



Beehively
129 E St.
Suite D-3
Davis, CA 95616

ISSUE DATE: July 1, 2020 | WORK ORDER # EBIA-20-1

BEEHIVELY TECHNOLOGY SERVICES WORK ORDER

I. Client:

Name: East Bay Innovation Academy
Address: 3400 Malcolm Ave, Oakland, CA

This document details services ordered in accordance with terms laid out in client's MSA.

II. Beehively Technology Services

1. Beehively Foundational IT Services

- a. Ongoing school-wide technology planning including client management meetings and plan revisions throughout the year.
- b. Ongoing network and infrastructure management. Establish architecture, improvement plans, and maintain all aspects of school network infrastructure including internet services, wireless, wired network, security policies, and firewall.
- c. Provides remote support for monitoring, management, preventative maintenance, and troubleshooting with regular and emergency-response based onsite visits when needed.
- d. Tracking of school-wide technology assets and planning for replacements of equipment
- e. Implementing and management of Google Suite for Education, including setup of user accounts, cloud storage, and backup strategy.
- f. Management of vendors and partners related to IT at the school, including subcontracted IT services.



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2. Beehively Student, Staff and Faculty Device Support

- a. Device-level support including maintenance, software upgrades, and establishing management strategies.
- b. Ongoing EdTech training with teachers and staff available throughout the year, including group sessions and one-on-one coaching/support.
- c. Unlimited remote based tech support. The school agrees to maximize and facilitate remote support and remote planning as much as possible.
- d. Includes up to 80 hours annually of onsite tech support visits, including teacher training. Additional on-site hours are \$75/hour per person. *However, before any additional hours are completed or invoiced both the Client and Beehively will agree upon hours and services to be provided.*

3. Exclusions - items not included in this Work Order that can be provided at an additional cost:

- a. Specific project-based work, including hardware purchases/upgrades and implementation, is not included. Examples include major Wi-Fi networks and classroom projector/display installations and upgrades.
- b. Any hardware or software technology, including servers, phones, or any other product or solution not specifically mentioned below.
- a. Does not include management services and support for school server(s) or A/V projector maintenance, cleaning, or repairs.

III. Pricing

Beehively Technology Services	Pricing
Beehively Foundational IT Services (inc Network Management) Beehively Student, Staff and Faculty Device Support (inc EdTech Training)	\$3,750/month
20% Bundled Discount	-\$750/month
20% Pandemic Discount	-\$600/month



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July 1, 2020 - June 30, 2021	
Beehively One-time Setup Fee for Technology Services	\$5,000
Setup Fee Paid on Previous Bonsai Contract 1730-18-1	-\$3,000
TOTAL	\$2,400/month + \$2,000 Setup Fee

IV. Terms & Conditions

- 1. Student Devices Covered** - Student devices are defined as laptops, tablets, iPads, Chromebooks, or lab computers used by students. The number of devices included in this Work Order is all staff devices and up to 850 student devices. All devices older than 5 years are supported on a “best-effort” basis. Should the number of devices increase by more than 20% during the service term, the monthly costs may increase. Such an increase would require Client approval of a new Work Order.
- 2. Printers** - Support for 3 major printers/copiers are included. Additional printers/copiers can be supported for an additional cost.
- 3. Work Order Service Term** - The Work Order Service Term will be from July 1, 2020 to June 30, 2021.
- 4. Billing Terms**
 - a. The school will be invoiced for this Work Order in **quarterly payments** (3 X the monthly payment) at least 30 days prior to the beginning of each quarter. All invoices are due upon receipt.
 - b. The initial payment (pro-rated for the initial quarter) and the one-time “Setup Fee” are due and payable on the day the Work Order is initiated.
- 6. Expiration** - This Work Order will expire 30 days after the “Issue Date” listed at the top of this agreement unless signed. If the Work Order expires a new Work Order will need to be issued.
- 7. Terms of Service** - All other Terms of Service for this *Work Order* are bound fully *within and controlled* by the CLIENT’s MASTER SERVICES AGREEMENT (MSA) with Beehively. Should any terms of this Work Order conflict with those of the MSA, the terms of the MSA shall prevail.



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V. Services Agreement

Client acknowledges having read these terms and conditions and agrees to this services agreement.

Client Agreed and Accepted

CLIENT Signature:

Title:

Michelle Cho

ED

Printed Name:

Date:

Michelle Cho

6/26/20