipping cost of the returned product(s). The Reseller shall bear all risk of loss or damage with respect to returned product due to missing, damaged, defective and incorrect order, except for loss or damage directly attributable to the negligence of OETC or OETC Member.
5. **Returns.** Product without defect and in original packaging may be returned with proper notification of Selected Reseller by OETC within sixty (60) days of receipt of shipment. For defective products, the manufacturer's warranty has precedence.
6. **Restocking Fees.** No restocking fees are permitted on any returns, defective or otherwise.
7. **Failure to Fulfill.** If a product is purchased by an OETC member from a valid price list and cannot be fulfilled for any reason by the Reseller, an equivalent or better product will be substituted at no-additional cost to the OETC Member.

## F. Amendments, Scope and Termination

1. **Indemnification.** Contractor and its Reseller(s) shall fully indemnify, hold harmless and defend (collectively "indemnify" and "indemnification") OETC and its directors, officers, employees, agents, and Members (collectively, "Indemnified Parties") from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees and costs), whether or not involving a third party claim, which arise out of or relate to

- a. Any breach of any representation or warranty of Contractor or its Reseller(s) contained in this Agreement, or
  - b. Any breach or violation of any covenant or other obligation or duty of Contractor or its Reseller(s) under this Agreement or under applicable law, in each case whether or not caused by the negligence of OETC or any other Indemnified Party and whether or not the relevant claim has merit.
2. **Cancellation.** OETC may cancel this Contract for a failure to perform or uphold any of the terms and conditions outlined in this agreement. Additionally OETC may cancel a contract if the consortium's cumulative annual sales are less than \$100,000 per calendar year.
3. **Amendments.** Contract amendments shall be negotiated by OETC whenever necessary to address changes in the terms and conditions, costs, timetable, or increased or decreased scope of work. This Agreement shall be amended only by written instrument executed by the parties. An approved Contract amendment means one approved by the authorized signatories of the Contractor and OETC as required by law.
4. **Entire Agreement.** This agreement contains all the terms agreed to by the parties relating to its subject matter. It replaces all previous discussions, understandings, and agreements.
5. **Force Majeure.** If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Contract, then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
6. **Severability.** If any provision of this Contract, including items incorporated by reference, is found to be illegal, unenforceable, or void, by a court of competent jurisdiction then both OETC and the Contractor shall be relieved of all obligations arising under such provision. If the remainder of this Contract is capable of performance, it shall not be affected by such declaration or finding and shall be fully performed.

## Section VI. Definitions

**Administrative Fee.** The fee paid by Contractor to cover the cost of OETC's internal and external sales and marketing efforts, as well as management of the contract for its entire duration. This includes but is not limited to: customer service, order support, and management of Contractor's page within the OETC Store.

**Contractor.** The organization or entity who is awarded and signs a contract with OETC. Contractor is responsible for all terms and conditions set forth in this agreement.

**FOB Destination.** Shipping charges are included in the price of the item and the shipped item becomes the legal property and responsibility of the receiver when it reaches its destination unless there is acceptance testing required.

**FOB Inside Delivery.** Special Shipping arrangements, such as inside delivery, may include additional fees payable by the OETC Member. Any FOB inside delivery must be annotated on the OETC Member's Purchase Order.

**Force Majeure.** Acts of God, strikes, lockouts, or other industrial disturbances, acts of public enemy, orders of any kind of government of the United States or the OETC's Member states or any civil or military authority; insurrections; riots; epidemics; landslides; lightning; earthquakes; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions; breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty.

**Resellers.** A designee by the Contractor to take orders on behalf of the Contract Holder. Often if the contract holder is a manufacturer, the manufacturer names Reseller(s) as its Reseller(s). These can be modified throughout the life of the contract.

**General Price Reduction.** General price reductions are submitted on OETC's Price Template and apply to all OETC members for any and all quantities.

**Manufacturer.** A company that, as one of its primary business functions, designs, assembles owns the trademark/patent and markets branded technology equipment, software or services.

**MSRP.** Manufacturer Suggested Retail Price. If Manufacturer has an MSRP for Education that is lower than standard MSRP, then OETC presumes all references to MSRP refer to Education MSRP.

**OETC Contract Administrator.** The point of contact at OETC for all questions and changes related to the terms and conditions of this Agreement, including cancellation and extensions. Unless otherwise specified by OETC's Executive Director, Zach Jensen ([zensen@oetc.org](mailto:zensen@oetc.org)) is the Contract Administrator.

**Per Transaction Multiple Unit Discount.** A contractual volume discount based on dollars in a single purchase order or combination of purchase orders submitted at one time by an OETC Member.

**Premium Savings SKU.** Deeply discounted standard configurations available to Purchasing Entities using the OETC Contract. This specification includes a commitment to maintain and upgrade (keep pace with the advance of technology) the standard configurations for a stated period of time or intervals. OETC reserves the right to expand and modify the PSP throughout the life of the contract.

**Services.** Broadly classed as installation/de-installation, maintenance, support, training, migration, and optimization of products offered or supplied under the Master Agreement. These types of services may include, but are not limited to: warranty services, maintenance, installation, de-installation, factory integration (software or equipment components), asset management, recycling/disposal, training and certification, pre-implementation design, disaster recovery planning and support, service desk/helpdesk, and any other directly related technical support service required for the effective operation of a product offered or supplied. Contract Vendors may offer, but OETC Members do not have to accept, limited professional services related ONLY to the equipment and configuration of the equipment purchased through the resulting contracts. Each oetc member determines restrictions and negotiates terms for services.

**Warranty.** The Manufacturer's general warranty tied to the product at the time of purchase.

## Section VII. Attachments

### Exhibit 1

- Form A - Bidder Information
- Form B - Contacts
- Form E - Fulfillment Agent(s)
- Category Percent off of MSRP

Attachment A: Suspension and Debarment Certification

# Form A - Proposer Information

## OETC-20R-01

Please provide the following information about your company:

Name of Company Submitting Proposal	CompuNet, Inc.
"DBA" name of company (if applicable)	
Company Street Address	2264 S Bonito Way, Ste 150
City, State, Full ZIP Code	Meridian, ID 83642
Website	<a href="http://www.compunet.biz">www.compunet.biz</a>
Company Phone Number	208-286-3000
Company Fax Number	208-286-3002
Name of Company Representative	Meredith Newton
Title	Vice President of Business Development
Email Address	<a href="mailto:mnewton@compunet.biz">mnewton@compunet.biz</a>
Telephone number	208-488-7223

Please place an "X" next to the status which best describes your situation

Respondent is a manufacturer/service provider that will authorize resellers and/or distributors to fulfill the duties agreed upon by the terms of this contract	
Respondent is the sole provider of products and/or services listed in this bid	
Respondent is an authorized reseller or distributor for the products and/or curricula listed in this bid who has attached letters from the manufacturers of all products and/or curricula for which they have submitted bids	X

In which states are you authorizing your product(s) / services(s) to be sold? Mark each with an X.  
Please note: more than 90% of OETC Members are located in Oregon,  
Washington, Idaho, Montana, California and Alaska

Alabama		Montana	X
Alaska		Nebraska	
Arizona	X	Nevada	X
Arkansas		New Hampshire	
California		New Jersey	
Colorado		New Mexico	
Connecticut		New York	
Delaware		North Carolina	
Florida		North Dakota	
Georgia		Ohio	
Hawaii		Oklahoma	
Idaho	X	Oregon	X
Illinois		Pennsylvania	
Indiana		Rhode Island	
Iowa		South Carolina	
Kansas		South Dakota	
Kentucky		Tennessee	
Louisiana		Texas	
Maine		Utah	X
Maryland		Vermont	
Massachusetts		Virginia	
Michigan		Washington	X
Minnesota		West Virginia	
Mississippi		Wisconsin	
Missouri		Wyoming	X

## Form B - Contract Contacts and Local Service Partners

OETC-20R-01

Contact Type	Contact Name	Title	Email Address	Work Phone
<b>Contract Coordinator</b> The person listed here will be the main point of contact for the life of the contract	Meredith Newton	Vice President of Business Development	<a href="mailto:mnewton@compunet.biz">mnewton@compunet.biz</a>	208-488-7223
<b>New Products and Price Changes Contact</b> The person listed here will be the main point of contact in the event you wish to add/remove products from the contract or change any prices	Meredith Newton	Vice President of Business Development	<a href="mailto:mnewton@compunet.biz">mnewton@compunet.biz</a>	208-488-7223
<b>Administrative Fee Contact</b> The person listed here will be the main point of contact for quarterly collection of administrative fees	Kelly Freeman	RFP and Compliance Administrator	<a href="mailto:kfreeman@compunet.biz">kfreeman@compunet.biz</a>	208-286-3028
<b>Sales Contact</b> The person listed here will be the main point of contact between OETC and your company's sales team	Meredith Newton	Vice President of Business Development	<a href="mailto:mnewton@compunet.biz">mnewton@compunet.biz</a>	208-488-7223
<b>Marketing Contact</b> The person listed here will be the main point of contact for all marketing and promotions your company wishes to push to OETC's members	Heather Belliveau	Marketing Manager	<a href="mailto:hbelleiveau@compunet.biz">hbelleiveau@compunet.biz</a>	208-286-3050

Form E - Fulfillment Agent  
OETC-20R-01

Fulfillment Agent 1 Information

Company Name	CompuNet, Inc.
Street Address	2264 S. Bonito Way, Ste 150
City, State, ZIP Code	Meridian, ID 83642
Allowed Territories	Arizona, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming

Sales and Support Contact

Name	Meredith Newton	Email	mnewton@compunet.biz
Title	Vice President of Business Development	Phone Number	208-488-7223

Remit To / Payment Contact

Name	Kallie Yost	Email	accounting@compunet.biz
Title	Payables Specialist	Phone Number	208-488-7226

Allowed Territories

Arizona, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming

**\*\*Incomplete in initial submission. Fulfillment agent(s) must be designated by CompuNet prior to execution of final contract\*\***

CompuNet  
OETC-20R-01

[illegible]



## Attachment A: Suspension and Debarment Certification

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

1. The Respondent certifies to the best of its knowledge and believe that it and its principals:
  - 1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 1.2. 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 connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under public transaction; 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;
  - 1.3. Are not presently indicted of or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1. 1.2 of this certification; and
  - 1.4. Have not within a three-year period preceding this response had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the Respondent is unable to certify to any of the statements in this certification, Respondent shall attach an explanation to this proposal.

Business Name: CompuNet, Inc.

Date: 2/14/2020

By: Thomas McFarlin, Vice President of Operations

Name and Title of Authorized Representative



Signature of Authorized Representative

# OETC-20R-Networking Contract Renewal-CompuNet

Final Audit Report

2023-01-17

Created:	2023-01-17
By:	Kelly Freeman (kfreeman@compunet.biz)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE3wPGHiQJ4Ix1K26mHccHkTq4Hzsh12I

## "OETC-20R-Networking Contract Renewal-CompuNet" History

-  Document created by Kelly Freeman (kfreeman@compunet.biz)  
2023-01-17 - 9:43:47 PM GMT- IP address: 65.129.54.97
-  Document emailed to Tom McFarlin (tmcfarlin@compunet.biz) for signature  
2023-01-17 - 9:44:11 PM GMT
-  Email viewed by Tom McFarlin (tmcfarlin@compunet.biz)  
2023-01-17 - 11:15:15 PM GMT- IP address: 199.244.116.2
-  Document e-signed by Tom McFarlin (tmcfarlin@compunet.biz)  
Signature Date: 2023-01-17 - 11:19:03 PM GMT - Time Source: server- IP address: 199.244.116.2
-  Agreement completed.  
2023-01-17 - 11:19:03 PM GMT

## Section VIII. Contract Signature Page

The undersigned hereby agrees to the specifications, terms and conditions of this request for proposals.

The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these specifications, terms and conditions if any contract is awarded through this RFP process.

Furthermore, the undersigned certifies conformity to applicable Federal laws, Oregon Revised Statutes, and Oregon Administrative Rules concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services, and is in all respects fair and without collusion or fraud.

### CompuNet, Inc.

Thomas McFarlin  
**Name**

Vice President of Operations  
**Title**

Thomas McFarlin  
**Signature**

3/24/2020  
**Date**

### Organization for Educational Technology and Curriculum

Zach Jensen  
**Name**

Contracts Manager  
**Title**

Zach Jensen  
**Signature**

3/25/2020  
**Date**



471 High Street SE  
Suite 10  
Salem, Oregon 97301

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(800) 650-8250  
Fax: (503) 625-0504

## Contract Renewal

**Contract Number:** OETC-20R-Networking

**Effective Date:** 3/24/2023

**Expiration Date:** 3/23/2026

**Term:** Three (3) years

This Contract Extension Agreement ("Extension") is between Organization for Educational Technology and Curriculum ("OETC") located at 471 High Street SE, Suite 10, Salem, Oregon 97301 and CompuNet, Inc, located at 1111 S. Silverstone Way, Ste 200, Meridian, ID 83642.

OETC entered into a contract with CompuNet, Inc. for three (3) years, from 3/25/2020 to 3/24/2023, with an option to renew the contract for up to three (3) additional years.

Pursuant to the contract OETC hereby exercises its option to renew the contract for three (3) years from 3/24/2023 to 3/23/2026.

**CompuNet Inc.**

**Organization for Educational Technology  
and Curriculum**

Thomas McFarlin  
**Name**

Thomas Richards  
**Name**

Vice President of Operations  
**Title**

CEO  
**Title**

*Thomas McFarlin*  
**Signature**

*Thomas Richards*  
**Signature**

1/17/2023  
**Date**

January 17, 2023  
**Date**