



DEL Contract Number: 16-1365-01  
Contractor Contract Number:  
Title: ESIT Laptops for MAC Users-Bethel  
School District

**MEMORANDUM OF UNDERSTANDING  
AMENDMENT #1 TO CONTRACT #16-1365-01**

Contract Number 16-1365-01, by and between the Department of Early Learning, (hereinafter referred to as "DEL") and Bethel School District #403, a District-School, (hereinafter referred to as "Contractor"), is amended effective March 9, 2017 through December 31, 2017 as follows:

<b>CONTRACTOR BUSINESS ADDRESS</b>	<b>CONTRACTOR CONTRACT MANAGER</b>
Bethel School District #403	Sally Keeley
516 E 176th Street	staff
Spanaway W 98387	skeeley@bethelsd.org
TIN: 91-0832829	Phone: (253) 683-6923
UBI: 279-003-337	

<b>DEL ADDRESS</b>	<b>DEL PROGRAM CONTRACT MANAGER</b>
Department of Early Learning	Susan L. Franck
PO Box 40970	ESIT Program Consultant
Olympia WA 98504-0970	Susan.Franck@del.wa.gov
	Phone: (360) 725-4684

**AMENDMENT PURPOSE**

The purpose of this amendment is to correct the DEL Tag Number on the laptop lent to Tina Barnes.

**SECTIONS CHANGED**

Section 4.1 to correct the DEL Tag Number of the laptop with the serial number 5CD646517W, lent to Tina Barnes from A001600 to the corrected tag number, of A001595.

**Amendment Effective Date:** March 9, 2017

**EXHIBITS AND ATTACHMENTS**

Exhibit A Statement of Work is hereby revised and replaced with Amended Exhibit A Statement of Work Amendment 1 attached and incorporated herein as though set forth in full.

**ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.**

**SIGNATURES**

The parties signing below represent that they have read and understand this Contract, and have the authority to execute this Contract Amendment. This Contract Amendment shall be binding on the parties only upon signature by both of them.

	<b>SIGNATURE:</b>	<b>PRINTED NAME AND TITLE:</b>	<b>DATE SIGNED:</b>
CONTRACTOR:	<u>Sally Keeley</u>	<u>Sally Keeley</u>	<u>3-22-17</u>
DEL:	_____	DEL Contract Administrator	_____



## Amended Exhibit A - STATEMENT OF WORK Amendment #1

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### 1. DEFINITIONS

- 1.1. "**Contractor's agent(s)**" means the Contractor's directors, officers, employees, and agents; the Subcontractors' directors, officers, employees, and agents; school district employees; or EIS providers who provide goods or services under this Contract.
- 1.2. "**EIS**" means **early intervention services**, as defined in the ESIT State Plan Part II, Policy 2 Definitions. The policies and procedures are on the DEL website at: [ESIT policies and procedures](#).
- 1.3. "**ESIT**" or "**Early Support for Infants and Toddlers**" means the program within DEL that administers part C of IDEA for Washington State.

### 2. BACKGROUND

- 2.1. The ESIT Data Management System (DMS) currently requires the installation and use of the Microsoft Silverlight plug-in. Internet browser support of the Microsoft Silverlight plug-in will change on or just after December 31, 2016. This change will impact all ESIT DMS users, but an immediate impact will be felt by those users that use Macintosh Apple (MAC) computers. MAC users that view or enter data will have no internet browser options to use the DMS.
- 2.2. To minimize disruption of early intervention services and data entry, DEL will provide designated MAC users a computer, at no cost to the Contractor, until December 31, 2017.

### 3. SCOPE OF WORK

The Contractor shall provide all things reasonably necessary for, or incidental to, the performance of the work, as set forth in this Contract. The Contractor's responsibilities include, but are not limited to:

- 3.1. Track the loaner laptops, according to this contract;
- 3.2. Take all reasonable steps to ensure the safety of the laptops and the confidentiality of the information contained in the laptops
- 3.3. Ensure the loaned laptops are only used to enter information into ESIT's Data Management System and other activities required to provide services to infants and toddlers with disabilities and their families; and
- 3.4. Until this Silverlight problem is resolved or until December 31, 2017, whichever comes first, return the loaned laptops to DEL as follows:
  - 3.4.1. Via U.S. Postal Service:  
DEL HQ IT  
ATTN: Terri Jenks-Brown  
P.O. Box 40970  
Olympia, WA 98504-0970

3.4.2. Via other carrier:

DEL HQ IT  
ATTN: Terri Jenks-Brown  
1110 Jefferson St SE  
Olympia, WA 98501

**4. INVENTORY**

4.1. The Contractor shall maintain an inventory list and supporting records for the DEL laptop computers on loan to the Contractor. The four (4) Hewlett Packard (HP) Probook 450 laptop computers and designated staff are identified in the following chart:

Quantity	DEL Tag Number	Serial Number	Staff Assigned
1	A001599	5CD646517V	Allison Swinney
1	A001598	5CD646517T	Carly Cappetto
1	A001597	5CD646517G	Christina Copper
1	A001596	5CD646517W	Tina Barnes

4.2. The Inventory List and supporting records shall include the following:

- 4.2.1. Description of the asset;
- 4.2.2. Manufacturer or trade name;
- 4.2.3. Quantity;
- 4.2.4. Serial number(s);
- 4.2.5. Inventory control number(s);
- 4.2.6. Staff item is assigned to;
- 4.2.7. Location of item;
- 4.2.8. Contractor's date(s) of receipt; and
- 4.2.9. Date and method of return to DEL.