

(ATTACHMENT 4) ACTION ON THE AWARD OF EXCEPTION-TO-BID CONTRACTS

***Addendum D
District Designees and Contact Information***

Name _____ **Title** _____
Phone _____ **Email** _____
 Primary Contact Site Administrator IT Contact Billing Contact

Name _____ **Title** _____
Phone _____ **Email** _____
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Site Administrator (Super Publisher)

The staff member is designated to manage the District's BoardDocs site regarding site setup and options, adding and removing users for accessing, viewing, and editing content. The District's Site Administrator (Super Publisher) will be the primary contact with BoardDocs support.

IT Staff Member

The staff member is authorized to work with the Neola IT staff and BoardDocs staff to optimize the connection for working on Neola's materials on the BoardDocs platform.

Primary Contact

The staff member is designated to coordinate the District's work regarding the services for which the District has contracted under this License Agreement with Neola, including, but not limited to, assigning tasks to the District staff, serving as the primary contact for the designated Neola Associates, and communicating with Neola's Production Office.

Billing Contact

The staff member is designated to coordinate with Neola's Accounting department to make payments under this License Agreement.