

Cleveland State University

CSURC

Research Corporation

[Effective Date]

[Project Director or Signatory Authority]

[Position, if applicable]

[Organization, if applicable]

[Street Address or P.O. Box]

[City, State or Country, Zip/Postal Code]

[Email Address]

Dear [Project Director or Signatory Authority]:

This Letter Agreement is executed between [Project Director or Signatory Authority, City, State or Country, Zip/Postal Code] (hereinafter referred to as “Sponsor”), and Cleveland State University Research Corporation, a non-profit corporation exempt under IRS code section 501(c)3 with a principal business address at 2258 Euclid Avenue, Cleveland, Ohio 44115, (hereinafter referred to as “CSURC”), on behalf of J. Mark Souther, Ph.D., Director, Center for Public History + Digital Humanities and Cleveland Historical.

Scope of Work:

CSURC shall perform the following services:

1. Set up [Project Name] app for Sponsor;
2. Help Sponsor to set up an Omeka database for storing Sponsor’s content;
3. If agreed upon, provide hosting of Omeka database;
4. Provide two mobile applications (one for iOS and another for Android platforms);
5. Through Omeka installation, support web theme for the project, consistent with Cleveland Historical;
6. Provide design and brand identity derived from the Curatescape web & application design, consistent with brand identity expressed on Cleveland Historical;
7. Provide up to ten hours of additional intellectual guidance and support;
8. Additional training and/or support provided at \$250 per hour, with scope of support agreed upon in advance; training and support will be billed separately from this contract;
9. Provide basic technical support for the project website and apps for period of performance of this contract;
10. Maintain the core software for period of performance of this contract at a level consistent with Cleveland Historical installation;
11. Sponsor may extend their license of Curatescape at additional cost at the completion of contract, with cost for extension to be determined in separate

negotiation.

Period of Performance:

The effective period of this Agreement shall be from [Mo Day Yr], to [Mo Day Yr], unless otherwise provided for by written modification to this agreement.

Cost:

The total cost for the project is \$10,000.00. This total cost includes personnel, supplies, and University indirect cost; it also includes costs for the yearly License (see attached document, which requires separate signature.) This is a fixed-price Agreement. CSURC shall submit invoices to Sponsor according to the following schedule:

Milestone	Invoice Amount
1. Upon receipt of letter contract	
Service Agreement: Installation, Deployment, Consulting, Maintenance	\$ 7,000
Annual Maintenance Fee (\$1,400) x 2 Years	\$ 2,800
Annual License Fee (\$100) x 2 Years	\$ 200
TOTAL	\$10,000

The Sponsor shall remit payment to CSURC within thirty (30) days of valid invoice receipt; the full amount may be paid in the first invoice, if SPONSOR desires.

CSURC

SPONSOR:

Jack Kraszewski
Executive Director
CSURC

[Project Director or Signatory]
[Title, if Applicable]
[Organization, if Applicable]

Date _____

Date _____