

**Budget Request**

November 16, 2022

To: **UUSD Board of Trustees**

From**: UUSD Executive Team**

The Executive Team is requesting new funds in the total amount of $1,200 to cover the cost of eight additional training sessions and remote support from COR Technologies in connection with implementing Google Workspace for Nonprofits (GWN) at UUSD.

**Background:** UUSD has now implemented GWN. We have trained 25 users in the use of Gmail and Google Drive. However, we have established new accounts for a total of 92 users (UUSD members who are actively participating in UUSD BOT, committee, and team activities. These users should be able to have training. In addition, we believe that at least for the first full year of implementation, UUSD would greatly benefit from having an “on call” contractor who can support us as we learn more about GWN.

**Use of Current Contractor for this effort:** Charles Rotunno, COR Technologies, has been our contractor for the implementation of GWN. He provided all of the training, which was very well received. Mr. Rotunno recognizes that the project took longer than it should have and, because of that, has agreed to discount our final invoice by 50% ($725.00).

In a recent conversation with a member of the UUSD Contracting Team, we were told that we could use the current contractor rather than solicit for a new contractor since COR Technologies has specific knowledge of UUSD and this project.

**Funding Request:** The cost of 8 training sessions (5 on Gmail and Google Drive and 3 on Google Meet, the free video conferencing service that is included in GWN) is $600. The cost of remote support for one year is $1,308. Remote support will allow UUSD to request the contractor’s help on a wide variety of user issues three times per month (with carry-over to the next month if we make fewer than three requests in a month). Copies of both proposals are below. We propose that the 50% discount amount of $725.00 be applied to the total cost as follows:

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| --- | --- |
| Training | $ 600.00 |
| Remote Support | $1,308.00 |
| Less: Discount | $ 725.00 |
| Total Request | $1,183.00  (rounded to $1,200.00) |

If you have any questions, please contact Don Peterson at [donpetersonde@gmail.com](mailto:donpetersonde@gmail.com) or 703-963-1871.

Respectfully submitted

**Executive Team**

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