

Software License & Subscription Form

Compliance Audit Requirement: This form is needed to help comply with a new accounting standard related to Subscription-Based IT Arrangements (SBITA) set by the Governmental Accounting Standards Board (GASB).

Instructions: Effective beginning Fiscal Year 2023-2024, this form should be completed if:

- Entering into a new software license/subscription contract; or
- Modifying an existing software license/subscription contract; or
- Terminating a software license/subscription contract before the subscription period expires.

Complete PART A, PART B if applicable, and PART C. Email this signed form and all required supporting documentation to Purchasing Services when submitting the purchase requisition. This process may change after Director of Contracts Management position is filled and further notice is provided.

Name of Requestor:

Tel. Ext.:

Name of Responsible Administrator:

Tel. Ext.:

Individual responsible for the software license/subscription and most knowledgeable about the contract terms.

Department:

Site:

PART A – CONTRACT INFORMATION

1. Name of Software:

2. Name of Vendor:

Vendor ID# (Colleague):

3. Doing Business As (DBA):

4. Describe software function/purpose:

5. Is the software used in combination with a capital asset (such as building or equipment)?

5.1) If answered "yes" to Question #5, please describe what asset is used in combination with this software?

6. GL account used to pay for software:

7. Is this a purchase of a perpetual software license that would give the District ownership of the license indefinitely, or a software subscription/license that would give the District a right to use the software for a specified period of time?

PAYMENT TERMS

8. Please describe the payment terms.

- What is the cost of the subscription/license? Exclude maintenance and other support services if priced separately on the quote/agreement.
- What is the cost of maintenance and other support services?
- Is maintenance and other support services priced separately or bundled with the subscription cost?
- If applicable, please describe any escalators and other terms that would change the payment amount.
- If an existing software contract is being modified, please describe the original and modified payment terms.

For example: \$8,000.00 per year for subscription (Year 1); \$3,000 per year for software maintenance; maintenance priced separately on the quote; annual subscription cost increases by 2% in Year 2 and increases by an additional 3% in Year 3.

CANCELLATION TERMS

9. Please provide cancellation terms below.

10. If the contract has a termination option, is it reasonably certain that the termination option will not be exercised?

CONTRACT MODIFICATION OR EARLY TERMINATION

11. If contract is being modified or terminated early, please address the following.

11.1) Is there a change in the subscription term?

11.2) Is there a change in the subscription payment amount(s)?

11.3) Is there a change in the interest rate the vendor charges the District?

11.4) If the contract includes variable payments based on performance or usage, have these payments become fixed for the remainder of the subscription term?

11.5) Is the number of license holders or subscription assets increasing?

11.6) Please describe the modification or early termination below.

PART B – SOFTWARE USE FOR A SPECIFIED PERIOD OF TIME

Only complete PART B if selected “Software license/subscription – specified period of time” in Question #7.

12. Start date of the initial subscription period:

13. End date of the initial subscription period:

14. Maximum subscription period in months (include all options to renew regardless of their probability of being exercised):

15. Does the contract have renewal options?

15.1) If answered “yes” to Question #15, please describe renewal options (e.g. additional subscription periods):
For example: Two (2) one-year renewal options. Year 2 is 07-01-24 to 06-30-25. Year 3 is 07-01-25 to 06-30-26.

15.2) If answer “yes” to Question #15, is it reasonably certain that renewal options will be exercised? Comments (optional):

PART C – REVIEW & APPROVALS

I have reviewed this form for accuracy and completeness.

Name of Responsible Administrator Title Signature Date

Name of Area VP or AVC Title Signature Date

PART D – BUSINESS SERVICES REVIEW

Does the District have a Board-approved contract?

Date Board Approved (if applicable):

Initial Assessment: Is this agreement a GASB 96 SBITA?

If yes, include on SBITA inventory tracker.

Notes:

Reviewed By:

Name of Business Svc Administrator Title Signature Date