

Memorandum of Understanding

Effective July 1, 2010, through June 30, 2011

The Center for Applied Linguistics (CAL) and the state of New York agree to the following prices, terms and conditions, and contract period regarding the purchase of *BEST Plus* and *BEST Literacy* materials.

Bulk Pricing

The schedules defined in this document indicate the volume discount prices agreed upon for the period of this MOU, beginning on July 1, 2010, through June 30, 2011.

Schedule A: Price list for *BEST Plus* Materials

Items	Retail Unit Price	Your Unit Price
Computer administrations	\$1.50	\$0.85
Print administrations	\$1.50	\$1.00
Picture cue books	\$15.00	\$13.00
Test Administrator Guides	\$30.00	\$25.00
Scoring Refresher Toolkits <i>(when ordered in quantities of 25 or more)</i>	\$150.00	\$142.50
Scoring Refresher Workbook – Test Administrator Edition <i>(when ordered in quantities of 100 or more)</i>	\$6.00	\$5.50

Terms and Conditions for *BEST Plus* Materials:

1. Programs funded through the New York State Department of Education (listed in Attachment A) are eligible for the prices outlined above.
2. Eligible programs may place an order for *BEST Plus* materials directly with CAL. Shipping and handling charges will apply based on the total price of the order. CAL's standard shipping and handling rates (outlined below) will apply to all orders requiring shipment. The rates listed below are current as of April 1, 2010 but are subject to change during the course of this MOU. If CAL's published shipping and handling rates change, CAL will send notification in writing to the New York State Department of Education at least one month prior to any change. Current rates can be found at <http://calstore.cal.org>
3. Rush shipments will incur additional charges based on the delivery service requested. (Note: purchases of computerized tests do not require shipping.)

Value of Order	UPS Shipping	Value of Order	UPS Shipping
Up to \$35	\$ 5.00	\$1,001 - \$2,000	\$ 100.00
\$35.01 - \$100	\$ 8.00	\$2,001 - \$4,000	\$ 200.00
\$101 - \$200	\$ 15.00	\$4,001 - \$5,000	\$ 250.00
\$201 - \$500	\$ 30.00	Over \$5,000	Call for Quote
\$501 - \$1,000	\$ 50.00		

4. CAL will invoice individual programs when orders are placed. Payment is due within 30 days of receipt of the invoice. Should an invoice remain unpaid beyond that time period, CAL will notify the program and Tom Orsini, Director or his designated staff member, of the outstanding balance. CAL will only fulfill orders for programs with accounts that are not overdue more than 60 days.

Schedule B: Prices for BEST Literacy Materials:

Items	Retail Unit Price	Your Unit Price
BEST Literacy Examinee Test Booklets - Forms B, C and D (20 Booklets and Score Sheets per unit) <i>(This reflects pricing when ordered in quantities of 200 units or more of any one form when a bulk order is received from the State of New York)</i>	\$ 45.00	\$ 43.00
BEST Literacy Test Manual <i>(This reflects pricing when ordered in quantities of 100 or more when a bulk order is received from the State of New York)</i>	\$ 25.00	\$ 22.50

Terms and Conditions for BEST Literacy Materials:

1. The *BEST Literacy* pricing schedule above is only valid for bulk orders received from the New York State Department of Education for at least the minimum quantities listed in Schedule B above. This pricing schedule reflects a single bulk order which requires multiple billing and shipping to separate programs. When placing an order, the State of New York will inform CAL which programs will be invoiced directly and which programs will issue a Purchase Order.
2. CAL's standard shipping and handling rates (outlined below) will apply to all orders requiring shipment. Shipping and handling charges will apply based on the total price of the order. The shipping rates listed below are current as of April 1, 2010 but are subject to change during the course of this MOU. If CAL's published shipping and handling rates change, CAL will send notification in writing to the New York State Department of Education at least one month prior to any change. **Current rates can be found at <http://calstore.cal.org>**

Value of Order	UPS Shipping	Value of Order	UPS Shipping
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\$35.01 - \$100	\$ 8.00	\$2,001 - \$4,000	\$ 200.00
\$101 - \$200	\$ 15.00	\$4,001 - \$5,000	\$ 250.00
\$201 - \$500	\$ 30.00	Over \$5,000	Call for Quote
\$501 - \$1,000	\$ 50.00		

3. Rush shipments will incur additional charges based on the delivery service requested.
4. All invoices for materials purchased are payable within 30 days of receipt of invoice. The New York State Department of Education guarantees final payment should any accounts become past due. CAL will only fulfill orders for programs with accounts that are not overdue more than 60 days.

Contract Period:

The contract period will extend from July 1, 2010, through June 30, 2011. If during the contract period, CAL makes available new materials, this MOU may be modified in writing.

For: New York State Office of Curriculum and Instructional Support

For: Center for Applied Linguistics

Tom Orsini, Director

Joy K. Peyton, Vice President

Date

Date



ATTACHMENT A
New York State Funded Programs



CENTER FOR APPLIED LINGUISTICS

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