

**Sauk Valley Community College  
November 22, 2021**

**Action Item 4.4**

**Topic:**                   **Contract Approval – Panopto**

**Strategic Direction:** **Goal 2 – Increase Academic Achievement**

**Presented By:**       **Dr. David Hellmich and Eric Epps**

**Presentation:**

In the spring of 2021, TechSmith notified Sauk Valley Community College that it was discontinuing the Knowmia video content management system, which has enabled the College to quickly increase the number, quality, and accessibility of video content. SVCC began a search for a replacement product, and faculty and staff selected Panopto of Pittsburgh, PA, for a three-year contract totaling \$27,000, matching the existing TechSmith pricing. Illinois Public Community College Act (110 ILCS 805) and Sauk Valley Community College Board Purchasing Policy (305.01) exempt contracts for the purchase of software from public bid/solicitation requirements.

**Recommendation:**

The administration recommends the Board approve the contract for the video content management system to Panopto of Pittsburgh, PA, for \$27,000, over three years.



To be completed by Licensee:		Purchase Details:	
<b>Licensee Name:</b>	Sauk Valley Community College	<b>Order Form Type:</b>	Initial <b>Order Form #:</b> 1
<b>Address:</b>	173 IL ROUTE 2 DIXON, Illinois 61021 United States	<b>Deployment Type:</b>	Hosted <b>Agreement #:</b> 0003698tm
<b>P.O. #:</b>		<b>Payment Terms:</b>	Net 30 <b>Quote #:</b> Q-37037
<b>A copy of the PO document is required for invoicing.</b>		<b>Total Fee:</b>	USD 27,000.00 <b>Quote Date:</b> 09-13-2021
<b>Tax Exempt #:</b>	E99953757		<b>Effective Date:</b> 09-30-2021
			<b>Expiration Date:</b> 12-29-2024
		<b>Notes:</b>	This is a 39-month agreement, paid annually, at the following rates:Migration Period: \$0.00Year 1: \$7,000.00Year 2: \$10,000.00Year 3: \$10,000.00Panopto will provide a 3-month Knowmia transition license from September 30th, 2021 to December 30th, 2021, and 5,000 hours of Knowmia content migration at no cost.To participate in the Techsmith Knowmia Transition Program, the licensee commits that within 45 days of the start of the contract term, training will be complete, video goals and timeline will be defined, LMS will be integrated, authorized POCs will be specified, an internal help page will be posted, and the site will be branded. Licensee will issue a purchase order a minimum of 30 days prior to the end of the transition period on December 30th, 2021. The first invoice will be sent upon receipt of purchase order with Net 30 payment terms.
			<b>For inquiries about this order please contact your sales representative or <a href="mailto:operations@panopto.com">operations@panopto.com</a></b>

BY THE SIGNATURES OF THEIR DULY AUTHORIZED REPRESENTATIVES BELOW, PANOPTO, INC. AND LICENSEE AGREE TO ALL OF THE PROVISIONS OF THIS AGREEMENT. THE UNDERSIGNED ACKNOWLEDGES THAT, UPON EXECUTION OF THIS ORDER FORM, THIS ORDER FORM, THE ATTACHED OR REFERENCED SOFTWARE LICENSE AND SERVICES AGREEMENT, AND THE QUOTE, AND CAPTIONING TERMS (IF APPLICABLE) WILL CONSTITUTE A BINDING AGREEMENT BETWEEN THE PARTIES. THE LICENSEE HEREBY ACCEPTS AND AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS ORDER FORM, THE QUOTE, THE CAPTIONING TERMS AND THE SOFTWARE LICENSE AND SERVICES AGREEMENT (COLLECTIVELY, THE "AGREEMENT"). PLEASE VERIFY THAT LICENSEE CONTACT AND MAILING ADDRESS ARE CORRECT. THIS ORDER FORM IS ONLY EFFECTIVE UPON THE SIGNATURE OF BOTH PARTIES BELOW. THIS FORM MAY BE RETURNED VIA E-SIGNATURE OR FAX TO (800) 931-5036. ALL PRICES ARE AS SET FORTH IN THE QUOTE. THIS AGREEMENT MAY BE EXECUTED IN ONE OR MORE COUNTERPARTS, EACH OF WHICH, WHEN TAKEN TOGETHER, SHALL CONSTITUTE ONE AND THE SAME DOCUMENT.

Panopto Signature		Authorized Licensee Signature	
<b>BY:</b>	 59DAA1EAB2044D0...	<b>BY:</b>	 E1FB9E6FC70B460...
<b>TITLE:</b>	Chief Operating Officer	<b>TITLE:</b>	Dean of Information & Security
<b>DATE:</b>	September 29, 2021	<b>DATE:</b>	September 29, 2021



Quote Number: Q-37037  
 Issued: Sept. 13, 2021  
 Expires: Sept. 30, 2021

600 River Ave. Ste 100  
 Pittsburgh, PA 15212  
 USA

Quoted Subscription Term: 39 Months  
 Payment Terms: Net 30

Eric Epps  
 Sauk Valley Community College  
 173 IL ROUTE 2  
 DIXON, Illinois 61021

3-month Free Transition Period					
QTY	ITEM	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
1	Panopto EDU Platform: 1000 FTE, Cloud, Emerald	Packaged license and support plan that includes a cloud based VCMS with tools for recording, importing and editing media content. Maintenance and upgrades are provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students - user accounts and installations are not limited. Support plan details and usage hours are described below.	USD 4,890.00	100.00	USD 0.00
1	Emerald Cloud Package	Emerald Package: *24x7 Customer Support for password resets and emergency issues *Unlimited End User Support Contacts – all users can access support assistance 24x7 for end user questions *Phone and email support for Support Contact administrator questions including Remote Assist M-F 8am-8pm ET and for EMEA customers 8am-1am GMT *New releases and annual upgrades *Annual Day of Remote Training *Regularly scheduled Basic and Advanced Training Webinars *Video Captioning credit	Included		USD 0.00
4	Authorized Support Contact	Authorized Support Contacts - the number of individuals authorized to seek support services from Panopto Tech Support (to be designated on license agreement).	Included		USD 0.00
1	Unlimited Usage Hours	Unlimited hours recorded or uploaded to the video library, and unlimited hours delivered from the video library for viewing by authenticated users, subject to limitations of "Excessive Use." Panopto has determined that consumption of such hours beyond 1,000,000 per term ("Excessive Use") significantly exceeds ordinary and customary use and will require a purchase of Usage Hours for the number of hours exceeding 1,000,000.	Included		USD 0.00
2,000	Caption Dollars	Caption Dollars will be available within the user's Panopto account. The balance of Caption Dollars will be reduced as recordings are submitted for captioning. Captions will appear within the recording and are fully searchable within the user's account. Caption Dollars expire at the same time as the customer's Panopto license and do not roll over. Requires a Panopto Cloud account.	Included		USD 0.00
5,000	Knowmia Content Conversion	Professional services for conversion of existing media files from Knowmia to Panopto VCMS. Price is determined by quantity of hours to convert.	USD 3,000.00	100.00	USD 0.00
5,000	Hours to Convert	Cloud cost based on quantity of hours of Knowmia content to be converted to Panopto's cloud platform.	USD 0.55	100.00	USD 0.00
<b>3-month Free Transition Period TOTAL:</b>					USD 0.00

Year 1					
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<b>Year 1 TOTAL:</b>					USD 7,000.00

Year 2					
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<b>Year 2 TOTAL:</b>					USD 10,000.00

Year 3					
QTY	ITEM	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
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<b>Year 3 TOTAL:</b>					USD 10,000.00
<b>GRAND TOTAL:</b>					USD 27,000.00

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Migration Period: \$0.00

Year 1: \$7,000.00

Year 2: \$10,000.00

Year 3: \$10,000.00

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Licensee will issue a purchase order a minimum of 30 days prior to the end of the transition period on December 30th, 2021. The first invoice will be sent upon receipt of purchase order with Net 30 payment terms.

CONFIDENTIAL

This Quote is subject to Panopto's Software License and Services Agreement.

Quoted prices are exclusive of any applicable taxes. If your organization is tax exempt, please provide your tax exempt ID on your purchase order. Taxable organizations: please email [accounting@panopto.com](mailto:accounting@panopto.com) to verify whether taxes will be invoiced by Panopto. Credit card payments are subject to a processing fee. Contact [accounting@panopto.com](mailto:accounting@panopto.com) for all payment inquiries and [tmirante@panopto.com](mailto:tmirante@panopto.com) for questions about this quote.

Fax POs to 800.931.5036 or send by email to [sales@panopto.com](mailto:sales@panopto.com). Pricing is valid through the Quote Expiration date. Interest will be charged at the rate of one and one-half percent (1.5%) per month or the highest lawful rate, whichever is less, on all unpaid amounts 30 days past the due date. Federal Tax ID: 20 8374771.