

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT**

**PROGRAM SUPPORT AGREEMENT  
HIGH SCHOOL ROBOTICS PROGRAM**

**William S. Hart District**

**SEPTEMBER 1, 2018 – DECEMBER 31, 2018**

This Program Support Agreement ("Agreement") between Santa Clarita Community College District ("District"), a California community college district and political subdivision of the State of California, and William S. Hart Union High School District ("Organization"). District and Organization are also referred to collectively as the "Parties" and individually as "Party."

In consideration of the premises and the mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties' signatures, the Parties agree as provided in this Agreement.

1. **SCOPE OF AGREEMENT.** The District desires to support the development of the future manufacturing workforce by providing a financial support award to the School District's robotics program at Hart High School ("Robotics Program"). District will provide the award listed in Section 5 below to partially fund the overall costs of operating the Organization's Robotics Program during the 2018 – 2019 school year.
2. **TERM.** This Agreement shall commence on September 1, 2018, and shall continue in full force and effect thereafter until and including December 31, 2018, ("Term") unless this Agreement is terminated during the Term as provided below in this Agreement.
3. **DUTIES AND OBLIGATIONS.** Organization will execute each item listed in Exhibit A- the Request For Application, attached hereto and made part hereof. The Robotics Program Work Plan must be submitted to the District by September 14, 2018, and all subsequent reports will be delivered to the District in accordance with the due dates as outlined in Exhibit A. Should Organization be a school district and multiple schools within a district receive an award, a Robotics Program Work Plan and a Robotic Program Work Plan Progress Report must be provided from each school. Organization will also include the logos of the funding programs as shown on the attached Exhibit A (Appendix C), on any Robotics Program marketing materials, banners, websites, and social media where supporters and sponsors of the Program are recognized, if any.
4. **TERMINATION OF AGREEMENT.** Either Party may, at any time, with or without cause, terminate this Agreement by providing at least thirty (30) days written notice to the other Party prior to the requested termination date. Notice shall be deemed given when received by the Organization or no later than three (3) days after the day of mailing, whichever is sooner. In such case, Organization shall return to District any award received within thirty (30) days.
5. **COMPENSATION AND INVOICING.** District shall award the Organization a total amount of Three Thousand Dollars (\$3,000.00) ("Award"). Check(s) shall be made payable to: William S. Hart Union High School District
  - A. **Initial Award Payment.** The District will provide Sixty Percent (60%) of the Award within thirty (30) days of receipt of this fully-executed Agreement and receipt of the Organization's Robotics Program Work Plan Progress Report. Additionally, the Organization shall provide an invoice to the District for Sixty Percent (60%) of the Award stating, "Initial 60% Award Payment Due" in Accordance with the High School Robotics Program Support Agreement.
  - B. **Final Award Payment.** The final Forty Percent (40%) of the Award will be provided by the District upon receipt of the Organization's Robotics Program Work Plan Final Report to be provided to the District by December 3, 2018. Additionally, the Organization shall provide an invoice to the District for Forty Percent (40%) of the Award, stating "Final 40% Award Payment Due" in Accordance with the High School Robotics Program Support Agreement.
  - C. **Final Report.** If the Organization's Robotics Program Work Plan Final Report is not received at the District by December 3, 2018 and accompanied by the Final Invoice, the Organization shall reimburse the District for the Initial Sixty Percent (60%) Award Payment and will forfeit the final Forty Percent (40%) Award Payment. Organization shall make such payment to District by December 31, 2018. In addition, any funds not expended pursuant to the Robotics Program Work Plan by the Organization before December 31, 2018, must also be reimbursed back to the District. Organization shall make such payment to District by December 31, 2018.
  - D. **Invoice.** District shall pay Organization after District's Board of Trustee ("Board") approval and pursuant to invoice submitted by Organization. Invoices shall include the invoice date and Organization's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" pursuant to this Agreement. No invoices will be paid unless this Agreement has been signed by the Organization and properly executed by the District and the Organization has submitted a

completed Vendor Form/Substitute Form W-9 to College's Contract, Procurement and Risk Management Services Department.

6. **FUNDING.** The Award contemplated as part of this Agreement is made possible by a one-time grant by the California Community Colleges Economic and Workforce Development Program and should not be expected to be available in future years. School District shall assist College to ensure compliance with all reporting requirements.

7. **USE OF COLLEGE'S TRADEMARK/LOGO.** School District must obtain written approval from College's Public Information Office ("PIO") to use the College's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, PIO will furnish School District with camera-ready artwork for such use. Such permission does not apply to the use of funding program logos reference in Section 3 above. College, at its sole discretion, may limit or otherwise place conditions on School District's use of College's name, and/or logos in which case such limitations shall be incorporated into this Agreement. School District shall not revise, change, or otherwise alter any material related to College's name and/or logo without written consent from College.

8. **INSURANCE.** School District agrees to maintain, in full force and effect, at School District's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher: (i) Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence including bodily injury (including, but not limited to, injuries sustained as a result of an offense directly or indirectly related to Contractor employee or Contractor third-party representative including assault or abuse, sexual or otherwise), broad form property damage and blanket contractual liability, written on an "occurrence" form; (ii) Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000); (iii) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (iv) Workers' Compensation insurance as required by statutory insurance requirement of the State of California; and (v) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000).

School District agrees to name the Santa Clarita Community College District, College of the Canyons Foundation, College's Board of Trustees, its officers, agents, and employees as Additional Insured under its policy(ies). School District shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the College, which shall be subject to the College's approval for adequacy of protection. The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation. All certificates must be faxed or emailed, followed by a hard-copy in the mail to College, Attn: Contract, Procurement and Risk Management Services, 26455 Rockwell Canyon Road, Santa Clarita, CA 91355.

9. **INDEMNIFICATION.** School District agrees to defend, hold harmless and indemnify the College, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by School District, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by College. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability.

10. **TRANSPORTATION.** School District hereby acknowledges and understands that the College is in no way responsible for, nor does College assume any liability for, any injury or loss which may result from School District's transportation for which the School District shall indemnify the College in accordance with Section 9 above.

#### 11. **GENERAL PROVISIONS.**

- A. **Entire Agreement and Amendment.** This Agreement constitutes the entire agreement and understanding between the Parties, and is a complete and exclusive statement of the terms of the Parties' agreement pursuant to Code of Civil Procedure section 1856. This Agreement cannot be modified orally, and is to be modified only by a written instrument executed by the Parties.
- B. **Applicable Law, Venue, and Interpretation.** This Agreement, and the Parties' rights and obligations, are to be governed by and construed in accordance with California laws. If any action is instituted to enforce or interpret this Agreement, the venue of any such action shall be in the appropriate state or federal court in Los Angeles County, California, provided that nothing in this Agreement constitutes a waiver of immunity to suit by the College. The provisions of this Agreement are to be construed in all cases as a whole, according to their fair meaning, and not strictly for or against any Party.
- C. **Independent Contractor.** School District is an independent contractor. School District and all of School District's officers, employees, and agents are not officers, employees, or agents of the College. School District understands and agrees that he/she is not entitled to benefits of any kind normally provided employees of the College, including, but not limited to, State Unemployment Compensation or Worker's Compensation. School District should be aware the IRS regulations require the College to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year.
- D. **Compliance with Applicable Laws.** In performing each Party's respective obligations under this Agreement, each Party shall comply with applicable federal and California anti-discrimination laws, as well as all federal, state, and local laws, codes, regulations, and ordinances applicable to this Agreement.

- E. Notices. All notices or other communications required or permitted under this Agreement shall be deemed duly given if in writing and delivered personally, sent by a reputable overnight courier services (with package tracking capability), or sent by certified mail, return receipt requested, first class postage prepaid, addressed to the following:

College: Santa Clarita Community College District  
 Attn: Assistant Superintendent/VP Business Services  
 26455 Rockwell Canyon Road  
 Santa Clarita, CA 91355  
 Phone: (661) 362-3476  
 Fax: (661) 362-5480

School District: William S. Hart District  
 Attn: Ralph Paschok  
 21380 Centre Pointe Parkway  
 Santa Clarita, CA 91360  
 Phone: 661-269-0033  
 Email: rpschok@hartdistrict.org

A Party may change its/his/her designated representative and/or address for receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

- F. Assignment. The obligations of the School District pursuant to this Agreement shall not be assigned by the School District without the express, written approval of the College.
- G. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
- H. Approval by College's Board of Trustees. Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against College unless and until College's Board of Trustees has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

IN WITNESS WHEREOF, Parties hereby agree.

SCHOOL DISTRICT

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

BY:   
 Signature of Authorized Representative  
 Print Name Ralph Paschok  
 Print Title Chief Financial Officer  
 Date \_\_\_\_\_

BY: \_\_\_\_\_  
 Signature of Authorized Representative  
 Print Name Jeffrey Forrest  
 Print Title Vice President, Workforce and Economic Development  
 Date \_\_\_\_\_  
 College's Board of Trustees  
 Approval/Ratification Date December 6, 2006

College Initiating Department  
College Contact Name  
College Contact Extension  
Funding Source (G/L Account)

DSN – Advanced Manufacturing  
Michael Bastine  
3111  
095636 and 493708

**EXHIBIT A**



**REQUEST FOR APPLICATIONS (RFA)  
FOR  
ROBOTICS PROGRAM AWARDS**

**INTRODUCTION**

The Santa Clarita Community College District and its College of the Canyons, as host of the California Community Colleges Economic and Workforce Development (EWD) Program's Deputy Sector Navigator, Advanced Manufacturing grant, is seeking applications from robotics programs located within California Community College's South Central Coast Region for financial support awards for the 2018-2019 school year.

**NOTICE IS GIVEN**

That College of the Canyons will receive applications from regional programs as outlined in this RFA at the following email address - [michael.bastine@canyons.edu](mailto:michael.bastine@canyons.edu):

**SUBMITTAL DUE: 5:00 P.M. Pacific Daylight Time, September 14, 2018**

**Note: The awards contemplated as part of this RFA are made possible by a one-time grant by the California Community Colleges Economic and Workforce Development Program and should not be expected to be available in future years.**



## **1. BACKGROUND**

The California Community Colleges Chancellor's Office has selected the Santa Clarita Community College District ("District") and its College of the Canyons ("College") to host the South Central Coast Regional Consortium's Deputy Sector Navigator, Advanced Manufacturing grant. This is a regional leadership position that works with manufacturing programs at the consortium's community colleges and school districts and with regional manufacturing companies and organizations to improve the global competitiveness of state and regional manufacturing companies. The Deputy Sector Navigators and their statewide Sector Navigator leadership team are part of the "Doing What Matters for Jobs and the Economy" framework that the California Community College Chancellor's Office initially implemented in FY 2013-2014. Working with the community colleges and school districts across the region, the Deputy Sector Navigator provides technical assistance in developing educational programs and pathways in the area of advanced manufacturing.

An available and well educated workforce is critical to the success of the region's manufacturing companies. In that regard, the Deputy Sector Navigator is supporting the development of the future manufacturing workforce by supporting programs focused on STEM (Science, Technology, Engineering and Math) and related skills necessary for manufacturing business success. Nationally recognized STEM programs have been established to inspire young people to be the science, technology and manufacturing leaders of the future. Two examples of established programs and systems are First USA and VEX robotics programs. These programs engage students in exciting mentor-based activities and hands-on curriculum, as well as local, regional, and national competitions that build science, engineering, leadership, and technology skills.

Under this RFA, up to \$90,000 will be awarded to regional robotics programs to help them build, deliver or enhance their programs. The actual amount of each award will be based on the number of qualifying applications received, as well as the quality of each individual qualifying application. Successful applicants will be eligible for financial support awards between \$1,000 and \$5,000. These awards are intended to fund equipment, projects, competitions, and/or curriculum that helps students learn the relationship of each technology to manufacturing. Each program is eligible to receive no more than one award during the year.

## **2. ELIGIBILITY**

Robotics Programs that are established for the 20182018 school year are eligible to apply for an award. Award agreements shall be between the Santa Clarita Community College District and the school district where the Robotics Program is based. Under special circumstances where a Robotics Program operates under a separate legal entity such as a foundation or other 501(c)3, the award agreement may be made to that entity at the discretion of the Deputy Sector Navigator. The applying program must be located within the South Central Coast Region of the California Community College system. That Region is depicted at <http://doingwhatmatters.cccco.edu/ResourceMap.aspx>. Contact the Deputy Sector Navigator if there is reasonable doubt as to if your school is, or is not, located within the region.



Programs intending to apply for an award should notify the Deputy Sector Navigator as soon as possible after reviewing this RFA package. Notification should be by email to michael.bastine@canyons.edu with a subject line reading "Intent to Apply for Robotics Award".

If a given high school district, that is comprised of multiple high schools, has a robotics team program comprised of students from two or more high schools within the district, an authorized district level entity should submit only one application per multi-school program.

All application cover letters must be signed by the Robotics Program faculty advisor and/or the program's administrator or, in the case of a multi-school Program, the appropriate district level administrator. The robotics program must execute the agreement referenced in Appendix A without changes to the agreement language, except for insertion of the required names, dates, scope of work and similar language.

### 3. SCOPE OF WORK

Successful applicants for the Robotics Program awards will be required to complete the following:

- A. Execute a Program Support Agreement
- B. Submission of a Robotics Program Work Plan substantially the same as outlined on Appendix B to this RFA package.
- C. Inclusion of the Logos listed in Appendix C on any team program marketing materials, banners, websites, and social media where supporters and sponsors are recognized, if any.
- D. Timely execution of the Robotics Program Work Plan and submittal of a Robotics Program Work Plan Progress Report no later than October 19, 2018 as described in Appendix D to this RFA package
- E. Submittal of a Robotics Program Work Plan Final Report no later than December 3, 2018 and substantially the same as described in Appendix D to this RFA package.
- F. Include a Vendor Information Form as shown on Appendix G

### 4. AWARD PAYMENTS

In accordance with the agreement executed between the Santa Clarita Community College District (SCCCD) and the school district of the award recipient, the SCCC will issue payments as follows:

- A. 60% of the total agreement value within thirty (30) days of the District's receipt, and approval of the Work Plan's Progress Report due in accordance with the Statement of Work. The school district will provide an "Initial 60% award payment" invoice to the Deputy Sector Navigator for the appropriate amount and referencing "Initial 60% award payment" due in accordance with the robotics program financial support agreement.
- B. 40% of the total agreement value within thirty (30) days of the District's receipt, and approval of the Work Plan's Final Report due in accordance with the Statement of Work. The school district will provide an "Final 40% award payment" invoice to the Deputy Sector Navigator for the appropriate amount and referencing "Final 40% award payment" due in accordance with the robotics program financial support agreement. It is recommended that the school district submit this invoice at the same time as the 60% invoice.
- C. Final Reports not received by December 3, 2018 will result in forfeiture of the 40% Final award payment and the school will be required to reimburse the District the initial 60% payment.



## 5. REQUEST FOR APPLICATIONS FORMAT

In responding to this request for applications, please include the items in the check list below:

- A. A maximum two-page **Cover Letter**, signed by the advisor and/or appropriate administrator, describing the envisioned Robotics Program including how the relationship between the technology and manufacturing will be taught. The cover letter should touch on all topics as shown on **Appendix E** to this RFA package.
- B. Submission of a **Robotics Program Work Plan** substantially the same as outlined on **Appendix B** to this RFA package.
- C. Submission of the **Contact List** as shown in **Appendix F** and included as an editable MS Word file in the RFA package.
- D. Submission of the **Vendor Information Form** as shown in **Appendix G** and included as an editable PDF file in the RFA package. This form is only required of those programs that have not participated in this program in prior years and / or are not already included in the College of the Canyons vendor database.
- E. Certificate of insurance coverage

Please mail or email (Microsoft Office or PDF format) one copy of the complete application to:

Michael Bastine  
Director, Center for Applied Competitive Technologies  
College of the Canyons  
26455 Rockwell Canyon Road  
Santa Clarita, CA 91355  
(661) 362-3111  
[michael.bastine@canyons.edu](mailto:michael.bastine@canyons.edu)

**Email applications are preferred. All documents required by this RFA must be received NO LATER THAN 5:00P.M. Pacific Standard Time, September 15, 2018**



**TENTATIVE SCHEDULE FOR SELECTION / AWARD PROCESS**

RFA Published

August 25, 2018

Application Request Package due no later than 5:00 P.M.

September 14

Work Plan's Progress Report and 60 percent award invoice

2018 October 19,

Work Plan's Final Report and 40 percent award invoice

2018 December 3,

2018

**Note:**

Dates are tentative and subject to change at the sole discretion of Santa Clarita Community College District and the Deputy Sector Navigator, Advanced Manufacturing. Payment dates are contingent upon the timely execution of a Program Support Agreement.



**Doing What MATTERS™**  
- JOBS AND ECONOMY

## Appendix B

# SAMPLE

### Sample Robotics Program Work Plan

(See the separate MS Word file included in the email announcing this RFA solicitation and named *Robotics Program Awards - Appendix B*)

Item	Activity	Completion Date	Responsible Person(s)
1	Promote XYZ Robotics Team / program to the student body and secure participation from at least twenty students.	Sept 16	Faculty Advisor, returning team members
2	Hold initial Robotics Team meeting with participating students	Oct 1	Faculty Advisor
3	Establish team schedule for the school year including local and regional/national competitions as well as associated team meeting and construction schedules to support participation in the competitions	Oct 7	Faculty Advisor, Robotics Team members
4	Register for first round competition	Oct 14	Robotics Team
5	Establish conceptual baseline for initial robot design	Oct 21	Robotics Team
6	Finalize design and begin assembly of robot	Nov 11	Robotics Team
7	Complete initial working model of this year's competition robot, evaluate operation functionality and determine design modifications, if any	Nov 23	Robotics Team
8	Continue to evaluate and modify robot in preparation for the local competition in January 2018	Dec – Jan	Robotics Team
9	Participate in local competition	Jan 31	Robotics Team
10	Participate in Regional Competition	Feb 24	Robotics Team
11	Participate in National Competition	Mar 31	Robotics Team
<small>Please note: the above activities are conceptual samples only. Your actual Work Plan should reflect the actual activities anticipated for your school's Robotics Team.</small>			

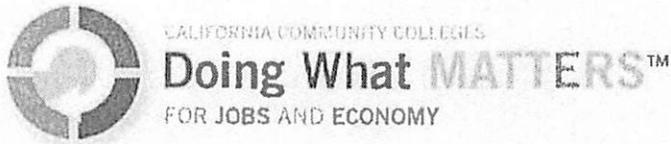


## Appendix C

### Funding Program Logos

(Electronic (JPG) copies of the logos are available from the Deputy Sector Navigator, Advanced Manufacturing)

#### California Community Colleges' Doing What Matters Logo



#### Centers for Applied Competitive Technologies (CACT) Logo



#### College of the Canyons Logo





## Appendix D

# SAMPLE

### Progress & Final Reports (Based on the submitted Robotics Program Work Plan)

The Robotics Program Work Plan Progress Report should reflect actual progress against the Work Plan submitted as part of the RFA application. In this appendix, the report is made as compared to the sample Work Plan as shown in Appendix B.

#### Activity #1

**Objective:** Promote XYZ School Robotics Team / program to the student body and secure participation from at least twenty students (by September 14).

**Results:** *Building on prior year's successful robotics teams we were able to achieve active participation by twenty-four student this year.*

#### Activity #2

**Objective:** Hold initial Robotics Team meeting with participating students (by October 1).

**Results:** *The kick-off Robotics Team meeting was held on September 28.*

#### Activity #3

**Objective:** Establish team schedule for the school year including local and regional/national competitions as well as associated team meeting and construction schedules to support participation in the competitions (by October 10).

**Results:** *In order to drive consensus amongst the student participants, the team schedule was delayed until October 20. See the Attachment A for the full team schedule.*

#### Activity #4

**Objective:** Register for first round competition (by October 17).

**Results:** *registration for the first round competition, to be held on January 31, 2018, was completed by the competition application deadline of October 17.*

#### Activity #5

**Objective:** Establish conceptual baseline for initial robot design (by October 24).

**Results:** *Once again, in order to drive consensus amongst the student participants, completion of the conceptual baseline was delayed until November 1 but we followed that with and early completion of the final design (Activity #5) by November 7 and have begun assemble of the robot.*

**... and so on for all activities with completion dates of December 3, 2018 or earlier as referenced in the Robotics Program Work Plan submitted with the RFA**



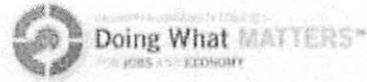
## **Appendix E**

### **RFA Application Cover Letter Guidelines**

The RFA Application is limited to two pages, one inch margins single or double spaced, 11 point Arial font and shall be printed on school or school district letterhead.

The RFA Cover Letter should include the following:

1. A brief history of the Robotics Program –
  - Number of years in existence
  - Student participation rates (i.e. estimated annual average number of students actively participating)
  - Estimated number of times the school's team has participated in local, regional and/or national competitions,
  - Other awards or achievements of prior year teams.
  - Is the team involved in the First USA robotics, VEX robotics or another robotic program?
  - If the team's involvement is in another program, please provide the program name, as brief description and a reference to the program's web address.
  
2. A description of the Program envisioned for the 20182018 school year including:
  - An estimate of the number of students expected to actively participate
  - Date of the first local/regional competition the Robotics Team expects to participate in
  - If successful in advancing, the dates of regional, state and/or national competitions associated with the robotics program the school's team is participating in
  - Other goals for this year's Program at your school
  
3. The cover letter should be signed by the Program Faculty Advisor and/or school administrator or appropriate school district administrator - Include titles for all signatures.



## Appendix F

### Example Program Contact List

See the separate MS Word file included in the email announcing this RFA solicitation and named *Robotics Program Awards - Appendix F*.

<b>High School District:</b>	William S. Hart High Union School District
Address:	21380 Centre Pointe Parkway
City, State, Zip:	Santa Clarita, CA 91380
High School:	Hart High School
Address:	24825 North Newhall Ave
City, State, Zip:	Newhall, CA 91321
<b>High School Principal (or authorized designee)</b>	
Name:	Elizabeth Wilson
Title:	Assistant Principal
Phone:	661.259.9575
Fax:	661.254.6436
Email:	elwilson@hartdistrict.org
<b>District Finance / Accounting Officer</b>	
Name:	Ralph Peschek
Title:	Chief Financial Officer
Phone:	661.259.0033
Fax:	661.254.8653
Email:	rpeschek@hartdistrict.org
<b>Project Director / Faculty Advisor</b>	
Name:	Michelle Hughes
Title:	Robotics Club Advisor
Phone:	661.259-7575
Fax:	661.254.6436
Email:	mhughes@hartdistrict.org
Program (First, VEX, Other)	
Team Name (if any)	
Team Number (if any)	



# Appendix G

## Sample Vendor Information Form

See the separate editable PDF file included in the email announcing this RFA solicitation and named *Robotics Program Awards - Appendix G*.

Completion of the editable PDF form is only required of those programs that have not participated in this program in prior years and / or are not already included in the College of the Canyons vendor database.

**The Vendor Form directs payment to the Legal Name on the signed agreement. If award payments are to be made payable to ANY other entity, then the "DBA" box must be checked under "Check Payable to:", and the the Payees name stated on the form.**

SANTA CLARITA COMMUNITY COLLEGE DISTRICT - College of the Canyons  
**VENDOR INFORMATION**  
 REQUEST FOR EXPANDED IDENTIFICATION NUMBER (SUBSTITUTE W-9)  
 BUSINESS ENTERPRISE DESIGNATION SELF-CERTIFICATION

*Required to Register an Authorized Vendor and to Receive Payment; Incomplete Information Will Delay Payments*

Legal Name (as shown on your income tax return): \_\_\_\_\_  Check box if providing legal or medical services

Doing Business As (DBA) (if applicable): \_\_\_\_\_

Check Payable To:  Legal Name  DBA  NRA

Mail Purchase Orders To: \_\_\_\_\_  Express Mail  Registered Mail  Priority Mail  First-Class Mail  Other \_\_\_\_\_

Mail Payment To: \_\_\_\_\_  Express Mail  Registered Mail  Priority Mail  First-Class Mail  Other \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PAYEE ENTITY TYPE - Check (✓) ONE box and provide the requested number**

INDIVIDUAL PROPRIETOR  PARTNERSHIP  CORPORATION  
 STATE OR TRUST  LIMITED LIABILITY PARTNERSHIP (LLP)  TAX EXEMPT NON-PROFIT  
 OTHER (SPECIFY): \_\_\_\_\_  LIMITED LIABILITY COMPANY (LLC)  FEDERAL/STATE/LOCAL GOVERNMENT

**→ IMPORTANT! Social Security # or Federal Tax ID # MUST Be Entered**

→ Social Security # \_\_\_\_\_

→ Federal Tax ID # \_\_\_\_\_

**BUSINESS ENTERPRISE DESIGNATION SELF-CERTIFICATION - Check (✓) ALL APPLICABLE**

Sole Proprietorship - I am the sole owner of this business and I am not a partner, officer, director, or employee of the business.

Partnership - I am a partner in this business and I am not an officer, director, or employee of the business.

Limited Liability Partnership (LLP) - I am a partner in this business and I am not an officer, director, or employee of the business.

Limited Liability Company (LLC) - I am a member in this business and I am not an officer, director, or employee of the business.

Corporation - I am an officer, director, or employee of this business.

Non-Profit - I am an officer, director, or employee of this business.

Government - I am an officer, director, or employee of this business.

RETURN THIS COMPLETED FORM TO: \_\_\_\_\_

31 FAX: 805-251-4444

31 FAX: 805-251-4444

31 FAX: 805-251-4444

**EXHIBIT B**

**INSERT ROBOTICS PROGRAM WORK PLAN**