



## Services Order Form

Order #: Q-220536-2  
Date: 2021-11-17  
Offer Valid Through: 2022-01-31

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

### Order Form For Black Hawk College

Address: 6600 34th Ave  
City: Moline  
State/Province: Illinois  
Zip/Postal Code: 61265-5899  
Country: United States

#### Order Information

Billing Frequency: Annual Upfront  
Payment Terms: Net 30

#### Billing Contact

Name: Mike Wildes  
Email: Wildesm@bhc.edu  
Phone: 309-796-5937

#### Primary Contact

Name: Mike Meleg  
Email: melegm@bhc.edu  
Phone: +1 309 796 5002

#### Billing Frequency Term:

Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2022-02-01	2023-01-31	FTE	2,627	USD 23.10	USD 60,683.70
Custom URL	2022-02-01	2023-01-31	Per Year	1	USD 1,650.00	USD 1,650.00
24x7 Support	2022-02-01	2023-01-31	20% of Subscription (Minimums Apply)	1	USD 12,136.74	USD 12,136.74
Recurring Sub-Total						USD 74,470.44
Year 1 Total						USD 74,470.44

Year 2						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2023-02-01	2024-01-31	FTE	2,627	USD 24.25	USD 63,704.75
Custom URL	2023-02-01	2024-01-31	Per Year	1	USD 1,650.00	USD 1,650.00

Description	Start Date	End Date	Metric	Qty	Price	Amount
24x7 Support	2023-02-01	2024-01-31	20% of Subscription (Minimums Apply)	1	USD 12,740.95	USD 12,740.95
Recurring Sub-Total						USD 78,095.70
Year 2 Total						USD 78,095.70

Year 3						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2024-02-01	2025-01-31	FTE	2,627	USD 25.46	USD 66,883.42
Custom URL	2024-02-01	2025-01-31	Per Year	1	USD 1,650.00	USD 1,650.00
24x7 Support	2024-02-01	2025-01-31	20% of Subscription (Minimums Apply)	1	USD 13,376.68	USD 13,376.68
Recurring Sub-Total						USD 81,910.10
Year 3 Total						USD 81,910.10

Year 4						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2025-02-01	2026-01-31	FTE	2,627	USD 25.46	USD 66,883.42
Custom URL	2025-02-01	2026-01-31	Per Year	1	USD 1,650.00	USD 1,650.00
24x7 Support	2025-02-01	2026-01-31	20% of Subscription (Minimums Apply)	1	USD 13,376.68	USD 13,376.68
Recurring Sub-Total						USD 81,910.10
Year 4 Total						USD 81,910.10

Year 5						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Canvas Cloud Subscription	2026-02-01	2027-01-31	FTE	2,627	USD 25.46	USD 66,883.42
Custom URL	2026-02-01	2027-01-31	Per Year	1	USD 1,650.00	USD 1,650.00
24x7 Support	2026-02-01	2027-01-31	20% of Subscription (Minimums Apply)	1	USD 13,376.68	USD 13,376.68
Recurring Sub-Total						USD 81,910.10
Year 5 Total						USD 81,910.10
Grand Total:						USD 398,296.44

Deliverable	Description	Expiration
24x7 Support	24x7 support per year (20% of subscription - minimums apply)	N/A

The items above must be completed during the time period beginning on the later of the Effective Date or the initial Start Date specified in this Order Form and ending pursuant to the time frame set forth in the Expiration column above.

#### Metrics and Descriptions:

**FTE:** FTE Metric is measured by the unduplicated 12-month full-time equivalent students in accordance with the definition published by the Integrated Postsecondary Education Data System.

The FTE fees set forth above are based on typical user usage patterns ("Typical Use") for access to the Service and do not account for excess usage of the Service. To the extent the Users' usage of the SaaS Service, in the aggregate, exceeds the Typical Usage at any given time, Instructure reserves the right, in its sole discretion, to increase the fees by an amount proportional to such excess usage. In the event Instructure increases the fees pursuant to this paragraph, Instructure shall send an invoice to Customer for the applicable increase along with documentation evidencing the additional usage of the Service giving rise to such fee increase. Any invoice sent pursuant to the foregoing shall be due and payable within 30 days' of receipt.

Product	Description
Canvas Cloud Subscription	Storage included in the annual subscription fee is (i) Unlimited files and database storage, and (ii) 500 MB per (FTE/User/Enrollment/Seat) multimedia storage. Additional multimedia storage can be purchased for USD \$1.00 per 1GB per year.

**Duration:** The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

**Miscellaneous:** Instructure's support terms are available as follows:  
 Canvas & Catalog: <https://www.canvaslms.com/policies/support-terms>  
 Portfolium: <https://portfolium.com/support-terms>  
 MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

#### Terms and Conditions

This Order Form shall be governed by the Master Terms and Conditions which can be found here:  
<https://www.instructure.com/master-terms-conditions>

In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
Is a Purchase Order required for the purchase or payment of the products on this order form?	Check here if your company is exempt from US state sales tax : <u>XXX</u>
Please Enter (Yes or No): <u>No</u>	<i>Please email all US state sales tax exemption certifications to <a href="mailto:ar@instructure.com">ar@instructure.com</a></i>
If yes, please enter PO Number: _____	

By executing this Order Form, each party agrees to be legally bound by this Order Form.

**Black Hawk College**

Signature:	<u>Mike Meleg</u>
Name:	<u>Mike Meleg</u>
Title:	<u>Director of Purchasing and Auxiliary Services</u>
Date:	<u>01/13/2022</u>

**Instructure, Inc.**

Signature:	_____
Name:	_____
Title:	_____
Date:	_____