

SCOPE OF WORK & AGREEMENT

CLIENT AND PROJECT INFORMATION

Project Name:	SRCS
Client/Organization:	Santa Rosa City Schools
Contact Person:	Lisa August, <i>Associate Superintendent</i>
Contact Email:	
Contact Phone:	707-890-3800
Client Mailing Address:	211 Ridgway Ave, Santa Rosa CA 95401
Client Website:	https://www.srcschools.org/

This Website Design Agreement (“Agreement”) is being made between **Santa Rosa City Schools** (“Client”) located at the above address and (“Web Designer”) **Hannah Long** on (date) **4/1/24** to design and develop a website.

1. SERVICES

The Web Designer will provide the following services:

Project Overview:	Contract for part-time Webmaster to manage Santa Rosa City Schools District Website and Santa Rosa City Schools Websites.
Timeline:	Start: 4/1/24 End: 6/30/24
Specifications:	Migrating District site to Finals site and assisting with any District and Schools website maintenance as needed. Total maximum amount of 100 hours.

This is the scope of work the parties agree upon. For changes or additional requirements, a change order will have to be filled, agreed upon, and signed by both parties.

2. COST AND PAYMENT

The Web Designer will charge an hourly rate of \$67 for the services mentioned above. The Web Designer will submit the invoices of work done at regular intervals during the course of the project and the Client will make payments no later than 15 days from the submission of invoices.

3. SCHEDULE

The Web Designer will provide deliverables to the client no later than 3 business days to The Client. The Client will have 5 business days to review and approve each step. At the end of said time, if no answer has been given, the work will be put on hold until the Web Designer hears from The Client.

4. CONFIDENTIALITY

During the term of this agreement and afterward, the Web Designer will use reasonable care to prevent the unauthorized use or dissemination of Client's confidential information. Confidential information is limited to information clearly marked as confidential.

Confidential information does not include information that: the Web Designer knew before Client disclosed it; is or becomes public knowledge through no fault of Web Designer; Web Designer obtains from sources other than Client who owe no duty of confidentiality to Client, or Developer develops independently.

5. TERMINATION OF AGREEMENT

This Agreement will automatically terminate when both Parties have performed all their obligations under the Agreement and all payments have been made.

Should there be a desire to terminate the agreement before the completion of the project, the Client will notify the Web Designer 14 days in advance, and pay for services already completed and for hours already worked.

6. LIMITATION OF LIABILITY

Neither party will be liable for breach-of-contract damages that are remote or speculative, or that the breaching party could not reasonably have foreseen on entry into this agreement.

7. INTELLECTUAL PROPERTY

The Client will own the website and any visuals provided by the Web Designer. The Web Designer will turn over all necessary files.

The Client guarantees that they have legal rights to all elements of text, photographs, and anything else that they provide the Web Designer with, and will not hold the Web Designer responsible for any third-party claims.

The Web Designer will guarantee that they have legal rights to all elements related to the services they are providing and will not hold the client responsible for any third-party claims.

8. DISPUTE RESOLUTION

If either party accuses the other of being in breach of contract, the accused party will have 30 days to address the breach.

9. APPLICABLE LAW

This Agreement shall be governed by and construed in accordance with the laws of STATE OF CALIFORNIA.

CLIENT		WEB DESIGNER	
Name:		Name:	Hannah Long
Date:		Date:	3/29/24
Signature:		Signature:	