

RESPONSE FOR RFP NO. 20/21-02

EDUCATION TECHNOLOGY JOINT POWERS AUTHORITY

Catapult CMS Web Design and Hosting



WEBSITE
& CMS



MASS
COMMUNICATION



EMERGENCY
MANAGEMENT



BRANDED
DISTRICT APP



Prepared For:
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Education Technology Joint Powers Authority



RFP No. 20/21-02
Web Design & Hosting
PROPOSAL DEADLINE: January 27, 2021, 12:00_{pm}

Contact: Michelle Bennett, Purchasing Dept.
Education Technology JPA
5050 Barranca Parkway, Irvine, California 92604
Telephone: (949) 936-5022 Fax (949) 936-5219
Email: MichelleBennett@iusd.org

All dates subject to change at the sole discretion of Ed Tech JPA. Please continue to check our website throughout the proposal and selection periods for updates.

<https://edtechjpa.iusd.org/procurement/open-procurements>

NOTICE CALLING FOR PROPOSALS

AGENCY: Education Technology JPA

PROPOSAL DEADLINE: January 27, 2021 at 12:00 pm

PLACE OF RECEIPT: Education Technology JPA
%: Irvine Unified School District
Purchasing Department
Attn: Michelle Bennett
5050 Barranca Parkway
Irvine, California 92604-4652
and/or MichelleBennett@iusd.org

NOTICE IS HEREBY GIVEN that the Education Technology JPA, acting by and through its Governing Board, hereinafter referred to as "Ed Tech JPA" will receive up to, but no later than, the above stated Proposal Submission Deadline, sealed Proposals at the place identified above for its upcoming RFP No. 20/21-02 Web Design & Hosting.

Request for Proposal documents can be downloaded at:
<https://edtechjpa.iusd.org/procurement/open-procurements> .

Time is of the essence. The Ed Tech JPA reserves the right to reject any and all submissions, to negotiate with any or all responsible Proposers, and to waive any deficiencies, irregularities or informalities in any proposal or during the evaluation process. The award of a Master Contract(s), if made by the Ed Tech JPA, will be by action of the Governing Board.

Pre-Proposal Vendor Conference: The Ed Tech JPA will conduct a non-mandatory pre-proposal vendor conference call on December 15, 2020 at 1:00pm pacific time at 949-610-7036. Vendors who wish to attend this meeting should RSVP to Michelle Bennett at MichelleBennett@iusd.org.

Any questions regarding the Request for Proposals shall be directed to Michelle Bennett at MichelleBennett@iusd.org, via e-mail only by 12:00 pm on January 14, 2021. All responses will be posted on the Ed Tech JPA's website.

Education Technology JPA
Governing Board

Publish: December 8 & 15, 2020

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Attachment 1: Proposal Form

Contractor Information

Firm/Contractor Name	Catapult K12
Primary Contact Name	Jason Jeffery
Contact Title	President & CEO
Contact Email	jjeffery@catapultk12.com
Contact Phone	530.570.9691

Write out all answers using the Proposal Form. Additional material may be submitted with the proposal as appendices. No brochures, marketing materials, or internal company documentation will be considered when scoring Proposals. Cross-references to the Proposal Form in additional materials will not be considered responsive. Any additional descriptive material that is used in support of any information in Vendor's proposal must be clearly identified.

Essential criteria is denoted with double asterisks (**), and green boxes. Each vendor must meet the essential criteria to be awarded a contract with Ed Tech JPA. Criteria without double asterisks in blue boxes are supplemental criteria our members may use to determine the products and services that best meet their needs.

Part 1 Vendor Support and Ability to Perform

Please respond to each requirement directly and provide additional documentation as needed to support the Proposal.

1.1 Vendor Background/Qualifications:	
Instructions/Overview: Provide a brief description of Vendor's firm(s), as well as any other firms joining with Vendor to provide services.	
History of the firm(s)	<p>Catapult K12 has been in business as a provider of web solutions since 2000. The company started with an easy-to-use content management system (Catapult CMS), which turned out to be perfect for K-12 schools and districts. This led us to the development of more K-12 web tools and to our current specialization as a leader in integrated communication solutions for schools. In addition to Catapult CMS, we offer Catapult Connect, a K-12 parent/staff mass communication solution; Catapult EMS, a K-12 emergency management solution; and a district-branded mobile app.</p> <p>With Catapult CMS, we offer website hosting, content development, search engine optimization (SEO), logo development, custom application development, and configuration/customization/integration of third-party applications.</p> <p>Since our inception, we have maintained a high level of customer service and rapid response times. CatapultK12 has never had a grievance or lawsuit filed against us.</p> <p>The experienced CatapultK12 team brings not only a strong technical background but also an intuitive ability to understand a client's operation and its requirements and to design and implement websites that work uniquely for an organization's particular needs.</p>
Age of the firm(s)	20 years
Number of employees	15 (soon to be 25)
Organizational structure of the firm(s)	The Catapult CMS (website content management system and hosting) office is in Chico, CA. This office also manages the Catapult App. Catapult EMS (emergency management solutions) and Catapult Connect (parent/staff mass communication solution) are in Roseville, CA.

Length of time in the industry	20 years
Number of office locations	2
Addresses of all offices	<p>55 Independence Circle, Suite 203 Chico, CA 95972-4909</p> <p>1340 Blue Oaks, Suite 100 Roseville, CA 95678-7038</p>

1.2 Vendor Contact(s)	
Instructions/Overview: Provide a list of company contacts. For each provide: name, description of role, detailed experience information and/or resume.	
Contract/sales contact	<p>Angelina Brown, MBA Director of Sales and Marketing, Catapult K12 M 916.698.7887 abrown@catapultk12.com</p> <p>Angie started out in marketing at Time Warner in Honolulu, Hawaii after graduating from University of California, Davis, with a bachelors in Communications. She pursued her MBA while in Hawaii and working in the Sales Division of Time Warner. She has also been the CEO of a marketing firm in Sacramento, CA. With over 15-years of marketing and sales experience, Angelina aims to provide solutions to clients in a way that is open, clear and understanding. Sales is more of an art than a tactic to her and we enjoy having her new idea of sales as a part of our team.</p>
Product manager(s)	<p>Tevra Wood Director of Client Success/CMS Operations Manager P 530.566.0446 Ext. 702 M 530-392-2619 twood@catapultk12.com</p> <p>Tevra has been with Catapult since 2017. She graduated Cum Laude from California State University, Chico, with a double BA in Global Studies/International Relations and Religious Studies. Her background includes experiential education, real, estate and adventure therapy, with experience in marketing, web design, course management, and customer relationship management.</p> <p>The Director of Client Success / CMS Operations Manager is responsible for driving client service, production, and overall satisfaction of clients using the CMS and App products in the Catapult K12 suite. She also assists sales and marketing with demos, in-depth questions, and calls, and improving the sales process; is Lead CMS trainer (onsite and virtual); and holds yearly client account reviews</p>
Other (specify)	<p>Jediah Blankenship Production Technical Manager, Catapult CMS P 530.566.0446 Ext. 704 jblankenship@catapultk12.com</p>

	<p>Jediah has been a member of the Catapult Team since 2009. He has a BS in Applied Computer Graphics, Option in Production, with a minor in Communications Design from California State University, Chico. He has prior experience as a videographer and film editor, tv news production director, and publication graphic design.</p> <p>The Production Technical Manager acts as the bridge between Development and Production Implementation. Jediah is a resource to the production team for technical questions regarding but not limited to support, template building, mockup creation, etc. The Production Tech Manager is a resource to clients when needed for template modification, DNS or other account-level technical issues identified for high-level support. As Production Tech Manager, this person directs the template mockup process and conducts trainings for the team. As a member of the management team, the Production Technical Manager also participates in hiring, training and development, and reviewing and giving feedback to members of the production and development teams.</p> <ul style="list-style-type: none"> • Review website designs and make any needed adjustments. • Present website designs to clients. • Receive and implement client feedback or refer to Project & Operations Manager for implementation by team. • Manage template-related production tasks. • Oversee operations, training and mentoring of the production team for technical skills and issues. • Attend weekly production team meeting and report on progress and updates. • Provide Tier 3 client support for items identified for escalation to the development team. • Cover for Project & Operations Manager for team requests and client complaints as needed. • Assists in the hiring, training and development of new production team members.
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	Yes	No	Comments
1.3** Confirm that Vendor will meet the minimum insurance requirements specified in Appendix B. List any insurance requirements Vendor will request a waiver for, if chosen as the Selected Vendor. If the Selected Vendor fails to maintain the required insurance coverages,	✓		Insurance documents to be provided upon request.

without a waiver approved by Ed Tech JPA and/or Participating Associate Member staff, Ed Tech JPA and/or Participating Associate Member may declare Vendor in breach of the Master Agreement and/or Purchase Agreement. **			
1.4** Confirm that Vendor will acquire and adhere to any applicable permits, fees, inspections, and construction administrative requirements. Confirm that a copy of all applicable permit applications and, upon issuance, all approved permit(s) shall be provided to the Participating Associate Member. **	✓		N/A for Catapult K12 products and services.
1.5** Vendor acknowledges and agrees to all specifications listed in Sections 1 - 6 of this RFP. **	✓		
1.6 Vendor certifies that it complies with the Civil Rights Act of 1964, and all applicable Federal and State laws and regulations relating to equal employment opportunity.	✓		

1.7 ** Provide a brief overview of Vendor's technical experience, qualifications, and background in providing and maintaining a Web Design and Hosting Solution Platform and related services for K-12 education and similar customers. Indicate the prior experience of Vendor that is relevant to this contract. Include sufficient detail to demonstrate the relevance of such experience. Please provide specific examples of recently completed, K-12 projects similar in size, scope and timeline to this project. Proposal should evidence Vendor's awareness of and support for the unique needs of education clients. **

Catapult K12 has been in business as a provider of web solutions since 2000. The company started with an easy-to-use content management system (Catapult CMS), which turned out to be perfect for K-12 schools and districts. This led to the development of more K-12 web tools and to our current specialization as a leader in integrated communication solutions for schools. In addition to Catapult CMS, we offer Catapult Connect, a K-12 parent/staff mass communication solution; Catapult EMS, a K-12 emergency management solution; and a district-branded mobile app.

With Catapult CMS, we offer website hosting, content development, search engine optimization (SEO), logo development, custom application development, and configuration/customization/integration of third-party applications.

Since our inception, we have maintained a high level of customer service and rapid response times.

The experienced CatapultK12 team brings not only a strong technical background but also an intuitive ability to understand a client's operation and its requirements and to design and implement websites that work uniquely for an organization's particular needs.

Catapult specializes in the K-12 market. We serve more than 100 school districts and county offices of education, predominantly in California but across the US. We work with a variety of clients, from single-school districts and charter schools to large districts with dozens of schools, whose website projects require multiple production phases. Our company is well prepared to meet multiple overlapping deadlines for concurrent projects.

For projects Catapult has completed for JPA members, please visit these websites:

- East Side Union High School District: <http://www.esuhd.org/>
- El Dorado Union High School District: <http://www.eduhsd.k12.ca.us/>
- Imperial Unified School District: <http://do.imperialusd.org/>
- Mountain View-Los Alto High School District: <https://www.mvla.net/>
- Nevada Joint Union High School District: <https://www.njuhsd.com/>
- San Dieguito Union High School District: <https://www.sduhsd.net/>
- Woodland Joint Unified School District: <https://www.wjUSD.org/>

A sample of other client projects:

- Chico Unified School District: <http://www.chicousd.org/>
- Rescue Union School District: <http://www.rescueusd.org/>
- Rocklin Unified School District: <https://www.rocklinusd.org/>
- Twin Rivers Unified School District: <https://www.twinriversusd.org/>

1.8 Provide evidence of long-term fiscal stability. Artifacts may include fiscal reports or recent audit results that demonstrate consistent and current financial security. Financial information submitted in response to Section 1.8 will be considered proprietary information.

Catapult K12 is a private company. If we are selected for a shortlist of vendors, we will provide requested information.

1.9 Make a written commitment to make available trained personnel, and software support to fully maintain the system for a minimum period of five years from the date of implementation.

Catapult K12 commits to make available trained personnel and software support to fully maintain the

website content management and hosting system for a minimum of five years from the date of implementation.

1.10 Subcontractors

1.10.1 Subcontractors Information: Any subcontractors performing services against this agreement must be fully listed and detailed in the proposal submitted by Vendor. State any work proposed to be provided by a subcontractor, and provide evidence of each subcontractor's capability and willingness to carry out the work. Please note, for the purposes of this RFP, a subcontractor may include a third-party hosting service or cloud infrastructure provider (e.g., AWS, Azure). For each proposed subcontractor, include:

Firm Name	AWS
Address	https://aws.amazon.com/
Management contact person	Jasmine Mclamb, Account Executive jmclamb@amazon.com
Complete description of work to be subcontracted	<p>Catapult K12 provides secure and reliable hosting on Amazon Web Services (AWS), the global leader in cloud computing. AWS offers Catapult K12 clients the same reliability and robust security features provided to giant global corporations. AWS provides excellent security against malicious Distributed Denial of Service (DDoS) attacks, a particular concern of schools and districts. AWS data centers are staffed 24×7 by trained security guards, and authorized access is strictly controlled.</p> <p>Catapult K12 subscribes to the Amazon Elastic Compute Cloud (Amazon EC2), with a service level agreement commitment of 99.99% availability.</p> <p>Storage is unlimited, except for extensive video storage – for class video projects, webcasts, rebroadcast of board meetings, etc. – which will be quoted separately.</p>
Descriptive information concerning subcontractor's organization and abilities.	Amazon Web Services (AWS) is the world's leading cloud platform, used by millions of customers worldwide, including startups, large enterprises, and government agencies. AWS is architected to be the most secure cloud computing environment available, meeting security requirements for the military, global banks, and other high-security organizations.

	Yes	No	Comments
1.10.2 ** Vendor agrees to bind every subcontractor by the terms and conditions of this RFP, Vendor Proposal and all resulting agreements, including licensing and experience qualifications, as far as such terms and conditions are applicable to the subcontractor(s) work. If Vendor subcontracts any part of this agreement/contract, Vendor shall be fully responsible to the Participating Associate Member for acts and omissions of its subcontractor and of persons either directly or indirectly employed by Vendor. Nothing contained in these contract documents shall create any contractual relation between any subcontractor and Ed Tech JPA or between any subcontractor and the Participating Associate Member. **	✓		

1.11 References

	Yes	No	Comments
1.11.1 ** Confirm Solution is in operational use, actively supported by Vendor in at least five (5) K-12, postsecondary education, or government organizations. **	✓		

Provide customer references for at least five (5) K-12, postsecondary education, or government organizations currently serviced by the Vendor. Include the size of each reference organization and the scope of the project. At least three (3) of the references must be using the proposed products. Installations should be similar in scope, timeline and technical design to Vendor's Proposal for Ed Tech JPA. Each reference must include the following information:

- Organization/Customer Name.
- Name, Title, and Contact Information of an organization contact who has ongoing involvement in the system and is knowledgeable about the implementation.
- Organization/Customer Size - Indicate the number of employees, students, licenses, and stations. Indicate any additional information that may be useful in determining the size of the organization/customer.
- Length of time from contract execution to full implementation for the referenced project.
- Installation date of the system.
- Description of in-use system – please include details, including but not limited to, which products are currently in use by reference. Please note if the system installed is

comparative to the system proposed for Ed Tech JPA. (References must be from organizations using the same or similar products and services).

- Vendor Project Manager(s) for implementation and ongoing use of products and services.

Reference #1	
Organization/Customer Name	Rocklin Unified School District https://www.rocklinusd.org/
Name, Title & Contact information for company contact	Michele Martin, Computer Maintenance Technician 916-672-3600 mmartin@rocklinusd.org
Organization/Customer Size - Number of employees/students/licenses	13,553 K-12 students 1251 staff members
Implementation length - from contract execution to full implementation	12 weeks
Installation Date	2014 Redesigned 2018 - 2020
Description of System *include number of locations	District website 18 school websites Staff intranet
Vendor Project manager	Jediah Blankenship

Reference #2	
Organization/Customer Name	Chico Unified School District http://www.chicousd.org/
Name, Title & Contact information for company contact	Erica Smith Coordinator, Community Relations 530.891.3000 x20149

	erica.smith@chicousd.org
Organization/Customer Size - Number of employees/students/licenses	12,339 PK-12 students 2031 staff members
Implementation length - from contract execution to full implementation	8 weeks
Installation Date	2000 Multiple redesigns
Description of System *include number of locations	District website 22 school websites 2 library sites Staff intranet
Vendor Project manager	Tevra Wood

Reference #3	
Organization/Customer Name	Rescue Union School District http://www.rescueusd.org/
Name, Title & Contact information for company contact	Larry Garcia Director, Media/Technology 530.672.4841 lgarcia@rescueusd.org
Organization/Customer Size - Number of employees/students/licenses	3661 TK-8 students 1055 staff members
Implementation length - from contract execution to full implementation	8 weeks
Installation Date	2015 Redesigned 2017 - 2019

Description of System *include number of locations	District website 7 school websites 1 staff intranet
Vendor Project manager	Jediah Blankenship

Reference #4	
Organization/Customer Name	Mountain View-Los Alto High School District https://www.mvla.net/
Name, Title & Contact information for company contact	Bob Fishtrom Director of Information Technology Services 940-4650 x0070 Bob.Fishrom@mvla.net
Organization/Customer Size - Number of employees/students/licenses	4394 grade 9-12 students 913 staff members
Implementation length - from contract execution to full implementation	6 weeks
Installation Date	2019
Description of System *include number of locations	District website 5 school websites Intranet site
Vendor Project manager	Tevra Wood

Reference #5	
Organization/Customer Name	Twin Rivers Unified School District https://www.twinriversusd.org/

Name, Title & Contact information for company contact	David Peterson Database & Applications, Information and Educational Technology Services 916.566.3444 david.peterson@twinriversusd.org
Organization/Customer Size - Number of employees/students/licenses	32,443 students 6515 staff members
Implementation length - from contract execution to full implementation	4 staggered 10-week phases over 9 months
Installation Date	2018
Description of System *include number of locations	District website 49 school websites 1 emergency website 2 intranets
Vendor Project manager	Jason Jeffery

1.12 Implementation

	Yes	No	Comments
1.12.1 ** Vendor acknowledges and confirms compliance with all processes and requirements defined in RFP Section 2.00: Purchase Agreement Implementation Process. Identify any exceptions or deviations from the proposed project approach, site access requirements and Vendor expectations. **	✓		
1.12.2 ** Vendor confirms that it will provide Participating Associate Member with a written implementation plan with specific dates no later than two weeks after receiving notification from Participating Associate Member. Participating Associate Member will not be required to implement Vendor's solution until after approving the implementation plan, obtaining Participating Associate Member Board approval, and upon full execution of the Purchase Agreement. **	✓		

1.12.3 Confirm that Vendor will provide maintenance services, and will not outsource maintenance.	✓		
1.12.4 ** Vendor confirms that its delivery and maintenance employees shall wear distinctive company clothing and display company/employee identification, including the employee photograph and name. Vendor agrees that all Vendor employees who will be on site will adhere to applicable laws and Participating Associate Member Agency background check and supervision requirements. All Vendor employees must check in at the administration office of each site prior to any delivery or site work. **	✓		Catapult CMS/App/Connect employees will not need to be on site, but, if that is necessary at any time, employees will be properly identified and will adhere to all applicable laws and requirements.
1.12.5 If selected, Vendor will agree to contract language allowing mutual contract termination in whole or in part, in the event that Participating Associate Member does not allocate funding for the continuation of this contract or any portion thereof. In the event of termination due to non-allocation of funds, both parties shall be held without fault and there shall be no financial consequences assessed as a penalty on either party.	✓		
1.12.6 ** Confirm that the Solution can transfer student and personnel data from the Participating Associate Members' system(s) to the new Solution. If this is limited to specific providers/systems please list those with which this capability exists. Provide information related to the Vendor's transition approach. List any assumptions or conditions that would impact data migration to Vendor platform from an incumbent system. **	✓		<p>The public-facing website does not display information from a student information system.</p> <p>Catapult CMS pricing includes data migration from an existing website. If no current website exists, content will be added from information provided by the client, or a generic navigation structure will be provided for expansion by the client.</p> <p>Catapult uses Content Snare software to make</p>

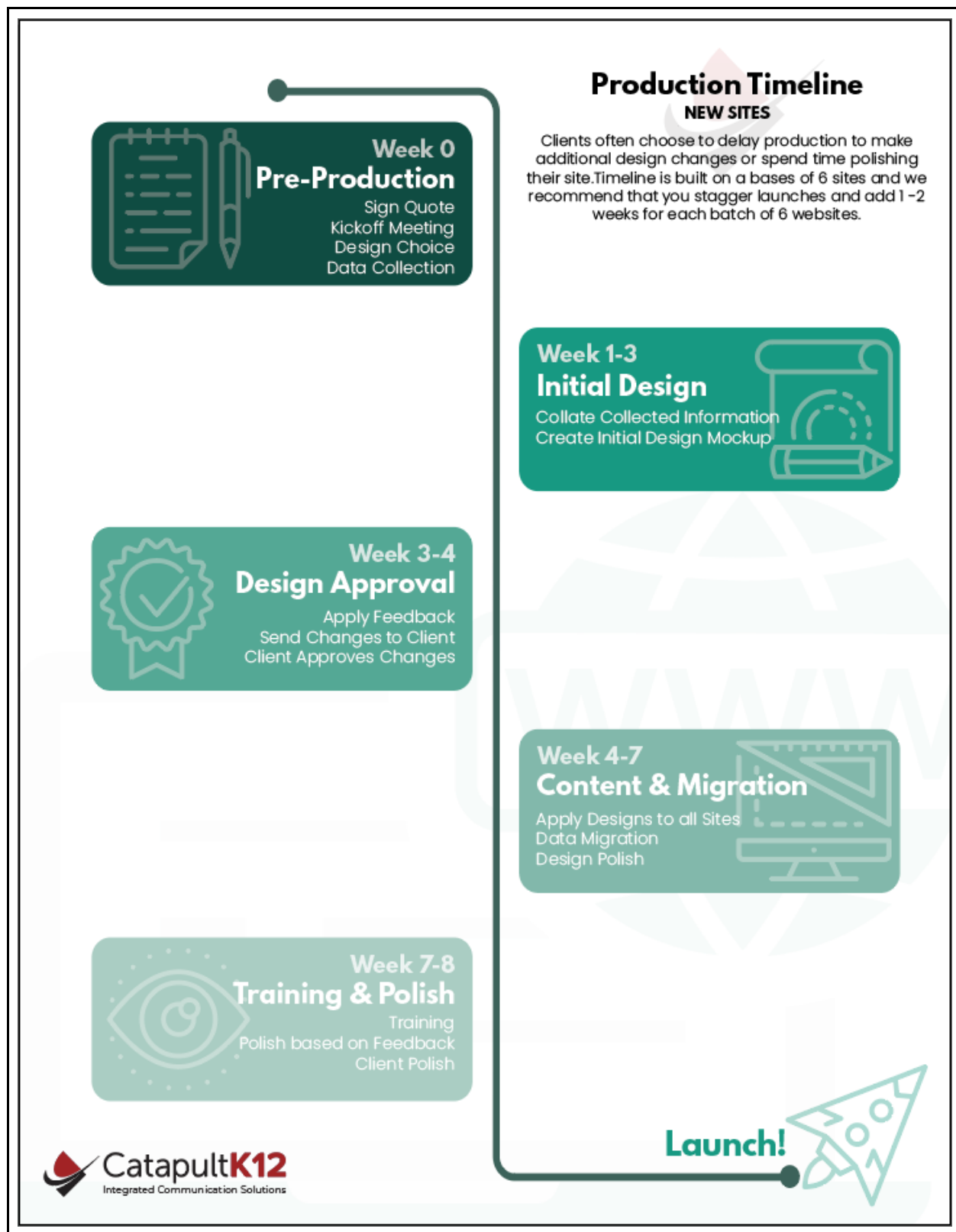
		<p>it easy for clients to provide needed information, based on their design template choice.</p> <p>Catapult Connect Mass Communication System pre-loads recipients from your Student Information System and staff information from your automated Staff Directory for custom message targeting. Catapult can work with any provided, as long as the client technology staff can produce a nightly .csv export to keep student and staff information up to date.</p>
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1.12.7 Specify any minimum system requirements or assumptions related to the Participating Associate Members' infrastructure or work environment that must be in place prior to implementation.

All Catapult K12 services are online solutions which require a stable internet connection and an up-to-date browser.

1.12.8 ** Provide a general project plan that includes implementation of the proposed Solution. Include a general outline of essential tasks/milestones and the estimated timeline for a typical implementation. **

See Catapult CMS Production Timeline for new sites, including Pre-Production, Initial Design, Design Approval, Content & Migration, Training & Polish, and Launch.



1.12.9 Describe Vendor's proposed project approach, including the roles and responsibilities of project team members, required tasks and any necessary onsite work. Include a detailed list of Participating Associate Member and Vendor responsibilities during the implementation process. **

Catapult's project approach is to work closely with your team to create the vision you have for your new district and school websites.

- Project Manager – oversees the entire process from kickoff to launch.
- Web Designer – creates a mockup for your website based on your design choice and your provided information.
- Content Team – organizes your content to display well in your new design and be easily accessed by your school communities. (Catapult provides creation of content up to included content hours.)
- Lead Designer – supervises your design process, reviews your mockup with you and implements your feedback.
- Data Migrator – moves content to your existing website, making sure nothing is overlooked.
- Quality Control Specialist – completes a rigorous pre-launch quality control check.
- Launch Specialist – takes care of the technical details for sending your sites live.

Client responsibilities:

- Choose a design! We can't start the process until the design choice is finalized.
- Complete the content gathering process with Content Snare.
- Meet deadlines or reschedule.
- Stay in communication with your Catapult Project Manager.
- Polish and approve content before launch (the client is responsible for any content beyond the hours included in the contract).

1.12.10 ** Discuss and describe the proposed project communication workflow between Participating Associate Member and Vendor from the initiation of the project through implementation, closeout, and transition to maintenance/ongoing support. **

Initially, your Catapult CMS project manager will set a Kickoff Meeting by phone or online to discuss your goals for your new websites and to assist you in choosing a design from our design gallery, to be customized to your specifications. You will receive a link to a Content Snare that will guide you through providing the photos, colors, logos, links and other content elements for your district and schools. With your provided information, a design mockup for the district is made and presented to you in a Design Meeting with your Catapult Web Designer. Another Content Snare is sent for your design feedback, your approval to start data migration, and user information for training and access. Your feedback is applied for your approval. Then the general design is applied to all schools, with the appropriate colors, mascots, etc. Data migration is begun for all sites. Designs are published to a staging site for your review. When we all in agreement that the designs are ready, we set a training date for a "Train the Trainer" Zoom to familiarize the administration with how to use Catapult CMS.

After the training, the client trainers will be able to train the other maintainers. Pre-launch instructions guide the client through final approval, setting up hosting, pointing DNS and going live! After launch, our friendly and knowledgeable Support staff members are available to help with all questions.

1.12.11 Identify examples of Vendor resources/staff that will be assigned to Participating Associate Members' implementations, including estimated availability and anticipated time commitment, years of experience with the company, and recent projects similar in scope to Participating Associate Member implementation.

Catapult CMS has three distinct teams: Production Team, Support team, and Development team. The specific team members allocated to any project depends on the scope and timeframe of the project. Most contracts are built around an 8-week timeframe. Projects with more than 10 websites may be broken into multiple phases to accommodate school staff schedules.

1.12.12 ** Describe any assumptions or constraints impacting Vendor's project timeline. If any feature or component of the system will be phased in on a later timeline (e.g., historical data importing), identify those constraints here. **

If accurate staff export is not available at time of launch, the automated Staff Directory may be phased in later. Catapult CMS allows for creation of teacher websites, which are usually created on demand by local administration as needed.

1.12.13 Explain any penalty or liability charge for order changes prior to and after installation of the proposed Solution.

Websites are purchased on an annual contract. Catapult recognizes that plans often change, and we will work with the client to make any reasonable adjustments to contracts as needed. Honestly, we are pretty easy to work with.

1.12.14 ** Vendor confirms that should the awarded Vendor be a new vendor, the Vendor shall coordinate with the previous vendor for implementation of the new Solution. Describe Vendor approach and services supporting customer transitions from incumbent web design and hosting solution to ensure minimal interruption. **

The new website will be built what is publicly accessible; therefore, it is usually not necessary to coordinate with the previous vendor. In the event that the previous vendor owns the domain being used by the previous website, it is the responsibility of district technology staff to have that website domain transferred to an environment they control.

1.12.15 Describe Vendor’s capabilities and implementation approach to migrating design elements, data, formatting, text, photos, metadata and other content from Participating Associate Member’s previous website solution to the Vendor’s proposed solution.

Catapult has a proprietary system for migrating content and linked documents, photos, etc. to make data migration easy and accurate.

Data migration differs from our content development service in that no new content will be created during the data migration process. Data migration is limited to the transfer of content from one live website to another. Data presented in other formats will not be transferred as part of the data migration process, unless specifically negotiated as an exception to this policy.

When the data migration process is initiated, Catapult will create a content development staging environment to hold the content of the new website.

Catapult will begin time tracking once a data migration specialist becomes available to begin data migration. Data migration will end once the negotiated hourly allotment is reached.

Before data migration begins, the client is encouraged to suspend content updates to the current website to prevent content from changing and being lost while content is being transferred to the new website.

Once all available data migration time has been used, the client will review all content that has been transferred to ensure that they are completely satisfied. Training is then scheduled, and the content is formally handed off to the client for any needed updates.

1.13 Training

	Yes	No	Comments
1.13.1 Confirm that, if selected, Vendor will provide electronic, editable copies of training materials as well as suggestions for use and best practices as part of the training process.	✓		Catapult maintains an online Knowledge Base and online videos to assist users of the CMS.

1.13.2 ** Provide an overview of the recommended implementation training approach. Describe whether Vendor approaches training through a train-the-trainer approach, turn-key implementation, or other strategy. Be specific about the number of staff that will be directly trained by Vendor personnel under the proposal. Define whether training will be conducted in person, remotely (synchronous) or via on-demand tools. Provide an outline of the proposed training content and sample supporting materials. **

Catapult was designed to be an easy-to-use content management system for non-technical maintainers. Pricing includes an online “Train the Trainer” session to familiarize the administration with

how to use Catapult CMS. After the training, the client trainers will be able to train the other maintainers. The Catapult software include links to tutorial videos and an online Knowledge Base, which allow most maintainers to use the system without attending a formal training.

- See **Appendix D: Training Overview** for an outline of the proposed training content.
- Knowledge Base: <https://support.catapultk12.com/>
- Video Tutorials: <https://www.youtube.com/user/CatapultCMS>

1.13.3 Include a detailed explanation of the training Vendor will provide for site leads/management and system administrators. Please indicate on which functions the system administrator will be trained. **

Typically, we use the “Train the Trainer” method to train district staff and they train department and school staff. Supplemental trainings for administrators may be added to the contract as needed.

1.13.4 Include the recommended training approach and associated costs for all users. Provide cost options for direct, Vendor-led training for end-users, train-the-trainer and on-demand/self-paced (video or document tutorials) alternatives.

There is no extra cost for online “Train-the-Trainer” training or online Knowledge Base and videos.

1.13.5 Describe additional system administration and technical training that is available. Please include the projected costs for the training classes, where they are held, who provides them and if and what certifications would be provided if Participating Associate Member staff completes various levels.

Supplemental trainings may be added at a quoted hourly rate. Virtual training resources are available free of charge.

1.13.6 Describe any on-site training/support/assistance during or after implementation, and any costs associated with the training/support/assistance.

Onsite training may be arranged at a quoted cost. Ongoing support ticket and phone support are available at no extra cost.

1.13.7 Describe available webinars and online training.

Catapult maintains an online Knowledge Base and online videos to assist users of the CMS. Occasional webinars are scheduled to address areas identified in the annual account review. These focus on new features and bringing new staff members up to date.

1.14 Support and Maintenance

	Yes	No	Comments
1.14.1 ** Confirm that unlimited support is available through a toll-free phone number and online ticketing system minimally from 7am to 4pm (Monday-Friday). **	✓		Support hours are M-F 8am to 5pm Pacific (except holidays) at 888.840.9901. Early support at 7am can be arranged if needed.
1.14.2 ** Confirm emergency after-business-hours support is available for critical issues (site/district outage, data integration failure). **	✓		Software monitoring sends status or service interruptions to our Project Manager & System Administrators' cell phones via email, so we can respond to any issues outside of normal business hours.
1.14.3 ** Confirm that, if selected, Vendor will provide full-time, company-employed customer service professionals who are trained specifically to support the products and configuration recommended for Participating Associate Members. Please describe the size, work location and organizational structure of the support team. **	✓		Catapult support staff members are knowledgeable full-time employees. Catapult employs two full-time support specialists in the Chico office, who answer to the CMS Operations Manager. Overflow support is provided by DMS Production and Development teams as needed.
1.14.4 Confirm that Vendor does not outsource customer support.	✓		Support is not outsourced.
1.14.5 Confirm that Vendor will appoint one point-of-contact for Participating Associate Member.	✓		

1.14.6 Describe standard support hours (24x7x365 preferred). Describe extended and/or emergency support hours. If standard support is not available 24x7x365, describe criteria used and/or limitations on the availability of emergency or escalated support requests.

Support hours are M-F 8am to 5pm Pacific (except holidays) at 888.840.9901. Early support at 7am can be arranged if needed. Software monitoring sends status or service interruptions to our Project Manager & System Administrators' cell phones via email, so we can respond to any issues outside of normal business hours.

1.14.7 Provide response and resolution times to tickets/reported incidents. Include the severity/type of incident, the average response and resolution time for similar incidents over the past two years and the target and guaranteed response and resolution times included in Vendor's proposal.

We have four tiers assigned by support staff: Low, Normal, High, Urgent. Over 75% of tickets have an initial response within one hour. When after-hours and weekends are included, average first response time is 5.5 hours. More detailed support data may be provided upon request.

For server up-time we use a third-party expert to actively manage our Amazon Web Services account 24/7/365.

1.14.8 Provide data to show the number of support requests, median response time, and customer satisfaction metrics used to evaluate the responsiveness and effectiveness of Vendor's support team.

CATAPULT CMS SUPPORT REPORT												
2019	January	February	March	April	May	June	July	August	September	October	November	December
Solved Tickets	124	104	128	127	108	90	139	260	174	109	124	86
Average First Response Time	7.38	4.06	19.79	23.29	4.27	12.99	37.56	8.45	14.78	4.78	11.1	5.33
2020	January	February	March	April	May	June	July	August	September	October	November	December
Solved Tickets	137	141	219	122	110	92	218	329	210	119	350	332
Average First Response Time	5.08	18.06	6.99	9.42	7.44	4.79	5.21	3.62	4.58	3.09	6.46	8.99

We do not offer a satisfaction survey, so we do not have customer satisfaction data.

1.14.9 Describe the process for submitting support requests. Explain how support requests are tracked. Describe how the original requestor as well as centralized Participating Associate Member support personnel (IT contact and contract administrator) can view support request history.

A Catapult Support website is available at <https://support.catapultk12.com>, with links to Knowledge Base articles and a "Submit a Request" button on each page.

Catapult Support uses Zendesk to log and track support requests. Any interaction with the ticket

automatically emails the sender, so the requestor sees a running history of the ticket in an email chain.

1.14.10 Describe the escalation procedures for issues. Identify whether support requests are automatically escalated based on severity and/or time-lag.

If minor issues cannot be addressed with lower-level support staff, the issue will be escalated to our System Administrator and Project Manager. These two Catapult K12 employees will then resolve any service issue or report to the client any alternative solutions CatapultK12 feels may be a viable option to resolve a service issue.

1.14.11 Describe the process for submission, review, escalation and development for new feature requests.

Feature requests may be submitted through our Support Center at <http://support.catapultk12.com/>. Future development is weighted based on the number of clients who have submitted requests for that feature. The Development team is available to meet with clients to find solutions to meet client goals. The Catapult CMS product has been in active development for the past 15 years and has grown to support the expanding communication needs of K12 clients.

1.14.12 Describe systems in place to capture customer feedback and how that feedback is used to inform development and organizational priorities.

Feedback and feature requests may be submitted through our Support Center at <http://support.catapultk12.com/>. Our annual account review meetings encourage specific feedback and feature requests. Future development is weighted based on the number of clients who have submitted requests for that feature.

1.14.13 Provide release notes for system upgrades and enhancements over the past two years. If release notes are not available, provide a list of features enhanced or added in that timeframe.

See **Appendix D: Release Notes** for a detailed record of all development updates from the last two years. These are provided upon request to clients, but they are not publicly available. Client documentation is added based on subject area, not on release, and is part of the general Knowledge Base. View a typical client update in our Knowledge Base: [CMS Text Editor Improvements](#).

1.14.14 Indicate what Vendor defines to be “regular” and “emergency” services, and describe the expected and guaranteed response time for “regular” and “emergency” services.

An “emergency” would be defined as an event that would interrupt the access to our cloud service,

either by the user of the system or by the public engaged with the end product our software produces. For example, CMS has software to allow the user to update the website, but the software also posts web pages for the public to view. Anything that restricts either one of those two users would be considered an emergency and would be addressed immediately by our 24/7/365 support team, who would be notified by our outside monitoring service. We have only had 2 such moments in the last 5+ years, but both were resolved within minutes of the outage.

“Regular” support is any support issue not deemed an emergency. These regular services are dealt with by our support staff via our dedicated support website: <https://support.catapultk12.com/>.

1.14.15 State what recourse is available if the proposed system does not perform as quoted and the Participating Associate Member is faced with loss or interruption of service.

In the event that there is network outage, CatapultK12 will credit the monthly service charge for the following month's service as calculated below and as measured 24 hours a day in a calendar month, with the maximum credit not to exceed 25% of the monthly service charge for the affected month. Network outage means any outage in which end customers are unable to access the customer's site, due to a failure in CatapultK12's network. CatapultK12 is not responsible for connectivity issues resulting from failure of any network other than one which is solely owned by CatapultK12.

CatapultK12 will be held responsible ONLY for its network and not for general conditions on the Internet. Delays that occur outside CatapultK12's routers caused by backbone failures/congestion, interruption of or delay in transportation, unavailability of, interruption or delay in telecommunications, or third-party services (including DNS propagation) resulting in degradation of service and high packet loss or similar conditions cannot be guaranteed by CatapultK12. When purchasing services from CatapultK12, customer agrees that CatapultK12 will not be held responsible for any loss of sales or revenue as a result of network outages or website and server inaccessibility.

CatapultK12 will offer network outage service credits to customers in accordance with the following schedule.

Server Availability

- 99.9% / Guaranteed
- 98%-99.6% / 5%
- 96%-97.99% / 10%
- 90%-95.99% / 15%
- 89.99% or below / 25%

1.14.16 Indicate the provisions for service and spare parts if Vendor's business terminates, is subjected to a strike, or shutdown for any reason.

If any event beyond CatapultK12's reasonable control shall continue for more than 7 days, the license fees shall be abated until services are restored. If Catapult K12 feels the time, costs or problems encountered to fix the issues arising from the event are not acceptable, Catapult K12 may terminate its agreement with no further obligation and without liability to the client. Upon termination of any

contract, Catapult K12 returns all assets belonging to the client and will make every effort to help get your website back up and running with an alternative vendor.

Part 2 Technology Requirements

For each requirement, Vendor must indicate whether the feature request or requirement is fully met in the current, publicly available version of the platform (“Yes”), the feature or requirement is not available (“No”), the feature or requirement is partially satisfied by functionality available in the current release or will be available in a planned, upcoming, future release (“P”), or the feature can be custom developed as desired (“C”). If the feature or requirement is planned for a future date, Vendor must provide the release number (version) and date. Planned enhancements listed without a scheduled release date will be evaluated as if the technology is not available. If the feature can be custom developed Vendors must provide clear pricing in Appendix C:Pricing (hourly, flat rate based on scope of work, etc.).

Vendors may respond and be awarded to one or more features (for example, a vendor that offers only Developer and not Hosting may respond only to the Developer section and be awarded for that section only). Please indicate below which System features Vendor is proposing. Indicate whether the module may be licensed individually or whether it must be combined with other modules provided by Vendor to function properly with full Vendor support. For example, if Vendor offers a specific part of the Solution, but will integrate with third party solutions, Vendor should indicate that the specific part of the Solution requiring third party integration is licensed individually.

Requirements have been divided into “Developer” and “Hosting”. If Vendor plans to respond to only one section Vendor is only required to respond to sections pertaining to that feature (ie: a Web Hosting company would respond to items denoted “Hosting” and “Developer and Hosting”).

Feature	Included in Proposal (Y/N)	Individually Licensed (Y/N)	Package Only (Y/N)	Comments (Please list applications that must be bundled with purchase if applicable)
Developer	✓		✓ with Hosting	Catapult CMS runs only on Catapult servers
Hosting	✓		✓ with CMS	Hosting must be bundled with Catapult CMS

2.1 Developer and Hosting - General

	Yes	No	P	C	Comments
2.1.1** Confirm that the Solution shall be designed to anticipate and provide for increases in data storage needs, increasing size and scope of data sets on-line, and increasing number of users.**	✓				Unlimited storage but 100MB per file cap; unlimited users
2.1.2 Confirm that software updates are included in the maintenance contract.	✓				

2.1.3 Provide information regarding the database platform and versions supported. Confirm that the Solution can be run in a Virtualized environment (VMWare, Hyper V).

Catapult CMS websites run only on Catapult servers. This is a Windows server environment hosted on Amazon EC2 scalable server structure.

2.1.4** Specify whether the Solution is web/cloud-hosted or on-premise. **

Web/cloud-hosted

2.1.4.1 If the Solution is on-premise, specify all hardware required to support the system.

N/A

2.1.4.2 If the Solution is web/cloud-hosted, describe what measures have been taken to ensure resiliency/high availability.

Catapult K12 provides secure and reliable hosting on Amazon Web Services (AWS), the global leader in cloud computing. AWS offers Catapult K12 clients the same reliability and robust security features provided to giant global corporations. AWS provides excellent security against malicious Distributed Denial of Service (DDoS) attacks, a particular concern of schools and districts. AWS data centers are staffed 24x7 by trained security guards, and authorized access is strictly controlled. Catapult K12 subscribes to the Amazon Elastic Compute Cloud (Amazon EC2), with a service level agreement commitment of 99.99% availability. We maintain a contract with Mission Cloud Services to monitor server activity and performance and to ensure 24/7 response to any server issues.
<https://www.missioncloud.com/>

2.1.5 Describe any browser or application requirements including: supported browsers and minimum versions for accessing content and for website editors, dependencies on Flash or other third-party software. Please note any browser specific limitations to the functionality provided by the Solution. ****

Both the backend CMS and frontend websites are tested to make sure they work correctly at all screen sizes for all major browsers with more than 3% market share, based on <https://gs.statcounter.com/>.

2.1.6 Provide details regarding Vendor needs and expectations for remote access to systems and open ports required for communication and data exchange between system components. ****

To configure a single sign-on connection through LDAPS, Catapult needs:

- URL or public I.P. address that we can use to connect to your AD server
- The domain that AD server controls
- The AD server must accept incoming requests from our hosting server through port 636.

To configure the automated staff directory:

- the data source for staff directory information must be configured to create a nightly .csv export and send this file through SFTP to our hosting server.

For access to Google assets:

- users must authorize their Catapult account to have access to their Google account

2.1.7 Describe Vendor process for testing and releasing software updates and providing for business continuity during major upgrades. Describe expectations of Participating Associate Member staff to apply upgrades for systems.

Testing Process

As not all features which have been isolated from the main code-line are equally complex, we have developed three testing schemes:

CMS Team Testing - This level of testing is always required to make sure anything we build works correctly. Testing starts with the developer who built the feature, passes to a second set of eyes, and lastly is assigned to the rest of the CMS team to try the feature before the public sees it. This feedback is gathered on a "Team Testing Board" and often happens several times during the lifecycle of a new feature.

Company-Wide Testing – Company-wide testing pulls in people who don't normally use the software. This level of testing is intended both to make sure things work and to get feedback on whether the typical maintainer can use it. We typically do a round of CMS Team Testing before Company-Wide Testing, to make sure things work before we get feedback from others who aren't as familiar with the software.

External Beta Testing - Participation in beta testing is an opt-in process offered to clients who are interested in having access to new features before they are ready for general release. External beta testing may be done to get a requested feature into specific hands quickly or to receive a wider range of feedback than is available through internal testing only. In almost all cases, the final launch date will be set when we release to our beta testers, so they may be getting the feature several weeks early, but we do not expect to add new features before the feature goes live to the broader client base.

Launch

Launching a new feature almost always requires the roll-out of a new software build. So we will often coordinate features to release in tandem with a previously scheduled build. This can be added to the existing "Main" version or added to a development build. In either case the build is scheduled to go out early in the day and early in the week, so that our team can respond quickly to any issues associated with its release.

Continuity

Software launches perform seamlessly and automatically in the background when they have completed all phases of testing and been approved for global release. The software notifies clients when new features are available and displays descriptions and help videos on how to use the new functionality.

2.1.8 Describe the typical frequency of software updates on an annual basis and whether software updates are required at these intervals or if they are included/or optional. Describe how Participating Associate Members are notified of new software upgrades and tools available.

We release monthly bug releases and add new features on average four times per year. Software updates are included in the service fees. Clients are notified by email of software upgrades and any new tools available, with a link to an online Knowledge Base article.

2.2 Hosting - Performance and Reliability

	Yes	No	P	C	Comments
2.2.1 Confirm the hosting platform has server redundancy in the event of an outage.			✓		We can use nightly server snapshots to rebuild servers in the event of a outage.

2.2.2 Describe performance monitoring or other tools/techniques used to ensure consistent response times and availability of the Solution.

We maintain a contract with Mission Cloud Services to monitor server activity and performance and to ensure 24/7 response to any server issues. <https://www.missioncloud.com/> Our software includes internal notifications to the Development team in the event of any failed software operation.

2.2.3 Describe Vendor recommended/used database backup, system recovery, and failover capabilities to minimize the system downtime and risk of data loss.

The CMS makes backups of the pages and documents added by our clients, which can be accessed by our support staff. We also have nightly server snapshots, which provide file-level recovery of anything on our hosting server, which can be recovered by our network technicians.

2.2.4 State uptime for the Solution for the past three (3) years. Scheduled maintenance that renders the system unavailable for typical usage, should be counted as an outage. Describe process for maintenance and uptime service level agreement.****

Catapult K12 subscribes to the Amazon Elastic Compute Cloud (Amazon EC2), with a service level agreement commitment of 99.99% availability. We have always exceeded this service threshold. Required server upgrades and restarts are scheduled for midnight, outside of business hours. Software upgrades do not affect public-facing websites until new content is published.

2.2.5 Provide a list of any site-wide outages over the past two years. Include the duration of the outage and an impact statement listing the services affected.****

We have had no sitewide outages due to hardware or software failure. The majority of website outages are caused by DNS or registration issues on the client side. We take any outage seriously and escalate to the Development team to help our clients restore access to their website as quickly as possible.

2.2.6 Describe any data loss or data corruption that occurred in the past three (3) years. Identify any customers that experienced lost or compromised data and the source of the issue.****

Due to the redundancy of client files provided by our hosting solution, we have not had any data loss or corruption that has not been able to be recovered.

2.2.7 Describe Vendor support for disaster recovery of the complete Solution in the instance of data corruption, complete data failure, complete server failure, or complete site failure. Provide evidence of comprehensive disaster recovery meeting.

Each issue is specific to the needs of the client and the situation. On May 28, 2019, a new client had lost everything on their previous web server, due to the corruption of a locally controlled hard drive.

We responded by finding online backups of their website to recreate the structure of the website, and we worked closely with the administrative staff to recover documents based on files on their personal machines, including all board meeting agendas and meeting notes. We were able to get this legally sensitive information online before their next board meeting.

2.2.8 Describe how Vendor anticipates and provides for increases in data storage needs, increasing size and scope of data sets on-line, and increasing number of users. Provide an overview of how Vendor scales both infrastructure and support personnel to meet necessary demand.

Catapult provides unlimited storage for web content, with a 100MB per file cap to avoid abuse. Administrator access allows for creation of unlimited number of users on demand and to assign their access appropriately. The Operations Manager has authority to assign members of other teams to Support as needed.

2.2.9 If onsite installation, provide all technical documentation including minimum requirements, database sizing recommendations, and system architecture and installation.

N/A

2.3 Developer and Hosting - Upgrades and Maintenance

2.3.1 Confirm that the Solution shall be available 24/7, 365 days per year and provide details related to scheduled maintenance windows and precautions taken to ensure high availability.****

Catapult K12 solutions are available 24/7, 365 days per year. Maintenance to servers and software is performed as upgrades are required or developed. Most updates are performed during off-peak times and should not result in a noticeable down time. If extended updates are required, CatapultK12 will advise clients in advance.

2.3.2 Clarify whether Vendor will host dedicated, separate production, development and test/preview environments for Participating Associate Members under this agreement. Participating Associate Members may request a testing database that is refreshed regularly from the production site, where new releases can be previewed and modifications tested prior to application to production.

We scale access to a new development build, based on a client's level of interest. Each school district offers on their own instance of the Catapult software. Technology staff can request to preview upcoming technology builds on our dedicated development instance (a clone of client data is used for testing). Once new development builds are stable, clients may opt to beta test new development features and have the development build applied to their Catapult instance. When all features are approved for release, all production builds of Catapult are upgraded.

2.3.3 Provide details on maintenance service arrangements for the proposed system and the cost for any alternative available including maintenance contracts and per-call maintenance cost.

All packages include an ongoing hosting and maintenance agreement, which provides for unlimited email and phone support. Clients who require additional support for ADA services may opt in our ADA Remediation Service.

2.4 Developer - Data and Interoperability

2.4.1 Participating Associate Members require full access to extract user-generated, system and usage data. Please describe how Vendor's proposed system supports this requirement. ****

Catapult CMS provides activity logs to Developer-level users on the dashboard, which allow filtering and .csv export. User-generated content and files can be downloaded from the system or requested as a bulk download .zip file.

2.4.2 Please specify which platforms Vendor's proposed system integrates with for authentication/authorization (Active Directory, G-Suite, Google Single Sign On). ****

Active Directory, G-Suite, Google Single Sign-On

2.4.3 To the extent that the proposed Solution leverages student, staff or other data systems, please describe available integrations. Provide a list of all Student Information Systems ("SIS"), Personnel/Human Resources, and Notification Systems that Vendor's proposed solution is currently integrated with (Examples: Aeries, Powerschool, Infinite Campus, Schoolloop, SchoolMessenger/Intrado, Blackboard, ParentSquare). For each, please provide a brief description of the level of integration and how frequently the Solution can pull/refresh data from these data sources. For systems that rely on data FROM the web design and/or hosting solutions, specify any limitations on the number, frequency or scope of scheduled extracts that Participating Associate Member agencies can create and use.

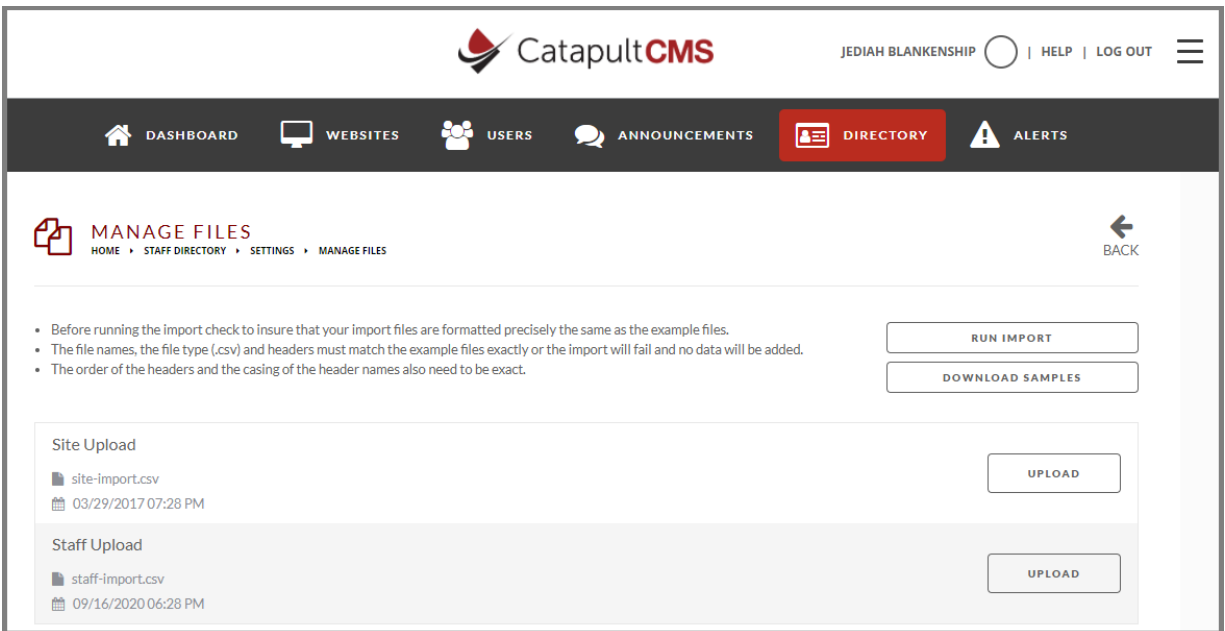
We have a direct integration with Aeries (used for Catapult Connect and Catapult EMS). We build custom integration scripts for other Student Information Systems as needed, at no extra cost. No data from the SIS is used within the public-facing website. No data from the web server's database is accessible to outside vendors. Catapult CMS is a very flexible solution that can work with any service designed to be embedded on an HTML page.

2.4.4 Describe Vendor's data integration and loading process, include sample file layouts. ****

Integration with the Staff Directory allows a one-time manual import or, when a clean dataset is

available, an integration between the data source and the web hosting server. The Staff Directory expects staff information to be provided in the following format:

```
FirstName,LastName,Email,Position,Department,PhoneNumber,PhoneExt,HomePage,PictureUrl,Site<firstname>,<lastname>,<email>,<position>,<department>,<phonenumber>,<phoneext>,<homepage>,<pictureurl>,<site name>
```



The system provides error messaging to help users find the cause of a failed import. Every manual import is archived, so that a prior dataset can be reverted to if needed. Knowledge Base documentation and Catapult Support staff are available to assist the importing and exporting of directory data if needed.

2.4.5 Describe support for creating custom, scheduled imports and exports.

When a nightly import is available, the Staff Directory can be configured to synchronize data. Once it is toggled on, our system synchronizes with the uploaded staff import file each hour. An archive of each import is stored on the web server. Files can be downloaded on demand.

2.4.6 Describe the capabilities of the Solution to provide bulk imports and exports.

All imports of the Staff Directory are bulk imports.

2.5 Developer and Hosting - Security

	Yes	No	P	C	Comments

2.5.1** Confirm that the Vendor's information security policies are documented and available to clients upon request.**	✓				
2.5.2 Confirm that the Solution prevents users from accessing information on students that they are not directly involved with. If the Solution does not allow for students to be secured by teacher, grade-level at a school, and specific school, describe the different permission levels that the Solution can enforce.	✓				The CMS does not use student data.
2.5.3 Confirm that Ed Tech JPA and Associate Members may review Vendor internal and/or 3rd party security audits.	✓				We will share general concepts without detail, because sharing security information is a security risk itself. We are iKeepSafe Certified and have a number of other certifications.
2.5.4** Warrant that Vendor provides background checks on all employees, and/or that only employees who have undergone said background checks will have access to Participating Associate Members'/Districts' data. **	✓				iKeepSafe certified
2.5.5 Confirm that Vendor requires all employees to sign data handling agreements at hire.	✓				iKeepSafe certified
2.5.6 Certify that Vendor employs and will continue to employ a dedicated CISSP certified security manager, or the equivalent, in certification to test the Solution and run ongoing checks/improvements.			✓		We do not have a dedicated CISSP certified security manager, but our third-party AWS management team provides regular vulnerability testing as well as having a dedicated CISSP-certified security manager on staff to review our account.

2.5.7** Confirm that Vendor is capable of providing access limitations based upon Participating Associate Member roles, and give the site system administrator a tool to modify access rights at the individual level. Vendor's Solution must be configurable to provide specific user rights and roles and to restrict data access and administrative oversight to the appropriate personnel. **	✓				
2.5.8** Vendor agrees that, even if the proposed Solution is hosted by Vendor, data housed in the Solution remains the sole property of Participating Associate Member and cannot be used in any way not explicitly approved by Participating Associate Member.**	✓				
2.5.9** Confirm that no third-party shall be given access to Participating Associate Member data for any reason without explicit, written authorization from the Participating Associate Member. Any third party used to support the Solution must be identified as a designated subcontractor in the RFP response. **	✓				Amazon Web Services and Mission Cloud Services are designated subcontractors.
2.5.10** Confirm that Vendor agrees to execute and abide by all terms in the Standard Student Data Privacy Agreement CA-NDPA (CA-NDPA) (included in Appendix E of this RFP). **	✓				

2.5.11 Indicate if the Solution can be integrated with platforms for authenticated user permission assignment.

a.) Specify which platforms the Solution can be integrated with (such as Active Directory or G-Suite).

b.) Describe how the Solution can assign permissions based on directory system information (e.g., leveraging group memberships to determine editing rights or page visibility for users).

This is planned development for the 2022 release of Catapult 3.0.

a.) We will be supporting both Active Directory and G-Suite.

b.) Users will be able to map OAuth groups to specific user access and site assignment. These permissions will be able to be overwritten at the user level (with higher or lower access than would be granted by the group assignment).

2.5.12 Provide a description of Vendor policy regarding storage, retention, and distribution of data. State Vendor company data non-release policy.

Upon completion of the final product, CatapultK12 and Client shall both independently share all ownership and intellectual property rights over the finalized object and source code, and the finalized expression of the product, code, and/or website, which includes the look and feel and graphical depiction of the final design as well as the work's final expression in computer code format, unless otherwise agreed to by the Parties in writing. A statement on all web pages lists the copyright as belonging to the school district.

2.5.13 Explain internal Vendor company protocols regarding the handling of client data.

Catapult staff uses the same system used by our clients to interact with the data, which is secured on our proprietary servers. When it is necessary to interact with proprietary client data, it is secured on company-owned machines and not shared with outside third parties.

2.5.14 The Solution shall effectively secure and protect student information. Please describe the security measures (physical and technological) taken to protect data.

2.6 Developer and Hosting - Additional Technical Requirements

2.6.1 Provide general configuration guidelines reflecting best practices, and confirm that specific guidelines will be provided to each Participating Associate Member when determining an implementation plan.

The CMS does not use student data.

Part 3 Functionality and Usability

This section should include an in-depth description of the Web Design and Hosting Solution and ancillary services. This section of the RFP was divided into subsections reflecting the diverse needs of Ed Tech JPA's broad membership. The sections represent typical sets of features requested by some or all of the Ed Tech JPA Members. Some Ed Tech JPA members may leverage this RFP only to support a public facing website. Others may be seeking a full communications platform including public agency/school websites, intranet, learning management system and notification system platform.

Vendors may respond and be awarded to one or more subsection/set of requirements within this RFPs. Examples:

- A Vendor offering a suite of solutions for public website design and hosting, teacher/course websites, and stakeholder communications may respond to all sections 3.1-3.10 in this RFP.

- A Vendor offering only website design consultation services may respond only to sections 3.1 Developer - Accessibility and 3.2 Developer - Design and Layout and choose not to respond to the remaining sections.
- A Vendor only offering hosting services for client-designed and client-built websites may choose to only respond to sections 3.6-3.8.
- A Vendor offering a complete public website solution that does not include learning management and notification system features may respond to sections 3.1-3.8.

Please indicate below which System features Vendor is proposing. Indicate whether the module may be licensed individually or whether it must be combined with other modules provided by Vendor to function properly with full Vendor support. For example, if Vendor offers a specific part of the solution, but will integrate with third party solutions, Vendor should indicate that the specific part of the solution requiring third party integration is licensed individually.

Feature	Included in Proposal (Y/N)	Individually Licensed (Y/N)	Package Only (Y/N)	Comments (Please list applications that must be bundled with purchase if applicable)
3.1 Developer - Accessibility	✓		✓ CMS + Hosting	Catapult CMS: ADA compliant templates help meet WCAG 2.1 standards
3.2 Developer - Design and Layout	✓		✓ CMS + Hosting	Catapult CMS: Choice of customizable template designs
3.3 Developer - Content Management System Elements	✓		✓ CMS + Hosting	Catapult CMS: Simple and intuitive CMS, for easy web updates by non-technical personnel
3.4 Developer - User Management	✓		✓ CMS + Hosting	Catapult CMS: Client administration decides user permission levels for their employees.
3.5 Developer - Reporting Features	✓	✓ Connect	✓ CMS + Hosting	Catapult CMS/Connect: Filterable system logs of every operation.

3.6 Hosting - General	✓		✓ CMS + Hosting	Catapult CMS: Secure & reliable hosting on Amazon Web Services (AWS)
3.7 Hosting - Management Features	NO			Catapult CMS handles management of AWS servers.
3.8 Hosting - Reporting	NO			Mission Cloud Services manages uptime monitoring.
3.9 Learning Management System	NO			Not available from Catapult K12
3.10 Notification/Communications System	✓	✓		Catapult Connect: Parent/Staff Mass Communication Solution

For each requirement, Vendor must indicate whether the feature request or requirement is fully met in the current, publicly available version of the platform (“Yes”), the feature or requirement is not available (“No”), the feature or requirement is partially satisfied by functionality available in the current release or will be available in a planned, upcoming, future release (“P”), or the feature can be custom developed as desired (“C”). If the feature or requirement is planned for a future date, Vendor must provide the release number (version) and date. Planned enhancements listed without a scheduled release date will be evaluated as if the technology is not available. If proposed features can be custom developed Vendors must provide clear pricing in Appendix C:Pricing (hourly, flat rate, etc).

For any feature not included as part of the base Solution, but offered as an additional feature with an additional cost, make a note in Proposal and include the cost in Appendix C.

3.1 Developer - Accessibility

	Yes	No	P	C	Comments
3.1.1 **Confirm that the Solution adheres to the most recent requirements related to accessibility (including, but not limited to the 12 success criteria of the Web Content Accessibility Guidelines (WCAG) and Section 508 of the Rehabilitation Act of 1973) making web content as accessible as possible to all types of users.**	✓				ADA tools help sites stay compliant.

3.1.2 Confirm the Solution's ability to translate website content to multiple languages.	✓				Google Translate
3.1.3 Confirm the Solution has an automated accessibility audit/review tool.			✓		Automated flagging of non-accessible images

3.1.4 **Describe how the Solution meets the most recent requirements related to accessibility, including what features are offered and the functionality. Expand the table below as needed to respond.**

Feature	Functionality
ADA Error Icon	When an image is uploaded to the Images repository, a red wheelchair icon shows up next to the file name, indicating that there is no alt text and so the image is not ADA compliant. A red message at the top shows the number of images causing ADA errors. When alt text is added, the error icon disappears, and the error counter shows one fewer error. Banner, Gallery and Slideshow elements have similar error icons.
Forced ADA Compliance	When the Forced ADA Compliance toggle is turned on, alt text must be added before an image can be uploaded. Content with non-compliant images cannot be saved.
Non-Discrimination Policy Links	A Non-Discrimination Policy button is added to the footer of every Catapult CMS website, which shows on every website page and is linked to the district's Safe School Environment and Web Accessibility policy wording, along with a feedback form.
High-Contrast Mode Toggle	All designs are built to pass ADA contrast guidelines. A toggle to enable extreme contrast is available on every page for low-vision audience members.
A-Z Page	A redundant alphabetical navigation is generated automatically, and a link to this navigation is available on every page.
Keyboard Navigation	All page items are accessible via keyboard for users with motor disabilities.
Monthly ADA Remediation Service	Available at extra cost. Catapult scans your sites every month and fixes any ADA errors that are flagged.

3.1.5 **Describe the accessibility standards/guidelines the Solution adheres to and to what level it complies.**

WCAG 2.0 Level AA international standards

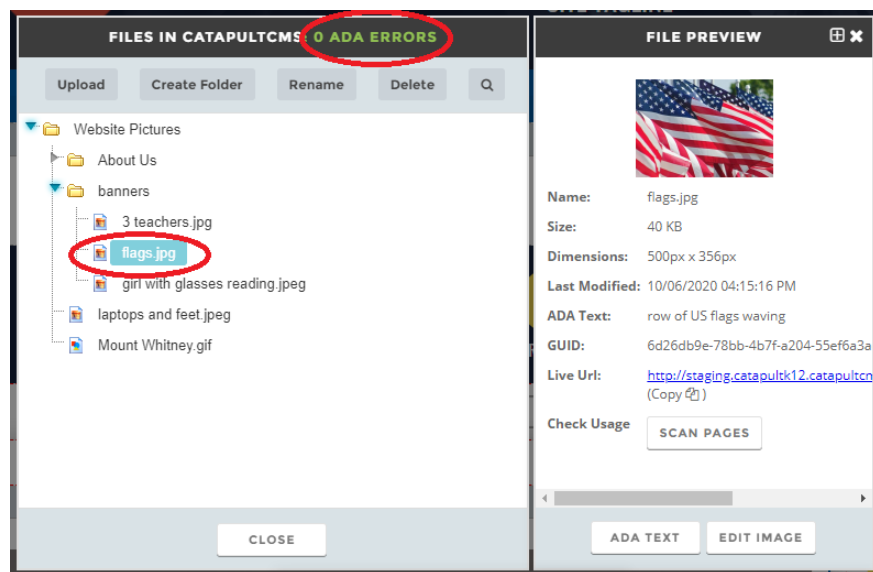
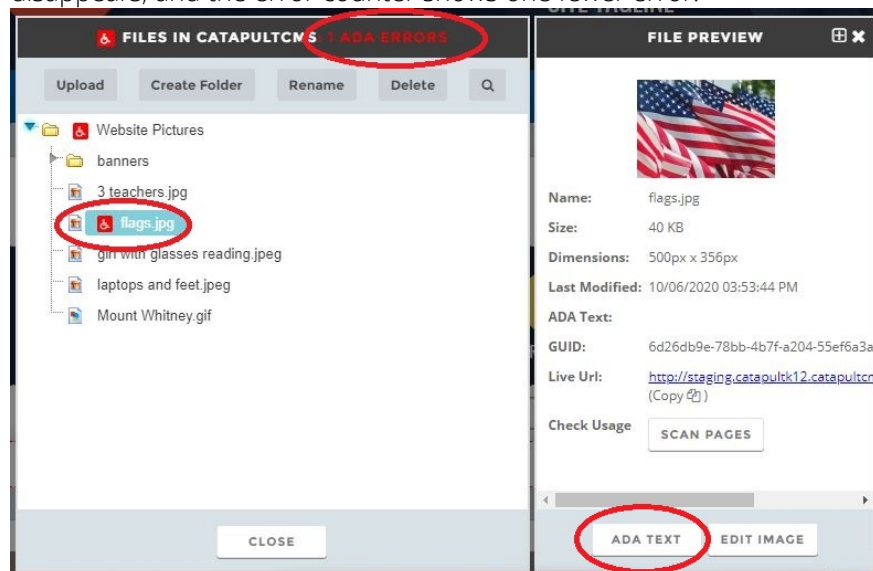
3.1.6 Describe tools available in the Solution to support automated review of websites against accessibility standards. Clearly define tools available in the base product, tools available for additional cost and tools that are provided by a third-party or vendor partner.

ADA Error Icon, Forced ADA Compliance toggle, Non-Discrimination Policy and A-Z page links, High-Contrast Mode toggle, and Keyboard Navigation are included in the Catapult CMS product. A Monthly ADA Remediation Service is available at extra cost.

3.1.7 Provide examples or screenshots of reports or features in the Solution to help website editors identify and remediate accessibility issues.

ADA Error Icon in Image Repository

When an image is uploaded to the Images repository, a red wheelchair icon shows up next to the file name, indicating that there is no alt text and so the image is not ADA compliant. A red message at the top shows the number of images causing ADA errors. When alt text is added, the error icon disappears, and the error counter shows one fewer error.



ADA Error Icon in Banner, Gallery & Slideshow Elements

Images may be added directly from your computer to the Banner, Gallery and Slideshow elements. If the image has alt text and is ADA compliant, there will be a green speech bubble icon at the top of the photo thumbnail. If your image does not have text and is not ADA compliant, you will see a red wheelchair icon instead of the speech bubble.

Image Gallery

Content Title: Remote Learning

Content Icon:

Add From Images

Upload



Columns: 4

SAVE

CANCEL

Non-Discrimination Policy

A Non-Discrimination Policy button is added to the footer of every Catapult CMS website, which shows on every website page and is linked to the district's Safe School Environment and Web Accessibility policy wording, along with a feedback form linked to the compliance officer or other administrator.

 Non-Discrimination Policy
  High Contrast
 [A-Z Site Map](#)

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[COMMUNICATIONS & INFORMATION](#)
[DEPARTMENTS](#)
[STUDENTS & PARENTS](#)

SAFE SCHOOL ENVIRONMENT

The Mountain View Los Altos Union High School District desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

*Add compliance officer contact details if available.

WEB ACCESSIBILITY

The Mountain View Los Altos Union High School District strives to ensure that its services are accessible to people with disabilities. The Mountain View Los Altos Union High School District has invested significant resources to help ensure that its website is made easier to use and more accessible for people with disabilities, with the strong belief that every person has the right to live with dignity, equality, comfort and independence.

The Mountain View Los Altos Union High School District continues its efforts to constantly improve the accessibility of its site and services in the belief that it is our collective obligation to allow seamless, accessible and unhindered use for all, including those of us with disabilities.

Despite our efforts to make all pages and content on all Mountain View Los Altos Union High School District websites fully accessible, some content may not have yet been fully adapted to the strictest accessibility standards. This may be a result of not having found or identified the most appropriate technological solution.

If you experience difficulty with any content on our website or require assistance with any part of our site, please contact us using the Give Us Feedback email form and we will be happy to assist.

GIVE US FEEDBACK

Name *:

Email *:

☐ Email Me a Copy

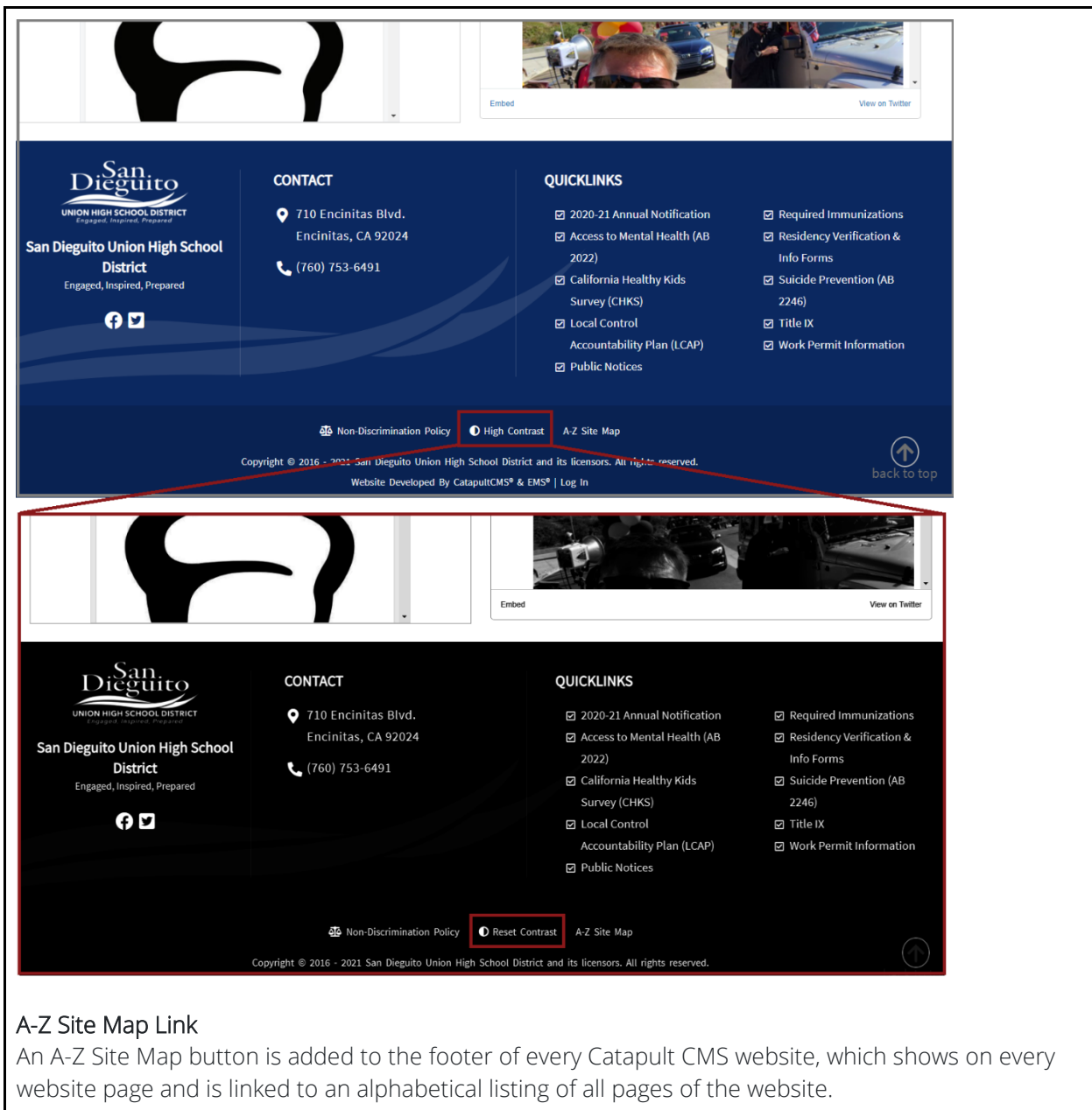
Subject *:

Message *:

☐ I'm not a Robot

High Contrast Mode Toggle

A high contrast toggle is available on every webpage to enable extreme contrast for low-vision audience members. High contrast mode helps to increase readability and reduce eye strain for many people..



The image displays two screenshots of the San Dieguito Union High School District website footer, illustrating the A-Z Site Map link and the High Contrast/Reset Contrast buttons.

San Dieguito Union High School District
Engaged, Inspired, Prepared

CONTACT
710 Encinitas Blvd.
Encinitas, CA 92024
(760) 753-6491

QUICKLINKS

- ☒ 2020-21 Annual Notification
- ☒ Access to Mental Health (AB 2022)
- ☒ California Healthy Kids Survey (CHKS)
- ☒ Local Control Accountability Plan (LCAP)
- ☒ Public Notices
- ☒ Required Immunizations
- ☒ Residency Verification & Info Forms
- ☒ Suicide Prevention (AB 2246)
- ☒ Title IX
- ☒ Work Permit Information

Non-Discrimination Policy **High Contrast** A-Z Site Map

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San Dieguito Union High School District
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QUICKLINKS

- ☒ 2020-21 Annual Notification
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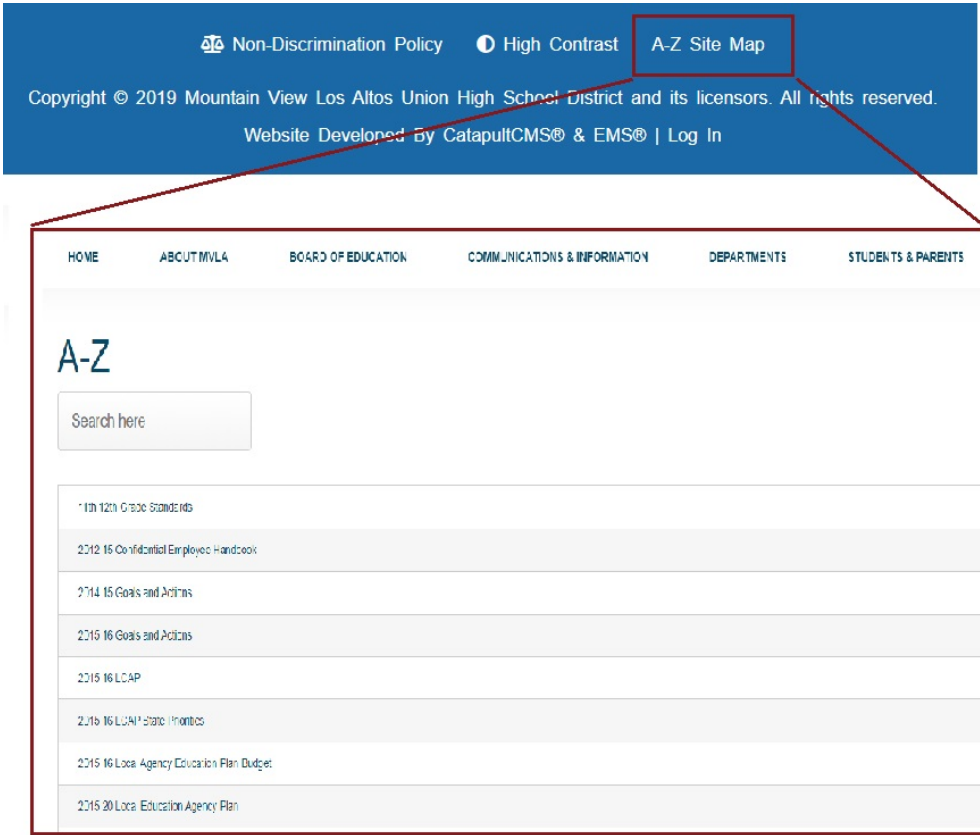
Non-Discrimination Policy **Reset Contrast** A-Z Site Map

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A-Z Site Map Link

An A-Z Site Map button is added to the footer of every Catapult CMS website, which shows on every website page and is linked to an alphabetical listing of all pages of the website.



ADA Remediation Service

A monthly ADA Remediation Service is available at extra cost. Catapult scans your sites every month, fixes any ADA errors that are flagged, and provides an ADA report.

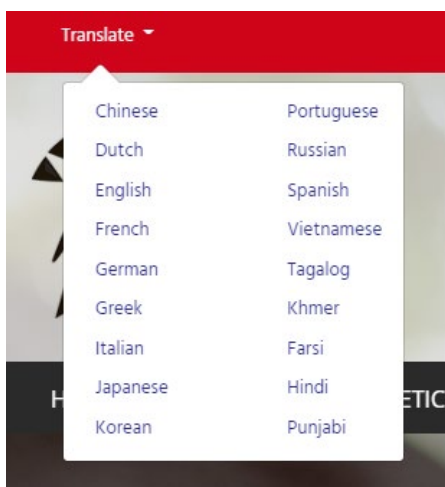
- [Sample Monthly ADA Report](#)

3.1.8 Describe the proposed Solution's capabilities and process related to translation of web content into multiple languages. Be specific about the following:

- How can end-users of the website access translated content?
- To what extent is translation automated?
- To what extent can web site administrators edit translations (e.g., correct/modify automated translations)?
- What content-type limitations exist for automated translation (e.g., alt text for images, PDFs, etc.)?
- Does the system rely on third-party services for translation? If so, which tools are used?

f.) How does the proposed Solution address reported issues with translation? For example, can a web administrator or end-user report an inaccurate translation? How are reported inaccuracies addressed?

- a.) A Translate dropdown is placed in a top bar on each Catapult K12 website, with Google Translate links. Client may choose how many languages to display. Google Translate is mobile-responsive.



- b.) When a language in the dropdown is clicked, the website is automatically displayed in the chosen language.
 c.) Website administrators cannot edit the translations.
 d.) PDFs are not translated, but linked Google docs are.
 e.) Catapult K12 websites use Google Translate.
 f.) Administrators and users can report inaccuracies on <https://translate.google.com> to initiate a validation process.

3.1.9 What standard languages are provided by the Solution for translation?

Google Translate offers translation into 109 languages. The client may choose how many languages to offer in the Translate dropdown.

3.1.10 Describe the process to obtain additional languages for the Solution to translate website content to.

No additional language options are available, but 109 language options should meet all needs.

3.2 Developer - Design and Layout

	Yes	No	P	C	Comments
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3.2.1 **Confirm that the Solution offers intuitive navigation with minimal training needed. **	✓				Navigation is dynamically generated based on page structure, which is under user control.
3.2.2 **Confirm that the Solution offers efficient navigation with minimal clicking required to complete key tasks. **	✓				Navigation is under user control.
3.2.3 **Confirm the Solution is device agnostic, uses modern responsive design principles and is optimized to work on all major platforms including, but not limited to, Windows, Google, and iOS. **	✓				Catapult websites are tested to work correctly at all screen sizes for all major browsers with more than 3% market share, based on https://gs.statcounter.com/ .
3.2.4 Confirm that the Solution is customizable to reflect sites and subsites with different brands (ie: district logo/brand, and/or school site logos/brands).	✓				Each website is branded with its own identity: school colors, logos, mascots, etc. are customizable.
3.2.5 Confirm the Solution includes flexibility for website administrators to create new page design templates, content types, and web tools.			✓		Any content or page may be duplicated and reused. Development of new tools is managed by Catapult.
3.2.6** Describe how the Solution addresses responsive design for mobile users, including, if applicable, mobile-first optimization.**					

Catapult designs are built on the most recent Bootstrap design framework. The mobile design styles always load, and additional styling is added to create the larger breakpoints. The CMS is in active development and is constantly being upgraded to support evolving web standards.

3.2.7 Describe how Vendor would engage with Participating Associate Members to develop the overall website design, including branding, layout and content architecture for a new implementation.****

Initially, your Catapult CMS project manager will set a Kickoff Meeting by phone or online to discuss your goals for your new websites and to assist you in choosing a design from our design gallery, to be customized to your specifications. You will receive a link to a Content Snare that will guide you through providing the photos, colors, logos, links and any special requests for your district and schools. With your provided information, a design mockup for the district is made and presented to you in a Design Meeting with your Catapult Web Designer. Another Content Snare is sent for your design feedback, and your feedback is applied for your approval. Then the general design is applied to all schools, with the appropriate colors, mascots, etc. When data migration and training are complete, your website is ready to launch.

3.2.8 Describe how Vendor engages with existing customers to periodically update/modernize website designs and incorporate new features. Be specific about what services are included in annual support costs and what redesign, update or website refresh services would require additional payment (be sure to list all costs in Appendix C).****

Our maintenance and support contract ensures that the client design continues to function correctly for the duration of the contract. During annual review, we often add features or advise clients of new features and services. Clients typically redesign every 3 to 5 years, at which time they receive a customer loyalty discount, based on how long they have been a Catapult client. The cost of a redesign depends on which design is selected and how many hours or production work are needed. Some clients opt to have a brand new template design, while some opt for a few hours of design time at an hourly rate to refresh their look.

3.2.9 Describe any limitations of the Solution related to different devices (tablets, smartphones, desktop) and technology platforms (Android, Windows, and iOS). Please include limitations that apply to web site visitors as well as content editors.****

Catapult K12 websites display well on iOS and Android smartphones and tablets, Chromebooks, and Mac and Windows laptops and desktops. Maintainers need a 1024-pixel device to use the editor (Chromebook or larger).

3.2.10 Does the Solution allow for custom development (Custom) or is it primarily a predefined, out-of-the-box solution (Predefined)? Examples of customization could be: substantial, structural modifications to available templates, custom design capabilities, and access to design, create and implement custom content components or web parts.

☐ Custom ☐ Predefined ☒ Both Custom and Predefined Elements

3.2.11 If the Solution is Custom, confirm that Participating Associate Members have the ability to customize templates and to what extent. Describe the process to customize.

The Catapult K12 website solution is customizable. The initial design that we build for our clients is built on a modular template framework, which allows a lot of flexibility in how the initial design looks and operates. Following the initial creation, district technology staff are provided with Developer access, which allows them to edit the images, scripts and underlying HTL used to build Catapult websites.

3.2.12 If the Solution is Custom, please describe the process for feature changes and/or requests.

Custom development can be built into a contract or requested as a standalone quote. A custom contract allows for any new design the client wants to build in collaboration with a Catapult designer. Semi-custom contracts allow clients to mix and match from the pool of designs that have already been built. After website launch, if the core capabilities of our CMS do not adequately address a client's goals, additional development hours may be purchased to support evolving needs.

3.2.13 If the Solution is Predefined, describe what elements/features can be configured and to what degree.

The Catapult editor is a WYSIWYG drag-and-drop editor, which allows a lot of customization in how content is organized and displayed on a webpage. Each content block is built to be easy to use and has multiple modes that allow users to customize how they work. The rendered HTML of the content elements is defined by the system and cannot be directly controlled by content editors.

3.2.14 Describe the process to build new types of content, views, and/or templates.

When a client requests a custom design, we a designer works with them to build a Photoshop mockup. Once this new design is approved, we convert the design into HTML and styling, which allow it to be added to our Catapult Content Management Solution.

3.2.15 Describe how Vendor supports requests for customization or additional functionality outside of the scope of a standard implementation.

Our maintenance and support agreement covers the ongoing use and management of functionality already built. Any requests that require new tools to be built are quoted at an hourly rate.

3.2.16 Describe if and how client customizations may affect maintenance costs, support availability, and upgrade paths/availability of new product versions and feature sets (include all costs in Appendix C).

Customizations do not affect maintenance costs, support availability, or upgrade paths/availability of new product versions and feature sets. Our maintenance and support contract covers the maintenance and support of everything we have built for a client to date. Each product has its own maintenance and support contract, independent of each other. There are no tiers of support.

3.2.17 Provide any additional information as needed to demonstrate the Vendor's approach to custom website design vs. standardized/pre-defined templates and content elements. Please note: Ed Tech JPA Members have diverse needs and may prefer different approaches to website development. Ed Tech JPA does not have a preference relative to template-driven website tools and/or custom-designed solutions.

The semi-custom design option offers a lot of flexibility and is the preferred option for most school districts. Custom designs are typically built to perfectly match an established brand or identity, often in conjunction with an external design firm or consultant.

3.3 Developer - Content Management System Elements

	Yes	No	P	C	Comments
3.3.1 **Confirm that the Solution includes a rich text editor that allows any content (text, image, videos, tables, charts, hyperlinks, etc.) to be easily added, modified, deleted, copied, pasted, and formatted with or without HTML code for easy editing.**	✓				
3.3.2 Confirm that the Solution includes a spell check and/or grammar check within the rich text editor.	✓				
3.3.3 Confirm that the Solution allows for users to access/edit source code within a rich text editor	✓				Restricted to users with Developer access.

3.3.4 Confirm that the Solution includes the ability to add sidebar items to content, such as background images with content overlay, quicklinks, CTA's, and contact information.	✓				Standard content elements include a Picture element with content overlay option, a Button element, a Contact Form, and others.
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Content Types

	Yes	No	P	C	Comments
3.3.5 **Confirm that the Solution includes templates to create landing/home pages**	✓				
3.3.6 Confirm that the Solution includes templates to create general pages	✓				
3.3.7 Confirm that the Solution includes standard templates for news and press releases and ways to view current and past content.	✓				Announcements feature
3.3.8 Confirm that the Solution includes standard templates for events and ways to view current, past and future content.	✓				Announcements feature and Google calendar integration
3.3.9 Confirm that the Solution includes standard templates for managing Photo Galleries.	✓				Gallery content element
3.3.10 Confirm that the Solution includes standard templates for creating advisories/alerts/notifications	✓				Alerts popup on Home page
3.3.11 Confirm that the Solution includes ability to create custom pages outside the bound/constraints of existing templates.		✓			Selecting a page layout is required.

3.3.12 Describe how users can create landing pages that are not bound to constraints of a template.

Custom HTML can be uploaded to our system.

3.3.13 List available content types provided in the Solution.

Text Editor, Title, Gallery, Slideshow, Tabbed, Moving Text, Video, HTML, Contact Form, Calendar, Button, Picture, Doc List, Banner, Staff Directory, Announcements, Component*

**Component element allows Catapult developers to add custom content types.*

Calendaring

	Yes	No	P	C	Comments
3.3.14 **Confirm that the Solution allows for the creation and customization of calendars associated with events and event types.**	✓				Catapult K12 uses Google Calendar integration.
3.3.15 Confirm that the Solution allows for the creation of sub-calendars associated with specific categories or schools.	✓				The Google Calendar element allows any number of Google calendars to be added.
3.3.16 Confirm that the Solution allows for the creation of multiple calendar-views for both public and private view.			✓		Calendars may be placed on password-protected websites; however, the calendar must be public to display online.
3.3.17 Confirm that the Solution integrates with Google Calendar, Microsoft Outlook or other calendar systems.	✓				Catapult K12 integrates with Google Calendar.

Embedding

	Yes	No	P	C	Comments
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3.3.18 **Confirm that the Solution has the ability to embed Media (videos, photos, documents, etc.).**	✓				
3.3.19 Confirm that the Solution has the ability to embed files outside of the platform including but not limited to Google Suite, Microsoft OneDrive, DropBox, etc.	✓				

3.3.20 Describe how to embed videos that have been uploaded to a video hosting site (e.g. YouTube, Vimeo, etc.).
Catapult CMS features a Video element that allows you to display videos on the website. Easy guidance is given for TeacherTube, Vimeo and YouTube and other video types. For user instructions, see "Video Element" in our Knowledge Base at https://support.catapultk12.com/hc/en-us/articles/360049573351-Video-Element .

Search and Navigation

	Yes	No	P	C	Comments
3.3.21 **Confirm that the Solution includes a powerful search capability that easily guides users to relevant pages, including an auto suggest feature for keyword searches.**			✓		Catapult features a powerful search capability. Auto suggest and search analytics are in planned development for January 2022.
3.3.22 Confirm that the Solution offers Search Engine Optimization techniques (such as content tagging) and strategies to improve the search ranking.	✓				
3.3.23 Confirm that the Solution has the ability to promote specific content to the top of search results.				✓	Google Search Central can be added at client request.
3.3.24 Confirm that users can customize the search results form.		✓			

3.3.25 Confirm that the Solution supports anchor links to allow users to navigate to a specific location on a page.			✓		Planned for January 2022.
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3.3.26 **Describe the functionality of the search capability (ability to search by titles, keywords/tags, etc). Include information on the Solution's ability to search web content, alt text and captions, and within posted files (PDFs, Word Documents).**

The Catapult search algorithm parses all HTML content and returns results based on a weighted hierarchy, which ranks in the following order: page names, page titles, link content, other page content. The algorithm gives priority to an exact match above a partial match and performs best at page counts under 300. The current algorithm does not feature the ability to view content inside website documents; however, future developed (January 2022) includes the release of an upgraded search console built on Amazon custom search, which will include the ability to search within uploaded documents.

3.3.27 Describe options available to website administrators to optimize search results including criteria that can be used to prioritize search results.

The current search algorithm is not editable by district staff.

3.3.28 Describe features available to help website administrators review recent search results, including high-frequency searches and their results, searches that yielded no or limited results, top-clicked search results, and searches where the end-user did not click through to any of the presented search results.

The current search console does not provide engagement analytics. The release of the new search console in January 2022 will include website engagement analytics with a section on search performance.

File Management

	Yes	No	P	C	Comments
3.3.29 **Confirm that the Solution includes a file manager within the Solution**	✓				
3.3.30 Confirm that the Solution has the ability to upload documents in bulk.	✓				
3.3.31 Confirm that the Solution allows multiple images to be bulk uploaded with the option to	✓				

automatically size and resize images and thumbnails.					
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3.3.32 Describe any file size limitation(s) when uploading photos, videos and other media.

100MB per file cap.

3.3.33 List what document and media formats/types can be uploaded to the Solution.

Formats are not limited for document uploads. Image uploads must conform to web-based images: .png, .jpg, .gif, .webp, .svg

3.3.34 Describe any required storage limitation(s) for photos, videos, and pages, including archived content.

Storage is unlimited, except for extensive video storage – for class video projects, webcasts, rebroadcast of board meetings, etc. – which will be quoted separately.

3.3.35 Describe the Solution's ability to allow administrative users to expand, limit, or restrict acceptable file types and acceptable file sizes.

The system offers unlimited storage but no ability for the user to change the 100MB file limitation.

Content Scheduling

	Yes	No	P	C	Comments
3.3.36 Confirm that the Solution allows users to control content publishing dates and expirations.	✓				

3.3.37 Describe the Solution's capabilities related to schedule content publication and suppression/expiration. Be specific as to what types of content can be scheduled for future publication and/or expired/suppressed at a future date.

The Announcements feature allows user to flag announcements as Active, Draft or Scheduled; control publish and archive dates; and set priority status, start and end dates. Every content element has a visibility setting which allows for conditional start and/or end dates.

3.3.38 Describe notifications that can be triggered to confirm content publication on the scheduled date and/or reminder of content expiration on the expiration date.

Scheduled content is controlled at the content element level. Each content element displays its visibility status in the title bar. Each Announcements post has an active date that controls when it becomes visible on the website and an archive date which determines when display ends. The Announcement management screen allows the user to sort based on draft, active and archived posts.

Feeds & Integration

	Yes	No	P	C	Comments
3.3.39 Confirm that the Solution has the ability to integrate with third party providers (For example: Canvas, School Messenger, Vimeo, YouTube, Kaltura, Sharepoint, etc.).	✓				
3.3.40 Confirm that the Solution has the ability to utilize and integrate with social media tools (Twitter, Facebook, Instagram, YouTube, etc.).	✓				
3.3.41 Confirm that the Solution has the ability to ensure social media feeds meet the same accessibility standards as the website.			✓		We use integrations provided by the social media companies.

3.3.42 List social media tools that the Solution has the capability of integrating with. Identify any limitations to the number and types of feeds that can be integrated within the platform (e.g., if a school principal has both an individual and an official school account for a specific platform and would like both feeds to appear/aggregate on the school website).

Catapult K12 websites feature social media icon links in top bar and in a stripe above the footer. Client chooses which links to feature, usually Facebook, Twitter, YouTube, & Instagram, less often LinkedIn and others. Embedded social media feeds can be added to any template at the client's request; these are built using the developer tools provided by the relevant social media company. The Catapult Announcements feature facilitates sharing of posts to Facebook and Twitter.

3.3.43 List which platforms/sites the Solution allows videos to be uploaded to (e.g. YouTube, Vimeo).

Catapult websites do not upload to video hosting solutions. Catapult allows video that have been uploaded to video hosting sites to be added to the Catapult website.

Versioning, Drafting, Archiving, Restoration

	Yes	No	P	C	Comments
3.3.44 **Confirm that the Solution has the ability to track content history, maintain and view/restore previous versions of web pages and content.**	✓				
3.3.45 Confirm that the Solution allows pages to be previewed prior to publishing.	✓				
3.3.46 Confirm that an archiving option is available and easily accessible.	✓				
3.3.47 Confirm that the Solution allows administrative users to recover deleted content.	✓				
3.3.48 Confirm that the Solution supports content moderation and/or an integrated approval process for publishing web site revisions.			✓		While Publishing is on, anyone can publish; developer-level users can turn Publishing on or off.

3.3.49 **Describe the process for an administrative user to view and restore a previous version of a webpage.**

Catapult K12 offers 3 levels of rollback for error recovery. Backups are regularly performed, so we can roll back or recover data if the worst should happen, and the CatapultK12 team will be there to help get your website up and running as soon as possible. All updates are recorded and stored on our servers. We keep records up to 5 generations back. If any unwanted changes or updates occur, a rollback can be performed to retrieve any data that has been accidentally lost.

3.3.50 Describe the process for an administrative user to categorize and tag content.

The Page Properties panel allows users to add key words and search terms for search engine optimization and internal search sorting.

3.3.51 Describe any constraints (time, etc.) for administrative users to recover deleted content.

The page rollback feature keeps 5 previous saved versions of the page, in addition to the most recently published content.

3.3.52 Describe any limitations (time, file sizes, etc.) for the Solution to track and make content history available.

Deleted content elements are recovered by the page rollback feature (5 previous saved versions). Older recovery requires Catapult support staff to use the server's file level recovery.

3.3.53 Describe the process for a user to archive content.

Each content element can be hidden with the visibility setting, pages can be hidden or unpublished, using the Publish Page toggle in the Page Properties panel.

3.3.54 Describe the process for a user to access the archive.

Archive functionality is handled by Catapult's unpublished page feature. Unpublished pages appear in the page tree like published pages, but not in the A-Z page listing or on the live website.

3.3.55 Describe the ability for web site editors to create a draft page/content revision and preview the changes before applying to the live website.

All new website content and updates may be previewed before publishing live. Content may be published to a staging site that is not available to the general public.

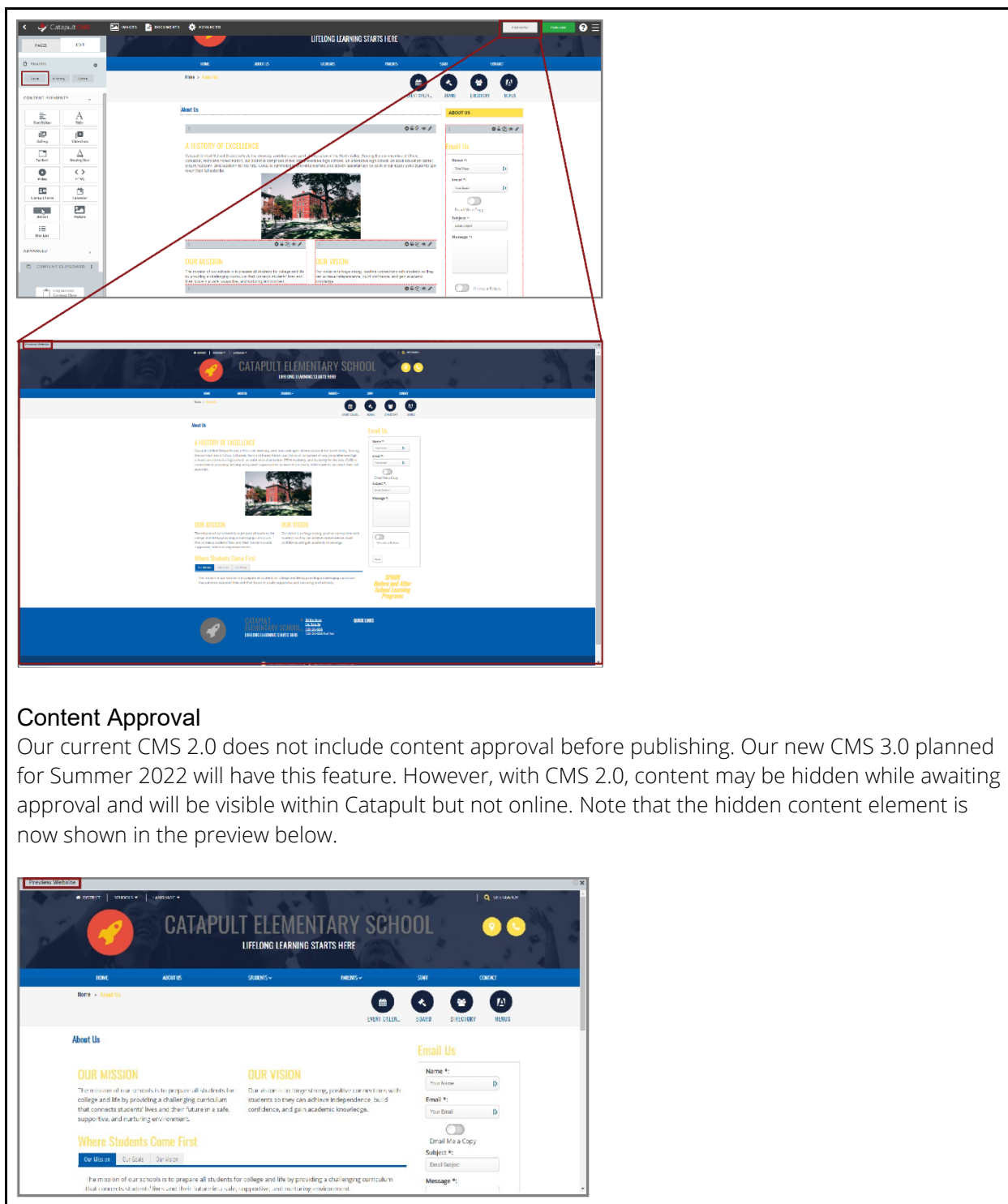
3.3.56 Describe the Solution's ability to support content moderation and/or approval workflow for new and revised website content.

The system was not built with moderation in mind. However, a Developer-level user may restrict Publishing to the staging environment until approval is complete. Individual content elements could be hidden while approval is pending.

3.3.57 Include screenshots showing how draft content can be saved, previewed, submitted for review, approved and published.

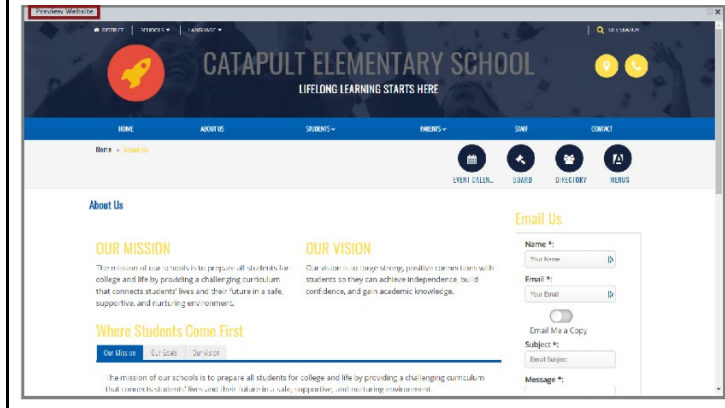
Draft, Save & Preview

Catapult CMS users may save entered content with the SAVE button on the Edit panel at left. Draft content may be previewed by clicking the PREVIEW button at top right. A PREVIEW WEBSITE window opens to show how content will display online.



Content Approval

Our current CMS 2.0 does not include content approval before publishing. Our new CMS 3.0 planned for Summer 2022 will have this feature. However, with CMS 2.0, content may be hidden while awaiting approval and will be visible within Catapult but not online. Note that the hidden content element is now shown in the preview below.



Views Manipulation

3.358 **Confirm that the Solution has the ability to display the various content types by certain filter/sort	✓				Announcement content can be
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parameters (e.g. archives, recent articles, upcoming events, etc...)**					filtered and sorted by category or date.
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Intranet Functionality

	Yes	No	P	C	Comments
3.3.59 Confirm that content (pages and files) can be made private, except to logged in users with the proper permission levels.	✓				

3.3.60 Describe the process to make content private except to logged in users with the proper permission levels.

Catapult offers ISS access protection for password-protected websites.

3.3.61 Describe how user roles are established and maintained by the Solution. If the Solution can leverage existing groups/roles defined in directory systems, or use rules-based criteria (e.g., user work location) from imported data, describe those capabilities here.

Client administration decides user permission levels for their employees: Developer, Site Administrator or Site User. Each user level has access to add and edit users below their own user group.

- Developers have full CMS editor access. They can add Site Administrators and Site Users.
- Site Administrators have access to all sites & subsites within a website the user has been given "Administrator level" access to. A Site Administrator can add only Site Users.
- Site Users have access to specific websites, subsites or teacher websites. Site Users cannot add or edit any other users.

For further discussion of user management, see "Create and Manage Users" in our Knowledge Base: <https://support.catapultk12.com/hc/en-us/articles/360051532852-Create-and-Manage-Users>.

3.3.62 Describe how the intranet and intranet features interact with the public-facing web site/web content. For example, is the intranet treated as a separate environment, or secured pages/content within the primary website. Be specific as to whether additional charges apply to incorporate intranet features (be sure to include all costs in Appendix C).

An intranet site is a separate website, accessed by user login. Links can be made to and from the public-facing website, if desired. The intranet site is an add-on option to an existing contract.

3.3.63 Explain how granular intranet permissions can be applied.

- a.) Define whether content must be secured at a page level or whether permission to view/edit specific content within the page is available.
- b.) Clarify whether row-level or field level permissions can be applied. For example, if an employee directory is provided, can cell phone numbers be restricted to administrators or access to individuals within the directory be defined by the user's work location?

- a.) The permissions to edit and view content are controlled by separate systems. Content editing for protected websites is assigned based on their Catapult user permissions. View permissions for password-protected websites can be assigned through Active Directory, based on user group assignment, or through Google Authentication.
- b.) No. Content is protected at the domain level by ISS access protection.

3.3.64 Describe the extent to which intranet content can be personalized for the user.

- a.) Confirm whether content can be targeted to users based on attributes such as their work location, job classification or group membership/affiliation.
- b.) Confirm whether users can customize their own experience (e.g., users are allowed to pin favorites to an intranet home page).

No customization of experience is offered.

3.3.65 Describe features available to support two-way communication, including forms, chat features or other options to engage employees and website visitors.

Catapult CMS has a Contact Form element, which may be added to any webpage. The maintainer specifies the email recipient. You may also integrate forms via JotForm or similar form builders. Catapult is a flexible system, which can embed a client's chat service on the website, but Catapult does not offer a native chat feature.

The Catapult Staff Directory allows the website audience to view a staff member's photo and bio and to contact them with an email (without revealing the email address to the public).

Syndication

	Yes	No	P	C	Comments
3.3.66** Confirm that the Solution provides the capability to push an alert (banner, pop up message or other tool) from the Participating Associate	✓				Alert granularity is based on Announcement feed. If a department or

Member's main website to school, department or program subsites.**					subsite has a separate announcement feed, then alerts can be pushed to that feed.
3.3.67 Confirm that the Solution provides the capability to push content such as news articles and events from Participating Associate Member's main website to <i>individual</i> school sites or all sites.	✓				

3.3.68 Describe the capability to push advisories (Color-coded Alerts, Articles, Calendar items, etc.) from Participating Associate Member/District level to individual school sites or all sites, and/or push advisories to individual sites or all sites, and identify regions where Participating Associate Members can display them.

Color-coded Alerts may be pushed from the district to selected or all school sites. School administrators may create alerts for their own school.

Calendars may be stacked in one display. For example, school and district calendars, high school and athletics calendar, district and board calendar, etc.

Announcements may be pushed from the district to selected or all sites. School sites may create announcements for their own school.

Other Features

	Yes	No	P	C	Comments
3.3.69 Confirm that the Solution provides a method for users to request ratings and collect user input via a web form.			✓		The system includes a simple contact/feedback form. More complex uses require integration with a forms solution.
3.3.70 Confirm that the Solution provides a method to display a series of images/videos and rotate via preferences (slideshow/carousel).	✓				View " Slideshow Element " in our Knowledge Base.
3.3.71 Confirm that the Solution provides a method to display a piece of content's relative path using a feature such as breadcrumbs.	✓				<i>Example:</i> You Are Here: Home > District >

					Board > Members
3.3.72 Confirm that the Solution provides a method to edit a multi line footer	✓				
3.3.73 Confirm that the Solution provides a method to scale functionality by adding in features in the future	✓				Features are added regularly.
3.3.74 Confirm that the platform's database and reports can be accessed through a secure FTP (SFTP).			✓		SFTP access is limited to Staff Directory uploads.
3.3.75 Confirm that the Solution allows for custom CSS (full access to style sheets).	✓				
3.3.76 Confirm that the Solution allows for custom javascript.	✓				
3.3.77 Confirm that the Solution allows for basic photo sizing and cropping within the website editing tool.	✓				

3.3.78 Describe what mapping software the Solution integrates with (For example: Google Maps, etc.), and functionalities of the integration.

Google Maps or other third-party solutions can be embedded on any page.

3.3.79 Describe any limitations of the Solution in integrating with third party providers.

Catapult CMS web pages are built in HTML, CSS and Javascript. This allows them to support almost any technology that was designed to work on the internet. The primary limitation is that Catapult operates in a shared hosting environment; therefore, clients will not have access to the server or be allowed to install their own processes on the Catapult hosting server.

3.3.80 Describe the process for editors and users to subscribe to content.

Within the CMS, the Catapult Announcements feature offers an RSS feed, to which users can subscribe. Broadcasting content to a user base is the primary job of the Catapult Connect software.

3.3.81 Describe the process for email notifications to be sent out to users referencing content they have subscribed to (automated reminders, reminders sent from administrative users, etc.).

Subscribers to the Announcements RSS receive updates in their RSS reader. Users who receive notifications from Catapult Connect receive the communication of choice to which they have subscribed (email, text, app notifications, phone call, social media).

3.3.82 Describe any integration of popular website analytics tools allowed by the Solution.

Analytics reporting capabilities of the Catapult CMS system include an overview of website traffic; the number of alerts, announcements, directory messages and app installations; the top contributors to the CMS; and the number of times content has been published. In addition, Catapult websites have Google Analytics that can be shared with maintainers on request.

3.3.83 Please describe any functionality available as part of the core/proposed Solution or as an optional solution that is available for purchase at an additional cost to the Participating Associate Member. Please also provide a brief description of planned development that may be of benefit to Participating Associate Members.

In addition to its content editing and hosting capabilities, the Catapult CMS comes with access to the School Manager, Staff Directory and Announcement toolsets. (No additional cost)

A monthly ADA Remediation Service is available. Catapult scans your sites every month, fixes any ADA errors that are flagged, and provides an ADA report. (Additional cost)

Catapult CMS can be extended to include bulk communications capability by adding the Catapult Connect software product. (Additional cost) See <https://www.catapultk12.com/connect/>

The Catapult CMS district branded app allows parents to stay up to date, view core information and receive notifications on a mobile device without visiting the website. (Additional cost) See <https://www.catapultk12.com/connect/>

The Catapult EMS emergency management system allows districts to develop an emergency communication plan that stays clear, centralized, and informed at all times with teachers, sites, district and law enforcement. (Additional cost) See <https://www.catapultk12.com/emergency-management/>

Each of these standalone applications becomes more powerful when used in conjunction with the other products in the Catapult Communication Suite.

Planned New CMS 3.0 Development

Coming in Spring 2022, Catapult 3.0 will let administrators track how viewers are engaging with the

website content. You can use that solid data to make sure website content is serving the needs of parents and the school community. New content sharing technologies will allow search and sharing of content with other school districts, centralizing repetitive data, reducing the need for individual website maintenance, and saving time and money. Catapult 3.0 will also feature expanded integration with other Catapult K12 platforms, upgraded background infrastructure to run faster, and improved collaboration tools for large teams.

3.4 Developer - User Management

	Yes	No	P	C	Comments
3.4.1 **Confirm that the Solution has the ability to add users with different permission levels.**	✓				Developer, Administrator, Site User
3.4.2 Confirm that the Solution can leverage authentication services Participating Associate Members use (e.g. SAML or Active Directory).	✓				Active Directory, Google Login

3.4.3 ****Describe the process to assign roles and permissions using the platform's users and groups.****

Client administration decides user permission levels for their employees: Developer, Site Administrator or Site User. Each user level has access to add and edit users below their own user group.

- Developers have full CMS editor access. They can add Site Administrators and Site Users.
- Site Administrators have access to all sites & subsites within a website the user has been given "Administrator level" access to. A Site Administrator can add only Site Users.
- Site Users have access to specific websites, subsites or teacher websites. Site Users cannot add or edit any other users.

For further discussion of user management, see "Create and Manage Users" in our Knowledge Base: <https://support.catapultk12.com/hc/en-us/articles/360051532852-Create-and-Manage-Users>.

3.4.4 ****Describe different roles and permission levels available for each role.****

- **Developers** have full CMS editor access. They can add Site Administrators and Site Users.
- **Site Administrators** have access to all sites & subsites within a website the user has been given "Administrator level" access to. A Site Administrator can add only Site Users.
- **Site Users** have access to specific websites, subsites or teacher websites. Site Users cannot add or edit any other users.

3.4.5 Describe which user directory(ies) authentication services the platform integrates with.

Google Login: When this is turned on, users will be able to sign in only with their Google account.

Active Directory: If an account is already synced, username must be kept in the same naming convention. Password is pre-configured with AD.

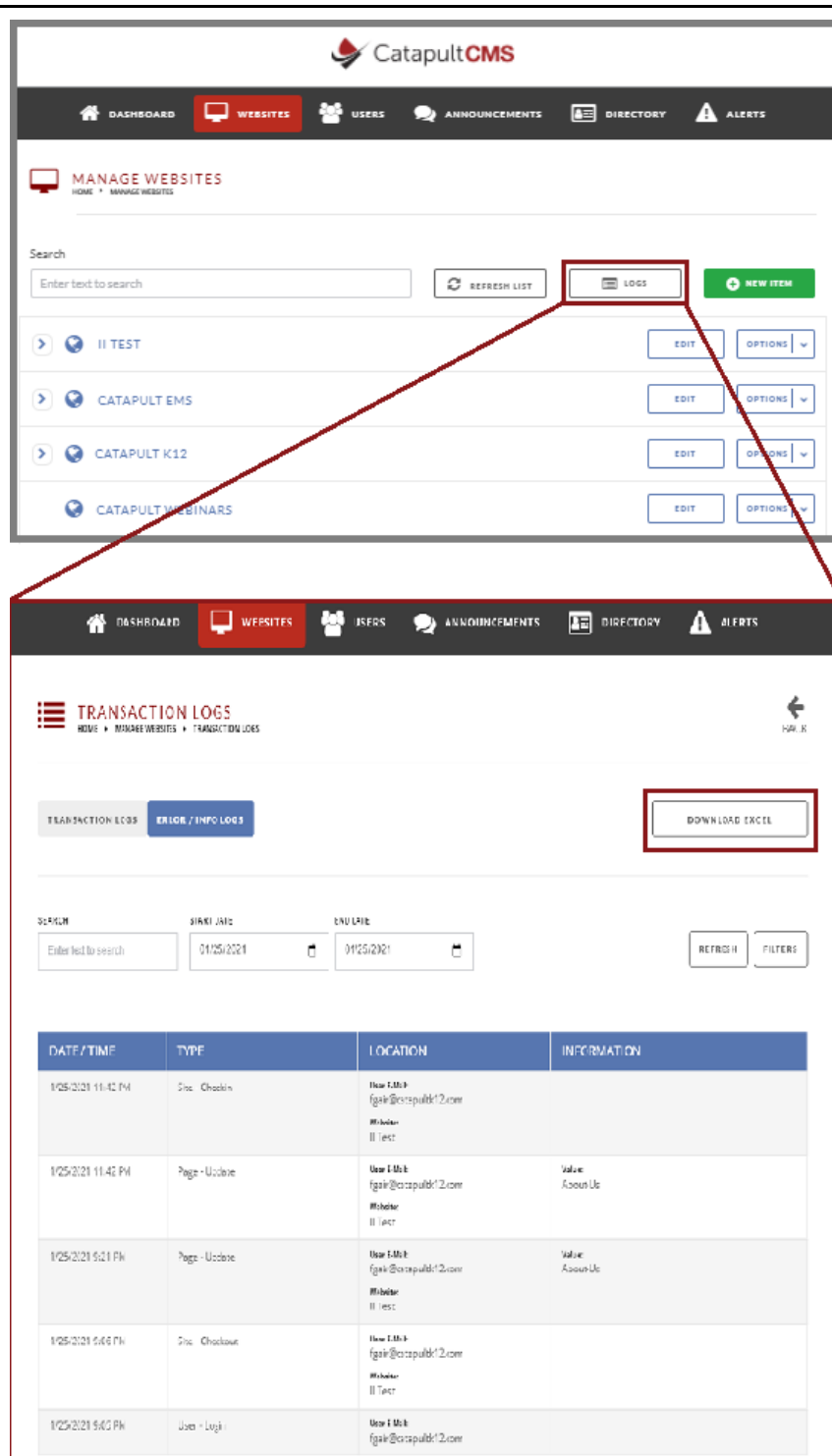
Manual Login: When a user with a manual account makes a password for a new user, the new user will need to change the password to one of their own choosing to log into the Catapult system.

3.5 Developer - Reporting Features

	Yes	No	P	C	Comments
3.5.1 **Confirm that the Solution can generate reports that count total pages, content views, clicks, browsers used, stale content, and broken links.**	✓				Feb 2021: Website analytics & broken link reporting. 2022: Page usage & internal search reporting planned for release.
3.5.2 Confirm that the Solution provides a detailed log of all website content activity including reports on document ages and storage usage across the entire web collection.	✓				File usage reporting is scoped to individual websites.
3.5.3 Confirm that the Solution provides Participating Associate Members access to all of the platform statistics data, which can be exported into a CSV format, including event log data (ie login times and actions performed).	✓				Logs & website analytics each include options to export as CSV.

3.5.4 **Describe readily available reports that are standard within the Solution, and provide sample reports.**

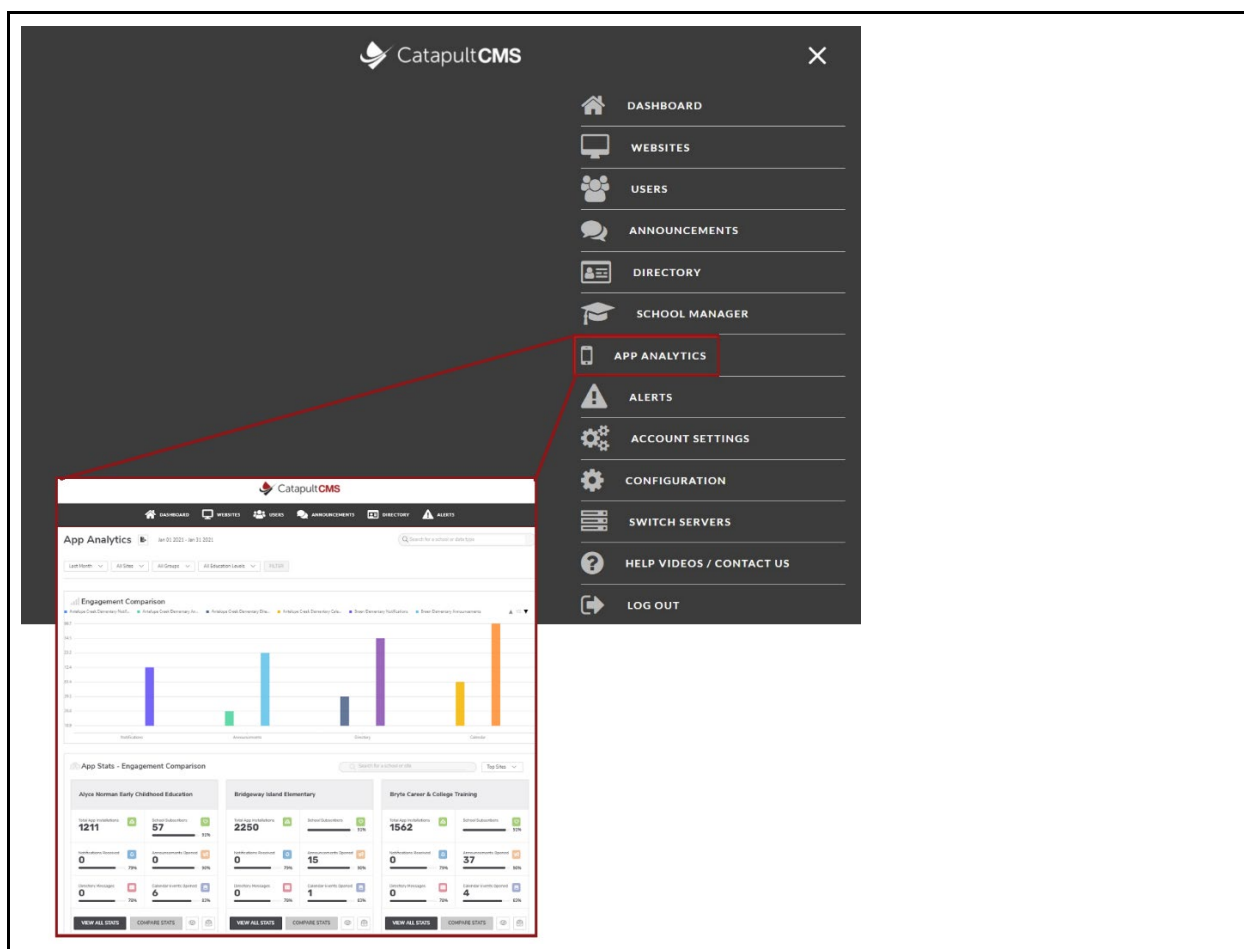
Reports can be generated through the transaction logs and exported as an Excel file.



The screenshot shows the CatapultCMS interface. The top navigation bar includes links for Dashboard, Websites, Users, Announcements, Directory, and Alerts. The main content area is titled 'MANAGE WEBSITES' and contains a search bar, a 'REFRESH LIST' button, a 'LOGS' button (highlighted with a red box), and a 'NEW ITEM' button. Below this is a list of websites: II TEST, CATAPULT EMS, CATAPULT K12, and CATAPULT WEBINARS, each with 'EDIT' and 'OPTIONS' buttons. A red line connects the 'LOGS' button to the 'TRANSACTION LOGS' screen below. The 'TRANSACTION LOGS' screen has a 'DOWNLOAD EXCEL' button (highlighted with a red box). Below the button are filters for 'SYSTEM', 'START DATE', and 'END DATE'. The main table displays transaction logs with columns for DATE/TIME, TYPE, LOCATION, and INFORMATION.

DATE/TIME	TYPE	LOCATION	INFORMATION
1/25/2021 11:42 PM	Site - Checkin	User: E.M.H. fgair@catapultk12.com #chckin II Test	
1/25/2021 11:42 PM	Page - Update	User: E.M.H. fgair@catapultk12.com #chckin II Test	Value: About Us
1/25/2021 5:21 PM	Page - Update	User: E.M.H. fgair@catapultk12.com #chckin II Test	Value: About Us
1/25/2021 5:46 PM	Site - Checkout	User: E.M.H. fgair@catapultk12.com #chckin II Test	
1/25/2021 5:46 PM	User - Login	User: E.M.H. fgair@catapultk12.com	

Analytics can be accessed through the website analytics screen.



3.5.5 Describe the recommended approach to provide read-only access to all data to enable custom extracts, reports and interfaces.

Catapult CMS is a custom solution. There is no public-available API for data extraction. On request, Catapult Support will provide any required data.

3.6 Hosting - General

	Yes	No	P	C	Comments
3.6.1 Confirm that Proposed Solution will be hosted by the Vendor (or designated subcontractor).	✓				Amazon Web Services (AWS)
3.6.2 **Confirm that Solution servers are regularly maintained.**	✓				

3.6.3 **Confirm that Solution server maintenance records are documented and communicated with Vendor's customers.**			✓		Servers are maintained by a third party. Service records available upon request.
3.6.4 **Confirm that Vendor shall provide regular backups and maintain a complete and current copy of the website at all times.**	✓				
3.6.5 **Confirm that Vendor shall monitor the website and notify Participating Associate Members of any known security breaches or risks.**	✓				
3.6.6 **Confirm the Solution's servers are secure and up-to-date with industry best practice security measures.**	✓				

3.6.7 Describe the Solution's bandwidth requirements.

Catapult websites are optimized to work well on a standard internet connection. File uploading times may vary, depending on file size.

3.6.8 ****Describe backup/failover plans to avoid a loss of data, including how often the Solution automatically creates a backup.****

The CMS provides an in-software backup of each page which allows clients to revert to any of the last five page versions which have been saved, as well as the last version which has been published live to the internet. The Catapult File Manager includes a recycling bin which support staff can use to recover recently lost files or website pages.

In addition, Catapult has automated a set of rules for creating disk images for each of our hosting servers. The daily rule backs up resources every day at midnight and retains the backups for one month. The monthly rule takes a backup once a month on the beginning of every month and retains the backups for one year.

3.6.9 ****Describe the process to restore data (backups) in the event of a failure.****

The in-software tools are always available to our clients. The page and file recovery requires a support ticket to Catapult Support staff.

3.6.10 Describe the Solution's server maintenance (frequency, etc).

AWS frequently upgrades its servers with patches and upgrades applied transparently, as well as with scheduled maintenance. When upgrades require a server restart, it is scheduled for midnight the following day to avoid service interruptions.

3.6.11 ****Describe the server upsizing process (including communication, procedures, hardware and software costs, storage size, timeline - be sure to include all costs in Appendix C).****

Catapult operates in a shared hosting environment. The Catapult maintenance and support agreement includes any ongoing server upgrades needed to ensure smooth operating going into the future (at no extra cost).

3.6.12 ****Describe notification procedures related to downtime. (When contacted, after how long) .****

Web hosting trouble reporting can be submitted to Catapult K12 via phone (888.840.9901) or email (contact@catapultk12.com). If minor issues cannot be addressed with lower-level support staff, the issue will be escalated to our System Administrator and Project Manager, who will then resolve any service issue or report to the client any alternative solutions Catapult K12 feels may be a viable option to resolve a service issue.

Hours of operation for help and trouble reporting are 8am to 5pm Monday through Friday (excluding holidays) by phone at 888.840.9901 or email (contact@catapultk12.com). On weekends and holidays, trouble requests are accepted via email only. A Project Manager will respond to all requests as quickly as possible.

Catapult K12 also has software monitoring that sends status or service interruption information to our Project Manager and System Administrators' cell phones via email, for response to issues arising outside of normal business hours.

3.6.13 ****Describe Vendor's approach to performance monitoring and remediation of performance issues. Please delineate Participating Associate Member and Vendor responsibility for determining performance benchmarks and initiating any adjustments needed to address performance issues. ****

The client is not responsible for benchmarking or monitoring performance. We contract with a third-party monitoring and support company to ensure 24-hour response to any server issues and to maintain server health. Catapult Support staff maintains server monitors and escalates to Mission Cloud Services in the event of any issue.

3.6.14 **Clarify how the Vendor approaches sizing and performance for peak utilization (e.g. high website traffic due to an unusual event such as a fire, earthquake or school closure) and for typical use. Be specific as to if and when overage charges apply for sizing/infrastructure adjustments needed to maintain availability of the site. **

The Catapult maintenance and support agreement covers the smooth operation of the district's websites. Servers are monitored to maintain peak performance. If server performance falls outside of expected norms, Catapult staff will coordinate with Mission Cloud Services to utilize Amazon's scaling infrastructure to bring the server back to expected performance. No overage charges are applied.

3.7 Hosting - Management Features

	Yes	No	P	C	Comments
3.7.1 **Confirm that the hosting Solution has roles and permissions that can be managed with users and groups.**		✓			Shared hosting environment
3.7.2 **Confirm that the Solution has the ability to add users with different permission levels.**		✓			No direct access

3.7.3 **Describe the process to assign roles and permissions with users and groups.**

N/A

3.7.4 **Describe different roles and permission levels available for each role.**

N/A

3.7.5 Describe how each role interacts with the Solution.

N/A

3.8 Hosting - Reporting

3.8.1 **Describe reporting available for current and historical server metrics (including site uptime, storage, CPU, memory usage, etc.).**

Catapult is currently in the process of developing robust hosting analytics reporting, which includes site uptime, CPU usage, and system resource reporting. Analytics reporting will be available to clients within the Catapult CMS administrator dashboard. Visitor analytics and search performance will be released February 2021; hosting analytics is due for release in July 2021.

3.8.2 **Describe readily available reports that are standard within the Solution, and provide sample reports.**

This is an upcoming feature, due July 2021. Custom reports may be available to JPA members during the development process, upon request.

3.8.3 Describe what automated reports are available in the Solution, and the process to create automated reports.

Automated reports will be coming in Catapult 3.0, scheduled for release in Spring 2022.

3.8.4 Describe the recommended approach to provide read-only access to all data to enable custom extracts, reports and interfaces.

There is no publicly available API for Catapult hosting. Any client data can be requested from Catapult Support staff.

3.8.5 Describe limitations in hosting (product limitations, size limitations, etc.).

The Catapult hosting servers are reserved for the Catapult software and Catapult websites. Clients are not provided direct access to the server and are not permitted to install any additional software or scripts beyond what can run within the Catapult environment.

3.8.6 Provide an overview of the core gradebook features.

N/A – Catapult K12 does not offer a Learning Management System

3.8.7 Describe any reporting functionality available as part of the core/proposed solution or as an optional solution that is available for purchase at an additional cost to the Participating Associate Member (be sure to include all costs in Appendix C).

N/A – Catapult K12 does not offer a Learning Management System

3.9 Learning Management System N/A

	Yes	No	P	C	Comments
3.9.1** Confirm that the Solution offers a Learning Management System that integrates with the website					

tool to minimally provide secure, teacher- or course-level websites.**					
3.9.2** Confirm that the Solution provides for courses to easily be merged and edited as needed by the user, including, but not limited to, from year-to-year and semester-to-semester (e.g., a single website for multiple sections of the same course or a shared grade level website) .**					
3.9.3** Confirm that the Solution provides a tool for teachers to communicate directly with students, parents and other teachers.**					
3.9.4** Confirm that teachers with multiple courses or sections can create content (e.g., an announcement) and simultaneously post to multiple sections.**					
3.9.5** Confirm that the Solution provides an assignment drop-box feature where teachers and students can share, upload, and download files in one clear location with connectivity to a gradebook or grading tools. **					
3.9.6 Confirm that the Solution has the capability for flexible grouping, including the ability to create custom groups of students and teachers.					
3.9.7** Confirm that the Solution supports online student assessment, including a variety of item types.**					
3.9.8 Confirm that the Solution provides a tool for quiz creation which includes easy sharing and grading or integration into the personal gradebook of the teacher and/or Participating Associate Member Student Information System ("SIS").					
3.9.9 Confirm that the Solution is capable of importing and exporting Participating Associate Member created items and assessments, including specific questions, responses, all formatting, and any adaptive assessment plan and item pools to a machine readable format.					

3.9.10** Confirm that the Solution allows for the course template to be recycled from year to year and shared between teachers and schools. **					
3.9.11** Confirm that the Solution supports automated creation of rosters and/or communication of access to course sites through a SIS. **					
3.9.12 Confirm that the Solution allows teachers to target content to a specific audience (e.g., student group).					
3.9.13 Confirm that the Solution provides an integrated gradebook.					
3.9.14 Confirm that submitted assignments and other graded activities are automatically incorporated in the gradebook.					

3.9.15** Provide a general overview of the Learning Management System.**

3.9.16** Describe how the Learning Management System integrates with the public website and what enhanced integrations or dependencies (if any) exist between the public website and LMS web pages. **

3.9.17 Describe the process for creating custom student groups (for collaborative projects), and any features in the system that support group, project-based work.

3.9.18 Describe the process by which sharing, grading, and integration into the personal gradebook of the teacher/Participating Associate Member SIS is accomplished.

3.9.19** Provide an overview of how courses are created and rostered in the Solution.**

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3.9.20** Describe features in the Solution designed to support teachers in efficiently scheduling and posting announcements and assignments across multiple courses. **

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3.9.21** Describe tools available to help teachers reuse content from an existing course (e.g., teaching the same courses in a subsequent year). **

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3.9.22 Provide an overview of the core gradebook features.

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3.9.23 Please describe any functionality available as part of the core/proposed Solution not already described above or as an optional solution that is available for purchase at an additional cost to the Participating Associate Member (be sure to include all costs in Appendix C).

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3.9.24 Please provide a brief description of planned future development and roadmap timeline that may be beneficial to Participating Associate Members.

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3.10 Notification/Communication System

	Yes	No	P	C	Comments
3.10.1** Confirm that the Solution offers an integrated notification system for the purposes of pushing essential information to staff, students, and families via email, text, phone call and/or mobile application ("Notification System").	✓				
3.10.2** Confirm the Notification System allows school-wide messages to be sent to students and families via email, text or phone call.**	✓				

3.10.3 Confirm the Notification System enables teachers to directly message students and parents of students enrolled in their courses.	✓				
3.10.4 Confirm the Notification System offers capabilities for community members to subscribe to notifications for a particular school or area of interest.	✓				This is done through our CMS App.
3.10.5 Confirm the Notification System supports two-way communication between families and schools staff.	✓				
3.10.6 Confirm the Notification System offers a mobile app to support communications with families.	✓				

3.10.7 Provide a general overview of the Notification System, including its core features and points of integration with the website solution.****

Catapult Connect allows districts to send voice, email, text, social media, website, push notifications, announcement updates, and more in one integrated solution. Messages may be written or recorded. Written messages can be delivered with rich HTML email templates (optional add-on). Recipients are pre-loaded from your Student Information System and district staff directory, with the option to add custom recipients as needed. Use data-based queries, translation, and other filters to target your audience. Message may be sent immediately or at a scheduled time & date. Parents may set their delivery preferences: voice, email, text, website popup alert, social media, app. Attendance alerts and low lunch balance alerts are optional add-ons.

3.10.8 Describe the pricing model for the Notification System. Specifically, clarify whether the system is included in the base price for the website tool or provided at additional cost. ****

Catapult Connect is a separate product, with pricing separate from the Catapult CMS website solution.

3.10.9 Describe the capabilities of the Notification System to target messages to specific audiences, including creating dynamic distribution lists based on user attributes and/or uploading static contact lists.****

Use data-based queries, translation, and other filters to target your audience.

3.10.10 Describe the capabilities of the Notification System to target messages to specific audiences, including creating dynamic distribution lists based on user attributes and/or uploading static contact lists.

Catapult Connect users may use data-based queries, translation, and other filters to target their audience. We offer a way to upload static contact list outside of the nightly automated imports.

3.10.11 Describe the capabilities of the Notification System to personalize messages to families based on database fields (e.g., incorporate student ID or teacher name into an email).

Catapult Connect offers the ability to personalize messages by teacher, period, language, zip code, or bus routes. Attendance alerts may incorporate student ID or teacher name.

3.10.12 Describe features available in the Notification System to support efficient and reliable delivery of emergency messages when local infrastructure may be impacted.

Within Connect we can offer emergency notifications to the parents, but Catapult EMS is much better for this and was built for this exact purpose. We do offer multi-product discounts, and we embed all emergency scripts within Connect once they are added to EMS.

3.10.13 Describe how the Notification System works with source databases (student system, personnel system, and directory/user account systems) to integrate contact information and attributes for use in message targeting or composition.

Recipients are pre-loaded from your Student Information System and district staff directory, with the option to add custom recipients as needed. Use data-based queries, translation, and other filters to target your audience.

3.10.14 Describe how the families can keep contact information updated and set preferences for message delivery.

The updating of the contact information happens through the SIS, not our system. IT Directors usually do not want us to update our information independently of the SIS.

3.10.15 Describe features available to help system administrators and school office staff identify issues with message delivery, outdated contact information and resolve issues with contacts that have opted out of notifications.

A message can be sent immediately or scheduled. For scheduled messages, the sender receives an auto alert one hour before the message is sent, with a reminder that the message is about to go out. At this point they can stop the message from being sent for about 45 minutes. Once the message has been sent, or the sender selected "Send Immediately," Connect will show sending in process. When the send process is complete, a summary email is sent to the sender with detailed analytics. This

would include, but is not limited to, success rates, bounce rates, opt-out elections, and a number of other types of engagement tracking information.

3.10.16 Please describe any functionality available as part of the core/proposed Solution not already described above or as an optional solution that is available for purchase at an additional cost to the Participating Associate Member (be sure to include all costs in Appendix C).

Connect add-ons include Attendance Alerts and Low Lunch Balance alerts at an additional cost.

3.10.17 Please provide a brief description of planned future development and roadmap timeline that may be beneficial to Participating Associate Members.

- Connect app with facial login (March 2021)
- Enhanced engagement analytics (April 2021)
- Enhanced personalized message sending (May 2021)

Part 4 Price

Vendor must complete the Pricing Forms (Appendix C). In Appendix C, Vendor shall detail all costs associated with the proposed solution, including, but not limited to, the implementation, software licensing and maintenance, training, ongoing support, recommended professional services, taxes and surcharges, and costs of optional services and products. Taxes may be listed as an approximate percentage where appropriate. Costs not identified by Vendor shall be borne by Vendor and will not alter the requirements identified in this solicitation.

	Yes	No	Comments
4.1** Confirm that all costs, including, but not limited to, implementation, software licensing and maintenance, training, ongoing support, recommended professional services, taxes and surcharges, and costs of optional services and products and any other anticipated costs to the Participating Associate Member have been included on the completed Appendix C: Pricing Form. **	✓		
4.2 Confirm that should the Solution be down or performance degraded to render the Solution unusable for longer than 30 minutes (outside of a scheduled	✓		CatapultK12 offers network outage service credits as follows:

maintenance window), Vendor shall refund the portion of the contract equivalent to that outage window.			Server Availability • 99.9%: Guaranteed • 98%-99.6%: 5% • 96%-97.99%: 10% • 90%-95.99%: 15% • 89.99% or below: 25%
4.3** Confirm that the Pricing Form includes an itemized schedule of all equipment and software for the proposed Solution and all pricing quoted includes all activities necessary for a complete, turn-key system.**	✓		
4.4 **Confirm that the maintenance and licensing fee shall not begin until the Solution has been tested and accepted by the Participating Associate Member.	✓		

4.5** Describe any assumptions made impacting the cost proposal, and any limitations (e.g., professional service hours, number of initial distribution groups) that apply to the listed costs. **

All assumptions are detailed in our quotes.

4.6** Provide a narrative explanation of the pricing proposal. Describe in detail any limitations of (e.g., length of term, service quantities) that apply to the proposed pricing. Note, limitations or terms that are unfavorable may be cause for rejection of the Proposal. **

One-Time Setup Fees:

- CMS one-time setup fees include website design, ADA compliant data migration, and content development (writing and organization).
- App one-time setup fees include setup fee for district and schools.
- Connect one-time setup fees include SIS integration, Active Directory Login, and Communication Team setup.
- EMS one-time setup fees include single sign-on, evacuation map, emergency procedure manual, emergency checklist, incident type, report status, scripts, site configuration, SIS integration (when applicable), optional IP/Jive integration, and training.

Annual Service Fees:

- CMS annual service fees include software use, website hosting, and support.
- App annual service fees include district app and school site apps.
- Connect annual service fees include use of software and optional add-ons.
- EMS annual service fees include district and schools use of EMS system.

4.7 If pricing is contingent upon a specific volume of students or staff, explicitly state those conditions. *Ed Tech JPA reserves the right to award to multiple Vendors a Master Agreement to best meet the needs of its Associate Members. ****

Standard Discounts:

- CMS & CMS app pricing is based on multi-site / multi-product discounts.
- EMS and Connect are based on ADA pricing with multi-site / multi-product discounts.

Additional Non-Standard Discounts:

Sometimes we offer discounts on our multi-year service contracts and JPA Agreements.

4.8 Describe how growth (e.g., increases to student enrollment, usage, storage or additional websites) and site changes will impact the price.

Catapult CMS:

CMS website fees are rarely increased (if ever), but when they are, it is usually because of hosting fees and electricity costs.

Catapult App:

The CMS app is a new market, but we are not seeing that the costs are fluctuating; therefore, we do not anticipate any cost increases.

Connect & EMS:

Our original pricing is based on that year's ADA student count, but typically we do not review this on an annual basis; we review and adjust every 3 years or so unless directed by the client to make an adjustment.

4.9 Describe how declining enrollment and site changes will impact the price.

CMS & CMS App:

We can turn off websites at no additional fee. Once the website is turned off, the site is no longer accessible via the internet for maintenance or viewing. The commitment for service is for one year, so the fees for that year would still apply, but they would be reduced for the year after the school site has been closed. We can keep a copy ready to reactivate the site if it is needed.

Connect & EMS:

Both can simply be adjusted to that year's current ADA pricing at the District's request.

4.10 Describe payment milestones and expectations. ****

Catapult K12 will charge 50% (non-refundable) of the setup fees before the start of the project and the remaining 50% of the setup after the design aspects have been completed. Monthly fees will be invoiced 8 weeks after signing the contract or the first of the month following the website launch. In the event of cancellation or default in payment, the website will be suspended and taken off-line. A fee may apply to reinstate the website.

Part 5 Exceptions

Describe any exceptions to the RFP content, general expectations, specific requirements, and/or the Ed TEch JPA's standard Master Agreement and Purchase Agreement. For each exception, propose acceptable alternative language and/or provide rationale to support the exception.

No exceptions.

Appendix C: Pricing Form

Detail all costs associated with the proposed Solution, including, but not limited to, complete delivery, the implementation, installation, configuration, software licensing, maintenance, ongoing support, repairs, parts, recommended professional services, taxes and surcharges, and costs of optional services and products. Describe any assumptions made impacting the cost proposal, and any limitations (e.g., professional service hours, number of initial distribution groups) that apply to the listed costs. Costs not identified by the Vendor shall be borne by the Vendor and will not alter the requirements identified in this solicitation.

- One Time Costs
- Annual Recurring Costs
- Optional Services/Solutions and Costs

One-Time Costs: Expand the following table as required to provide pricing for the proposed Solution to meet the requirements specified in this RFP.

- If Vendor has multiple package offerings (e.g., district/agency website, school websites, learning management system, notification system), clearly identify what is included at each price point. Offerings may be presented as individual components (i.e., Website Cost, LMS Cost), as bundled packages (i.e., Website Only, Website + LMS), or as both.
- For custom development or other costs dependent on customer-specific needs, Vendor's may indicate an hourly rate or other unit-cost pricing structure on the form.

One-Time Costs			
Item	Description	Unit Cost (Indicate Flat Cost or Per Student, Staff, User, etc.)	Estimated Total Cost
Implementation Catapult CMS	<i>Including but not limited to: Data Integration, Transition from Existing Systems, Project Management, Professional Services, Configuration Support, User/Permissions Setup Training (Core IT Staff, District Trainers and Teachers)</i> Design consultation Project management Configuration support User setup Staff Directory integration Announcements integration Google Calendar integration	\$1500 Semi-Custom District Template \$600 per School Design	\$1500 for first website + \$600/website for every site after the first design.
Training	<i>Including but not limited to: Training Services(Core IT Staff, District Trainers and Teachers), Training Documentation (Electronic and Editable per RFP)</i> Train-the-Trainer Zoom training Online Knowledge Base Online Tutorial Videos		No extra cost

Other	<i>Please Describe:</i>		
	Optional ADA Compliant Data Migration	\$195 per site	\$175 per site
Total One-Time Costs:			\$1675 first website + \$775/website after the first website

Annual Recurring Costs: Expand the following tables as required to provide pricing for the proposed system to meet the requirements specified in this RFP. Include **Software Upgrade Costs** and **Maintenance Support and Assurance**. Explain any escalation or price change for each year if pricing for each year is not identical. Provide the hourly rate for services not covered by warranty or service contracts. If pricing is different based on quantity of licenses purchased, or any other factor(s), please provide pricing for Tier 1 and Tier 2, along with specifications to qualify for each Tier. If inadequate specifications are made Participating Associate Members may select which Tier they belong in, to the best of their knowledge.

- If Vendor has multiple package offerings (e.g., district/agency website, school websites, learning management system, notification system), clearly identify what is included at each price point. Offerings may be presented as individual components (i.e., Website Cost, LMS Cost), as bundled packages (i.e., Website Only, Website + LMS), or as both.
- If pricing levels are differentiated based on student enrollment or other factors, Vendors may submit multiple “tiers” of pricing for products.

Tier 1 Annual Recurring Costs			
Specify number of licences and any additional requirements to qualify for Tier 1 Pricing:		Up to 15-sites. Prices quoted are for a single website. Substantial multi-website discounts would apply.	
	Examples of Included Items	Unit Cost (Indicate Flat Cost or Per Student, Staff, User, Site, etc.)	Estimated Total Cost (Years 1-5)
Developer Solution Catapult CMS	<i>Including but not limited to: Software, Licensing, training materials and release notes.</i> Content Management System Customizable Templates School Manager Announcements Automated Staff Directory	\$895/site per year	Year 1: \$895/site per year Year 2: \$895/site per year Year 3: \$895/site per year Year 4: \$895/site per year Year 5: <u>\$895/site per year</u> TOTAL 5 Year: \$4,475/site
Hosting Solution	<i>Including but not limited to: Software, Licensing, training materials and release notes.</i>		Year 1: Included Year 2: Included Year 3: Included Year 4: Included Year 5: Included TOTAL: Included
Learning Management Solution N/A	<i>Including but not limited to: Software, Licensing, training materials and release notes.</i>		Year 1: Year 2: Year 3: Year 4: Year 5: TOTAL:

Maintenance and Support	Included in Catapult CMS maintenance and support agreement	Developer: Hosting: LMS:	No extra cost No extra cost N/A
Upgrade & Update Costs	<i>Including but not limited to: Updated training materials and release notes.</i> Template & design changes not included.	Developer: Hosting: LMS:	No extra cost No extra cost N/A
Total Annual Recurring Costs		Developer: CMS & Hosting LMS: N/A	(break down if necessary) Year 1: \$895/site per year Year 2: \$895/site per year Year 3: \$895/site per year Year 4: \$895/site per year Year 5: \$895/site per year TOTAL 5 Year: \$4,475/site

Tier 2 Annual Recurring Costs			
Specify number of licences and any additional requirements to qualify for Tier 2 Pricing:		More than 15 sites.	
Item	Examples of Included Items	Unit Cost (Indicate Flat Cost or Per Student, Staff, User, Site, etc.)	Estimated Total Cost (Years 1-5)

Developer Solution Catapult CMS	<i>Including but not limited to: Software, Licensing, training materials and release notes.</i>	\$795/site per year	Year 1: \$795/site per year Year 2 \$795/site per year: Year 3: \$795/site per year Year 4: \$795/site per year Year 5: <u>\$795/site per year</u> TOTAL 5 Year: \$3,975/site
Hosting Solution	<i>Including but not limited to: Software, Licensing, training materials and release notes.</i> Packaged with Catapult CMS		Year 1: Included Year 2: Included Year 3: Included Year 4: Included Year 5: Included TOTAL: Included
Learning Management Solution N/A - Catapult K12 does not offer an LMS	<i>Including but not limited to: Software, Licensing, training materials and release notes.</i>		Year 1: Year 2: Year 3: Year 4: Year 5: TOTAL:
Maintenance and Support	Included in Catapult CMS maintenance and support agreement	Developer: Hosting: LMS:	No extra cost No extra cost No extra cost
Upgrade & Update Costs	<i>Including but not limited to: Updated training materials and release notes.</i> Template & design changes not included.	Developer: Hosting: LMS:	No extra cost No extra cost No extra cost

Optional Services and Costs: Expand the following table as required to provide pricing for the proposed Solution to meet the requirements specified in this RFP. All costs for functionality in the proposal must be listed in the Optional Services/Solutions if not identified in the previous pricing forms. Costs not identified by the Vendor shall be borne by the Vendor and will not alter the requirements identified in this solicitation.

Vendors proposing Hosting must specify costs for additional storage/servers if upsizing hosted infrastructure may trigger additional costs.

Vendors offering additional related products, not specifically called for in this RFP (e.g., school safety products) may add those products and services in this section.

Optional Services/Solutions and Costs				
Item	Description (Check box if required to meet minimum requirements of this RFP)	Dependent Requirements (If required to meet requirements in this RFP, list requirements that are dependent on the Optional Services/Costs OR Future development efforts)	Unit Cost (Indicate Flat Cost or Per Student, Staff, User, etc.)	Estimated Total Cost (Years 1-5)
ADA Remediation Service	Catapult's ADA compliance monthly service helps clients to maintain WCAG 2.1 Level AA compliance and protect against litigation. Catapult scans sites every month, fixes any ADA errors that are flagged, and provides an ADA report.	\$450 one-time setup, \$45 per hour with a monthly minimum of 5 hours.		Year 1: \$2,700 Year 2: \$2,700 Year 3: \$2,700 Year 4: \$2,700 Year 5: \$2,700 TOTAL 5 Year: \$13,500 Recurring; \$450 One-Time

Catapult District Branded App	The Catapult CMS district branded app allows parents to stay up to date, view core information and receive notifications on a mobile device without visiting the website.	Catapult CMS is required.	One-time Setup: \$1500 district + \$250/site Yearly Costs: \$80/month + \$15/month per site	Yearly & Total Costs for Years 1-5 depend on number of sites
Catapult Connect Parent/Staff Mass Communication Solution	Catapult Connect lets districts reach school community members through a variety of channels: voice, email, text, social media, website, push notifications, announcement updates, and more in one integrated solution.		Setup: \$800 \$2.45/ADA student Multi-product discounts can apply.	Yearly & Total Costs for Years 1-5 depend on ADA
Catapult Connect Optional Add-Ons	Attendance Alerts Low Lunch Balance Alerts Templated HTML		Attendance Alerts: \$0.25/student Low Lunch Balances: \$0.25 Templated HTML: \$80/site (one-time fee)	Yearly & Total Costs for Years 1-5 depend on ADA and choice of add-ons.
Catapult EMS Emergency Management Solution	The Catapult EMS emergency management system allows districts to develop an emergency communication plan that stays clear, centralized, and informed at all times with teachers, sites, district and law enforcement		Tier 3 package Setup: \$800 Training: \$249 Virtual + \$0.79 per staff Service Fee: \$1.65/student Multi-site discounts can apply	Yearly & Total Costs for Years 1-5 depend on number of students and staff.

Custom Development	Dependent on customer-specific needs		Hourly rates: Content \$35/hr Design: \$60/hr Programming: \$90/hr <input type="checkbox"/> Recurring <input checked="" type="checkbox"/> One-Time	
Additional Storage Servers N/A	The Catapult maintenance and support agreement includes any ongoing server upgrades needed to ensure smooth operating going into the future (at no extra cost).			No extra cost
Custom Development	<input type="checkbox"/> Required to Meet Requirements		<input type="checkbox"/> Recurring <input type="checkbox"/> One-Time	Year 1: Year 2: Year 3: Year 4: <u>Year 5:</u> TOTAL: <input type="checkbox"/> Recurring <input type="checkbox"/> One-Time

	<input type="checkbox"/> Required to Meet Requirements		____Recurring ____One-Time	Year 1: Year 2: Year 3: Year 4: <u>Year 5:</u> TOTAL: ____Recurring ____One-Time
	<input type="checkbox"/> Required to Meet Requirements		____Recurring ____One-Time	Year 1: Year 2: Year 3: Year 4: <u>Year 5:</u> TOTAL: ____Recurring ____One-Time

Appendix A: Standard Master Agreement and Standard Purchase Agreement

ED TECH JPA MASTER AGREEMENT: [Product/RFP]

This Master Agreement ("MA"), is made as of DATE ("Effective Date"), by and between the Education Technology Joint Powers Authority ("ED TECH JPA") and INSERT ("VENDOR").

BACKGROUND

A. Education Technology JPA is a Joint Powers Authority formed by California public school districts, county offices of education, and community college districts pursuant to California Government Code Sections 6500-6536. ED TECH JPA aggregates purchasing power and expertise for its Associate Members across California.

B. ED TECH JPA establishes its contracts for products and services through the following process:

1. On DATE, ED TECH JPA issued a Request for Proposal for PRODUCT (the "RFP") on behalf of ED TECH JPA members. ED TECH JPA invited qualified vendors to submit pricing products and services in response to the RFP.
2. ED TECH JPA published the RFP on its Website and in a local periodical:
3. ED TECH JPA received one or more responses to the RFP. ED TECH JPA evaluated all responses which complied with the terms of the RFP, using the following criteria: Functionality and Usability, Vendor Support and Ability to Perform, Price, and Technology Requirements.
4. ED TECH JPA selected VENDOR for an award under the RFP for specified products and services (the "Products"). The parties are entering this Master Agreement ("MA") to evidence the terms and conditions of that award.

AGREEMENT

Now, therefore, for good and valuable consideration, the parties agree as follows.

1. GRANT AND ACCEPTANCE OF AWARD

ED TECH JPA awards this MA to VENDOR under the RFP with respect to the products or services ("Products") at the prices listed in Exhibit A. VENDOR accepts the award and confirms VENDOR's acceptance of all terms and conditions of the RFP, which are incorporated herein by this reference. This MA includes the services and pricing offered in VENDOR's RFP response, as identified in Appendix C, Pricing Form. Prices will remain valid for all Participating Associate Members of ED TECH JPA through the expiration of the MA.

2. TERM

The term of this MA (the "Term") shall commence on the Effective Date and shall expire after a period of three (3) years. The MA may be extended for up to two additional one (1) year terms beyond the original term, for a total of up to five (5) years. The parties understand that Participants may order Products under this MA to be delivered after the Term of this MA; in some cases, Products may be delivered over multiple years after the Term. The expiration or

termination of this MA shall not affect VENDOR's obligation to deliver Products as ordered by Participants during the Term.

3. PARTICIPANTS

The pricing, terms, and conditions of this MA will be made available to ED TECH JPA Founding Members, Associate Members and to other "Eligible Entities" who elect to become Associate Members of the ED TECH JPA. Eligible Entities are all California public school districts, county offices of education, and community college districts, and any other public agency in the United States whose procurement rules, whether internal rules or rules enacted pursuant to statute, allow them to purchase Products through a procurement vehicle such as ED TECH JPA. A "Participant" or "Participating Associate Member" is an Eligible Entity who chooses to purchase items through this MA, including Associate Members and Founding Members.

VENDOR acknowledges that each Participant is responsible for (a) completing their own due diligence regarding the suitability of VENDOR and Products for Participant's needs, (b) entering into one or more Purchase Agreements with VENDOR to document the quantities, total costs, and delivery terms for Products, (c) and coordinating implementation of Products with VENDOR. VENDOR is not under any contractual obligation to provide Products to Participants until such time as both a MA and a Purchase Agreement have been fully executed. The RFP was conducted for the limited purposes specified in the RFP. ED TECH JPA does not provide assurance or warranty to VENDOR with respect to other issues, including Participant's payments to VENDOR. ED TECH JPA will not assist in implementation or represent VENDOR in the resolution of disputes with Participants.

4. PURCHASE AGREEMENTS

Participating Associate Members may browse products in the JPA website. Prior to executing the Purchase Agreement ("PA"), Associate Members will work with a VENDOR representative to determine the VENDOR implementation timeline and implementation plan ("Implementation Plan") as further described in Section 2.2 of the RFP. To confirm Participant's request to buy Products using the RFP, Participant and VENDOR must complete and execute a Purchase Agreement ("PA") for the specific Products and provide that PA to ED TECH JPA. The PA is included herein in this Appendix A for reference.

The PA will contain a general description of the Products ordered, contact information for VENDOR and Participant related to purchase and sale of the Products, and an acknowledgement that the purchase is subject to the terms of the RFP and this MA. Participant and VENDOR may agree on contingencies, such as timing contingencies, applicable to delivery of Products.

A completed PA must be presented to ED TECH JPA no later than sixty (60) days after Participant and VENDOR reach agreement on the Implementation Plan. ED TECH JPA will accept timely submitted and properly completed PAs, and thereafter, VENDOR will work directly

with a Participating Associate Member to fulfil the order according to the parties' agreed-upon Implementation Plan. ED TECH JPA is not responsible to verify payment to vendor.

5. PROGRAM PROMOTION

It is in the interest of both parties that VENDOR will promote and support ED TECH JPA Master Agreements using methods that best suit the VENDOR's business model, organization, and market approach. ED TECH JPA specifically desires VENDOR to generate interest in the MA, and direct its existing clients who are Eligible Entities to use its MA as VENDOR's preferred form of contracting with Eligible Entities.

VENDOR may be asked to participate with ED TECH JPA staff in related trade shows, conferences, and online presentation to promote the MA. ED TECH JPA will promote MAs through the creation of marketing materials, as well as active outreach to its constituents.

ED TECH JPA expects VENDOR's field and internal sales forces will be trained and engaged in use of the MA for the duration of the contract term. VENDOR agrees that all sales will be accurately and timely reported to ED TECH JPA. VENDOR shall provide a single point of contact with the authority and responsibility for the overall success of promotion of the MA.

ED TECH JPA may schedule periodic reviews with VENDOR to evaluate VENDOR's performance of the commitments outlined in this MA, as well as leads, current projects and projected sales.

6. INVOICING FOR SERVICES

VENDOR shall invoice each Participant for Products and Participant shall disburse payment to VENDOR upon receipt of the Board approved, executed Purchase Agreement between Participating Associate Member and VENDOR. ED TECH JPA does not guarantee timely payment. The Purchase Agreement is between VENDOR and Participant.

7. EQUIPMENT ADDITIONS/DELETIONS

VENDOR may add or delete equipment introduced or removed from the market by the manufacturer under the following conditions:

- A) Deleted Equipment has been discontinued and is no longer available from the manufacturer;
- B) Added Products are either a direct replacement for original products listed in the RFP, VENDOR's Proposal, the Master Agreement and/or any Purchase Agreements, or Added Products are enriched capabilities, new modules, technology advancements, and/or service categories within the Education Intelligence and Analytics solution that VENDOR did not have at the time the RFP Proposal was submitted. ;
- C) VENDOR has obtained prior written Board approval from Ed Tech JPA;
- D) VENDOR receives an executed Amendment to the Master Agreement;
- E) VENDOR has obtained prior written Board approval from Participating Associate Members; and

F) VENDOR receives an executed Amendment to the Purchase Agreement.

8. MINIMUM PRICE GUARANTEE

VENDOR agrees not to sell directly, or through a reseller, to ED TECH JPA's Eligible Entities (regardless of whether the Eligible Entity is an Associate Member of the ED TECH JPA), including all California public school districts, county offices of education, and community college districts, and any other public agency in California whose procurement rules, whether internal rules or rules enacted pursuant to statute, allow them to purchase goods or services through a procurement vehicle such as ED TECH JPA, the Product(s) subject to the Master Agreement at a price lower than the price offered pursuant to the RFP and this Master Agreement.

During the period of delivery under a contract resulting from this RFP, if the price of an item decreases, Ed Tech JPA Participating Associate Members shall receive a corresponding decrease in prices on the balance of the deliveries for as long as the lower prices are in effect. Vendor agrees to amend the Master Agreement to reflect the decreased pricing. At no time shall the prices charged to Ed Tech JPA Participating Associate Members exceed the prices under which the RFP was awarded. Ed Tech JPA Participating Associate Members shall be given the benefit of any lower prices which may, for comparable quality and delivery, be given by the Vendor to any other school district or any other state, county, municipal or local government agency in a California County for the product(s) listed in the RFP.

9. EXPENSES.

ED TECH JPA shall not be liable to VENDOR for any costs or expenses paid or incurred by VENDOR in providing Products and Services for ED TECH JPA or Associate Members.

10. COMPLIANCE WITH APPLICABLE LAW

The Products completed herein must meet the approval of the ED TECH JPA and shall be subject to the ED TECH JPA's general right of inspection to secure the satisfactory completion thereof. VENDOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to VENDOR, VENDOR's business, the Products, equipment and personnel engaged in Products covered by this MA or accruing out of the performance of such Products. If VENDOR performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, VENDOR shall bear all costs.

11. DATA PRIVACY

VENDOR agrees that all products and services are fully compliant with all applicable requirements including all state and federal laws. VENDOR has executed the Standard Student Data Privacy Agreement CA-NDPA (CA-NDPA), attached to the RFP as Appendix E.

12. PERMITS/LICENSES

VENDOR and all VENDOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of Products pursuant to this MA.

13. INSURANCE

VENDOR shall insure VENDOR's activities in connection with the Products under this MA and agrees to carry insurance as specified in the RFP to ensure VENDOR's ability to adhere to the indemnification requirements under this MA.

14. TRANSACTION REPORTING

VENDOR will comply with all reasonable requests by ED TECH JPA for information regarding VENDOR's transactions with Participants, including transmittal of transaction data in electronic format. VENDOR will report to ED TECH JPA all Services ordered by Participants, in reasonable detail, not later than the reporting period outlined in section 15.B. of this MA. VENDOR acknowledges that ED TECH JPA will track the use of this MA through databases managed by ED TECH JPA.

15. ADMINISTRATIVE FEE

- A. VENDOR agrees to pay ED TECH JPA an administrative fee (the "Administrative Fee") calculated as four percent (4%) of the gross invoiced amount of any Participant agreement with VENDOR based on an award under the RFP, including any Additional Services, or agreement extensions or renewals. Vendors whose gross sales exceed two million dollars (\$2,000,000.00) each fiscal year may receive a discount and pay Administrative Fees as follows:

Sales Amount*	Administrative Fee**
\$2,000,000.00 - \$3,999,999.99	3.5%
\$4,000,000.00 and above	3%

*The fiscal year term is July 1 - June 30.

**Sales are the annual gross amount invoiced of any Participant Agreement with VENDOR based on an award under the RFP, including any Additional Services, or agreement extensions or renewals.

***Any discounted Administrative Fee shall be applied to Sales in the quarter after the minimum threshold has been met. Discounted Administrative Fees shall revert to four percent (4%) after the minimum threshold is no longer met.

For purchases made with federal funds, a different fee structure may apply. Computations of the Administrative Fee shall exclude state, local, or federal taxes levied on invoiced amounts. Unless otherwise stated herein, the Administrative Fee is not refundable to Participants or Vendors under any circumstances. In the event ED TECH JPA's operating costs increase, the Administrative Fee is subject to an increase to offset

such increased costs. Any increase shall be authorized by Ed Tech JPA's Board of Directors ("Board") and shall take effect on the day approved by the Board. Any increase shall be communicated to Vendors with no less than thirty (30) days notice from ED TECH JPA, and VENDOR shall be permitted to amend this MA to increase pricing in the attached Exhibit A in direct proportion to the adjusted Administrative Fee. Such amendment shall take immediate effect and apply to all Purchase Agreements executed after the execution date of the Amendment.

- A. Administrative Fees shall be reported and payable at the end of each quarter as follows:

Reporting Period	Due Date
January 1 - March 31	April 30
April 1 - June 30	July 31
July 1 - September 30	October 31
October 1 - December 31	January 31

- B. VENDOR must submit a check, payable to Education Technology Joint Powers Authority remitted to:
Ed Tech JPA
% Clovis Unified School District
Business Services Department
1450 Herndon Ave
Clovis, CA 93611
- C. The administrative fee shall not be included as an adjustment to VENDOR's Ed Tech JPA Master Agreement pricing.
- D. The administrative fee shall not be invoiced or charged to the Participating Associate Member.
- E. Payment of the administrative fee is due irrespective of payment status on orders or service contracts from Participating Associate Member.
- F. Any payments that a VENDOR makes or causes to be made to Ed Tech JPA after the due date as indicated on the Quarterly Report Schedule shall accrue interest at a rate of eighteen percent (18%) per annum or the maximum rate permitted by law, whichever is less, until such overdue amount shall have been paid in full. The right to interest on late payments shall not preclude Ed Tech JPA from exercising any of its other rights or remedies pursuant to this agreement or otherwise with regards to Vendor's failure to make timely remittances.
- G. Failure to meet administrative fee requirements and submit fees on a timely basis shall constitute grounds for suspension of this contract.

16. CONTRACT MANAGEMENT

- A. The primary VENDOR contract manager for this Master Agreement shall be as follows:

Name:

Attn:

Address:

Email:

Phone:

- B. The primary Ed Tech JPA contract manager for this Master Agreement shall be as follows:

Education Technology JPA

Attn: Michelle Bennett

5050 Barranca Parkway

Irvine, CA 92604

MichelleBennett@iusd.org

949-936-5022

- C. Should the contract administrator information change, the changing party will provide written notice to the affected party with the updated information no later than ten (10) business days after the change.

17. INDEMNIFICATION

To the extent permitted under applicable law, VENDOR will defend, indemnify and hold harmless ED TECH JPA and its directors, officers, employees, and agents from and against all damages, costs (including reasonable attorneys' fees), judgments and other expenses arising out of or on account of any third party claim: (i) alleging that the product infringes or misappropriates the proprietary or intellectual property rights of such third party; (ii) that results from the negligence or intentional misconduct of VENDOR or its employees or agents; or (iii) that results from any breach of any of the representations, warranties or covenants contained herein by VENDOR or in any direct communication between VENDOR and any ED TECH JPA Member.

ED TECH JPA. To the extent permitted under applicable law, ED TECH JPA will defend, indemnify and hold harmless VENDOR and its directors, officers, employees, and agents from and against all damages, costs (including reasonable attorneys' fees), judgments and other expenses arising out of or on account of any third party claim that results from (i) the negligence or intentional misconduct of ED TECH JPA or its employees or agents or (ii) any breach of any of the representations, warranties or covenants contained herein by ED TECH JPA.

18. ATTORNEYS' FEES

If any action at law or in equity is brought to enforce or interpret the provisions of this MA, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which the party may be entitled.

19. SEVERABILITY

In the event that any provision of this MA is held invalid or unenforceable by a court of competent jurisdiction, no other provision of this MA will be affected by such holding, and all of the remaining provisions of this MA will continue in full force and effect.

20. DEFAULTS

In the event that VENDOR defaults in its obligations under this MA, and if such default is not cured within 30 days after notice of the default from ED TECH JPA to VENDOR, then ED TECH JPA may pursue any available remedies against VENDOR, including but not limited to termination of this MA.

21. GOVERNING LAW AND VENUE

THIS MA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS LOCATED IN ORANGE COUNTY, CALIFORNIA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS MA OR THE TRANSACTIONS CONTEMPLATED HEREBY.

PROVISIONS REQUIRED BY LAW: VENDOR acknowledges that it has conducted and performed the required research to become aware and knowledgeable of all federal, state and local laws/statutes that are referenced herein, may pertain to and/or govern the procurement activities and transactions covered by this MA. These provisions of law and any clause required by law that is associated with this transaction will be read and enforced as though it were included herein..

22. NOTICES

All notices under this MA must be in writing and will be effective (a) immediately upon delivery in person or by messenger, (b) the next business day after prepaid deposit with a commercial courier or delivery service for next day delivery, (c) upon receipt by facsimile as established by evidence of successful transmission, (d) when emailed to the receiving party at the receiving party's assigned email address with delivery receipt requested, upon electronic confirmation the transmission has been delivered, or (e) five (5) business days after deposit with the US Postal Service, certified mail, return receipt requested, postage prepaid. All notices must be properly addressed to the addresses set forth on the signature page to this MA, or at such other addresses as either party may subsequently designate by notice.

23. ASSIGNMENT

Neither party may assign its rights and obligations hereunder, either in whole or in part, whether by operation of law or otherwise, without the prior written consent of the other party. Notwithstanding the foregoing, either party may assign this Agreement in its entirety (including all Orders Forms and SOWs), without consent of the other party, to its Affiliate or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets

not involving a direct competitor of the other party. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties, their respective successors and permitted assigns. An "Affiliate" for purposes of this Section 23 shall mean any entity which directly controls, is under common control with, or is directly or indirectly controlled by the party seeking to assign its rights and obligations hereunder.

24. COUNTERPARTS

This MA may be signed and delivered in two (2) counterparts, each of which, when so signed and delivered, shall be an original, but such counterparts together shall constitute the one instrument that is the MA, and the MA shall not be binding on any party until all Parties have signed it.

25. AUTHORIZED SIGNATURE

The individual signing this MA warrants that he/she is authorized to do so. The Parties understand and agree that a breach of this warranty shall constitute a breach of the MA and shall entitle the non-breaching party to all appropriate legal and equitable remedies against the breaching party.

26. SURVIVAL

The parties' respective obligations under the following sections of this MA shall survive any termination of this MA: Sections 13 through 21, covering Transaction Reporting, Administrative Fee, Indemnification, Attorneys' Fees, Severability, Defaults, Governing Law, and Notices.

27. EXHIBITS

This MA includes all documents referenced herein, whether attached hereto or otherwise incorporated by reference.

IN WITNESS WHEREOF, the parties have executed this Master Agreement as of the Effective Date.

ED TECH JPA

VENDOR

By: Brianne Ford
President of the Board

By:
Its:

Date

Date

Exhibit A**ED TECH JPA Pricing**

Exhibit B

Usage Report Template

VENDOR NAME:									
UAGE REPORT TEMPLATE									
		Date Purchase Agreement Executed	Date Order Fulfilled/ Invoice Generated	Order Details/ Products Purchased	Purchase Price: One- Time Fees	Purchase Price: Annual Fees	JPA Admin Fee (4% of purchase price)		
Member Agency	Contract Term Dates							Notes	New/Renewal
	-								<input type="checkbox"/> New customer <input type="checkbox"/> Existing customer new agreement <input type="checkbox"/> Existing customer renewal
	-								<input type="checkbox"/> New customer <input type="checkbox"/> Existing customer new agreement <input type="checkbox"/> Existing customer renewal
	-								<input type="checkbox"/> New customer <input type="checkbox"/> Existing customer new agreement <input type="checkbox"/> Existing customer renewal

ED TECH JPA PURCHASE AGREEMENT: [Product/RFP]

This Purchase Agreement (this "PA"), is made as of **DATE** (the "Effective Date"), by and between the **[INSERT ASSOCIATE MEMBER]** ("PARTICIPANT") and **[INSERT]** ("VENDOR").

BACKGROUND

A. Education Technology JPA ("ED TECH JPA") is a Joint Powers Authority formed by California public school districts, county offices of education, and community college districts pursuant to California Government Code Sections 6500-6536. ED TECH JPA aggregates purchasing power and expertise for its Associate Members across California.

B. ED TECH JPA establishes its contracts for products and services through the following process:

1. On **[DATE]** ED TECH JPA issued a Request for Proposal for **[PRODUCT]** (the "RFP") on behalf of ED TECH JPA members. ED TECH JPA invited qualified vendors to submit pricing products and services in response to the RFP.
2. ED TECH JPA published the RFP on its Website and in a local periodical.
3. ED TECH JPA received one or more responses to the RFP. ED TECH JPA evaluated all responses which complied with the terms of the RFP, using the following criteria: Functionality and Usability, Vendor Support and Ability to Perform, Price, and Technology Requirements.
4. ED TECH JPA selected VENDOR for an award under the RFP for **specified products and services** (the "Products") and thereafter entered into a Master Agreement (MA) to establish the terms by which Associate Members of the Ed Tech JPA may purchase products from Vendor.

C. A California public entity using the Ed Tech JPA RFP to buy Products is a "Participant" or "Participating Associate Member".

D. PARTICIPANT has completed its own due diligence regarding the suitability of VENDOR and Products for Participant's needs.

E. The parties are entering this PA to establish the terms and conditions of the purchase by Associate Member pursuant to that Master Agreement.

AGREEMENT

Now, therefore, for good and valuable consideration, the parties agree as follows.

1. PARTICIPATION IN MASTER AGREEMENT

This PA is subject to the terms of the RFP and the corresponding MA between ED TECH JPA and VENDOR, which are incorporated herein by this reference. VENDOR and PARTICIPANT agree (a) to the terms and conditions of the RFP and the MA covering the requested Products, (b) any additions or deletions to Products listed on this PA shall be promptly executed through an amendment to this PA, signed by VENDOR and PARTICIPANT.

VENDOR agrees as follows:

Vendor acknowledges that each PARTICIPANT is responsible for (a) completing their own due diligence regarding the suitability of VENDOR, (b) prior to executing a Purchase Agreement, Associate Members will work with a VENDOR representative to establish an Implementation Plan with the Participating Associate Member, as further described in Section 2.3 of the RFP, and (c) an Associate Member is not bound to a purchase until it has obtained approval from its Board and executed this Purchase Agreement with the VENDOR for the product. VENDOR further acknowledges and agrees (c) by entering into one or more Purchase Agreements with PARTICIPANT, VENDOR is has agreed to the delivery terms for Products as established in the Implementation Plan and VENDOR will faithfully carry out timely implementation of the Products with PARTICIPANT. Order details, including an Additional Services, and the parties' Implementation Plan are attached hereto as Exhibit A.

PARTICIPANT agrees as follows:

PARTICIPANT acknowledges and agrees that (a) it has performed its own due diligence in selecting the VENDOR's Product and its suitability to Participant's needs, including using price as a significant factor, (b) VENDOR has provided a suitable Implementation Plan to Participant outlining all necessary dates and Participant needs, and (c) it will pay the costs as quoted by VENDOR in the RFP and the MA.

2. COMPLIANCE WITH APPLICABLE LAW

VENDOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to VENDOR, VENDOR's business, the Products, equipment and personnel engaged in Products covered by this PA or accruing out of the performance of such Products. If VENDOR performs any work knowing it to be contrary to such laws, ordinances, rules and regulations, VENDOR shall bear all costs.

3. DATA PRIVACY

VENDOR agrees that all products and services are fully compliant with all applicable requirements including all state and federal laws. VENDOR has executed the Standard Student Data Privacy Agreement CA-NDPA (CA-NDPA), attached to the RFP as Appendix E.

4. PERMITS/LICENSES

VENDOR and all VENDOR's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of Products pursuant to this PA.

5. INSURANCE

VENDOR shall insure VENDOR's activities in connection with the Products under this PA and agrees to carry insurance as specified in the RFP to ensure VENDOR's ability to adhere to the indemnification requirements under this PA.

6. EQUIPMENT ADDITIONS/DELETIONS

VENDOR may add or delete equipment introduced or removed from the market by the manufacturer under the following conditions:

- G) Deleted Equipment has been discontinued and is no longer available from the manufacturer;
- H) Added Products are either a direct replacement for original products listed in the RFP, VENDOR's Proposal, the Master Agreement and/or any Purchase Agreements, or Added Products are enriched capabilities, new modules, technology advancements, and/or service categories within the Education Intelligence and Analytics solution that VENDOR did not have at the time the RFP Proposal was submitted;
- I) VENDOR has obtained prior written Board approval from Ed Tech JPA;
- J) VENDOR receives an executed Amendment to the Master Agreement;
- K) VENDOR has obtained prior written Board approval from Participating Associate Members; and
- L) VENDOR receives an executed Amendment to the Purchase Agreement.

7. INVOICING FOR SERVICES

The RFP Number and Name shall appear on each purchase order and invoices for all purchases placed under this Purchase Agreement. Unless otherwise agreed upon by both parties in writing, signing a delivery and acceptance certificate constitutes acceptance of the Products and allows VENDOR to invoice for the Products. ED TECH JPA does not guarantee timely payment. The Purchase Agreement is between VENDOR and Participant.

8. CONTRACT MANAGEMENT

- A. The primary VENDOR contract manager for this Purchase Agreement shall be as follows:

Name:

Attn:

Address:

Email:

Phone:

- B. The primary Participant contract manager for this Purchase Agreement shall be as follows:

Name:

Attn:

Address:

Email:

Phone:

- C. The primary Ed Tech JPA contract manager for this Purchase Agreement shall be as follows:

Education Technology JPA

Attn: Michelle Bennett

5050 Barranca Parkway

Irvine, CA 92604

MichelleBennett@iusd.org

949-936-5022

D. Should the contract administrator information change, the changing party will provide written notice to the affected parties with the updated information no later than ten (10) business days after the change.

9. INDEMNIFICATION

VENDOR will defend, indemnify and hold harmless Participating Associate Members and ED TECH JPA and its directors, officers, employees, and agents from and against all damages, costs (including reasonable attorneys' fees), judgments and other expenses arising out of or on account of any third party claim: (i) alleging that the product infringes or misappropriates the proprietary or intellectual property rights of such third party, except to the extent that such infringement results from (A) PARTICIPANT's misuse of the product, (B) modifications to the product, or (C) PARTICIPANT continuing the allegedly infringing activity after VENDOR has provided PARTICIPANT with modifications that would have avoided the alleged infringement; (ii) that results from the negligence or intentional misconduct of VENDOR or its employees or agents; or (iii) that results from any breach of any of the representations, warranties or covenants contained herein by VENDOR. If the product becomes or, in VENDOR's opinion, is reasonably likely to become the subject of any injunction preventing use as contemplated herein for the reasons stated in this Section 14, VENDOR, or its designee, may, at its option, (i) procure for PARTICIPANT the right to continue using the product, (ii) replace or modify the product so that it becomes non-infringing without substantially compromising its functionality, or, if (i) and (ii) are not reasonably available to VENDOR, then (iii) terminate this Agreement as to the infringing product, require the return of the allegedly infringing product and/or refund to PARTICIPANT a portion of the License Fees paid by PARTICIPANT in respect of the product depreciated on a straight-line basis over one (1) year from the Effective Date. VENDOR agrees to notify ED TECH JPA and Participating Associate Member in the event of any claim against VENDOR alleging intellectual property infringement regarding Products and Services listed in the RFP. VENDOR agrees to notify ED TECH JPA of any claims against VENDOR by any Participating Associate Member.

(b) By PARTICIPANT. To the extent permitted under applicable law, PARTICIPANT agrees to defend, indemnify and hold harmless VENDOR and ED TECH JPA and its directors, officers, employees, and agents from and against all damages, costs (including reasonable attorneys' fees), judgments and other expenses arising out of or on account of any third party claim that results from (i) the negligence or intentional misconduct of PARTICIPANT or its employees or agents or (ii) any breach of any of the representations, warranties or covenants contained herein by PARTICIPANT.

(c) **DISCLAIMER OF LIABILITY.** ED TECH JPA does not provide assurance or warranty to VENDOR or PARTICIPANT with respect to issues arising under this PA, including Participant's payments to VENDOR. ED TECH JPA will not represent VENDOR or PARTICIPANT in the resolution of disputes arising under this PA.

10. ATTORNEYS' FEES

If any action at law or in equity is brought to enforce or interpret the provisions of this PA, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which the party may be entitled.

11. SEVERABILITY

In the event that any provision of this PA is held invalid or unenforceable by a court of competent jurisdiction, no other provision of this PA will be affected by such holding, and all of the remaining provisions of this PA will continue in full force and effect.

12. ASSIGNMENT

Neither party may assign its rights and obligations hereunder, either in whole or in part, whether by operation of law or otherwise, without the prior written consent of the other party. Notwithstanding the foregoing, either party may assign this Agreement in its entirety (including all Orders Forms and SOWs), without consent of the other party, to its Affiliate or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets not involving a direct competitor of the other party. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties, their respective successors and permitted assigns. An "Affiliate" for purposes of this Section 12 shall mean any entity which directly controls, is under common control with, or is directly or indirectly controlled by the party seeking to assign its rights and obligations hereunder.

13. DEFAULTS

In the event that VENDOR defaults in its obligations under this PA, and if such default is not cured within 30 days after notice of the default from ED TECH JPA to VENDOR, then ED TECH JPA may pursue any available remedies against VENDOR, including but not limited to termination of this PA.

14. GOVERNING LAW AND VENUE

THIS PA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS IN THE COUNTY WHERE PARTICIPANT IS LOCATED FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS PA OR THE TRANSACTIONS CONTEMPLATED HEREBY.

PROVISIONS REQUIRED BY LAW: VENDOR acknowledges that it has conducted and performed the required research to become aware and knowledgeable of all federal, state and local laws/statutes that are referenced herein, may pertain to and/or govern the procurement activities and transactions covered by this PA. These provisions of law and any clause required by law that is associated with this transaction will be read and enforced as though it were included herein.

15. NOTICES

All notices under this PA must be in writing and will be effective (a) immediately upon delivery in person or by messenger, (b) the next business day after prepaid deposit with a commercial courier or delivery service for next day delivery, (c) upon receipt by facsimile as established by evidence of successful transmission, (d) when emailed to the receiving party at the receiving party's assigned email address with delivery receipt requested, upon electronic confirmation the transmission has been delivered, or (e) five (5) business days after deposit with the US Postal Service, certified mail, return receipt requested, postage prepaid. All notices must be properly addressed to the addresses set forth on the signature page to this PA, or at such other addresses as either party may subsequently designate by notice.

16. COUNTERPARTS

This PA may be signed and delivered in two (2) counterparts, each of which, when so signed and delivered, shall be an original, but such counterparts together shall constitute the one instrument that is the PA, and the PA shall not be binding on any party until all Parties have signed it.

17. AUTHORIZED SIGNATURE

The individual signing this PA warrants that he/she is authorized to do so. The Parties understand and agree that a breach of this warranty shall constitute a breach of the PA and shall entitle the non-breaching party to all appropriate legal and equitable remedies against the breaching party.

18. TERM & TERMINATION

The term of this PA (the "Term") shall commence on the Effective Date and shall expire after a period of **number (#)** years. The parties understand that PARTICIPANTS ordering Products pursuant to the Master Agreement may extend for multiple years after the Term of the Master Agreement. The expiration or termination of the Master Agreement shall not affect VENDOR's obligation to deliver Products as ordered by PARTICIPANTS pursuant to this PA.

TERMINATION OF CONTRACT

Without limiting any rights or remedies which PARTICIPANT may have in the event of any default by VENDOR, PARTICIPANT shall have the right, upon fifteen (15) days' prior written notice to VENDOR, to terminate this PA at any time and without cause prior to complete delivery. Such termination shall be without any obligation or liability to VENDOR other than payment of charges for the value of work performed, and for necessary expenditures which can be established by VENDOR as having been reasonably incurred prior to the time that notice of termination is given. In no event shall the termination charges exceed the purchase price of the equipment/services. In the event of any termination, PARTICIPANT shall be entitled to all materials, work in process, and completed work included as value of work performed and necessary expenditures in determining the charges referred to above and paid by PARTICIPANT. VENDOR agrees to allow mutual contract termination in whole or in part, in the event that PARTICIPANT does not allocate funding for the continuation of this contract or any portion thereof. In the event of termination due to non-allocation of funds, both parties shall be held without fault and there shall be no financial consequences assessed as a penalty on either party.

19. SURVIVAL

The parties' respective obligations under the following sections of this PA shall survive any termination of this PA: Sections 6 through 12, covering Administrative Fee, Indemnification, Attorneys' Fees, Severability, Defaults, Governing Law, and Notices.

20. EXHIBITS

This PA includes all documents referenced herein, whether attached hereto or otherwise incorporated by reference.

IN WITNESS WHEREOF, the parties have executed this Purchase Agreement as of the Effective Date.

PARTICIPANT/ASSOCIATE MEMBER

VENDOR

By:
Its:

Date

By:
Its:

Date

Exhibit A

Order Information and Implementation Plan

We do a software demo with the client.

Based on info collected in the demo, we provide a quote for services.

When the quote is signed, we issue a contract.

When a contract is signed, the client issues a Purchase Order.

The project goes into our production queue (see Catapult CMS Production Timeline, Section 1.12.8).

Appendix B: Required Forms

All required forms must be submitted as part of the Vendor's complete proposal on or before the Proposal Deadline specified in the calendar of events. Required Forms are listed below.

Proposal Submission Checklist

Master Agreement & Purchase Agreement Confirmation

Acknowledgment of Amendments to RFP

Vendor Representation and Certification

Noncollusion Declaration

Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters

Certification on Restrictions on Lobbying

Worker's Compensation Certificate

Drug-Free workplace

Tobacco Use Policy

Criminal Records Check Certification by Vendor

Disclosure of Proposal

W-9

Insurance Requirements Acknowledgement

Minimum Price Guarantee Acknowledgment

Administrative Fee Acknowledgment

Rules Acknowledgement

PROPOSAL SUBMISSION CHECKLIST

- ☒ Proposal Submission Checklist (Appendix B)
- ☒ Master Agreement & Purchase Agreement Confirmation (Appendix B)
- ☒ Acknowledgment of Amendments to RFP (Appendix B)
- ☒ Vendor Representation and Certification (Appendix B)
- ☒ Noncollusion Declaration (Appendix B)
- ☒ Certification of Primary Participant Regarding Debarment, Suspension, and Other Responsibility Matters (Appendix B)
- ☒ Certification on Restrictions on Lobbying (Appendix B)
- ☒ Workers' Compensation Certificate (Appendix B)
- ☒ Drug Free Workplace Certification (Appendix B)
- ☒ Tobacco Use Policy (Appendix B)
- ☒ Criminal Records Check Certification by Vendor (Appendix B)
- ☒ W-9 (Appendix B)
- ☒ Disclosure of Proposal
- ☒ Insurance Requirements Acknowledgement (Appendix B)
- ☒ Minimum Price Guarantee Acknowledgment (Appendix B)
- ☒ Administrative Fee Acknowledgment (Appendix B)
- ☒ Rules Acknowledgement (Appendix B)
- ☒ Pricing Form (Appendix C)
- ☒ Service Level and Maintenance Agreement (if applicable) (Appendix D)
- ☒ Sample Reports and Training Materials (Appendix D)
- ☒ Standard Student Data Privacy Agreement CA-NDPA (Appendix E)
- ☒ Proposal Form (Attachment 1)

Write out all answers using the Proposal Form in Attachment 1. Additional material may be submitted with the proposal as appendices. No brochures, marketing materials, or internal company documentation will be considered when scoring Proposals. Cross-references to the Proposal Form in additional materials will not be considered responsive. Any additional descriptive material that is used in support of any information in Vendor's proposal must be clearly identified.

MASTER AGREEMENT & PURCHASE AGREEMENT CONFIRMATION

Upon notification of selection and Board Approval by a Participating Associate Member, the undersigned hereby promises and agrees to furnish all articles or services within the dates specified, in the manner and form and at the prices herein stated in strict accordance with the advertisement, specifications, proposals and general conditions all which are made a part of the Purchase Agreement.

Name under which business is conducted

Catapult K12

Business Street Address

City

State Zip Code

1340 Blue Oaks, Suite 100

Roseville

CA 95678-7038

Telephone Number:

530-566-0446

IF SOLE OWNER, sign here:

I sign as sole owner of the business named above.

Signature

Date

--	--

Name

Title

IF PARTNERSHIP, sign here:

The undersigned certify that we are partners in the business named above and that we sign this purchase agreement with full authority so to do. (One (1) or more partners sign)

Signature

Date

--	--

Name

Title


--	--

IF CORPORATION, sign here:

The undersigned certify that they sign this purchase agreement with full and proper authorization so to do.

Signature

Date

	1.27.2021
---	-----------

Corporation Legal Name

Diverse Network Associates, Inc., dba Catapult K12
--

Name

Title

Jason Jeffery	President & CEO
---------------	-----------------

Incorporated under the laws of the State of

California

ACKNOWLEDGEMENT OF AMENDMENTS TO RFP

VENDOR HEREBY ACKNOWLEDGES RECEIPT OF ANY AND ALL AMENDMENTS TO THE RFP.


If Vendor has no knowledge of any amendments to the RFP having been issued to, or received by, Vendor, please check the following box: ☒

Amendments

Amendment No	Date Published	Date Received

Signature

Date

	1.27.2021
---	-----------

Vendor Legal Name

Diverse Network Associates, Inc. dba Catapult K12

Name

Title

Jason Jeffery	President & CEO
---------------	-----------------

VENDOR REPRESENTATION AND CERTIFICATION

The undersigned hereby acknowledges and affirms that:

- He/she is a duly authorized agent of the Vendor with the authority to submit a Proposal on behalf of the Vendor (corporate or other authorization confirmation may be requested prior to final contract execution).
- He/she has read the complete RFP documents and all amendments issued pursuant thereto.
- The Proposal complies with State conflict of interest laws. The Vendor certifies that no employee of its firm has discussed, or compared the Proposal with any other Vendor or District employee, and has not colluded with any other Vendor or District employee.
- If the Vendor's Proposal is accepted by Ed Tech JPA, the Vendor will enter into a Master Agreement with Participating Associate Members to provide the Services, Systems and Equipment described by the Proposal on the terms mutually acceptable to Participating Associate Members and the Vendor.
- Ed Tech JPA reserves the right to reject any or all proposals.


I hereby certify that I am submitting the attached Proposal on behalf of

Diverse Network Associates, Inc., dba Catapult K12

I understand that, by virtue of executing and returning this required response form with the Proposal, I further certify, that the Vendor understands and does not dispute any of the contents of the proposal requirements (except as may be noted in the response).

Signature

Date

	1.27.2021
---	-----------

Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12

Name

Title

Jason Jeffery	President & CEO
---------------	-----------------

NOTE: If Joint Venture, each member of the joint venture must provide a completed certificate form.

NONCOLLUSION DECLARATION

TO BE EXECUTED BY VENDOR AND SUBMITTED WITH PROPOSAL

(Public Contract Code section 7106) The undersigned declares:

I am the

President & CEO

(title) of

Diverse Network Associates, Inc., dba Catapult K12
--

(Vendor), the party making the foregoing proposal.


The proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal is genuine and not collusive or sham. The Vendor has not directly or indirectly induced or solicited any other vendor to put in a false or sham proposal. The Vendor has not directly or indirectly colluded, conspired, connived, or agreed with any vendor or anyone else to put in a sham proposal, or to refrain from submitting a proposal. The Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Vendor or any other vendor, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other vendor. All statements contained in the proposal are true. The Vendor has not, directly or indirectly, submitted its proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Vendor that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Vendor.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed as follows.

Signature

Date

	1.27.2021
---	-----------

Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12
--

Name

Title

Jason Jeffery	President & CEO
---------------	-----------------

City

State

Roseville	CA
-----------	----

CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The

President & CEO

(Principal) of

Diverse Network Associates, Inc., dba Catapult K12
--

(Vendor Name)

Certifies to the best of its knowledge and belief that it and its principals:


1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this proposal 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 a 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;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local), with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this proposal had one (1) or more public transactions (federal, state or local) terminated for cause or default.

If unable to certify to any of the statements in this certification, the participant shall attach an expiration to this certification.

I HEREBY CERTIFY AND AFFIRM THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTAND THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Signature

Date

	1.27.2021
---	-----------

Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12
--

Name

Title

Jason Jeffery	President & CEO
---------------	-----------------

CERTIFICATION OF RESTRICTIONS ON LOBBYING

I hereby certify on behalf of

EdTech JPA

(name of offeror) that

Diverse Network Associates, Inc., dba Catapult K12
--


(Firm name) meets the following qualifications:

1. No Federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the attached, Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in all subcontracts, and that all subcontractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

	1.27.2021
---	-----------

Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12
--

Name

Title

Jason Jeffery	President & CEO
---------------	-----------------


WORKERS' COMPENSATION CERTIFICATE

Labor Code Section 3700.

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

- a. By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.
- b. By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.
- c. For any county, city, city and county, municipal corporation, public DISTRICT, public agency or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702."

I am aware of the provisions of Labor Code Section 3700 which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Signature	Date
	1.27.2021

Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12
--

Name	Title
Jason Jeffery	President & CEO

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under the contract.)

DRUG FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification is required pursuant to Government Code §8350, et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract for the procurement of any property or services from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract awarded by a State agency may be subject to suspension of payments or termination of the contract and the Vendor may be subject to debarment from future contacting, if the state agency determines that specified acts have occurred.

Pursuant to Government Code §8355, every person or organization awarded a contract from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;
- b. Establishing a drug-free awareness program to inform employees about all of the following:
 - i. The dangers of drug abuse in the workplace;
 - ii. The person's or organization's policy of maintaining a drug-free workplace;
 - iii. The availability of drug counseling, rehabilitation and employee-assistance programs;
 - iv. The penalties that may be imposed upon employees for drug abuse violations;
- c. Requiring that each employee engaged in the performance of the contract be given a copy of the statement required by subdivision (a) and that, as a condition of employment on the contract, the employee agrees to abide by the terms of the statement.


I the undersigned, agree to fulfill the terms and requirements of Government Code §8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of statement required by §8355 (a) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the Participating Associate Member determines that I have either (a) made false certification herein, or (b) violated this certification by failing to carry out the requirements of §8355, that the contract awarded herein is subject to suspension of payments, termination, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of §8350, et seq.

I acknowledge that I am aware of the provisions of Government Code §8350, et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Signature

Date

	1.27.2021
---	-----------

Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12
--

Name

Title

Jason Jeffery	President & CEO
---------------	-----------------


TOBACCO USE POLICY

In the interest of public health, Participating Associate Member provides a tobacco-free environment. Smoking or the use of any tobacco products are prohibited in buildings and vehicles, and on any property owned, leased or contracted for, by the Participating Associate Member. Failure to abide with this requirement could result in the termination of this contract.

I acknowledge that I am aware of Tobacco Use Policy and hereby certify that I and my employees will adhere to the requirements of the policy.

Signature

Date

	1.27.2021
---	-----------

Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12
--

Name

Title

Jason Jeffery	President & CEO
---------------	-----------------

NOTICE TO VENDORS REGARDING CRIMINAL RECORDS CHECK

(EDUCATION CODE §45125.1)

Education Code §45125.1 provides that if the employees of any entity that has a contract with a school DISTRICT may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice to be sufficient to reimburse the Department for its costs incurred in processing the application.

The Department of Justice shall ascertain whether the individual whose fingerprints were submitted to it has been arrested or convicted of any crime insofar as that fact can be ascertained from information available to the Department. When the Department of Justice ascertains that an individual whose fingerprints were submitted to it has a pending criminal proceeding for a violent felony listed in Penal Code §1192.7(c) or has been convicted of such a felony, the Department shall notify the employer designated by the individual of the criminal information pertaining to the individual. The notification shall be delivered by telephone and shall be confirmed in writing and delivered to the employer by first-class mail.

The contract shall not permit an employee to come in contact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a violent or serious felony. The Vendor shall certify in writing to the Board of Trustees of the school DISTRICT that none of its employees who may come in contact with pupils have been convicted of a violent or serious felony.

Penal Code §667.5(c) lists the following “violent” felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; lewd acts on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant inflicts great bodily injury on another; any robbery perpetrated in an inhabited dwelling; arson; penetration of a person’s genital or anal openings by foreign or unknown objects against the victim’s will; attempted murder; explosion or attempt to explode or ignite a destructive device or explosive with the intent to commit murder; kidnapping; continuous sexual abuse of a child; and carjacking.

Penal Code §1192.7 lists the following : “serious” felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; a lewd or lascivious act on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally inflicts great bodily injury on another, or in which the defendant personally uses a firearm; attempted murder; assault with intent to commit rape or robbery; assault with a deadly weapon on a peace officer; assault by a life prisoner on a non-inmate; assault with a deadly weapon by an inmate; arson; exploding a destructive device with intent to injure or to murder, or explosion causing great bodily injury or mayhem; burglary of an inhabited dwelling; robbery or bank robbery; kidnapping; holding of a hostage by a person confined in a state prison; attempt to commit a felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally uses a dangerous or deadly weapon; selling or furnishing specified controlled substances to a minor; penetration of genital or anal openings by foreign objects against the victim’s will; grand theft involving a firearm; carjacking; and a conspiracy to commit specified controlled substances offenses.

CRIMINAL RECORDS CHECK CERTIFICATION BY VENDOR

(AB 1610, 1612 and 2102)

To the Board of Trustees of Participating Associate Member:

I,

Jason Jeffery

(name)

certify that:

Diverse Network Associates, Inc., dba Catapult K12

(Name of Vendor)

1. has carefully read and understands the Notice to Vendors Regarding Criminal Record Checks (Education Code §45125.1) required by the passage of AB 1610, 1612 and 2102.

2. Due to the nature of the work it will be performing for the Participating Associate Member,

Diverse Network Associates, Inc., dba Catapult K12

(Name of Vendor)

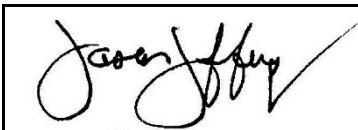
employees may have contact with students of the DISTRICT.

3. None of the employees who will be performing the work have been convicted of a violent or serious felony as defined in the Notice and in Penal Code §1192.7 and this determination was made by a fingerprint check through the Department of Justice.

I declare under penalty of perjury that the foregoing is true and correct.

Signature

Date



1.27.2021

Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12

Name

Title

Jason Jeffery

President & CEO

City

State

Roseville

CA

DISCLOSURE OF PROPOSAL


☒ I hereby agree to the posting of this **full Proposal** and supporting documents on a password protected website available only to active Ed Tech JPA Members.

OR

☐ I agree to the posting of a **redacted Proposal** and supporting documents on a password protected website available only to active Ed Tech JPA Members.

Signature

Date

	1.27.2021
---	-----------

Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12
--

Name

Title

Jason Jeffery	President & CEO
---------------	-----------------

W-9

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.																																																		
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																																				
2 Business name/disregarded entity name, if different from above																																																				
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.																																																			
	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ </div> <div> <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </div> </div>																																																			
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>																																																			
	5 Address (number, street, and apt. or suite no.) See instructions.																																																			
6 City, state, and ZIP code		Requester's name and address (optional)																																																		
7 List account number(s) here (optional)																																																				
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="10" style="text-align: center;">Social security number</td> </tr> <tr> <td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td> </tr> <tr> <td colspan="10" style="text-align: center;">or</td> </tr> <tr> <td colspan="10" style="text-align: center;">Employer identification number</td> </tr> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>			Social security number																				or										Employer identification number																			
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Employer identification number																																																				
Part II Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and 3. I am a U.S. citizen or other U.S. person (defined below); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; vertical-align: top;"> Sign Here Signature of U.S. person ▶ _____ </td> <td style="width: 40%; vertical-align: top;"> Date ▶ _____ </td> </tr> </table>			Sign Here Signature of U.S. person ▶ _____	Date ▶ _____																																																
Sign Here Signature of U.S. person ▶ _____	Date ▶ _____																																																			
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 . Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: <ul style="list-style-type: none"> • Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. <i>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.</i>																																																				

Insurance Requirements Acknowledgement

These are the Insurance Requirements for Vendors providing services or supplies to Ed Tech JPA, and its Founding Members and Associate Members. By submitting a proposal, you verify that you comply with and agree to be bound by these requirements. If any additional Contract documents are executed, the actual Insurance Requirements may include additional provisions as deemed appropriate by Ed Tech JPA and the Participating Associate Member. All insurers must be duly licensed and admitted by the State of California.

Mandatory Requirements (unless Participating Associate Member reduces or excludes coverage requirements)

1. Commercial General Liability insurance for bodily injury and property damage, including accidental death in the combined single limit of not less than \$1,000,000 per occurrence (\$2,000,000 aggregate) and \$3,000,000 Excess/Umbrella Liability.

Minimum Limits (If required by Participating Associate Member)

1. Workers' Compensation and Employer's Liability insurance in the amount of not less than \$1,000,000 per occurrence.
2. Professional Liability insurance in an amount of not less than \$1,000,000 per occurrence (\$2,000,000 aggregate). If Professional Liability policy is made on a claims-made basis, the vendor/consultant must purchase and maintain an extending reporting period (tail coverage) for one year.

Any insurance proceeds in excess of the specified limits and coverage required, which are applicable to a given loss, shall be available to Ed Tech JPA or Participant, as applicable. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the indemnity or other obligations of the Vendor under this RFP, Master Agreement and Purchase Agreements with Associate Members.

Optional Insurance

Cyber Risk insurance to cover both tangible and intangible property risk of the system and data, as well as third party liability for breaches of security is encouraged, but not required by EdTech JPA. Desired coverage includes: i. Security and privacy liability, including privacy breach response costs, regulatory fines and penalties; ii. Media liability, including infringement of copyright, trademark and trade dress (intellectual property by appearance of product, design, or packaging); iii. Cyber extortion; and iv. Privacy. Suggested limits of not less than \$2,000,000 per occurrence, or sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor in this RFP, Master Agreement and Purchase Agreements with Associate Members. The Policy should include, or be endorsed to include, property damage liability coverage for damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the Agency in the care, custody, or control of the Vendor.

Additional Insured Endorsement Language

"[Participating Associate Member Name], its Board of Trustees, officers, agents, employees, and volunteers are named as additionally insured on this policy pursuant to written contract, agreement, or memorandum of understanding. Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory."

Additional Insured Endorsements are required to accompany Certificates of Insurance. Certificate of Insurance shall provide thirty (30) day prior written notice of cancellation.

Additional Required Documents

Certificates of Insurance must be accompanied by a list of all excluded coverages under the general liability and excess/umbrella liability policies. The exclusion policy document section must be provided to Participating Associate Members. The general liability and excess/umbrella liability documents must list the corresponding policy numbers referenced on the Certificate of Insurance.


Individual Associate Member Requirements

Individual Associate Members may have different/additional requirements than the minimum insurance requirements specified herein. Vendor agrees to maintain insurance that meets the requirements of individual Associate Members.

I hereby agree to the insurance requirements specified herein.

Signature

Date

	1.27.2021
---	-----------

Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12
--

Name

Title


Jason Jeffery	President & CEO
---------------	-----------------

Minimum Price Guarantee Acknowledgment

To prevent underpricing and protect seller Margin, Vendor's pricing shall be subject to a Minimum Price Guarantee (MPG), whereby, Vendor shall agree not to sell directly, or through a reseller, to Ed Tech JPA's Eligible Entities (regardless of whether the Eligible Entity is an Associate Member of the Ed Tech JPA), including all California public school districts, county offices of education, and community college districts, and any other public agency in California whose procurement rules, whether internal rules or rules enacted pursuant to statute, allow them to purchase goods or services through a procurement vehicle such as Ed Tech JPA, the Product(s) subject to the Master Agreement at a price lower than the price offered pursuant to the RFP and the Master Agreement.

During the period of delivery under a contract resulting from this RFP, if the price of an item decreases, Ed Tech JPA Participating Associate Members shall receive a corresponding decrease in prices on the balance of the deliveries for as long as the lower prices are in effect. Vendor agrees to amend the Master Agreement to reflect the decreased pricing. At no time shall the prices charged to Ed Tech JPA Participating Associate Members exceed the prices under which the RFP was awarded. Ed Tech JPA Participating Associate Members shall be given the benefit of any lower prices which may, for comparable quality and delivery, be given by the Vendor to any other school district or any other state, county, municipal or local government agency in a California County for the product(s) listed in the RFP.

I hereby agree to the Minimum Price Guarantee specified herein.

Signature	Date
	1.27.2021
Vendor Legal Name	
Diverse Network Associates, Inc., dba Catapult K12	
Name	Title
Jason Jeffery	President & CEO


Administrative Fee Acknowledgment

VENDOR agrees to pay ED TECH JPA an administrative fee (the "Administrative Fee") calculated as four percent (4%) of the gross invoiced amount of any Participant agreement with VENDOR based on an award under the RFP, including any Additional Services, and agreement extensions or renewals. Vendors whose gross sales exceed two million dollars (\$2,000,000.00) may be eligible to pay a discounted Administrative Fee. Computations of the Administrative Fee shall exclude state, local, or federal taxes levied on invoiced amounts. The Administrative Fee must be included when determining the pricing offered. The Administrative Fee is not negotiable and shall not be added as a separate line item on an invoice. The Administrative Fee is not refundable to Participants or Vendors under any circumstances.

I hereby agree to the Administrative Fee specified herein.

Signature

Date

	1.27.2021
---	-----------

Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12
--

Name

Title


Jason Jeffery	President & CEO
---------------	-----------------

Rules Acknowledgement

I hereby agree to the Rules specified in Section 6.0 of this RFP.

Signature

Date

	1.27.2021
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Vendor Legal Name

Diverse Network Associates, Inc., dba Catapult K12
--

Name

Title

Jason Jeffery	President & CEO
---------------	-----------------

Appendix D: Supplementary Materials

Service Level and Maintenance Agreement (if applicable)

Sample Reports and Training Materials

- Release Notes
- Training Overview

Additional Resources that Support the Proposal

Service Level Agreement

Catapult K12 is committed to providing you with superior network performance, service and support. Our Service Level Agreement (SLA) provides uptime guarantees. Hardware replacement guarantees are additionally provided for dedicated servers. Any SLA credits are applied as a credit toward future services. Customers currently in arrears or in collections for monthly service payments do not qualify for any SLA credits or claims. Any past service issues or credits in no way affect any current SLA claims.

Network Uptime Guarantee

CATAPULT K12's servers connect to the Internet through redundant high-speed connections on diverse backbones ensuring data delivery to the end user in the fastest, most efficient manner possible.

CATAPULT K12 guarantees a 99.5% network uptime excluding scheduled maintenance and previously notified upgrades. CATAPULT K12's highly qualified network engineers and administrators, guarantee the functioning of all network infrastructures including routers, switches, and cabling 99.5% of the time.

Claims

In the event that there is network outage, CATAPULT K12 will credit the monthly service charge for the following month's service as calculated below and as measured 24 hours a day in a calendar month, with the maximum credit not to exceed 25% of the monthly service charge for the affected month. Network outage means any outage in which end customers are unable to access the customer's site, due to a failure in CATAPULT K12's network. CATAPULT K12 is not responsible for connectivity issues resulting from failure of any other network than one which is solely owned by CATAPULT K12. CATAPULT K12 will ONLY be held responsible for its network and not for general conditions on the Internet. Delays that occur outside CATAPULT K12's routers caused by backbone failures/congestion, interruption of or delay in transportation, unavailability of, interruption or delay in telecommunications, or third party services (including DNS propagation) resulting in degradation of service and high packet loss or similar conditions, cannot be guaranteed by CATAPULT K12. When purchasing services from CATAPULT K12, customer agrees that CATAPULT K12 will not be held responsible for any loss of sales or revenue as a result of network outages or website and server inaccessibility.

CATAPULT K12 will offer Network outage service credits to customers in accordance with the following schedule:

Server Availability

99.5% / Guaranteed

98%-99.4% / 5%

96%-97.99% / 10%

90%-95.99% / 15%

89.99% or below / 25%

1. Additional Changes. Any changes other than those changes allowed in the original assignment, in the structure of format, customization to design, the structure of database, the flow chart, picture(s), text, and any other unexpected modifications will result in additional custom design and/or web programming charges.

2. Website Hosting. All programs, html, graphics, and all other elements pertaining to this project will be hosted on CATAPULT K12 servers. CATAPULT K12 provides its customers a 99.5% uptime guarantee.

3. Website Design & Production. CATAPULT K12 reserves all rights to provided design options and proprietary programming. Time of launch assumes the customer will make all technical and graphic decisions within one (1) business day of submission and promptly provide all requested materials within a week of contract signing. CATAPULT K12 is not responsible for Client provided photos (if copyrighted). Website launches require written approval via email by the customer. All sites designed by CATAPULT K12 will have a "by-line link" at the bottom of the website.

4. Technical Support. Maintenance may include minor fixes (textual changes, programming, HTML, new photos, etc.) Additional hours will be billed at our standard rates. Change requests will normally be completed within two (2) business days of receipt via email to your account manager.

5. Client Acceptance. Client understands all Sales are Final. Setup fees cannot be refunded. Any outstanding balances will be charged 30 days from the date of sale to the credit card on file per Net30 terms of this contract. CATAPULT K12 cannot be responsible for delayed service on completed work due to client delays.

6. Intellectual Property. CATAPULT K12 reserves all rights to all intellectual property under Federal and California laws.

7. Ownership of Final Work Product. Upon completion of the final product, CATAPULT K12 and Client shall both independently share all ownership and intellectual property rights over the finalized object and source code, and the finalized expression of the product, code, and/or website, which includes the look and feel and graphical depiction of the final design as well as the work's final expression in computer code format, unless otherwise agreed to by the Parties in writing.

8. Marketing Services Results. CATAPULT K12 does not guarantee or promise natural search engine rankings. Our services are 100% white hat and fall within the guidelines and standards that the search engines provide to get your site ranked naturally.

9. Software Support. CATAPULT K12 will support bugs that stop the software from functioning at no additional cost. This does not include bugs that are caused by the releases of new browsers or any unforeseen changes in the Internet, new Web Browsers, new security methods, or development standards that CATAPULT K12 is unaware prior to the signing of this contract. CATAPULT K12's support team is available Monday through Friday 8am to 5pm excluding holidays. 24/7 email support is additionally available.

10. Cancellations. Some cancellations may be subject to a cancellation fee. All cancellations must be provided at least 30 days prior to the next billing cycle in writing (email or fax). We do not accept cancellations over the phone.

11. Payments, CATAPULT K12 will charge 50% (non-refundable) of the setup fees before the start of the project and the remaining 50% of the setup after the design aspects have been completed. The monthly billing date starts when the website or program is posted to the World Wide Web. In the event of cancellation or default in payment, the website will be suspended and taken offline. A fee may apply to reinstate website.

Monthly fees will be invoiced 6 months after signing this document or the first of the month following the launch of the website to the World Wide Web. By signing this document, you are agreeing to 12 months of service.

Signed: _____

Name (please print): _____

Title: _____ Date: _____

Please write the full name of the lead contact person on this project: _____

RELEASE NOTES

The following release notes are a detailed record of all development updates from the last two years. These are provided upon request to clients, but they are not publicly available. Client documentation is added based on subject area, not on release, and is part of the general Knowledge Base. View a typical client update in our Knowledge Base: [CMS Text Editor Improvements](#).

V. 2.14 RELEASE NOTES

Created by Joshua Swain, Jul 09, 2019

- **Version 2.14.26**
 - Released: 07/09/2019
 - Updates:
 - Updated image/picture enumeration within PageBuilder to fix issue with the Tabbed Content content element losing content due to page reload because of missing image url problem.
 - [CCMS-137](#)
- **Version 2.14.25**
 - Released: 05/06/2019
 - Updates:
 - Fixed error where banner crop was checking browser zoom regardless of cropping being active.
- **Version 2.14.24**
 - Released: 04/19/2019
 - Updates:
 - Updated Editor content element empty tag cleaner, removing “all” tag removal, so as to protect against removing “content” tags (such as). Only some select tags are currently being removed to check for empty content, as well as “ ”s.
- **Version 2.14.23**
 - Released: 04/17/2019
 - Updates:
 - Updated Image Rotator content element with ADA requests.
 - [#311](#)
 - Updated Message Broadcaster, updating some of the output html with ADA requests.
 - [#310](#)
 - Updated Contact Form content element with ADA updates requested.
 - [#309](#)
 - Updated Editor empty tag cleaner, to account for other tags being inside the tag, as well as “ ”s.
 - [#305](#)
- **Version 2.14.22**
 - Released: 03/25/2019
 - Updates:
 - Updated Toast UI Image Editor, blocking “Save” of image if there is an editing tool open (i.e., crop, flip, etc...).
 - [#301](#)
- **Version 2.14.21**
 - Released: 03/25/2019
 - Updates:
 - Updated Authentication scheme, to better log in users with AD accounts. AutoLogin.aspx is pulling users from database, and trying to use that password, instead of the entered password. Updated LoginCheck.aspx to use the past password, instead of the password from the database.
 - [#306](#)
- **Version 2.14.20**
 - Released: 02/15/2019

- Updates:
 - Updated ManageGoogleAccountsDialog to correctly close the window when "Finished" is pressed. Window was moved from a RadWindow to a regular window opened by javascript. This was done so that it could be loaded securely.
 - [#286](#)
 - Added the ability to block the cropping tool when the browser is zoomed, either in or out.
 - [#268](#)
- **Version 2.14.19**
 - Released: 2/1/2019
 - Updates:
 - Updated Announcement loading to incorporate new required scripts.
 - Updated Toast Image Editor theme loading.
- **Version 2.14.18**
 - Released: 1/18/2019
 - Updates:
 - Updated Publish Manager, updated ".less" to ".css" code to properly calculate paths for unattached subsites. The resulting ".css" file path wasn't being properly calculated and thus causing an error when being uploaded.
 - Bug Report [#266](#)
- **Version 2.14.17**
 - Released: 1/14/2019
 - Updates:
 - Updated Tabbed Content, Calendar, and Unrestricted HTML content elements, fixing an error with the new paste functionality. Paste should now function correctly.
 - Bug Report [#265](#)
- **Version 2.14.16**
 - Released: 1/9/2019
 - Updates:
 - Updated Manage District Wide Alerts, updating security so that Developer level users can only see the websites that they have access to.
 - Bug Report [#263](#)
 - Updated all RadEditor items, fixing the paste html functionality. Pasted html should now paste where the current cursor position is.
 - Bug Report [#262](#)
- **Version 2.14.15**
 - Released: 1/2/2019
 - Updates:
 - Added new "Information" web service, to output information about the instance.
 - Added InstanceInformation endpoint to the web service. Returns Application version and id of the instance.
 - Added SQL query to update all sites, triggering the DirectoryGuidUpgrader to run again on all sites.
 - Updated EditorDataImporterDialog, adding GUID to directories for repositories that use GUID's.
 - Updated CardBuilder, for the DocumentLinkListing content element, making sure that if the "path" is set, and the "localDirectoryGuid" isn't (or set to '<notset>'), then the output will be set correctly.
- **Version 2.14.14**
 - Released: 12/21/2018
 - Updates:
 - Updated AddFileTracker in Utilities, fixing a code path not changing the siteld to the subsiteOf when attached subsite (mountPoint != "").
 - Updated PublishManager, publish_file_repositories_smart, moved database delete for file tracker item, so that if an "Update" file doesn't exist, the FileTracker item is still removed from the database.
- **Version 2.14.13**
 - Released: 12/20/2018
- **Version 2.14.12**
 - Deployed: 12/19/2018

- Updates:
 - Production Release
- **Version 2.14.11**
 - Deployed: 12/19/2018
 - Updates:
 - Updated EditImage dialog, added css request to style Toast UI Image Editor to fix an image issue.
 - Updated EditImage dialog, added Transaction Log tracking of the loading, and saving of the image editor. This will be used to track how much it is actually used, and evaluated to see if we want to switch to a pay option.
- **Version 2.14.10**
 - Deployed: 12/18/2018
 - Updates:
 - Updated EditImage dialog, updated styling for UI.
 - Updated EditImage dialog, disabled "Icon" functionality of the Toast UI Image Editor, with css, as it isn't working when integrated into CatapultCMS.
 - Updated the EditImage dialog, updating the Toast UI Image Editor to have the toolbar back on the bottom, instead of the left side.
 - Updated Banner content element with some minor updates to the code.
 - Updated BannerImageCropping dialog, added the ability for the dialog to pre-size the image for cropping. The larger images were appearing to make the image editor function poorly. This update is in hopes, that pre-sizing the images will cause them to function better.
 - Updated Edit Image dialog, added css overrides to fix color pickers in Toast UI image editor from showing.
 - Updated Edit Image dialog, setting title to correct title "Edit Image".
 - Updated Edit Image dialog, updating Toast UI image editor to be able to use both the White and Black theme, and updated dialog to use the White theme.
 - Updated Edit Image dialog, set the Toast UI image editor to put the controls on the left side.
- **Version 2.14.9**
 - Deployed: 12/14/2018
 - Updates:
 - Updated the system to change out the Feather image editor with the Toast UI image editor.
 - Download the Toast UI image editor, and created a new dialog, EditImage, to run the Toast UI image editor.
 - Created new utility to load images that are passed to the EditImage dialog, since the images are in a different domain, and thus are blocked from being edited by the Toast UI image editor.
 - Feature Request [#258](#)
 - Updated BannerImageCroppingDialog dialog, updating the code to set the width/height of the crop box window to work correctly. Width/height were being set beyond the constraints for some images, causing the crop box not to move.
 - Bug Report [#259](#)
- **Version 2.14.8**
 - Deployed: 12/12/2018
 - Updates:
 - Updated Banner content element, updated to save images to Banners protected area within Pictures repository upon save. If image already exists (based on guid), then don't copy, else copy.
 - Feature Request [#252](#)
 - Updated Publish Manager, added to ".less" processing to mark each ".less" file within the Scripts file repository as changed so that it will be updated.
 - Feature Request [#257](#)
 - Updated System, switched Banner Optimization Maximum Width and Maximum Height, to Minimum Width and Minimum Height respectively. This better reflects what those numbers mean in the system.
 - Updated File Manager, added error message if image is too small when uploading into the protected Banners directory within the Pictures file repository. Also updated so that if the image is too small, and the Enforce Banner Sizes configuration option is on, then the image will not be saved.

- Feature Request [#252](#)
- Updated File Manager, added no optimization to new Banners protected directory within Pictures file repository. No images put into the Banners directory will be optimized regardless of settings.
 - Feature Request [#252](#)
- Updated File Manager, added the protection of the new Banners protected directory within Pictures file repository from being changed. In addition no subdirectories are allowed to be created, or moved into it.
 - Feature Request [#252](#)
- Updated Banner content element, to pull from new Banners protected directory within Pictures file repository for the "Add From Images" images.
 - Feature Request [#252](#)
- Updated File Manager dialog, added directory creation for new protected directories.
 - Feature Request [#252](#)
- Updated Path Selector dialog, adding the ability to select from "Banners" within the "Pictures" repository. Also updated to make sure the "BasePath" exists when loaded. This will ensure that the "Banners" directory, and any future directories, will exist upon dialog load.
 - Feature Request [#252](#)
- Update Manage Websites, to make sure new Banners protected directory within Pictures file repository is created when a website is created.
 - Feature Request [#252](#)
- Created new Protected Directory concept within File Repositories to facilitate new "Banners" protected directory within the Pictures file repository. These directories will insure that they are created, both on website creation, as well as upon usage.
 - Feature Request [#252](#)
- Updated Banner content element, updating error messages for uploading / adding images that are too small. If Enforce Banner Sizes configuration option is on, then images that are too small to are removed from the content element, and an error message is displayed. If Enforce Banner Sizes configuration option is off, then content element functions as normal, allowing too small images to be imported and cropped, still with error message.
 - Feature Request [#256](#)
- Updated Configuration, adding new Instance Option, Enforce Banner Sizes. This will be set to on by default for all instances.
 - Feature Request [#252](#)
- **Version 2.14.7**
 - Deployed: 12/6/2018
 - Updates:
 - Updated File Manager dialog, adding more synchronization compilation for ".less" files within the "scripts" repository for moving, renaming, and copying files. This will in addition all the "Synch All Repositories" at the master template level to also compile website level ".less" files.
 - Enhancement [#254](#)
 - Updated Publish Manager, adding the processing of any ".less" files within the "scripts" repository during publish, regardless of staging or internet.
 - Enhancement [#255](#)
 - Updated File Manager, updating the way ".less" files are handled within the scripts repository and the master template. The ".less" files within scripts will now be compiled at the website level, if uploaded at the master template level, instead of compiling at master template level and pushing to the websites the resulting .css file. In addition, if a "Compile Less" action is issued at the master template level, then each of the websites will also compile the same .less file, each at their own level.
 - Enhancement [#254](#)
 - Updated Banner content element, updated cropping tool to detect if image is too small to be imported and display error message, and ask if user wants to crop the image to the correct ratio. If yes, the cropping tool is called, if no, the image is removed.
 - Enhancement [#251](#)
 - Updated Manage Logs, implemented css requests to better handle word wrap for long url(s).
 - Enhancement [#253](#)

- **Version 2.14.6**
 - Deployed: 12/6/2018
 - Updates:
 - Updated Manage Logs, updating the UI to be more readable. Columns are now fixed, with Value / New Value and Description / Exception Message merged to two columns instead of four. In addition, User E-Mail / Website / Parent Website, merged into one column. The number of columns are now fixed, and all “dynamic” css has been removed from the system. In addition column selection has been removed from the filters, as the columns are now fixed, and no longer dynamic. Finally, the “Module” column has had periods replaced dashes, to allow word wrap to work to increase readability.
 - Enhancement [#194](#)
 - Updated Manage Master Templates, fixing bug with the “Options” button showing during bulk publish for website items, instead of being hidden.
 - Bug [#250](#)
- **Version 2.14.5**
 - Deployed: 12/3/2108
 - Updates:
 - Updated BannerImageCroppingDialog, fixing the math creating the cropping area. The math, and setting the width/height of the cropping area was off.
 - Bug [#249](#)
 - Updated BannerImageCroppingDialog, updating the css required from Enhancement #244, as the original css wasn't quite working.
 - Enhancement [#244 Comment #1](#)
- **Version 2.14.4**
 - Deployed: 11/30/2018
 - Updates:
 - Updated ManageUsers, fixing error with saving a user's Announcement User Level.
 - Bug Report [#248](#)
 - Updated EmbeddedVideo content element. Removed the “Auto Start”, and “Loop” options as they are currently not working in modern browsers. A new implementation will need to be investigated to bring these options back.
 - Bug Report [#247](#)
 - Updated Banner content element, adding the ability to remove uploaded images if they are not cropped (if they need to be). If the BannerImageCroppingDialog dialog is canceled either by hitting the “X”, or the “Cancel” button, then the non-cropped image is removed from the Banner content element.
 - Feature Request [#246](#)
 - Updated BannerImageCroppingDialog dialog, added the requested css according to Enhancement #244 to style cropping UI.
 - Enhancement [#244](#)
 - Updated BannerImageCroppingDialog dialog, updating the zooming of the image to best fit the width, instead of the image itself. Now the image will only zoom to fit the width, and not the height.
 - Enhancement [#243](#)
 - Updated BannerImageCroppingDialog dialog, hiding the “Crop Dialog” tool within the image editor.
 - Enhancement [#243](#)
 - Updated BannerImageCroppingDialog dialog, updating the “Save” button to perform the crop as the “Crop” button is no longer shown on the page.
 - Enhancement [#243](#)
 - Updated BannerImageCroppingDialog dialog, removed the undo/redo buttons from the interface.
 - Enhancement [#243](#)
- **Version 2.14.3**
 - Deployed: 11/26/2018
 - Updates:
 - Updated Manage Master Templates, and the FileManager dialog, to add the ability to “Synch All Repositories” from a Master Template down to the associated websites. This functionality mimics the

“Synch Repository” available in all Master Template repositories, when right-clicking on the main repository node.

- Enhancement #[240](#)

- **Version 2.14.2**

- Deployed: 11/16/2018
- Updates:
 - Updated Full system to be able to process .less files into .css files within CatapultCMS.
 - Feature Request #[223](#)
 - Updated FileManager to have new “Less” repository that can have “.less” files uploaded to it.
 - This is for both Master templates, and Main websites.
 - “.less” files within the Scripts file repository will automatically be compiled upon upload.
 - “.less” files within the new “Less” repository are not compiled, nor uploaded to the live website.
 - Update Master templates and Main sites to have a “less” folder that is managed by the new “Less” file repository.
 - Added “Compile Less” to .less files within the Scripts file repository.
 - This will re-compile the .less file into the corresponding .css file.
 - “.less” files within the Scripts file repository are not published during published, but are compiled, and the resulting “.css” file is published to the live site.
 - Publish will compile any “.less” files within the Scripts file repository to resulting “.css” files, which will be published to live site.

- **Version 2.14.1**

- Deployed: 11/2/2018
- Updates:
 - Updated Editor Data Import Dialog, updating the saving functionality to be asynchronous allowing the download to be monitored. Then added a progress bar/message to let the user know where the system is on the save process.
 - Feature Request #[234](#)
 - Updated Manage Websites, adding a “Loading” graphic for when one of the drop down options is selected. Some of these can take some time, and the feedback should help with feeling like nothing is happening.
 - Updated front end template, updating “styles.css”, and “overrides.css” css references to use the new data store for those files at new CatapultCMS Utilities program (for use in all integrated products).
 - Updated Editor Data Import Dialog, updating so that if a new directory is picked for either images or documents, this becomes the new default for all other “non-touched” items. Item is considered “touched” if it has been seen by the user, and they have clicked a button to “save” it (includes previous, next, next item, and save button).
 - Feature Request #[236](#)
 - Updated RadEditor throughout the program, updating the handling of pasted data. The pasted data is now stripped of most attributes, and most tags.
 - Kept Tags: div, ul, li, a, strong, em, table, tr, td, img, h1, h2, h3, h4, h5
 - Replace by <div> Tags: blockquote, p
 - All other tags removed.
 - Kept Attributes: src, href, target, title, alt, guid
 - All other attributes removed.
 - Feature Request #[235](#)
 - FileManager dialog was showing broken preview images for websites on the Manage Master Templates screen. Broken preview has been fixed.
 - Bug #[242](#)
 - Updated RadEditor throughout program, updating styling to better handle “100%” styling, than javascript, which was causing visual resizing of the element.
 - Updated Editor Data Import Dialog, adding a “Skip to End” functionality. This will remove all items, after and including the current element. This will remove those items from the paste data.

- Feature Request [#232](#)
 - Updated Editor Data Import Dialog, added the ability to remove an item from the paste. This will cause the item to not be pasted into the editor.
 - Feature Request [#231](#)
 - Updated Editor Data Import Dialog, added the ability to cancel the operation, and paste nothing into the editor.
 - Feature Request [#233](#)
 - Updated Banner content element, adding UI and functionality to resize/crop added images. Functionality only triggers if Banner Optimization defaults are set
 - Feature Request [#222](#)
 - Update Website, and Unattached Subsite default options, adding Banner Optimization defaults. Setting Banner Optimization defaults allow the resize/crop functionality to activate for the Banner content element.
 - Feature Request [#222](#)
 - Updated Contact Form content element, updating the javascript that runs the form, so that if there are more than one contact form on a page, the javascript treats each form as independent.
 - Bug Report [#228](#)
 - Updated File Manager, to address repository not switching correctly for master templates.
 - Feature Request [#218 Comment #1](#)
- **Version 2.14.0**
 - Deployed: 9/7/2018
 - Updates:
 - Updated Full System, adding the Master Template functionality requested for template/website updating.
 - Feature Request [#217](#)
 - Feature Request [#218](#)
 - Feature Request [#221](#)
 - Feature Request [#224](#)
 - Updated Editor Data Importer Dialog, added error logging for file download.
 - Updated Editor Data Importer Dialog, added a "User-Agent" header to the file download to help avoid any restrictions or "spam" triggers on servers.
 - Updated main catapultcms.js script file, removed "default" parameter functionality, as it was causing CatapultCMS not to work in IE 11.
 - Updated DocumentLinkList.php file, fixing error with path no longer being passed.
 - Updated Help Videos, to pull information from new CatapultCMS Utilities program.
 - Feature Request [#216](#)
 - Update Main Editor, fixing error with page delete. Page were being blocked from being deleted because they used to be attached subsites, and thus there was left over directories blocking the deletion of the page.
 - Bug [#226](#)

v. 2.15 RELEASE NOTES

Created by

Joshua Swain, Last updated Sep 04, 2019

- **Version 2.15.44**
 - Released:
 - Updates:
 - Updated Main Editor, fixing the "open after page save" functionality to open the correct page. Was opening the "currently selected node", but that changed recently to be the currently open page, so it had to be changed to the selected node when the operation occurred, not after page reload.

- [CCMS-205: Page Open & Save Opening Wrong Page](#)
- **Version 2.15.43**
 - Released:
 - Updates:
 - Updated Inline Editor, fixing error with Developers unable to use code view for the RadEditor.
 - [CCMS-198: Text Editor \(Toggle HTML\) button not visible for developers](#)
 - Updated 'GetLiveUrl' to account for attached subsites, so the path is correct.
 - [CCMS-201: File Manager Document Link URL Broken in Attached Subsites](#)
 - Updated all RadEditor HyperlinkManager integrations to fix error with how Editor now calls the HyperlinkManager.
 - [CCMS-202: Text Editor: Editing Existing Link Replaces Link Text](#)
 - Updated EmailEncryptionManager, adding javascript to satisfy ADA requirements.
 - [CCMS-203: ADA Update for :mailto links](#)
- **Version 2.15.42**
 - Released: 08/13/2019
 - Updates:
 - Updated TemplateRepositoryAccess to be 'Both' by default.
 - [CCMS-186: Website Properties - Template Access - Set to 'Both' by default](#)
- **Version 2.15.41**
 - Deployed: 08/12/2019
 - Updates:
 - Updated RadEditor cleaning utility, to fix error with width/height of images being overwritten. Also updated the width/max-width values per request.
 - [CCMS-14: Make responsive images in editor based on width](#)
- **Version 2.15.40**
 - Deployed: 08/12/2019
 - Updates:
 - Release Build
 - Added more specific styling to protect editor topbar from template styles. (UI Update based on release testing)
- **Version 2.15.39**
 - Deployed: 08/08/2019
 - Updates:
 - Updated Editor content element, responsive image items.
 - [CCMS-14: Make responsive images in editor based on width](#)
 - Updated Main Editor, removed the edit title functionality from page item single click.
 - [CCMS-182: Remove Click to Edit Title on Pages Sidebar \(keep on edit\)](#)
 - Updated Editor content element build process to only clean the RadEditor html, instead of all content for the content element.
 - [CCMS-184: Protect "Side Images" from: CCMS-14](#)
 - Updated Marquee content element, updating editing screen to contain a new preview pane.

- [CCMS-94: Scrolling Text - Add Preview Pane](#)
 - Updated Toast Editor, changing the save block functionality to be only for the 'crop' dialog.
 - [CCMS-183: Remove the "Save Blocked" interface from text editor on screens other than the "crop" interface.](#)
- **Version 2.15.38**
 - Deployed: 08/08/2019
 - Updates:
 - Updated Main Editor, blocking Home Page, and currently open page from being converted.
 - [CCMS-74: Convert Links to Pages & Pages to Links](#)
 - Fixed selected page tree Indicator icon for 5th level pages.
 - Added styling for "open" element to match mockup provided to Jason.
 - [CCMS-176: Sidebar - Pages Panel: Add Selector for Open](#)
 - Added classes to protect button styling from bootstrap 2.0 calls. Also increased button margin to avoid bumping into other Catapult elements.
 - [CCMS-181: Button Styling is overwritten by templates with bootstrap 2.0 or earlier.](#)
 - Updated system, fixing an error with duplicating sites, causing banner image association to be lost due to GUID inconsistency.
 - [CCMS-179: Duplicated site breaks "uploaded" Banner Images](#)
- **Version 2.15.37**
 - Deployed: 08/06/2019
 - Updates:
 - Updated Main Editor, added 'rtOpen' to the currently open page in the tree.
 - [CCMS-176: Sidebar - Pages Panel: Add Selector for Open](#)
 - Updated Template Repository access, adding new "Both" option, that allows either Developer's or Super User's into the template repositories.
 - [CCMS-177: Site Properties - Template Repositories Access: Both](#)
 - Added 70px to the scrollTop() used to keep text editors on the page after they load.
 - [CCMS-178: Text Editor - On load move further down the page](#)
 - Updated Main Editor, updating the way Link navigation items are saved, hopefully to speed it up some, and allow for further upgrading. In addition, the user information that changed the page, is now being saved as well.
 - [CCMS-74: Convert Links to Pages & Pages to Links](#)
 - Update Publishing, added the ability to publish a new specialty page for link items. This is a blank redirect. Used to overwrite the file that was there before when changing from a Page to a Link.
 - [CCMS-74: Convert Links to Pages & Pages to Links](#)
 - Updated Main Editor, to stop page save from deleting any possible "link" item data, so that it can be easily converted back.
 - [CCMS-74: Convert Links to Pages & Pages to Links](#)
 - Updated Main Editor to have a "Convert Page" option, that will allow a page to be converted to a link, and a link converted to a page.

- [CCMS-74: Convert Links to Pages & Pages to Links](#)
- **Version 2.15.36**
 - Deployed: 07/31/2019
 - Updates:
 - Updated Main Editor, and fixed / added functionality to better select navigation items that are created / moved.
- [CCMS-153: Activate \(rtSelected\) for Node on Move & Create](#)
 - Updated system to remove "directory.fid" from the list of files returned when getting a list of files.
- [CCMS-174: Forced ADA is blocking live publishing](#)
 - Updated DocumentGuidManager, adding a catch for if the "directory.fid" doesn't yet exist when trying to update it, so that an error isn't thrown that it doesn't exist.
- [CCMS-175: Directory Guid Manager - Stop "creating" Error Message](#)
 - Updated Manage Master Templates, fixing an error with the setting of the new session variable controlling template repository access. Super users were being locked out of the File Manager in this screen.
- [CCMS-173: Master Template Repository - Stuck in developer only access](#)
- **Version 2.15.35**
 - Deployed: 07/26/2019
 - Updates:
 - Updated File Manager; moved the RadTree container panel out of the update panel. This should cause the RadTree to repaint when updated, and not the container, causing the panel to scroll to the top of the panel.
- [CCMS-169: File Manager Selection - Reverting to Top of Tree](#)
 - Updated File Manager, added a "copy" button for the "Live Url", which copies the live url to the user's clipboard.
- [CCMS-98: File Manager - Live URL & Copy Link](#)
 - Updated Main Editor, adding to editing a widget, having the editor switch to the "Edit" side-panel, if it is on the "Pages" side-panel.
- [CCMS-170: On Element "Edit" switch sidebar to "Edit"](#)
 - Updated Main Editor, making sure the open page functionality runs the javascript to set the page title, so it doesn't set it on the reload, and thus gets the old page name.
- [CCMS-171: Edit Panel Page Name - Order of Operation](#)
 - Updated document link listing content element display scripts (both in Editor, and on live site), to remove the new 'directory.fid' file that holds directory GUID information.
- [CCMS-172: Doclist Showing directory.fid](#)
- **Version 2.15.34**
 - Deployed: 07/25/2019
 - Updates:
 - Update Dashboard, updated link to Catapult Connect, with live production link.
- [CCMS-168: Catapult Connect Dashboard Link Update](#)

- Updated Add Navigation Item dialog, to allow the whole box for Page, and Link to select the item being added.
- [CCMS-150: Add Page - Radio Button Consistency](#)
- **Version 2.15.33**
 - Deployed: 07/24/2019
 - Updates:
 - Updated Main Editor, removed 'Add Page' for page tree node's that don't have any children.
 - [CCMS-167: Remove "Add Page" node from pages & links that don't have children.](#)
 - Update Manage Websites, updated site duplication to correctly copy over any slideshow images (rotator content element).
 - [CCMS-146: Duplicated Site Breaks Slideshow](#)
 - Upgraded system to use a 'directory.fid' for the GUID for a directory instead of the Alternative File Stream, since they don't transfer correctly.
 - [CCMS-123: Duplicate Site: Doclist folder assignment lost.](#)
 - New Button Element Icon
 - [CCMS-160: Rebuild Button Icon](#)
- **Version 2.15.32**
 - Deployed: 07/22/2019
 - Updates:
 - Updated inline editor to fix possible bug when trying to add an image and you have a non-image selected.
 - [CCMS-165: Text-Editor Bug: Image and Tables not working in Chrome](#)
- **Version 2.15.31**
 - Deployed: 07/22/2019
 - Updates:
 - Update Main Editor, fixed a problem with editing link items using the currently selected tree page, which changed to the currently open page, causing the link item not to be saved, especially on creation.
 - [CCMS-154: Navigation Link Item Bug - URL Unset](#)
 - Fixed error with editing a newly created link item if the page path starts with a 't', causing a special character with '\t' in the javascript. This was causing a javascript error that wouldn't allow the link item to be saved (only on editing after creation).
 - Updated RadEditor image processor, to process height as well as width, to make the images responsive.
 - [CCMS-14: Make responsive images in editor based on width](#)
 - Updated system to stop PublishManager to stop building/publishing the MessageBroadcaster script. This functionality no longer is run by this part of the program.
 - [CCMS-112: Publish Bug - Reverting District Wide Alert to empty](#)
 - Updated Main Editor, pages tree, to force an unselection when a node is dragged, so the button panel doesn't pop up during a drag operation.
 - [CCMS-152: pagesButtonPane Trigger on Drag in addition to Click](#)
 - Darken Top Panel

- [CCMS-164: Darken Top Sidebar - Top Panel \(Pages & Edit\)](#)
 - Fixed "Edit not triggering on Click"
 - [CCMS-163: "Edit" not triggering on Click](#)
 - Update Main Editor, added to pages tree to "select" any newly created node's, or the last moved node.
 - [CCMS-153: Activate \(rtSelected\) for Node on Move & Create](#)
 - Consistent Icon Size / Text Position
 - [CCMS-159: Edit Panel - Consistent Icon Size / Text Position](#)
 - New Button Element Icon
 - [CCMS-160: Rebuild Button Icon](#)
 - Updated Main Editor, adding the ability to edit the title of a page when clicking on it's name in the pages tree, if it is already selected.
 - [CCMS-158: Pages Panel - While Selected: Click Name to open Title Dialog](#)
 - Additional Adjustment for (to remove scrollbar)
 - [CCMS-141: Click to Open - Unrestricted HTML](#)
 - Edit Panel - Match Pages hover style
 - [CCMS-157: Edit Panel - Page Title Style: Match Pages](#)
 - Updated Main Editor, to have the "Content Clipboard" section within the "Edit" tab open by default.
 - [CCMS-162: Clipboard: Default to Open](#)
- **Version 2.15.30**
 - Deployed: 07/16/2019
 - Updates:
 - Updated Telerik RadControls to 2019 R2 (v.514)
 - [CCMS-143: Update Rad Controls to: UI for ASP.NET AJAX R2 2019 \(version 2019.2.514\)](#)
 - Replaced div with anchor so that links in the publish dialog are clickable
 - [CCMS-145: Clickable Links in Publish Window](#)
 - Updated Editor, both inline, and dialog, to change the paste processor to be iframe based, instead of dialog based. This lets the loading graphic to be local, instead of a full RadWindow.
 - [CCMS-136: Text Editor: Paste Processing](#)
 - UI Improvements for page reorganization
 - [CCMS-144: UI Improvements for Page tree reorganization](#)
 - Updated Unrestricted Code content element Main Editor html, that was causing the "edit" div to be covered by the "covering" div. This was causing the Unrestricted Code content element to not to respond to clicking on it to edit the element.
 - [CCMS-141: Click to Open - Unrestricted HTML](#)

- Updated Page Tree in Main Editor, so that when a node is clicked, and thus expanded, the expanded state of the node is saved into the session.
 - Updated pages tree to automatically select the currently open page when the "Pages" button is selected, or to select the last open page, when a page is closed.
 - [CCMS-134: Pages: Default to site selected in edit panel](#)
 - Updated page drop javascript for Main Editor page tree, fixing a bug that was causing a "ghost" image of the dragged page to be left on page.
 - [CCMS-140: Bug - Floating Page Indicator](#)
 - New versions of Scrolling Widget SVG
 - [CCMS-133: SVG Content Element Icons](#)
 - Styling Adjustments to keep editor buttons in visible range.
 - [CCMS-138: Bug - Text Editor Controls outside of visible space](#)
 - Additional page tree animations
 - [CCMS-131: Edit Page Control Buttons](#)
 - typo resulting in = in visible space of banner element.
- **Version 2.15.29**
 - Deployed: 07/201/2019
 - Updates:
 - Editor Topbar Adjustments
 - [CCMS-135: Editor Topbar Adjustments](#)
 - Content Clipboard Updates
 - [CCMS-132: Pages Panel: Current Page Changes](#)
 - Updated edit page tree nodes to have requested title changes. Put the javascript solution into the back-end coding.
 - [CCMS-132: Pages Panel: Current Page Changes](#)
 - Completed Edit Panel Page Control Button Edits.
 - [CCMS-131: Edit Page Control Buttons](#)
 - Side panel Changes
 - [CCMS-131: Edit Page Control Buttons](#)
 - Replaced png images with svg versions of each button.
 - [CCMS-122: New Buttons & Hover Feedback for All Elements](#)
 - Styling Adjustments for: (New Buttons & Hover Feedback for All Elements)
 - [CCMS-122: New Buttons & Hover Feedback for All Elements](#)
 - SVG Graphics for smaller sidebar element icons
 - Updated side bar content element images to use new "svg" format.
- **Version 2.15.28**
 - Deployed: 07/03/2019
 - Updates:
 - Added new Button content element.

- [CCMS-56: New Element: Button](#)
 - Updated Main Editor page tree expand/collapse tree state to actually work. State wasn't being saved, and parent expansion had old code.
 - [CCMS-121: Page Tree - Creation of Subpage Collapses Grandparent](#)
 - Updated PageBuilder, fixing error with missing images causing the Tabbed Content content element to "reload" in the back-end, causing the content to be lost on save.
- **Version 2.15.27**
 - Deployed: 06/28/2019
 - Updates:
 - Updated Main Editor, to better track the tree state of the page tree. This should stop tree node's from collapsing after being expanded.
 - [CCMS-121: Page Tree - Creation of Subpage Collapses Grandparent](#)
 - Style Adjustments for Editor & ContentTitle Save & Cancel Functionality.
 - Remove top bar changes based on panel selected.
 - Updated Editor, fixed problem with the category being set to the root page node, and causing functionality to be lost for subsites, when the subsite is checked out.
 - [CCMS-119: Attached Subsite: Top Level Pages Uneditable](#)
 - [CCMS-120: Attached Subsites - Unable to delete any sub-pages.](#)
- **Version 2.15.26**
 - Deployed: 06/27/2019
 - Updates:
 - Side Panel UI Updates.
 - Update Main Editor, fixed error with error with page title "gear" icon, opening page properties for the currently selected tree node instead of the currently open page.
 - [CCMS-118: Editor - Edit Panel - Settings Gear Referencing Tree Instead of Open Page](#)
 - Updated Editor content element, so that if one has a title or widget set, the old ui is shown.
 - [CCMS-117: Editor Content Element - Title/Widget Not Causing Old UI](#)
 - Per request, added "active" class to RadDock if that RadDock is being "inline edited".
 - [CCMS-107: Add a shadow "lightbox" around Inline Elements.](#)
 - UI Adjustments for Title Element.
 - Updated new inline editing content elements to have a "loading" graphic displayed until the load is complete.
 - [CCMS-108: Add a blocking <div> and loading graphic to the content of the text editor until fully initialized.](#)
 - Updated Inline Editor content element, adding a save/cancel button to control content element, and removing the current save functionality of clicking out of RadEditor.
 - [CCMS-106: Add a Save & Cancel button to Text Editor](#)
 - Updated RadEditor cleaning scripts to remove font tags, leaving the contents.
 - [CCMS-105: Strip Font Tags from the editor on save.](#)
 - UI Hover Animations for Side Panel
 - Add shadow over inactive elements (while inline editor is active)

- Version 2.15.25
- Deployed: 06/26/2019
- Updates:
 - Added new Title content element.
 - [CCMS-54: New Element: Title](#)
 - Addressed Top Align All Preview Text
 - [CCMS-103: File Manager: Top Align All Preview Text](#)
 - Updated Main Editor, and moved the "Save, Cancel, and History" page buttons to the "sidebar". They now appear under the currently open page title, at the top of the sidebar on the "Edit" panel. In addition, I added the icon to the left of the page title, in the "Edit" panel, for the currently open page, that corresponds to the icon on the page tree.
 - [CCMS-102: Add - Save, Cancel, History to Edit Sidebar](#)
 - Updated Main Editor, adding an "Add Page" node to the tree under all of pages that can have items added to them. This node is blocked from all things except triggering the "Add" functionality for it's parent.
 - [CCMS-67: Create \(Add Page\) Button at bottom of navigation tree.](#)
 - Styling changes for: CCMS-68 Editor UI Design Adjustments based on 5/3/19 Meeting
- Version 2.15.24
 - Deployed: 05/24/2019
 - Updates:
 - Updated File Manager, adding a "live url" link for the different items.
 - [CCMS-98: File Manager - Live URL & Copy Link](#)
 - Updated Main Editor, making sure that a moved page won't contain a page that will be lower than 5th level.
 - [CCMS-70: Prevent users from creating pages deeper then the \(5th\) level.](#)
 - Updated system so that when inline editing, if Developer or Super User, the toolbar will have a "Toggle Html" button that will toggle between html editing mode, and design mode.
 - [CCMS-100: Add HTML Link into Inline Text Editor](#)
 - Updated Main Editor, update the dock commands, so that if inline editing is occurring, then the buttons are visible on page, they are just greyed out.
 - [CCMS-71: Ghost "rdCommand" buttons while inline editor is active.](#)
 - Update Main Editor, adding logic to prevent a user from creating a page that is deeper than 5th level.
 - [CCMS-70: Prevent users from creating pages deeper than the \(5th\) level.](#)
 - Updated Inline Editor, triggering "editing" automatically upon load, so the controls pop up, and the cursor is put into the control.
 - [CCMS-69: Inline Editor - Place cursor inside editing dialog on open](#)
 - Updated Inline Editor, updating css/js for "min-width/center" toolbar to remove the race condition.
 - Updated new Inline Editor, added requested css/js changes to "center", and min-width, the editor toolbar if it is under 520 px.
 - [CCMS-18: Adjust Inline Editor Toolbar Placement.](#)

- Updated Main Editor, updated page tree, so that on clicking a node, the node is automatically expanded.
 - [CCMS-61: Pages Panel - Open children once selected](#)
 - Added unattached website cleanup to the system.
 - [CCMS-5: Remove un-attached websites from web server on "Delete"](#)
 - Updated system, moved live file functions to static methods to be able to call them elsewhere.
 - Updated system, centralized ftp functions.
 - Styling adjustments to edit panel options.
 - Experimental header changes and editor border change
 - Updated Manage Websites, added audit orphaned unattached website functionality. This will give a list of orphaned unattached subsites, allowing the user to select which ones to delete.
 - [CCMS-5: Remove un-attached websites from web server on "Delete"](#)
 - Updated system to have deleted/updated unattached websites put into the new RemovedSites database table to be processed later.
 - [CCMS-5: Remove un-attached websites from web server on "Delete"](#)
 - Updated Page Properties, adding page security functionality for the page selected.
 - [#316](#)
 - Removed "Manage Security" from the list of site function buttons.
 - [#316](#)
- **Version 2.15.23**
 - Deployed: 05/01/2019
 - Updates:
 - Updated Main Editor, to have the 'ccms-slide-close' class be applied, when a dragged add widget is dragged off the sliding pane.
 - [#318](#)
 - Updated Main Editor, adding functionality to save/restore the sliding panel open/close functionality.
 - [#319](#)
 - Updated Main Editor, fixing error with single-click messing with title bar commands for content elements.
 - [#314](#)
 - Updated Main Editor, and Edit Title dialog to better implement the "hiding" of the page name by the user on the page.
 - [#315](#)
- **Version 2.15.22**
 - Deployed: 04/30/2019
 - Updates:
 - Added to each button in the header so that tablet would hide their text to fit on the screen.
 - This is a batch of CSS changes which alter the size of the inline editor to remove the minimum width and padding / borders which generate scrollbars at default size.
 - Updated Main Editor, added requested functionality changes for side panel to help with Chromebook integration.
 - [#317](#)
- **Version 2.15.21**
 - Deployed: 04/26/2019
 - Updates:
 - Updated Editor content element, added "responsive" image logic.
 - [#117](#)
 - Updated Document Link Listing content element, change the Path Selector dialog over to the File Manager dialog.

- [#304](#)
 - Updated Main Editor, removed double click for docks, now that single click initiates edit.
 - **Version 2.15.20**
 - Deployed: 04/25/2019
 - Updates:
 - Updated Main Editor, updating dock's to open editing with a single click.
 - [#312](#)
 - Updated Editor content element, adding logic to use the old editor dialog if left/right image, or content element title/icon are used, and use the new inline editor if only editor content.
 - [#308](#)
 - Updated Editor content element, for inline editing, removed left/right image, content element title/icon, and save/cancel buttons.
 - [#308](#)
 - Updated Editor content element, for inline editing, to save content element when clicking outside of the content element.
 - [#312](#)
 - Updated main Editor, added the ability for the system to scroll to the top of the editing content element, in case the window doesn't reset correctly.
 - Updated Editor content element, added javascript to track the "toolbar" window and moving it to "attach" it to the top of the RadEditor, unless the top is scrolled out of view, then "attach" to top of visible window.
 - [#313](#)
 - **Version 2.15.19**
 - Deployed: 04/17/2019
 - Updates:
 - Updated Editor content element, to use "Inline" edit mode (EditType).
 - [#308](#)
 - **Version 2.15.18**
 - Deployed: 04/08/2019
 - Updates:
 - Updated system to use an "inline editing" technique for the main Editor content element. The Editor content element will now appear in the RadDock associated with it, instead of a modal dialog.
 - **Version 2.15.17**
 - Deployed: 03/29/2019
 - Updates:
 - Updated system to use "RadSlidingPane" requested from Jediah.
 - Updated Editor, fixed an error with content element styling to fix error with width, and placeholder causing weird visual behaviors.
 - Updated Editor, fixed error with page title / page properties visual error.
 - **Version 2.15.16**
 - Deployed: 03/12/2019
 - Updates:
 - Fixed sizing to remove scrollbars in sidepanel.
 - Added new graphics for PageHidden & NoPublish open states.
 - Updated Maximum Width to account for 22px extra space due to 1st level being even with homepage.
 - Fixed image paths for new sidebar 'tree' updated editor.aspx javascript math to account for first page positions being off by 22px. (ancestorCount - 1).
 - Updated Telerik EditorDialogs to latest release (R1 2019).
 - [#303](#)
 - Update Telerik DLL reference to latest release (R1 2019).
 - Updated Telerik Skins to latest release (R1 2019).
 - Styling update completes the re-coloring of the pages side-panel. Major changes involve removal the indenting of the "top level" of navigation, meaning that the pages directly under home will appear on the same line, and the removal of the "old" dashed lines with overrides for the "new" images which

are solid without dashed lines. This includes sizing controls to prevent pages from overflowing the panel up to 7 levels deep.

- **Version 2.15.15**
 - Deployed: 03/08/2019
 - Updates:
 - Updated Manage Site, fixing bug where "Message Broadcaster" information is viewed even if the component is turned off for the instance.
 - Updated entire system, adding access to new School Manager System.
 - Added to the system the new "DatabaseManager" creator/upgrader. This will perform database updates programmatically, instead of manually.
 - Deleted some old .sql files that are no longer needed.
 - Moved the "helper" .sql files to their own directory.
 - Removed school manager scripts control, and put in school manager main file. Moved over all functionality.
 - Changed Announcements functionality to mimic new School Manager functionality.
 - Updated Parent Config, setting defaults for the Announcements instance, and the School Manager Instance.
- **Version 2.15.14**
 - Deployed: 03/01/2019
 - Updates:
 - CMS Editor UI Styling Changes to match PSD Design Mockup. Major updates include recoloring the side panel.
 - Updated Editor, added a "gear" icon next to the selected page tree item. This triggers the page properties functionality.
 - [#277](#)
 - Update Editor, removing cut/copy/paste functionality for page tree. Added "duplicate" page functionality to page tree.
 - [#283](#)
 - Updated Editor, updating the page tree containers, changing which ancestor has overflow, so that the drag and drop visual indication for the tree works correctly.
 - Updated Main Editor, removed page control buttons, and put them into movable panel, that is placed under the selected tree node.
 - [#292](#)
- **Version 2.15.13**
 - Deployed: 02/28/2018
 - Updates:
 - Added Template Repository Access to the Manage Websites on the front end.
 - Updated default Template Repository Access to Super User instead of Developer.
 - Title and Styling Changes for New Buttons.
 - [#299](#)
 - Updated File Manager, fixing error with file/directory buttons being restyled from editor.
- **Version 2.15.12**
 - Deployed: 02/28/2018
 - Updates:
 - Updated Dashboard, updating dashboard item targets to be new windows.
 - Updated Dashboard, updating the Catapult Connect item with new, provided, html.
 - [#298](#)
 - Updated Editor, removed "Page" and "Site" from "Preview Page", and "Publish Site" respectively.
 - [#297](#)
 - Updated Editor and Dashboard, updating system with provided editor.css and catapultcms.css files.
 - [#295](#)
- **Version 2.15.11**
 - Deployed: 02/28/2018
 - Updates:
 - Updated Editor, removed "Google" content element section.

- [#296](#)
 - Updated Editor, moved Google Calendar content element to toolbox content element section.
 - [#296](#)
 - Updated Editor, renamed "Toolbox" content element area to "Content Elements".
 - [#296](#)
 - Updated Editor, removed "Content Elements" area title.
 - [#296](#)
 - Updated Editor, resized widget icons to 85px per new image dimensions.
 - [#293](#)
- **Version 2.15.10**
 - Deployed: 02/28/2019
 - Updates:
 - Added new help icon between "Publish Site" and new "Hamburger" navigation icon.
 - [#294](#)
 - Updated Editor and Front End with new, provided images/css.
 - [#293](#)
 - Updated Dashboard icon stylings provide. In addition uploaded new provided dashboard icon for ADA Services.
 - [#291](#)
- **Version 2.15.9**
 - Deployed: 02/25/2019
 - Updates:
 - Updated entire system to use full FileManager dialog instead of PathSelector dialog for selecting Documents and Pictures.
 - [#275](#)
 - Updated Tabbed Content content element, fixing height issue causing the editing area to be small.
- **Version 2.15.8**
 - Deployed: 2/21/2019
 - Updates:
 - Updated Main Editor, with widget icons provided by production team.
 - [#290](#)
- **Version 2.15.7**
 - Deployed: 2/20/2019
 - Updates:
 - Updated Main Editor, with widget icons provided by production team. In addition, new icons are 85px tall, so updated code to accommodate that height.
 - [#290](#)
- **Version 2.15.6**
 - Deployed: 2/20/2019
 - Updates:
 - Updated script references with a date (will in the future be updated to be the date last updated for each script) instead of the version number. Hopefully this will allow versioning and hotfixes go faster, and less prone to error in the future.
 - Updated Main Editor, duplicated the "Hamburger" navigation (upper right corner drop down navigation) from front end into the editor. Each item acts just like "Back to Dashboard", except forwards the user to the specified page.
 - [#272](#)
 - Updated Main Editor, adding new "Gear" icon next to the new "Page Title" panel. This icon, when clicked, opens the page properties dialog.
 - [#274](#)
 - Updated Main Editor, adding new "Page Title" area to sit above Content Elements, allowing for the currently open page name to be displayed. If clicked, the edit title dialog is displayed.
 - [#273](#)
 - Updated Main Editor, changing the add widget icons to be in two columns instead of three columns.

- [#288](#)
 - Updated Main Editor, moving the "Back to Dashboard" functionality to a "Back" button by the logo.
 - [#271](#)
 - Updated main Editor, moving the top bar to below the main page editing pane. In addition, changed it's background color to match the top bar, and changed the color to white.
 - [#270](#)
 - Updated Main Editor, changing the left side panel to 310px.
 - [#287](#)
 - Updated Document Link Listing content element, adding "Folders Start State" option that lets users choose whether to have sub-folders to start open or closed. Close by default is kept from #260.
 - [#269](#)
 - Updated Main Editor, added to Add Link functionality to open the edit screen for the newly added link, when a link is added.
 - [#267](#)
 - Updated Document Link Listing content element, making "Show File Extension", and "Include Icon" to be off by default.
 - [#260](#)
 - Updated Document Link Listing content element, updated so that if directories are being displayed, they are closed by default.
 - [#260](#)
 - Updated system to have a new flag for sites, Template Repositories Access, that locks "template" repositories and areas from access by either Super Users or Developers, but not both.
 - [#203](#)
 - Updated system to have a new "Data Entry Mode" for sites. When activated, the system tries to synchronize directory structure during page manipulation within the Pictures and Documents repositories. If a page is added, a directory within Pictures and Documents will also be created; for moving/renaming, and deleting pages. Is toggleable within site properties.
 - [#210](#)
- **Version 2.15.5**
 - Deployed: 2/7/2019
 - Updates:
 - Updated the main styles per request.
 - [#285](#)
 - Updated Main Editor, updated the css running the page to hide the Page Buttons when in "Edit" mode.
 - [#284](#)
 - Updated Main Dashboard, changed "Other Catapult Systems" options per request.
 - [#282](#)
 - Updated Manage Users, fixed the User Group select to work for logged in users Developer level and below.
 - [#281](#)
- **Version 2.15.4**
 - Deployed: 2/1/2019
 - Updates:
 - Updated Announcements page to incorporate new required script loads.
 - Changed Toast Image Editor theme load.
- **Version 2.15.3**
 - Deployed: 1/25/2019
 - Updates:
 - Updated Main Editor, updated supplied image, and css to fix the Advanced Settings popup.
 - [#280](#)
- **Version 2.15.2**
 - Deployed: 1/24/2019
 - Updates:

- Updated Main Editor images provided for the new UI reskin.
 - [#261](#)
 - Updated Main Editor, put in functionality to open the Home page of the currently checked out website if no other page is open. This includes on first check out.
 - [#264](#)
- **Version 2.15.1**
 - Deployed: 1/24/2019
 - Updates:
 - Updated Main Editor, re-vamped the "Pages", "Edit" tabs functionality to work a little more seamlessly.
 - Updated Main Editor, changed the "Advanced" popup to be positioned under the button, instead over on the left side.
 - Updated Main Editor, created new "middle content" RadPane within the main splitter group. This contains the page buttons, and the logo.
 - [#279](#)
- **Version 2.15.0**
 - Deployed: 1/23/2019
 - Updates:
 - Updated Main Editor, implementing the "Pages", "Edit" tabbed functionality to switch back and forth between the two tabs. When a page is open, the "Edit" tab is automatically selected. When the Editor first loads, and when a page closes the "Pages" tab is automatically selected.
 - [#264](#)
 - Updated Main Editor, implementing required css/html/image updates to reskin the main editor ui.
 - [#261](#)

v. 2.16 RELEASE NOTES

Created by Joshua Swain, Last updated Dec 02, 2019

- **Version 2.16.18**
 - Released: 12/02/2019
 - Updates:
 - Updated Google Calendar content element scripts, fixing error with Google Calendar share link pulling the information from the wrong calendar, if there is more than one calendar on the page.
 - [CCMS-248: Add to Calendar Link bug with Multiple Calendar Elements](#)
 - Updated the get live url functionality to fix error with Attached Websites adding directory to url.
 - [CCMS-247: File Preview Links On Attached Sites](#)
 - Updated system to have remove any "." characters from the beginning of uploaded files to fix error with display.
 - [CCMS-249: File Manager: Images - Illegal Character \(...\) Crashes Catapult](#)
- **Version 2.16.17**
 - Released: 11/07/2019
 - Updates:
 - Updated Manage Websites, adding the ability for the attached subsites to have their "live" url be their actual page, instead of main website url.
 - [CCMS-234: Dashboard: Attached Subsite - "View Live Site" button loading home URL](#)
- **Version 2.16.16**
 - Released: 11/04/2019
 - Updates:
 - Updated Create.sql with required changes.

- [CCMS-228: Update Create.sql](#)
 - Updated Staff Directory to integrate new changes to the Staff Directory system.
 - [CCMS-225: Integrate Catapult Staff Directory 3.9](#)
 - Updated system to set the Dashboard to use the SSL url.
 - [CCMS-230: Update Dashboard To Be Secure](#)
 - Updated PhotoEditorSDK license from staff directory update.
 - [CCMS-225: Integrate Catapult Staff Directory 3.9](#)
 - Added to publish, some logging for if the site was already locked when the publish was attempted.
- **Version 2.16.15**
 - Released: 10/18/2019
 - Note: Only released to Mountain View for review of changes.
 - Updates:
 - Updated Editor paste cleaner, fixed an error with replacement code messing with children nodes.
 - [CCMS-231: Bug related to copy and pasting special characters](#)
 - Updated Editor paste cleaner, added "br" to allowed tags.
- **Version 2.16.14**
 - Released: 10/1/2019
 - Updates:
 - Updated system, rewriting communication between Editor-PublishMonitor, Editor-WidgetUtility with the main Editor, allowing for each to communicate without blocking the others.
 - [CCMS-222: Loading graphic persisting when saving editor content element.](#)
- **Version 2.16.13**
 - Released: 09/25/2019
 - Updates:
 - Updated Page History dialog, revamping the html to handle the recent error with Chrome regarding heights.
 - [CCMS-220: History - Save / Cancel button missing.](#)
 - Updated Inline Editor content element scripts, to pull the html using the built in Telerik content filters, thus fixing an error with font tags not being replaced with span tags.
 - [CCMS-221: Editor Content Element - Font Color Being Lost](#)
- **Version 2.16.12**
 - Released: 09/12/2019
 - Updates:
 - Updated Main Editor, fixing error where Button content elements can be added to forbidden areas.
 - [CCMS-218: Button Element Ignores Region Locks](#)
- **Version 2.16.11**
 - Released: 09/12/2019
 - Updates:
 - Override Telerik Modal window to match current editor UI
 - [CCMS-217: Override default Telerik Modal Window](#)
 - cleaning up unused styles
 - replaced inline "height" with "max-height" to reduce scroll of File Manager panel.

- [CCMS-213: File Manager - Pictures: Pictures preview - move to top](#)
- **Version 2.16.10**
 - Deployed: 09/11/2019
 - Updates:
 - Styling adjustments for FileManager search
 - [CCMS-212: Search Highlighting - Only Matching Letters](#)
 - Updated green for current page to match publish color.
 - [CCMS-215: Side Panel - Update Green Highlight to match Publish Green](#)
 - Updated FileManager, changing search results to highlight "searched" text, instead of whole document name.
 - [CCMS-212: Search Highlighting - Only Matching Letters](#)
- **Version 2.16.9**
 - Deployed: 09/10/2019
 - Updates:
 - Updated FileManager dialog, adding a new alert message to warn user that they have uploaded file(s) with "picture" extension(s) into the "Documents" section of the website.
 - [CCMS-214: Document Manager - Alert for image formats](#)
 - Updated File Manager, moved image preview to top of preview window.
 - [CCMS-213: File Manager - Pictures: Pictures preview - move to top](#)
 - Updated File Manager, adding "no results" message for search when no results are found.
 - [CCMS-210: Document Search: Hide no-matching items](#)
- **Version 2.16.8**
 - Deployed: 09/09/2019
 - Updates:
 - Updated File Manager search, to show/hide non-matching items when search is occurring.
 - [CCMS-210: Document Search: Hide no-matching items](#)
 - Updated File Manager search, adding the ability to run the search when enter key pressed.
 - [CCMS-211: Document Search: Trigger Search on "keyboard return"](#)
- **Version 2.16.7**
 - Deployed: 09/09/2019
 - Updates:
 - Updated Main Editor, adding an auto minimize for the publishing window after a couple of seconds. In addition, added "minimize" animation for Publish dialog.
 - [CCMS-207: Auto-Minimize after 3x seconds.](#)
 - Updated system to remove detecting browser zoom, for Banner content element, as it is no longer needed.
 - [CCMS-206: Remove "Detect Zoom" banner functionality](#)
- **Version 2.16.6**
 - Deployed: 09/06/2019
 - Updates:
 - Updated File Manager, fixing another error with search showing when it shouldn't.

- Updated File Manager, to try and get the GUID of a directory when GUID's are supposed to be used.
- [CCMS-195: Hide Warning Guid String Not Found from logs for non-client folders](#)
- **Version 2.16.5**
 - Deployed: 09/06/2019
 - Updates:
 - Updated File Manager, fixing the search showing on load.
 - Removed Toast Image Editor from the program.
- **Version 2.16.4**
 - Deployed: 09/06/2019
 - Updates:
 - Updated Photo Editor SDK to version 2.21.1, fixing an error with Chrome.
- [CCMS-208: PhotoEditor SDK Panel Alignment](#)
- **Version 2.16.3**
 - Deployed: 09/05/2019
 - Updates:
 - Updated FileManager, added "search" functionality. Searches both documents, and files.
- [CCMS-86: File Manager Filtering](#)
- **Version 2.16.2**
 - Deployed: 08/28/2019
 - Updates:
 - Updated Main Editor, changing publish to be runnable in the background, adding requested UI updates to indicate publish is occurring, and when complete.
- [CCMS-194: Publishing UI Changes](#)
- **Version 2.16.1**
 - Deployed: 08/28/2019
 - Updates:
 - Updated EditImage dialog, replacing the Toast Image Editor, with the new Photo Editor SDK.
- [CCMS-75: Replace Toast W/ Image Editor SDK](#)
- Updated BannerImageCropping dialog to replace the Telerik RadImageEditor with the new Photo Editor SDK for banner image cropping.
- [CCMS-96: Replace Image Crop w/ Image Editor SDK](#)

v. 2.17 RELEASE NOTES

Created by

[Joshua Swain](#)

Last updated [May 12, 2020](#)

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- **Version 2.17.31**
 - Released:
 - Updates:
 - Imported from development: [CCMS-377: Button Styling \(no clearfix\)](#)

- Imported from development: [CCMS-353: Picture - Protect use more specific figcaption styling](#)
 - Imported from development: [CCMS-354: Page name can be too long through duplication](#)
 - Imported from development: [CCMS-327: Staff Directory - Merge Redundant Entries \(include \)](#)
 - Imported from development: [CCMS-349: PDF Popups not displaying correctly in Chrome](#)
- **Version 2.17.30**
 - Released: 03/24/2020
 - Updates:
 - Added database updates to Create script.
- **Version 2.17.29**
 - Released: 03/13/2020
 - Updates:
 - Defined box-model for checkbox
 - [CCMS-324: Picture Element - Overlay: button always displaying](#)
 - Fixed toggle UI issues with checkbox for
 - [CCMS-324: Picture Element - Overlay: button always displaying](#)
 - Updated Picture content element, refactoring the output html to remove the picture link "<a/>" tag when there is no picture link set.
 - [CCMS-325: Picture Element - Image Link HREF not set](#)
 - Updated Picture content element, changing the logic of the "overlay" link/button handling.
 - [CCMS-324: Picture Element - Overlay: button always displaying](#)
 - Updated Announcement content element, changed "InlinePostView" to "false".
 - [CA-131: Catapult Announcement Element - Blog View Switch to inline false](#)
 - Fixed error with Picture content element building incorrectly in regards to the Picture Link.
 - [CCMS-325: Picture Element - Image Link HREF not set](#)
 - Updated Picture content element, fixing the logic for the "overlay" alignment type with regards to the button, when it should show, and when it shouldn't.
 - [CCMS-324: Picture Element - Overlay: button always displaying](#)
- **Version 2.17.28**
 - Released: 03/10/2020
 - Updates:
 - Updated Announcement content element, adding flag to stop Alert popups inside the Editor.
[CCMS-323: Announcement Content Element - Block Alert Popups](#)
- **Version 2.17.27**
 - Released: 03/10/2020
 - Updates:
 - Updated Close Button to use Correct "ADA" class instead of deprecated "VisuallyHidden" which is not in the stylesheet.
 - Updated bootstrap column structure to protect templates with no logical hierarchy.

- Updated Main Editor, added Developer level to those that can see the "Advanced" content element tab.
 - [CCMS-321: Edit Panel - Advanced Elements - Access for Developers](#)
 - Styling for release alert message on dashboard
 - [CCMS-318: Add User Notifications for New Releases](#)
 - Updated Editor, fixing error with the open page from link functionality.
 - [CCMS-320: Click To Navigate - Blocked by Save Page Operation](#)
 - Updated system, adding new Utilities connector to connect to new [utilities.catapultcms.com](#) API. Connecting to Release Notes functionality.
 - [CCMS-318: Add User Notifications for New Releases](#)
 - Updated Alert Access panel visibility for Site Administrators and Site Users.
 - [CA-99: Alert Access Toggle](#)
 - Updated Staff Directory management page, adding functionality to par down site list if their are duplicates of different items, in addition, if there is a "district" selection (no site lock id set), then all for that instance are removed also.
 - [CCMS-317: Dashboard - SD - Hide Sites](#)
 - Updated Announcements content element building, adding a requested "wrapper" div with a static id.
 - [CCMS-307: Announcement Element - Add ID for Template Styling](#)
 - Announcement Element Scroll View Speed - Multiplied the slide duration and transition speed of the announcement element by 1000 in Scroll View so that the dropdowns in the element correspond to seconds instead of milliseconds.
 - [CCMS-309: Announcement Element Scroll View Speed](#)
 - Staff Directory Element Using HTTP - Changed the links for the staff directory scripts in Editor.aspx and CardBuilder.cs from HTTP to HTTPS
 - [CCMS-310: Staff Directory Element Using HTTP](#)
 - Fixes Bootstrap 3.3.7 overrides.
 - [CCMS-314: Picture Element Publish Issue](#)
 - Updated publishing, adding Picture content element repository upload for live publishing.
 - [CA-99: Alert Access Toggle](#)
 - Updated Announcement script loads, updating tinymce load to version 5.
 - [CA-98: Upgrade Tiny MCE to Version 5.2.0](#)
 - Removed District Wide Alert system, and replaced with the new Announcement Alerts system.
 - [CA-36: Replace District Wide Alert Program](#)
- **Version 2.17.26**
 - Released: 02/06/2020
 - Updates:

- Updated File Manager dialog, fixing error with duplicate window hanging around after upload.
- **Version 2.17.25**
 - Released: 02/04/2020
 - Updates:
 - Padding fix for old templates
- [CCMS-305: Picture Element - Old templates cut off words](#)
- **Version 2.17.24**
 - Released: 02/04/2020
 - Updates:
 - Updated Main Editor, added the removal of the add Announcement content element if the Announcement isn't configured.
 - Defined picture font family for picture element labels, so as to stop the template from overriding them.
- [CCMS-273: Picture Element - UI Update](#)
- **Version 2.17.23**
 - Deployed: 02/04/2020
 - Updates:
 - Force white title over overlay
- [CCMS-273: Picture Element - UI Update](#)
 - Updated Main Editor, added new clipboard title logic for clipboard content elements.
- [CCMS-304: Editor - Clipboard - Content Element Title](#)
 - Updated Main Editor, fixed content element Announcement and Staff Directory mouse over "title".
 - Consistency Updates
- [CCMS-302: Editor UI - Make Buttons & Colors Consistent](#)
 - Updated Bulk Publish to include a new "staging" build step, so that staging is correct for our team.
- [CCMS-291: Bulk Publish - Force Pages](#)
 - Fixing borders on image gallery
- [CCMS-302: Editor UI - Make Buttons & Colors Consistent](#)
 - Color & Button Consistency
- [CCMS-302: Editor UI - Make Buttons & Colors Consistent](#)
 - More consistency updates
- [CCMS-302: Editor UI - Make Buttons & Colors Consistent](#)
- **Version 2.17.22**
 - Deployed: 02/03/2020
 - Updates:
 - Changed file manager "Cancel" button to say "Close".
 - Style edit link item dialog to match Hyperlink Manager - Made page name bold and put the text box underneath it.
- [CCMS-294: Style edit link item dialog to match Hyperlink Manager](#)
 - Forced white headers in overlay pictures
- [CCMS-273: Picture Element - UI Update](#)

- Style edit link item dialog to match Hyperlink Manager
 - [CCMS-294: Style edit link item dialog to match Hyperlink Manager](#)
 - Picture Editor UI Changes
 - [CCMS-295: New Picture Edit Panel UI](#)
 - Updated Edit Link Item, updated drop down javascript functionality to make it functional.
 - Updated Edit Link Item, updated PathSelector.aspx dialog call to make it external, as it can't fit in the new window size.
- **Version 2.17.21**
 - Deployed: 02/03/2020
 - Updates:
 - Updated Edit Link Item dialog, fixing error with removed server control.
- **Version 2.17.20**
 - Deployed: 02/03/2020
 - Updates:
 - Style edit link item dialog to match Hyperlink Manager - Changed the edit link item dialog to use dropdowns instead of radio buttons and added the advanced button for tooltip and css class.
 - [CCMS-294: Style edit link item dialog to match Hyperlink Manager](#)
 - [CCMS-294: Style edit link item dialog to match Hyperlink Manager](#)
 - Removed console log that logged the save and cancel button's top offset so it doesn't flood the console. Changed the save and cancel button's top offset range that stops the user from scrolling past them.
 - Advanced Popup
 - [CCMS-301: Link Manager - Advanced Button](#)
 - Jason's final round of picture element UI changes
 - [CCMS-295: New Picture Edit Panel UI](#)
 - Fix the popup for the link manager being cutoff (switch to an external modal window)
 - [CCMS-268: UI Update for Link Manager](#)
- **Version 2.17.19**
 - Deployed: 01/31/2020
 - Updates:
 - Updated Picture content element, added new add image buttons, and requested styling.
 - [CCMS-296: Picture Element - Upload Button on Picture Default](#)
 - Updated Picture content element, added a ghosting div to the editing panel, to remove editing ability when there is no image selected.
 - [CCMS-297: Picture Element - Ghost Out Options until Picture is Uploaded](#)
 - Updated Picture content element, changed default image size to '100%'.
 - [CCMS-298: Picture Element - Image Size Changes](#)
 - Updated Picture content element, updated drop down, removed '100%', and '75%' from size drop down for 'left' and 'right' alignments.
 - [CCMS-298: Picture Element - Image Size Changes](#)

- File Manager - Open Upload Panel in Popup - Made the upload popup and radalert error messages not as wide.
 - [CCMS-278: File Manager - Open Upload Panel in Popup](#)
 - Updated Picture content element, added url field for button link, and broke out the button text into its own row.
 - [CCMS-299: Picture Element - Add a URL field for link button](#)
 - File Manager - Open Upload Panel in Popup, Added a width for the upload popup so everything was visible. Changed the "Save to Catapult" button to say "Save".
 - [CCMS-278: File Manager - Open Upload Panel in Popup](#)
 - Updated Picture content element, updated default button text to 'Learn More', and added hiding the Button Text field, if no link is selected.
 - [CCMS-300: Picture Element - Hide Button Text Until Button Link is Added](#)
- **Version 2.17.18**
 - Deployed: 01/30/2020
 - Updates:
 - Announcement Element: UI Updates - Changed title to "Announcement" and changed places that said embed or type to style.
 - [CCMS-285: Announcement Element: UI Updates](#)
 - Announcement Element: UI Updates
 - [CCMS-285: Announcement Element: UI Updates](#)
 - Fixed hover effect on upload buttons
 - [CCMS-273: Picture Element - UI Update](#)
 - Sizing bug for file manager based on new UI
 - [CCMS-274: File Manager - UI Update](#)
 - Style adjustments for default image on picture element
 - [CCMS-296: Picture Element - Upload Button on Picture Default](#)
 - Updated the File Manager, making the uploading functionality its own popup. [CCMS-278: File Manager - Open Upload Panel in Popup](#)
 - Rad Window Text Size Adjustments
 - [CCMS-200: Recolor Telerik modal window](#)
 - Filemanager - Move width controls into stylesheet
 - [CCMS-274: File Manager - UI Update](#)
 - Updated File Manager Height for new UI.
 - Updated logic for show/hide default selected site to be correct.
 - [CCMS-88: Staff Directory Element \(SD Integration w/ Editor\)](#)
- **Version 2.17.17**
 - Deployed: 01/29/2020
 - Updates:

- Updated Link Manager, replaced radio buttons with drop down selects for link target.
 - [CCMS-268: UI Update for Link Manager](#)
 - UI Updates for the Hyperlink Manager
 - [CCMS-268: UI Update for Link Manager](#)
 - Adjusted the recent telerik override so it applies to the hyperlink manager popup
 - [CCMS-268: UI Update for Link Manager](#)
 - Isolated Hyperlink Scripts in their own script file.
 - [CCMS-268: UI Update for Link Manager](#)
- **Version 2.17.16**
 - Deployed: 01/29/2020
 - Updates:
 - More UI Changes for
 - [CCMS-274: File Manager - UI Update](#)
 - Fixed Button inconsistency for
 - [CCMS-273: Picture Element - UI Update](#)
 - Updated File Manager, updated preview copy link to include new text "(Copy)".
 - [CCMS-274: File Manager - UI Update](#)
 - Updated File Manager, changed ADA error text.
 - [CCMS-274: File Manager - UI Update](#)
 - Updated File Manager, moved the upload button next to the "Create Folder" button.
 - [CCMS-274: File Manager - UI Update](#)
 - Updated Hyperlink Manager to have a drop down selection instead of "tab" selection.
 - [CCMS-293: Convert link manager "Tabs" to "Dropdown List"](#)
 - Style Changes for File Manager:
 - [CCMS-274: File Manager - UI Update](#)
 - Video element not clearing floats
 - [CCMS-280: Video element not clearing floats](#)
 - Active Text Editor UI Updates
 - [CCMS-277: Active Text Editor - UI Update](#)
 - Picture Element UI Updates
 - [CCMS-273: Picture Element - UI Update](#)
 - Update Announcement SVG
 - [CCMS-283: Update Announcement Icon \(SVG\) - Fill back of bell.](#)
 - Editor UI: Fix Edit Pagename Alignment

- [CCMS-286: Editor UI: Fix Edit Pagename Alignment](#)
 - Updated Staff Directory content element with new functionality for UI, as well as fixed error with script load when no "Site" is selected.
 - [CCMS-88: Staff Directory Element \(SD Integration w/ Editor\)](#)
- **Version 2.17.15**
 - Deployed: 01/28/2020
 - Updates:
 - Styling updates for Page Properties
- [CCMS-272: Page Properties - UI Update](#)
 - Updated Publish Manager, added a Publish Again button, allowing publishing to be triggered again at the end of the current publish.
 - [CCMS-289: Add a button to Publish Again to finished publish screen](#)
 - Updated CatapultCMS to detect the Announcement program has finished loading, and reposition to last edited content element.
 - [CCMS-287: Announcement Element - Fix Scrollbar](#)
 - Image update for
 - [CCMS-200: Recolor Telerik modal window](#)
 - Recolor Telerik Modal Window (handlebar)
 - [CCMS-200: Recolor Telerik modal window](#)
 - Updated Main Editor, rearranged advanced sidebar elements.
 - [CCMS-284: Editor Edit Sidebar - Reorder Advanced Elements](#)
 - Updated Picture content element, adding blocking mechanism to pressing the "enter" key within the text boxes, which was causing the form to submit, and thus causing errors.
 - [CCMS-279: Picture Element - Enter Key Breaks UI Functionality](#)
 - Updated Manage Users, updated user site selection to allow for the sites to collapse and expand.
 - [CCMS-254: Add Toggle On / Off for User Website List](#)
 - Moved the scripts loaded for the Announcement content element before the scripts loaded for the Google Calendar content element. This allows the Google Calendar element to use the "moment.js" file it requires.
 - [CCMS-270: The "in editor" preview for the calendar feed is no longer displaying.](#)
- **Version 2.17.14**
 - Deployed: 01/23/2020
 - Updates:
 - Updated main editor, updated to remove Staff Directory content element if Staff Directory not configured.
- [CCMS-88: Staff Directory Element \(SD Integration w/ Editor\)](#)
 - Added new Staff Directory content element.
 - [CCMS-88: Staff Directory Element \(SD Integration w/ Editor\)](#)

- Button Styling for more obvious link icon
 - [CCMS-229: Button Element - Back End UI Styling](#)
 - This is a follow up to [CCMS-269: "Add From Images" button icon isn't vertically centered.](#) I missed the banner element (these can be merged)
 - Fix button alignment & Icon hover color for slideshow & Gallery Elements:
 - [CCMS-269: "Add From Images" button icon isn't vertically centered.](#)
 - CSS Changes for Picture Element.
 - [CCMS-253: Picture Element - anchor edit dialog to main pane](#)
 - Random UI Fix - Fixed upload hover effect for gallery (not directly tied to any feature, this has been broken for a while).
- **Version 2.17.13**
 - Deployed: 01/17/2020
 - Updates:
 - Styling Fix for copy panel.
 - Added draggable functionality to picture element controls.
 - [CCMS-265: Picture Element Controls - Add jQuery Draggable Functionality](#)
 - Updated system to allow "Publish" button to trigger the inline editing content elements save, page save, then publish.
 - [CCMS-255: Publish Button - Trigger Save Element & Save Page](#)
- **Version 2.17.12**
 - Deployed: 01/17/2020
 - Updates:
 - Updated Picture content element, updated editing controls window to add 10px to the left or right.
 - [CCMS-253: Picture Element - anchor edit dialog to main pane](#)
 - Updated File Manager scripts, fixing error with icon not changing on hover state.
 - [CCMS-253: Picture Element - anchor edit dialog to main pane](#)
 - This addresses the unintended styling of the clipboard element.
 - [CCMS-209: New UI for File Manager](#)
 - This style adds arrows left and right to the dialog popup screen.
 - [CCMS-253: Picture Element - anchor edit dialog to main pane](#)
 - Added requested changes to Picture content element.
 - [CCMS-253: Picture Element - anchor edit dialog to main pane](#)
 - Fixed Picture content element editing controls placement.
 - [CCMS-253: Picture Element - anchor edit dialog to main pane](#)
- **Version 2.17.11**
 - Deployed: 01/16/2020
 - Updates:
 - Updated Picture Editor, editing controls to stay on screen.

- [CCMS-253: Picture Element - anchor edit dialog to main pane](#)
 - Updated Picture Editor, editing controls to target 'ccms-picture'.
 - [CCMS-253: Picture Element - anchor edit dialog to main pane](#)
 - Updated Picture Editor, editing controls, adding class to indicate which side of the picture element the controls are placed.
 - [CCMS-253: Picture Element - anchor edit dialog to main pane](#)
 - Fixed Picture content element controls to position correctly.
 - [CCMS-253: Picture Element - anchor edit dialog to main pane](#)
 - Style adjustments for new upload button
 - [CCMS-263: File Manager - Add Upload Button to Select & Cancel Panel](#)
 - Initial attempt to match Weblum editor styling, submitting to JJ for approval.
 - [CCMS-264: Text Editor: Match Weblum](#)
- **Version 2.17.10**
 - Deployed: 01/15/2020
 - Updates:
 - Updated FileManager restructuring to allow for Select Item functionality to be available again.
 - [CCMS-263: File Manager - Add Upload Button to Select & Cancel Panel](#)
 - Updated the Picture content element, setting ADA icons per request.
 - [CCMS-259: Picture Element: Replace Green ADA Icon with Speech Bubble](#)
 - Updated Picture content element to dynamically position editing panel.
 - [CCMS-253: Picture Element - anchor edit dialog to main pane](#)
 - Styling updates for Upload panel in file manager.
 - [CCMS-262: File Manager - Load upload Over File Tree](#)
 - Updated FileManager, fixing error with the automatic removal of files because of file type mismatch.
 - Updated FileManager, adding hide functionality for new "upload" window when all files have been removed from queue.
 - [CCMS-262: File Manager - Load upload Over File Tree](#)
- **Version 2.17.9**
 - Deployed: 01/13/2020
 - Updates:
 - Added search text box to Announcement, and Staff Directory pages.
 - [CCMS-257: Add search for Dashboard: "Select a school" screens.](#)
 - Updated requested icon for Picture content element.
 - [CCMS-259: Picture Element: Replace Green ADA Icon with Speech Bubble](#)
 - Fixed error with the page lock for visibilitychanges.
 - [CCMS-227: Page Control Locks](#)
 - Finished updates to new Announcement Embed content element.

- [CCMS-73: Announcement Element \(announcement integration into editor\)](#)
- **Version 2.17.8**
 - Deployed: 01/10/2018
 - Updates:
 - Updated File Manager dialog.
 - [CCMS-262: File Manager - Load upload Over File Tree](#)
 - Initial Style Adjustments for File Manager (Load upload Over File Tree)
 - [CCMS-262: File Manager - Load upload Over File Tree](#)
 - Responsive Tables Styles.
 - [CCMS-82: Responsive Table Element](#)
 - Submitting for team feedback.
 - [CCMS-209: New UI for File Manager](#)
 - Updated scripts throughout program, adding required css class to any FileManager popups.
 - [CCMS-262: File Manager - Load upload Over File Tree](#)
 - Added new items to the project.
 - [CCMS-262: File Manager - Load upload Over File Tree](#)
- **Version 2.17.7**
 - Deployed: 01/02/2020
 - Updates:
 - First round of changes for File Manager UI Updates:
 - [CCMS-209: New UI for File Manager](#)
 - Updated Main Editor, adding class to opened File Manager dialog to facilitate styling for CCMS-209.
 - [CCMS-209: New UI for File Manager](#)
- **Version 2.17.6**
 - Deployed: 01/02/2020
 - Updates:
 - Merged hotfix 2.16.19.
 - Fixed Main Editor, making sure page lock information checked for visibility changes.
 - Updated Main Editor, fixing error with checking new page locks causing javascript errors.
 - [CCMS-250: Page Delete not functioning](#)
 - Merged hotfix 2.16.18.
 - Merged hotfix 2.16.17.
 - Picture Element Updates for CCMS-55
 - [CCMS-55: New Element: Picture](#)
- **Version 2.17.5**
 - Deployed: 11/07/2019
 - Updates:
 - Updated system to have a new "ADA Publishing Lock" for websites, allowing the Force ADA to be turned on but still allowing publishing.

- [CCMS-224: Force ADA forced Publishing Toggle.](#)
- **Version 2.17.4**
 - Deployed: 11/04/2019
 - Updates:
 - Hotfix 2.16.16
 - Updated system, added the ability for navigation, within the editor, to be able to open the pages corresponding to the specific page clicked.
- [CCMS-72: Navigation - Click to open page in editor](#)
 - Fixed error with DocumentLinkListing content element breaking when there is a document without an extension, and the "Show Extensions" is off.
 - Updated the system to add new Page Locks.
- [CCMS-227: Page Control Locks](#)
- **Version 2.17.3**
 - Deployed: 10/02/2019
 - Updates:
 - Fixed error with button element of the picture element outputting "Button" instead of entered text.
- [CCMS-223: Picture Element: Button Text Not Saving](#)
- **Version 2.17.2**
 - Deployed: 10/01/2019
 - Updates:
 - Integrated CCMS-222
- [CCMS-222: Loading graphic persisting when saving editor content element.](#)
- **Version 2.17.1**
 - Deployed: 10/01/2019
 - Updates:
 - Added new Picture content element.
- [CCMS-55: New Element: Picture](#)

v. 2.18 RELEASE NOTES

Created by

[Joshua Swain](#)

Last updated [Dec 10, 2020](#)

- **Version 2.18.35**
 - Released: 12/10/2020
 - Updates:
 - Undid instance-based script loading. Doesn't work if there is more than one Staff Directory in the system.
- **Version 2.18.34**
 - Released: 12/10/2020
 - Updates:
 - Updated script reference for TinyMCE update required by the Staff Directory. The Staff Directory system updated TinyMCE to version 5 from version 4.
 - Updated Staff Directory to use instance URL for script load, instead of "standardized instance".
- **Version 2.18.33**

- Released: 10/12/2020
- Updates:
 - Updated Main Editor, fixing an error with content locks not allowing Developer level users to add content to locked content areas when "DeveloperDenied" isn't set.
- [CCMS-415: Content Area Lock "Add" Applied to Developer](#)
- **Version 2.18.32**
 - Released: 08/30/2020
 - Updates:
 - Updated File Manager, changed search text to account for regular expression special characters. Updated for wildcard "*". Updated for "" as actual character. Updated for "." as actual character.
 - [CCMS-412: File Manager - Regex Special Characters Breaking Search](#)
 - Updated Publishing, changing the "BuildPageFor" logic, to send the correct "BuildPageFor" to attached subsites (and main site if in attached subsite).
 - [CCMS-409: Bulk Publish - Using Live Basepath While Publishing is Off](#)
 - Changed list-style to list-style-position under list style overrides in ccms-editor-div.css.
 - [CCMS-410: Editor Styling Turns OL list into UL list](#)
 - Updated TinyMCE integrations, removing all "Premium" plugins. With paste, "Paste Pro", was replaced by just "Paste".
 - [CCMS-413: Research - What breaks when "Pro" tiny features turn off.](#)
- **Version 2.18.31**
 - Released: 07/21/2020
 - Updates:
 - Updated Manage Websites, when creating attached subsites, added inline testing for ancestor/child subsite associations, to stop someone from creating an attached subsite inside of an attached subsite. [CCMS-408: Manage Websites - Stop Ability To Add Attached Websites to Attached Websites](#)
 - Updated TinyMCE paste processor, to account for pasted items from clipboard in Chrome (which results in a "blob:" url instead of "data" url). [CCMS-405: Copy & Paste Clipboard to Text Editor not saving to File Manager](#)
 - Updated File Manager, fixing "live url" for unattached subsites, to show correct url, instead of duplicating the "subsites/<name>" part of the url. [CCMS-404: Image Preview Broken on Teacher Sites](#)
 - Fixed error causing image preview items not being set properly for unattached subsites. [CCMS-403: ADA Features Broken for Unattached Subsites](#)
 - Added padding around the text that is being entered into the current text editor only while the text editor is open. [CCMS-399: Padding for Text Editor \(UI Adjustment\)](#)
 - Lowered the padding around the button element by half. [CCMS-406: Button - Reduce Padding by Half](#)
- **Version 2.18.30**
 - Released: 06/19/2020
 - Updates:

- Updated school manager configuration constructor, protecting it from a null configuration.
 - Updated all TinyMCE save scripts fixing error with TinyMCE using "data-mce-href" to set a links "href" instead of the "href" that we set from the link manager.
<https://catapultk12.atlassian.net/browse/CCMS-400>
- **Version 2.18.29**
 - Released: 06/15/2020
 - Updates:
 - Release Version.
- **Version 2.18.28**
 - Deployed:
 - Updates:
 - Removed list indenting styles from editor-editor.css because they were moved to a different style sheet. [CCMS-397: Text Editor - Force List Style \(Outside\)](#)
 - Bullets (Outside) with LI padding for content formatting. [CCMS-397: Text Editor - Force List Style \(Outside\)](#)
- **Version 2.18.27**
 - Deployed: 06/10/2020
 - Updates:
 - Updated Inline Editor scripts, fixing error with TinyMCE having an internal "input hidden" tag being left behind because of the Grammarly functionality.
- **Version 2.18.26**
 - Deployed: 06/09/2020
 - Updates:
 - Updated publishing method functions to return valid item. Was causing error with Master Template file manager.
- **Version 2.18.25**
 - Deployed: 06/09/2020
 - Updates:
 - Released to the following "beta" tester instances:
 - **Coruscant**
 - buttecounty.catapultcms.com
 - mountainview.catapultcms.com
 - paloverde.catapultcms.com
 - tehama.catapultcms.com
 - **Endor**
 - demo.catapultcms.com
 - development.catapultcms.com
 - **Dagobah**
 - aburnusd.catapultcms.com
 - cusd.catapultcms.com
 - gvsd.catapultcms.com
 - yuba.catapultcms.com
 - **Tatooine**
 - biggs.catapultcms.com
 - Recolor Elements Buttons in Edit Panel. [CCMS-387: Recolor Element Icons in website "Edit" panel](#)
 - **Version 2.18.24**
 - Deployed: 06/05/2020
 - Updates:

- Changed picture element padding so that there is only bottom padding when underneath is selected and text is present. [CCMS-395: Bottom padding on picture element should only be when text is present](#)
 - Updated File Scanner, adding the ability to scan Document Link Listing content elements for ancestor directories for documents. [CCMS-394: File Usage Scan: Add a check for doc-list folders](#)
 - Update Content Title content element, data building, removing return characters from outputted INTERPAGE_DOCK tag. [CCMS-390: Making a title more than one line displays html when published](#)
 - Changed the breakpoint for the editor sidebar collapse for tablet css from 1294px to 1024px to be the same as when the functionality is available. [CCMS-388: UI - Page Minimize Buttons appear at 1280px](#)
- **Version 2.18.23**
 - Deployed: 06/05/2020
 - Updates:
 - Update File Usage Scanner, added guid checking for Picture content element, as it stores the guid separately, not as "freedompicture://" link. [CCMS-392: The file usage scan seems to only work if the file is in the text editor](#)
 - Updated Page Builder, removing return characters from "CARD_NAME", so the "INTERPAGE_DOCK" tag works correctly during page build. [CCMS-390: Making a title more than one line displays html when published](#)
- **Version 2.18.22**
 - Deployed: 06/04/2020
 - Updates:
 - Updated TinyMCE processing of styles, to allow for "other" style attributes to get through to the editor when being initialized. [CCMS-383: Image alignment not saving](#)
- **Version 2.18.21**
 - Deployed: 06/02/2020
 - Updates:
 - Updated Inline Editor content element, TinyMCE toolbar, creating toolbar group for alignment icons when the toolbar is in "single line" mode. [CCMS-382: Tiny MCE - Group text alignment options](#)
 - Updated Inline Editor content element, updating toolbar to be "one line" when the font/color controls aren't active, and the current "two lines" when they are. [CCMS-385: Tiny MCE - Make the editor toolbar one line](#)
- **Version 2.18.20**
 - Deployed: 06/02/2020
 - Updates:
 - Added styling to editor-editor.css to indent lists. [CCMS-389: Add editor styling to indent list items](#)
 - Updated Page Builder, fixed problem with CARD_NAME, which now contains html, not being sanitized when setting "CARD_LINK", and "CARD_TARGET". [CCMS-384: Tiny MCE - Center and right aligning the title breaks the element](#)

- Updated TinyMCE initialization scripts, adding "style" attribute to "img" to allow for "float" to be added, which is what is used to align images. [CCMS-383: Image alignment not saving](#)
 - Updated Picture Element script, fixing problem with "saving". [CCMS-386: The picture element won't save](#)
- Version 2.18.19**
 - Deployed: 05/18/2020
 - Updates:
 - Updated title functionality to better handle picking which CARD_NAME item is the one to be edited. In addition, added "placeholder" text to the "click to edit" items allowing them to be initialized when one item can't be picked. [CCMS-381: Intermittent Bug: In Editor "Title" not appearing](#)
- Version 2.18.18**
 - Deployed: 05/15/2020
 - Updates:
 - Updated Document Link Listing content element, and associated systems, to pass the timezone configured for a site to the content elements, so they display the modified file date correctly in the set timezone. [CCMS-373: Doclist Google Drive - Listing Times in UTC](#)
 - Updated Inline Editor content element, adding "clearing" div to stop possible "float" issues from inside the editor causing the save/cancel area to position incorrectly. [CCMS-362: Tiny MCE - Aligning and image to the left or right moves save and cancel](#)
 - Updated Calendar, Editor, Tabbed Content, and Unrestricted HTML content elements, adding Code View with same rules as inline editor. [CCMS-364: Tiny MCE \(Dialog\) Content - Add code view](#)
 - Updated Calendar, Editor, Tabbed Content, and Unrestricted HTML content elements, fixing javascript error causing paste not to work. [CCMS-365: Tiny MCE Tabbed Content - Copy and paste doesn't work](#)
 - Updated Tabbed content element, and Unrestricted HTML content element, fixing problem with them handling image sizes incorrectly. [CCMS-366: Tiny MCE Tabbed Content - Resizing a picture and saving and reopening makes the picture full size again](#)
 - Updated all TinyMCE, adding "image" plugin and context menu for images. [CCMS-370: Tiny MCE - Add "Image Properties" to the right click menu](#)
 - Updated Main Editor, added additional checks to inline editing for operations that were missing it in the interface. In addition, added code logic to the "save" button, closing and saving the currently open editor, then saving the page. [CCMS-374: Add "Save Card" functionality to "Save Page"](#)
 - Updated Banner content element, fixing error where the "thumb" image was being passed to the image editor, instead of the main image. [CCMS-378: Banner thumbnail saved as banner](#)
 - Updated Manage Users, adding functionality to hide program user access level when the access is not granted by the check box. [CCMS-379: Manage User - Hide "Access Level" dropdown when access is toggled off](#)
- Version 2.18.17**
 - Deployed: 05/12/2020
 - Updates:

- Changed the button element clearfix to clear the element and not just the anchor.
[Button Styling \(no clearfix\)](#) CCMS-377:
- Version 2.18.16
 - Deployed: 05/11/2020
 - Updates:
 - Updated Main Editor, fixed issue with pagecache.dat causing old attached subsite name to stick around, since it needs to be rebuilt on next publish.
[Rename in Pages Panel](#) CCMS-81: Attached Subsites - Allow Move /
- Version 2.18.15
 - Deployed: 05/08/2020
 - Updates:
 - Updated Main Editor, added new ability for Attached Subsites to be moved/duplicated/renamed. In addition, you can move a page into an attached subsite.
[CCMS-81: Attached Subsites - Allow Move / Rename in Pages Panel](#)
 - Updated copying of non-template content, added missing Picture content element directory copy.
 - Updated website management, adding picture content element "site specific" content management for delete/duplicate/create of unattached, and attached websites.
- Version 2.18.14
 - Deployed: 05/04/2020
 - Updates:
 - Updated CCMS Link Popup functionality, adding code to resize fancybox popup for ".pdf" files to 80% of current screen height.
[CCMS-349: PDF Popups not displaying correctly in Chrome](#)
 - Updated Picture content element scripts per request.
[CCMS-353: Picture - Protect use more specific figcaption styling](#)
 - Updated Main Editor, putting into page creation / moving operations a check for total path character length, stopping long file names from breaking because of Windows file/directory character limit.
[CCMS-354: Page name can be too long through duplication](#)
- Version 2.18.13
 - Deployed: 04/30/2020
 - Updates:
 - Updated TemplateConverter tag processing for img's, treating everything as "single line", and ignoring return characters. this fixes a weird visual bug when SiteVariables use return characters.
[CCMS-267: Catapult CMS Logo Replacing School Logo](#)
 - Updated content areas for templates, adding new "DeveloperDenied" lock. This lock applies other locks to Developer level users, else the locks will not apply to Developer level users.
[CCMS-90: Content Area Locks - Add a toggle for developer access](#)
 - Updated Inline Editor, and Content Title content elements, fixing the placeholder functionality.
[CCMS-351: Title Element - Overhaul to use Tiny MCE Inline](#)
 - Updated File Manager, updating "Live Url" field to contain the Staging Url if live publishing is disabled.
[CCMS-204: File Manager: Replace Live URL with Staging URL when publishing is off.](#)
 - Updated TinyMCE, adding link checker plugin.
[CCMS-344: TinyMCE Accessibility & Link Checker](#)

- **Version 2.18.12**
 - Deployed: 04/30/2020
 - Updates:
 - Corrected spelling of tooltip when adding the unlink button to Tiny MCE so the tooltip appears.
 - [CCMS-359: Tiny MCE - Remove link doesn't have a tooltip](#)
 - Updated Inline Editor content element, implementing CCMS-351 (interpage dock functionality) to title element. [CCMS-356: Editor Title - Upgrade to use "New Title" functionality.](#)
 - Updated Content Title content element, and Inline Editor content element, cleaning up some of the TinyMCE code to better account for cleanup.
 - Updated Content Title content element, and Inline Editor content element, updating the TinyMCE toolbars to better handle positioning, and width.
 - Update ContentTitle content element, removing interface per request, and swapping with interpage dock content, replacing <%CARD_NAME%> with TinyMCE. [CCMS-351: Title Element - Overhaul to use Tiny MCE Inline](#)
 - Note: If more than one <%CARD_NAME%> exists in html, the system tries it's best to automatically select the only "visible" one. If more than one "visible", the user will be required to click on one to start editing.
 - Updated console.log to console.error for try/catch exception messages in javascript files.
- **Version 2.18.11**
 - Deployed: 04/28/2020
 - Updates:
 - Updated Inline Editor content element, updating the "Title" section to use the new TinyMCE. [CCMS-356: Editor Title - Upgrade to use "New Title" functionality.](#)
 - Fixed error with Content Title content element not outputting EditorShowCode correctly.
- **Version 2.18.10**
 - Deployed: 04/27/2020
 - Updates:
 - Updated all TinyMCE initializations, added the spellchecker plugin to the context menu, so the context menu allows the spellchecker to display spelling alternatives. [CCMS-346: The dictionary for the Tiny MCE spellchecker is English \(United Kingdom\)](#)
 - Updated Content Title content element, fixed "code" TinyMCE plugin not showing for developers and super users. [CCMS-351: Title Element - Overhaul to use Tiny MCE Inline](#)
 - Updated '/cards/editor/scripts/editor-editor-scripts.js' version.
 - Updated '/cards/contenttitle/resources/contenttitle-editor-scripts.js' version.
 - Updated TinyMCE spellchecker dictionary with corrected, needed ".aff" file, as well as free ".dic" file from SCOWL. [CCMS-346: The dictionary for the Tiny MCE spellchecker is English \(United Kingdom\)](#)
- **Version 2.18.9**
 - Deployed: 04/27/2020
 - Updates:
 - Updated TinyMCE spellchecker dictionary to "English" dictionary instead of "Global English" dictionary. [CCMS-346: The dictionary for the Tiny MCE spellchecker is English \(United Kingdom\)](#)

- Updated Content Title content element, switching the data entry for the title to a TinyMCE component instead of the text input. [CCMS-351: Title Element - Overhaul to use Tiny MCE Inline](#)
 - Updated TinyMCE, added Accessibility Checker Plugin, [CCMS-344: TinyMCE Accessibility & Link Checker](#)
 - Updated TinyMCE, removed configuration item blocking browser context menu. [CCMS-357: Standard Browser "right click" blocked.](#)
 - Updated TinyMCE, removed "Find and Replace", and "Print" from toolbar. [CCMS-358: Text Editor UI: Remove Options](#)
 - Updated TinyMCE, updated the paste plugin to the Power Paste plugin, using requested configuration options, and removed cut/copy/paste buttons from interface. [CCMS-337: Power Paste Plugin](#)
- Version 2.18.8**
 - Deployed: 04/21/2020
 - Updates:
 - Updated "Inline Editor" content element, adding "keyup" handler to handle when a key is clicked, and added the toolbar placement code there to fix toolbar placement in some instances when content is entered. [CCMS-330: Tiny MCE toolbar should stick to the editor](#)
- Version 2.18.7**
 - Deployed: 04/20/2020
 - Updates:
 - Updated FileManager dialog, adding new "Scan Pages" functionality that scans the website for the use of whichever document is selected. [CCMS-66: File Manager "usage" flag & Usage Location List](#)
 - Updated File Manager dialog, updating file preview "Last Modified" date to use the Site's configured timezone. [CCMS-93: File Manager - Timestamp based on Time Zone](#)
- Version 2.18.6**
 - Deployed: 04/15/2020
 - Updates:
 - Updated File Manager dialog, re-adding the uploading of files functionality to the File Manager dialog itself, instead of a RadWindow. [CCMS-334: Move "upload" popup back into the file manager \(same iFrame\)](#)
 - Updated configuration for "Picture" formats to include new entries ".svg", and ".webp". [CCMS-193: Support for modern image formats](#)
 - Updated edit html processor, adding flag to allow for the way TinyMCE handles width/height of images (instead of style, uses width/height attributes). [CCMS-338: Picture Scale Forgetting Assigned Size on Re-Open](#)
 - Updated TinyMCE, adding context menu for links and images, allowing for edit/remove link, and edit image. [CCMS-339: Enable Context Menu for Images & Links](#)
 - Updated tinyMCE toolbar positioning code, adding code to "center" the toolbar (left/right) over the editor. [CCMS-330: Tiny MCE toolbar should stick to the editor](#)

- Updated tinyMCE toolbar positioning code, fixed error causing the toolbar to not go to the top of the title field. [CCMS-330: Tiny MCE toolbar should stick to the editor](#)

- Version 2.18.5

- Deployed: 04/09/2020
- Updates:

- Fixed application url function, fixing problem with ssl/non-ssl selection.
Editor - Spellcheck not working

- Update TinyMCE inline editor, adding Title field. [CCMS-343: Placeholder Title in Text Editor](#)
- Fixed some styling issues with toolbar styling.
- Updated Main Editor TinyMCE, adding "toolbar mode: 'wrap'", and setting width of toolbar to "700px".

CCMS-330: Tiny MCE toolbar should stick to the editor

- Updated all TinyMCE script loads back to the correct "5" load (which will load the newest version of version 5), instead of specifically loading "5.1".
- Updated scripts to have the toolbar for TinyMCE to maintain connection with the editor itself when

scrolling. CCMS-330: Tiny MCE toolbar should stick to the editor

- Version 2.18.4

- Deployed: 04/07/2020
- Updates:

- Finished changes to system, adding the ability to have School Manager items added to templates

through a tag system.

[Templates](#)

CCMS-326: Access to School Manager Variables Within Catapult

- Updated Edit Link Item dialog, updating url field label for Picture's and Document's to be "File Name"

instead of "Name". CCMS-306: Change URL in link manager to file name

- Updated Hyperlink Manager dialog, updating url field label for Picture's and Document's to be "File

Name" instead of "Name". CCMS-306: Change URL in link manager to file name

- Version 2.18.3

- Deployed: 04/03/2020
- Updates:

- Updated /scripts/catapultcms.js Version.
- Updated /cards/editor/scripts/editor-editor-scripts.js Version.
- Updated File Manager, File Manager Uploader dialogs to allow for a user to have an auto-selection of

a file if only one file is uploaded.

- Fixed error in all dialogs calling File Manager with selection activated, not handling multiple selection.
- Updated Hyperlink Manager, and Edit Link Item, changing the "Url" field to a "Name" field, containing

just the name of the file, instead of a path to the file.

CCMS-306: Change URL in link manager to file name

- Version 2.18.2

- Deployed: 04/01/2020
- Updates:

- Updated new TinyMCE integration, changing "inline" editor to be actually "inline". CCMS-242:
[Discovery Process - Replace RAD Editor With Tiny MCE 5](#)

- Updated non-inline TinyMCE integrations, adding EditorCSS.aspx css file to have font styles work within the iframe.
 - Updated Banner content element, adding Thumbnail, and Preview images, hopefully causing Banner content element to run faster for opening, and editing. [CCMS-235: Optimize & Incrementally Load Banner Thumbnails \(backend UI\)](#)
 - Updated Staff Directory management screen, updating the "duplicate" functionality to include a "/" at the end of an url or not. [CCMS-327: Staff Directory - Merge Redundant Entries \(include /\)](#)
 - Added to configuration, the ability to set which WYSIWYG editor is used within the software. [CCMS-241: Add Toggle to replace Telerik Editor w/ Tiny MCE](#)
 - Updated TinyMCE scripts, fixing the Spellcheck plugin. [CCMS-242: Discovery Process - Replace RAD Editor With Tiny MCE 5](#)
 - Updated inline RadEditor scripts to cause the RadEditor toolbar from appearing on content element load. [CCMS-242: Discovery Process - Replace RAD Editor With Tiny MCE 5](#)
 - Added spellcheck scripts/dictionaries to project for upload. [CCMS-242: Discovery Process - Replace RAD Editor With Tiny MCE 5](#)
- **Version 2.18.1**
 - Deployed: 03/27/2020
 - Updates:
 - Updated System, adding TinyMCE to the system, replacing the RadEditor where used.
 - [CCMS-242: Discovery Process - Replace RAD Editor With Tiny MCE 5](#)
 - Changed the title of the hyperlink manager window to "Edit Link" and the title of the Edit Link Item window to "Edit Page Link".

v. 2.19 RELEASE NOTES

Created by Joshua Swain

Last updated [Dec 11, 2020](#)

- **2.19.4**
 - Deployed:
 - Updates:
 -
- **2.19.3**
 - Deployed: 12/11/2020
 - Updates:
 - Updated Websites, added new "Billable Client" configuration option.
 - [CCMS-431: Site Property - Toggle for Billing](#)
- **2.19.2**
 - Deployed: 12/08/2020
 - Updates:
 - Updated login, adding new error message for invalid Google logins.
 - [CCMS-435: Error Message for Google Login](#)
 - Updated system, adding new functionality of the District App button on the "Dashboard".

- [CCMS-430: Catapult Dashboard - District App Button](#)
 - Updated AppAnalytics information to use a website activation configuration.
- 2.19.1
 - Deployed: 12/07/2020
 - Updates:
 - Additional locations the Document Link Listing content element option "defaults" are kept/defined.
 - [CCMS-438: Doc-List Defaults](#)
 - Updated Document Link Listing content element option defaults.
 - [CCMS-438: Doc-List Defaults](#)
 - Added new ADA Reporter functionality.
 - Added new page/structure to hold new react components for new App Analytics screen.
 - [CCMS-419: React UI Setup for App Analytics](#)
 - Changed list-style to list-style-position under list style overrides in ccms-editor-div.css
 - [CCMS-410: Editor Styling Turns OL list into UL list](#)
 - Lowered the padding around the button element by half.
 - [CCMS-406: Button - Reduce Padding by Half](#)
 - Added padding around the text that is being entered into the current text editor only while the text editor is open.
 - [CCMS-399: Padding for Text Editor \(UI Adjustment\)](#)

TRAINING OVERVIEW

- Logging in
- Admin Screen
 - Cover all tabs to briefly cover all general tab functionality. Cover that not everyone sees that screen. If you only have access to a single site you go directly into the main Editing Screen.
- Introduce the main editing screen
 - Top Bar: User Account (including Google Account integration) Help & Logout.
 - Left Panel: Image & Doc Repositories, web pages and quickly what you can do there, the Content elements and what are in them.
 - Main Editor Window
 - Main buttons on top that are focused on page operations
 - Publish & Preview buttons
 - Main editor window.
- Get Feedback, ask if anyone wants to start with something specific.

Google Account Setup

- Show an Element that has a Google Icon.
- Showing Google Account Setup
- This can also happen when you use the Google buttons in certain Content Elements

Navigation & Web Pages - Add / Delete / Reorder

- Define the area
- Icons for add, delete, ...
- Right click options
 - Same as above but also additional items
 - Cover the additional items
- Reorder Web Pages
 - drag and drop, drag within, the page
 - this directly affects navigation

Content Elements

- Quickly overview of the different content element panes including clipboard
- Intro toolbox and cover all of the content elements in the pane. Drag & drop a text Content Element into the Page. Describe what each Content Element is used for and why you would use each one for.
- Intro Clipboard and show how it works for all Content Elements

Main Web Page Editor

- Overview of what it is and does (WSYWIG Editor)
- Intro all of the buttons at the top of the page
 - Explain why they activate / deactivate when pages aren't open.
 - Briefly Cover all buttons completely (all windows and options)
- Cover Publish & Preview buttons.

- Intro the editable regions in red and grey. Red = movable content in most cases. Grey = special banner content that can't be moved. Show non-editable regions that people do not have access to (locked regions)
- WYSIWYG Editor (Poke Things to edit them) > Demo Page Title
- Open Text Editor change content, save. So they can see the page panel update.
- Show how content can be dragged and dropped into different content areas
 - Gallery, showing size increase and decrease
- Intro all of the buttons on the top right area of all of the Content Element
 - Open each one and show what they do.

Publishing Your Website

- Explain the difference of working on our server (saving), and where it publishes too.
- Overview the 3 versions of the site (Catapult, Staging, Published).

Document Management

- Uploading Files To the Queue
- Files that are in catapult
 - Making Folders
 - Renaming Files
 - Catapult Babysitting (GUID# concept allows for no links broken)
 - Deleting Files (Broken Links)
- Preview Pane
 - Download File
- Cover that docs can also come from Google Drive and how that works
- Show a Text Editor place a single link to a single document
- Show the Doc List Widget in action (quickly, for show not doc list widget understanding)

Image Management

- There are two ways images are used
 - Directly to the Content Elements (banner / gallery etc)
 - ... and Image Repository for use through the site.
- Adding Images Directly to Content Elements
 - Show the Gallery Widget in action (quickly, for show not gallery widget understanding)
- Image Repository
 - Uploading Files To the Queue
 - Optimize Image Toggle
 - Files that are in catapult (skip if already covered as documents)
 - Making Folders
 - Renaming Files
 - Catapult Babysitting (We let you do this!)
 - Deleting Files
 - Preview Pane for images
 - Cover which elements can also have images added directly.
 - Show a Text Editor place a single image to a single picture.

Making Hyperlinks (pages, emails, docs, images)

- No Link (page container)
- Internal (links to pages on your site)
 - Tooltips & ADA Compliance
- External Links (links to pages on the internet)
 - Catapult Babysitting with GUID (why you should use internal links when you can)
 - Target New Window vs. Current Window vs. popup
- Document Links
 - File Manager
 - Google Drive
- Picture Links
 - File Manager
 - Google Photos
- Email links
 - Email Obfuscation Script

Announcements

- Adding an announcement
- Posting details
- Choosing post status
 - Active – The post will be live immediately after it is created.
 - Draft – A post that isn't quite ready to be live yet.
 - Scheduled – The post will become live on your selected dates and times.
- Priority toggle
- Posting to school sites
- Additional feeds
- Categories
- Content
 - Text
 - Pictures
 - Videos
 - Documents
- Managing the post
 - Edit post
 - Share post – to Facebook or Twitter
 - Delete post

Appendix E: Standard Student Data Privacy Agreement (CA-NDPA Standard)

Please complete and sign the CA-NDPA, including Exhibit E, so Ed Tech JPA Members can agree to the same terms.

STANDARD STUDENT DATA PRIVACY AGREEMENT

CA-NDPA Standard
Version 1.0 (10.22.20)

Ed Tech JPA

and

Provider

This Student Data Privacy Agreement ("DPA") is entered into on _____ (the "Effective Date") and is entered into by and between: Education Technology Joint Powers Authority

(the "**Local Education Agency**" or "**LEA**"), located at 5050 Barranca Parkway, Irvine, CA 92604, and

(the "**Provider**"),

located at

WHEREAS, the Provider is providing educational or digital services to LEA.

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act ("**FERPA**") at 20 U.S.C. § 1232g (34 CFR Part 99); the Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations and

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.

2. Special Provisions. Check if Required

☐ If checked, the Supplemental State Terms and attached hereto as **Exhibit "G"** are hereby incorporated by reference into this DPA in their entirety.

☐ If Checked, the Provider, has signed **Exhibit "E"** to the Standard Clauses, otherwise known as General Offer of Privacy Terms.

3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.
4. This DPA shall stay in effect for three years. Exhibit E will expire 3 years from the date the original DPA was signed.
5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit "A"** (the "**Services**").
6. **Notices.** All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representative for the LEA for this DPA is:



Name: Michelle Bennett Title: Procurement Specialist

Address: 5050 Barranca Parkway, Irvine, CA 92604

Phone: 949-936-5022 Email: MichelleBennett@iusd.org

The designated representative for the Provider for this DPA is:

Name: _____ Title: _____

Address: _____

Phone: _____ Email: _____

IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

LEA: Education Technology Joint Powers Authority

By: _____ Date: _____

Printed Name: Brianne Ford Title/Position: President

PROVIDER:

By: _____ Date: _____

Printed Name: _____ Title/Position: _____

STANDARD CLAUSES

Version 3.0

ARTICLE I: PURPOSE AND SCOPE

1. **Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data

2. **Student Data to Be Provided.** In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit "B"**.
3. **DPA Definitions.** The definition of terms used in this DPA is found in **Exhibit "C"**. In the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

1. **Student Data Property of LEA.** All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above.
2. **Parent Access.** To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner (and no later than forty-five (45) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA's request for Student Data in a student's records held by the Provider to view or correct as necessary. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.
3. **Separate Account.** If Student-Generated Content is stored or maintained by the Provider, Provider shall, at the request of the LEA, transfer, or provide a mechanism for the LEA to transfer, said Student- Generated Content to a separate account created by the student.
4. **Law Enforcement Requests.** Should law enforcement or other government entities ("Requesting Party(ies)") contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.

5. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA.

ARTICLE 111: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws.** LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.
2. **Annual Notification of Rights.** If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA {34 CFR § 99.31{a}{1}}, LEA shall include a specification of criteria for determining who constitutes a School Official and what constitutes a legitimate educational interest in its annual notification of rights.
3. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.
4. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use.** The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in Exhibit A and/or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.
3. **Provider Employee Obligation.** Provider shall require all of Provider's employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure.** Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data other than as

directed or permitted in writing by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to Subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

5. **De-Identified Data:** Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes:
- (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any document that names the LEA explicitly or indirectly, the Provider shall obtain the LEA's written approval of the manner in which de-identified data is presented.
6. **Disposition of Data.** Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified or placed in a separate student account pursuant to Article II section 3. The LEA may employ a "Directive for Disposition of Data" form, a copy of which is attached hereto as **Exhibit "D"**. If the LEA and Provider employ Exhibit "D," no further written request or notice is required on the part of either party prior to the disposition of Student Data described in Exhibit "D".
7. **Advertising Limitations.** Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits.

ARTICLE V: DATA PROVISIONS

1. **Data Storage.** Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.

2. **Audits.** No more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA. The Provider will cooperate reasonably with the LEA and any local, state, or federal agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.
3. **Data Security.** The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The Provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment to **Exhibit "F"**. Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.
4. **Data Breach.** In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident. Provider shall follow the following process:
 - (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
 - i. The name and contact information of the reporting LEA subject to this section.
 - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
 - iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
 - iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and

- v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
- (2) Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
- (3) Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with a summary of said written incident response plan.
- (4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.
- (5) In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

ARTICLE VI: GENERAL OFFER OF TERMS

Provider may, by signing the attached form of "General Offer of Privacy Terms" (General Offer, attached hereto as **Exhibit "E"**, be bound by the terms of **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

ARTICLE VII: MISCELLANEOUS

1. **Termination.** In the event that either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.
2. **Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.
3. **Priority of Agreements.** This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit H, the SDPC Standard Clauses, and/or the Supplemental State Terms, Exhibit H will control, followed by the Supplemental State Terms. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.

4. **Entire Agreement.** This DPA and the Service Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.
5. **Severability.** Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.
6. **Governing Law; Venue and Jurisdiction.** THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.
7. **Successors Bound.** This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business. In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.
8. **Authority.** Each party represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof.

9. **Waiver.** No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

EXHIBIT "A"

DESCRIPTION OF SERVICES

Catapult K12 offers an integrated suite of products, designed especially for K12 schools. Our school websites, branded district app, mass communication, and emergency management solutions make communication easy and seamless, using the cell phones and devices families rely on. A description of each product follows.

CATAPULT CMS

Website Management System/Hosting

WHAT WE OFFER

- Responsive Design
- Google Calendar, Drive, & Classroom Integration
- ADA Compliant Websites
- Active Directory Integration
- Automated Staff Directory
- Google Website Analytics
- Calendar E-Notifications
- Super-Fast Hosting
- Easy Page Updates
- Social Media Integration
- Unlimited Teacher Web Pages Photo / Video Galleries
- Intuitive CMS Controls
- Amazing Customer Support
- Easy Video Embedding
- Announcement Feed/Blog

WHAT WE FOCUS ON:

- Designing and marketing your website
- Providing an easy-to-use CMS solution
- Google Calendar, Drive, Classroom Integration
- Integrating with the services you use, including Student Information System (SIS),
- Migrating your existing data into our Catapult CMS
- Customizing your content for specific district needs
- Reducing double entry
- Providing responsive support & training

WEB DESIGNS

The websites designed & implemented by CatapultK12:

- Enhance the image of the District and school websites
- Create a consistent graphical theme that matches current marketing trends
- Provide easy electronic access to information for use by parents, students, staff and the general

public

- Organize content for clarity and ease of navigation
- Allow downloadable forms and documents
- Allow display of a flexible Calendar System
- Are easy to update and keep current
- Support viewing for the visually impaired

Unified Graphical Theme

CatapultK12 designs feature a unified graphic theme, with variations that distinguish the site while creating and maintaining a consistent overall look for the District and its schools. The design is professional, uncluttered, and viewer-friendly, with graphics that load quickly and intuitive navigation that is easy to use.

Design Needs Assessment

Initially, CatapultK12 staff will meet with you by phone or online to discuss your goals for your new websites. You may rely on our expertise to guide and advise you in the planning stages of your new websites. Our award-winning designers and experienced content developers ensure that you are getting the vision you want. Through a series of initial meetings, your team and ours get on the same page in order to create the best CatapultK12 web solution for your District and schools.

Site Launch

There are several key elements to a successful website that CatapultK12 will ensure are in place before introduction to the community. These include:

- Eye-catching and innovative graphic elements
- Site architecture that promotes ease of use
- Page load speed
- Easy -to-use Catapult CMS for modifying, updating, adding and deleting site content

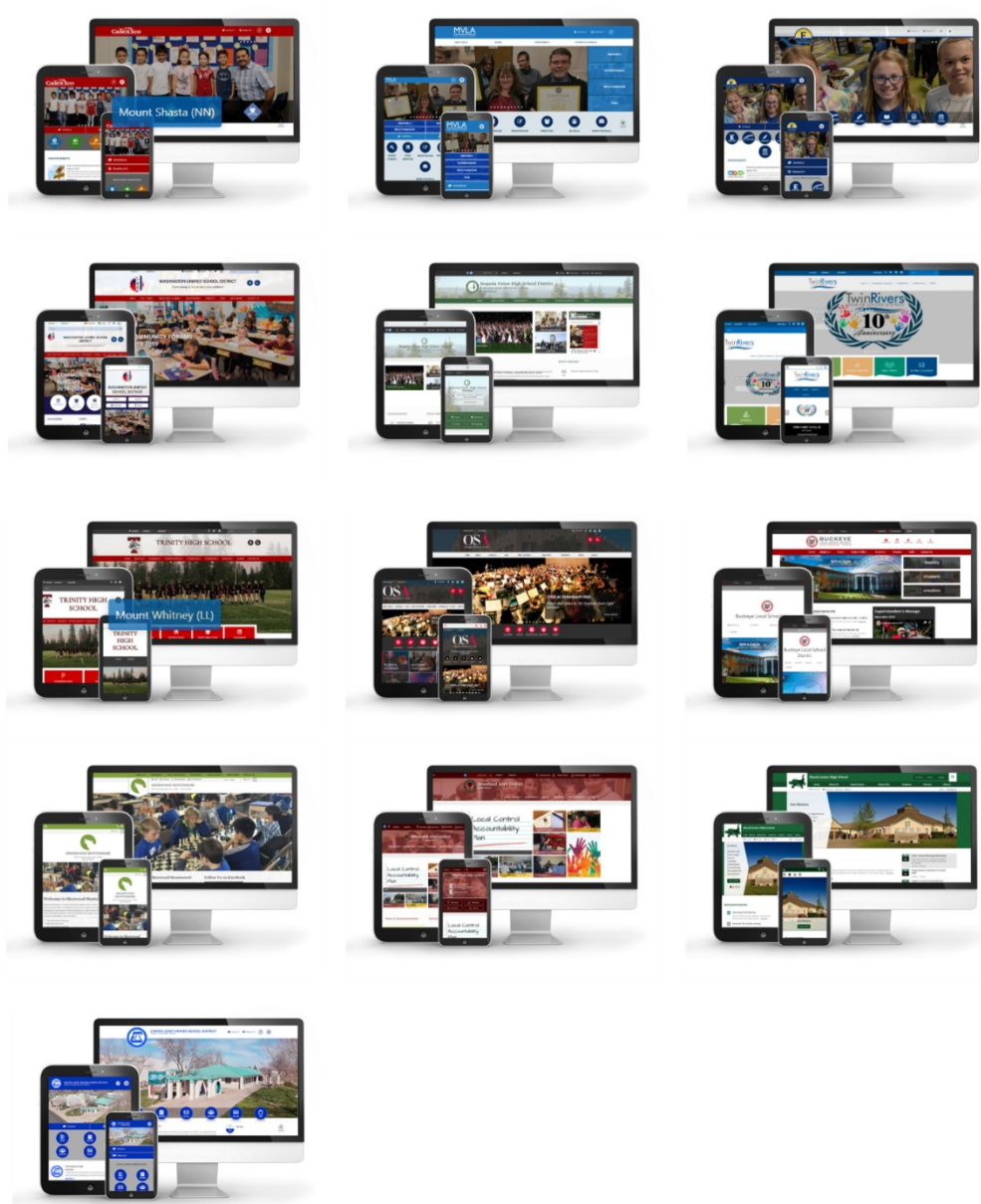
Sound Web Principles

In addition to its visual appeal, the websites are constructed using sound web principles, so they display well on computers with a variety of browsers, screen formats, operating systems, and connection speeds.

Latest Designs

View our Design Gallery at <http://samples.catapultk12.com/gallery/>.

Your Semi-Custom Website Options



EASY TO USE CMS

By using Catapult CMS (Content Management System), non-technical personnel can enter and update content, using the word processing skills they already possess, with no need to learn HTML, web design, programming, File Transfer Protocol or other complicated tasks.

Benefits

- Easy to learn and use
- Train staff in minutes, not month
- Use existing word processing skills
- Keep website content up-to-date
- Update as often as needed
- Update without coding
- Multiple users – distributes the workload
- Overall look stays consistent throughout
- Workgroup review before publishing
- Fast system deployment
- Friendly, informative technical support

Features

- Automatically generated site navigation
- Add/edit pages
- Rename/delete pages
- Add/change images
- Attach files (Word, Excel, PDF, PowerPoint, Flash)
- Link to other sites
- Calendar template
- Powerful site search
- 3 levels of rollback for error recovery
- Free automated software updates

Unlimited Teacher Websites

CatapultK12 includes unlimited teacher websites, with a Teacher page design to coordinate with the school website design. Teachers can easily update their teacher websites with the CatapultK12 content management system. School Site Administrators have the ability to add, modify, and delete CatapultK12 Teacher website accounts as needed through an easy-to-use interface.

Automatic Archival System

The CatapultK12 automatic backup and rollback system provides automatic archiving of website content.

Automatic Catapult CMS Updates

The CatapultK12 team is continuously improving and updating the system, integrating user requests and wish lists. When you log in to your account, you automatically get the updated version.

“Train-the-Trainer” Training

CatapultK12 provides a 1-hour “Train the Trainer” Zoom training to familiarize the administration with the CMS. After the training, the client trainer will be able to train the other maintainers.

PROFESSIONAL WEBSITE HOSTING

Catapult K12 provides secure and reliable hosting on Amazon Web Services (AWS), the global leader in cloud computing. AWS offers Catapult K12 clients the same reliability and robust security features provided to giant global corporations. AWS provides excellent security against malicious Distributed Denial of Service (DDoS) attacks, a particular concern of schools and districts. AWS data centers are staffed 24x7 by trained security guards, and authorized access is strictly controlled.

Catapult K12 subscribes to the Amazon Elastic Compute Cloud (Amazon EC2), with a service level agreement commitment of 99.99% availability.

Storage is unlimited, except for extensive video storage – for class video projects, webcasts, rebroadcast of board meetings, etc. – which will be quoted separately.

Verifiable Integrated Backup System

Backups are regularly performed so we can roll back or recover data if the worst should happen, and the CatapultK12 team will be there to help get your website up and running as soon as possible. All of your updates are recorded and stored on our server. We keep records up to 5 generations back. If any unwanted changes or updates occur, a rollback can be performed in order to retrieve any data that has been accidentally lost.

Website Statistics Tracking

CatapultK12 will integrate Google Analytics to your websites. This will track traffic data as well as a number of other analytic data. CatapultK12 can analyze this data for search engine optimization and other marketing needs for an additional fee.

EXCELLENT CUSTOMER SUPPORT

CatapultK12 clients praise our high level of customer support. Our friendly and knowledgeable support staff is available for telephone support of all Catapult CMS maintainers and customers Monday-Friday 8am to 5pm Pacific Time (except holidays) at 888.840.9901. Our Support Center is always available at <https://support.catapultk12.com/>.

iKeepSafe Certified



CatapultK12 is a certified iKeepSafe partner which ensures that CatapultK12 has undergone an independent, trusted assessment, and are compliant with FERPA.

iKeepSafe California Student Privacy Assessment

iKeepSafe developed the California Student Privacy Assessment to address the concerns of parents, educators and advocates around student data privacy, and to make it easy for all stakeholders to comply with the new California privacy laws and standards of best practice. Building trust with parents and schools, and confidence in Ed Tech products, facilitates access to classroom technology innovation, so that all students and schools can benefit.

The California Student Privacy Assessment builds on iKeepSafe's FERPA Assessment and COPPA Safe Harbor, which help educators and parents find products that meet the expectations of federal privacy laws. Earning the iKeepSafe California Student Privacy Badge helps CatapultK12 demonstrate their leadership in this area, just as California policymakers have been leading the way in establishing new student data privacy protections. Primary federal and California laws covered by the assessment include:

- ✓ The Children's Online Privacy Protection Act ("COPPA") *
- ✓ Protection of Pupil Rights Amendment ("PPRA")
- ✓ California Education Code 49073.6 - Collection of Student Information from Social Media
- ✓ California AB 1584, Education Code section 49073.1 - Privacy of Pupil Records: 3rd-Party Digital Storage & Education Software
- ✓ Student Online Personal Information Protection Act ("SOPIPA")
- ✓ Family Educational Rights and Privacy Act ("FERPA")
- ✓ The Health Insurance Portability and Accountability Act of 1996 ("HIPAA")

iKeepSafe FERPA Assessment

The iKeepSafe FERPA Assessment allows schools to easily determine whether or not a website, app, data management platform or other technology product could be used in compliance with FERPA, applicable state laws and local policies. CatapultEMS was assessed for compliance with the iKeepSafe FERPA Assessment guidelines and maintains a product profile (iKeepProfile) detailing the data collection and handling practices, as well as other relevant policies.

CATAPULT BRANDED DISTRICT APP

With cellphones the go-to tool for most families, our new Catapult App provides the core information they need to keep up to date with school and district matters. Districts can provide the core information parents need with our native mobile app, custom branded with your district identity.

- One-stop information shop
- Automatic updates
- Push notifications
- Users can specify personal preferences

Core Information at a Glance

- Announcements
- Staff Directory
- Event Calendar
- Push Notifications
- School Info
- Additional Resources
- Optional Add-Ons

The Catapult App gives busy parents an easy way to find important school and district information at the touch of their cellphone. District branding provides a familiar look, matched to your district branding colors and design.

CATAPULT CONNECT

Parent/Staff Mass Communication Solution

Distribute important messages to your whole school community – right from your cell phone.

Catapult Connect lets you easily reach your school community members through a variety of communication channels. Send voice, email, text, social media, website, push notifications, announcement updates, and more in one integrated solution.

- Phone call
- Email
- Text
- Website
- Pop-up alert
- Social media
- Push notifications

Step 1: Write or Record Message

Catapult Connect lets you easily reach your school community members through a variety of communication channels. Send voice, email, text, social media, website, push notifications, announcement updates, and more in one integrated solution.

Step 2: Choose Your Target Recipients

Recipients are pre-loaded from your Student Information System – add custom recipients as needed. Use data-based queries, translation, and other filters to target your audience.

Step 3: Send Immediately or Schedule Time & Date

Once you have your message ready, you can choose to send it immediately or schedule it to send at a date and time. To assure your messages are always welcome, parents may set their own delivery preferences.

Catapult Connect is the connector product for our full suite of Integrated Communication Solutions. It works seamlessly with Catapult CMS websites, Catapult EMS crisis management, and the Catapult Branded District App.

CATAPULT EMS

Emergency Management System

Catapult EMS is a K12 school crisis & emergency mass alert notification solution. With CatapultEMS, you'll develop an emergency communication plan that stays clear, centralized, and informed at all times with your teachers, sites, district, and law enforcement. Use real-time student accounting, reunification, staff location check-ins, threat report management, and more - all from a responsive, dependable, cloud-based system.

4-in-1 Integrated Emergency Solution

- **Anonymous Tip Reporting**
Anonymous Bully & Threat Reports offer an anonymous way for students, teachers, and parents to report any situations through your website. Once submitted, your dedicated Bully Response Team or Site Safety Team is notified via text and email so that they can address and respond to the anonymous report in a timely and responsive manner.
- **Automatic Alerts**
Automatic emergency alerts sent via text, email and phone to staff, teachers, admin and first responders. Quickly and easily automate your emergency phone tree by alerting your district administrators, safety teams, teachers, staff, substitutes, and law enforcement via phone, text, and email on or offsite. During an emergency, Safety Teams on other sites near your school also receive the alert. IP/VOIP integration is also available for automated classroom calls and PA announcements.
- **Real-Time Emergency Management**
CatapultEMS is a full emergency management system with real-time student and staff accountability, digital emergency resources, two-way communication, and law enforcement and first responder integration.
- **Parent-Student Reunification**
Initiate a reunification process at the conclusion of an emergency to reunite students with their emergency contacts. It is a complete reunification process that is quick and easy to follow with compliance and actions already built in. CatapultEMS is aligned with the "I Love U Guys"

Foundation's Standard Reunification Process. Send out information to emergency contacts, assign jobs to administrators, and reunify students with a streamlined and universal method for your district.

Student Privacy & FERPA Certified

CatapultEMS is certified through iKeepSafe to be compliant in the following areas:

- The Children's Online Privacy Protection Act (COPPA)
- Protection of Pupil Rights Amendment (PPRA)
- California Education Code 49073.6 - Collection of Student Information from Social Media
- California AB 1584, Education Code section 49073.1 - Privacy of Pupil Records: 3rd-Party Digital Storage & Education Software
- Student Online Personal Information Protection Act (SOPIPA)
- Family Educational Rights and Privacy Act (FERPA)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Features

- Anonymous bully reporting
- Real-time student accountability
- Incident reporting & escalation
- Two-way teacher communication
- GPS & room location reporting
- District, police & fire alerts
- Digital emergency manual
- Configurable safety settings
- Multi-district access for law enforcement
- Works on desktops, tablets & phones
- SIS & Active Directory integration
- Reunification
- Community threat reporting

CatapultEMS is your full emergency management system designed to be proactive before, during and after emergencies.

EXHIBIT "B"

SCHEDULE OF DATA

Category of Data	Elements	Check if Used by Your System			
		CMS	App	Connect	EMS
Application Technology Meta Data	IP Addresses of users, Use of cookies, etc.: <i>App logs device ID and subscription preferences to accurately send push notifications.</i>	x	x		x
	Other application technology meta data- Please specify: <i>Each user interaction with the server is logged while using the CMS.</i>	x			
Application Use Statistics	Meta data on user interaction with application: <i>Each user interaction with the server is logged while using the CMS.</i>	x			
Assessment	Standardized test scores				
	Observation data				
	Other assessment data-Please specify:				
Attendance	Student school (daily) attendance data			x	
	Student class attendance data			x	
Communications	Online communications captured (emails, blog entries) <i>Each announcement post is logged & archived for future use.</i>	x			

		CMS	App	Connect	EMS
Conduct	Conduct or behavioral data				
Demographics	Date of Birth				
	Place of Birth				
	Gender				
	Ethnicity or race				
	Language information (native, or primary language spoken by student)			x	
	Other demographic information-Please specify:				
Enrollment	Student school enrollment				
	Student grade level			x	
	Homeroom				x

		CMS	App	Connect	EMS
	Guidance counselor				
	Specific curriculum programs			x	x
	Year of graduation				
	Other enrollment information-Please specify:				
Parent/Guardian Contact Information	Address				
	Email			x	x
	Phone			x	x
Parent/Guardian ID	Parent ID number (created to link parents to students)				

		CMS	App	Connect	EMS
Parent / Guardian Name	First and/or Last			x	x
Schedule	Student scheduled courses			x	x
	Teacher names			x	x
Special Indicator	English language learner information				
	Low income status				
	Medical alerts/ health data				
	Student disability information				
	Specialized education services (IEP or 504)				
	Living situations (homeless/foster care)				
	Other indicator information-Please specify:				

		CMS	App	Connect	EMS
Student Contact Information	Address				
	Email				
	Phone				
Student Identifiers	Local (School district) ID number			x	x
	State ID number				
	Provider/App assigned student ID number				
	Student app username				
	Student app passwords				
Student Name	First and/or Last			x	x

		CMS	App	Connect	EMS
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)				
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in				
Student Survey Responses	Student responses to surveys or questionnaires				
Student work	Student generated content; writing, pictures, etc.				
	Other student work data -Please specify:				
Transcript	Student course grades				
	Student course data				
	Student course grades/ performance scores				
	Other transcript data - Please specify:				

		CMS	App	Connect	EMS
Transportation	Student bus assignment			x	
	Student pick up and/or drop off location				
	Student bus card ID number				
	Other transportation data - Please specify:				
Other	Please list each additional data element used, stored, or collected by your application:				
None	No Student Data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable .				

EXHIBIT "C:" DEFINITIONS

De-Identified Data and De-Identification: Records and information are considered to be de-identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

Educational Records: Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

Metadata: means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

Operator: means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K-12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an "operator" for the purposes of this section.

Originating LEA: A local education agency who originally executes the DPA in its entirety with the Provider.

Provider: For purposes of the DPA, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.

Student Generated Content: The term "student-generated content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

School Official: For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re- disclosure of personally identifiable information from Education Records.

Service Agreement: Refers to the Contract, Purchase Order and/or Terms of Service and/or Terms of Use.

Student Data: Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to,

information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "personally identifiable information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in **Exhibit "B"** is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or de-identified, or anonymous usage data regarding a student's use of Provider's services.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

Subscribing LEA: An LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms.

Targeted Advertising: means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted Advertising" does not include any advertising to a student on an internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

Third Party: The term "Third Party" means a provider of digital educational software or services, including cloud- based services, for the digital storage, management, and retrieval of Education Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."

EXHIBIT "D" DIRECTIVE FOR DISPOSITION OF DATA

Provider to dispose of data obtained by Provider pursuant to the terms of the Service Agreement between LEA and Provider. The terms of the Disposition are set forth below:

1. Extent of Disposition

Disposition is partial. The categories of data to be disposed of are set forth below or are found in

an attachment to this Directive:

[Insert categories of data here]

Disposition is Complete. Disposition extends to all categories of data.

2. Nature of disposition

Disposition shall be by destruction or deletion of data.

Disposition shall be by a transfer of data. The data shall be transferred to the following site
as follows:

[Insert or attach special instructions]

3. Schedule of Disposition

Data shall be disposed of by the following date:

As soon as commercially
practicable. By

4. Signature

Authorized Representative of LEA

Date

5. Verification of Disposition of Data

Authorized Representative of Company

Date

EXHIBIT "E" GENERAL OFFER OF PRIVACY TERMS**1. Offer of Terms**

Provider offers the same privacy protections found in this DPA between it and Education Technology joint Powers Authority

("Originating LEA") which is dated _____, to any other LEA ("Subscribing LEA") who accepts this General Offer of Privacy Terms ("General Offer") through its signature below. This General Offer shall extend only to privacy protections, and Provider's signature shall not necessarily bind Provider to other terms, such as price, term, or schedule of services, or to any other provision not addressed in this DPA. The Provider and the Subscribing LEA may also agree to change the data provided by Subscribing LEA to the Provider to suit the unique needs of the Subscribing LEA. The Provider may withdraw the General Offer in the event of: (1) a material change in the applicable privacy statutes; (2) a material change in the services and products listed in the originating Service Agreement; or three (3) years after the date of Provider's signature to this Form. Subscribing LEAs should send the signed **Exhibit "E"** to Provider at the following email address:

PROVIDER:

By: _____ Date: _____

Printed Name: _____ Title/Position: _____

2. Subscribing LEA

A Subscribing LEA, by signing a separate Service Agreement with Provider, and by its signature below, accepts the General Offer of Privacy Terms. The Subscribing LEA and the Provider shall therefore be bound by the same terms of this DPA for the term of the DPA between the

and the Provider. ****PRIOR TO ITS EFFECTIVENESS, SUBSCRIBING LEA MUST DELIVER NOTICE OF ACCEPTANCE TO PROVIDER PURSUANT TO ARTICLE VII, SECTION 5. ****

LEA:

BY: _____ Date: _____

Printed Name: _____ Title/Position: _____

SCHOOL DISTRICT NAME:

DESIGNATED REPRESENTATIVE OF LEA:

Name: _____ Title: _____

Address: _____ Telephone Number: _____

Email: _____

EXHIBIT "F" DATA SECURITY REQUIREMENTS

Adequate Cybersecurity Frameworks

2/24/2020

The Education Security and Privacy Exchange ("Edspex") works in partnership with the Student Data Privacy Consortium and industry leaders to maintain a list of known and credible cybersecurity frameworks which can protect digital learning ecosystems chosen based on a set of guiding cybersecurity principles* ("Cybersecurity Frameworks") that may be utilized by Provider.

Cybersecurity Frameworks

	MAINTAINING ORGANIZATION/GROUP	FRAMEWORK(S)
<input type="checkbox"/>	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
<input type="checkbox"/>	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
<input type="checkbox"/>	International Standards Organization	Information technology - Security techniques - Information security management systems (ISO 27000 series)
<input type="checkbox"/>	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
<input type="checkbox"/>	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)

	Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S))	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)
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Please visit [http:// www.eds.pex.org](http://www.eds.pex.org) for further details about the noted frameworks.

*Cybersecurity Principles used to choose the Cybersecurity Frameworks are
located here

EXHIBIT "G" Supplemental SDPC State Terms for California**Version 1.0**

This Amendment for SDPC State Terms for California ("**Amendment**") is entered into on the date of full execution (the "**Effective Date**") and is incorporated into and made a part of the Student Data Privacy Agreement ("**DPA**") by and between: Education Technology Joint Powers Authority, located at 5050 Barranca Parkway, Irvine, CA 92604 (the "**Local Education Agency**" or "**LEA**") and

, located at

(the "**Provider**").

All capitalized terms not otherwise defined herein shall have the meaning set forth in the DPA.

WHEREAS, the Provider is providing educational or digital services to LEA, which services include: (a) cloud-based services for the digital storage, management, and retrieval of pupil records; and/or (b) digital educational software that authorizes Provider to access, store, and use pupil records; and

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act ("**FERPA**") at 20 U.S.C. § 1232g (34 C.F.R. Part 99); the Protection of Pupil Rights Amendment ("**PPRA**") at 20 U.S.C. § 1232h; and the Children's Online Privacy Protection Act ("**COPPA**") at 15 U.S.C. § 6501-6506 (16 C.F.R. Part 312), accordingly, the Provider and LEA have executed the DPA, which establishes their respective obligations and duties in order to comply with such applicable laws; and

WHEREAS, the Provider will provide the services to LEA within the State of California and the Parties recognizes the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable California laws and regulations, such as the Student Online Personal Information Protection Act ("**SOPIPA**") at California Bus. & Prof. Code § 22584; California Assembly Bill 1584 ("**AB 1584**") at California Education Code section 49073.1; and other applicable state privacy laws and regulations; and

WHEREAS, the Provider and LEA desire to enter into this Amendment for the purpose of clarifying their respective obligations and duties in order to comply with applicable California state laws and regulations.

NOW, THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

Term. The term of this Amendment shall expire on the same date as the DPA, unless otherwise terminated by the Parties.

Modification to Article IV, Section 7 of the DPA. Article IV, Section 7 of the DPA (Advertising Limitations) is amended by deleting the stricken text as follows:

Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); ~~or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new~~



~~education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits.~~

IN WITNESS WHEREOF, LEA and Provider execute this Amendment as of the Effective Date.

LEA: Education Technology Joint Powers Authority

By:

Date:

Printed Name: Brianne Ford Title/Position: President

PROVIDER:

By:

Date:

Printed Name:

Title/Position: