

Hanover Research

4401 Wilson Blvd, 9th Floor, Arlington VA 22203
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Services Agreement

Order Form Information			
Date	9/22/2022	Valid Until	11/11/2022
Quotation #	Q-01758	Prepared By	Kola Danisa

Bill-to Information		Contact Information	
Customer Name	Board of Trustees of Community College District No. 508 d/b/a City Colleges of Chicago	Contact Name and Email	Christian Collins ccollins87@ccc.edu
Billing Contact Name and Email	Accounts Payable accountpayableservices@ccc.edu	Address	180 N. Wabash Ave., Suite 200, Chicago, IL United States

Quantity	Description	Start Date	End Date	List Total	Discount	Discounted Price
1.00	Higher Education Custom Research Queue	11/7/2022	11/6/2025	\$178,500.00	\$42,000.00	\$136,500.00
1.00	Pre-Paid Project Costs	11/7/2022	11/6/2025	\$24,000.00	\$0.00	\$24,000.00
If you have any questions concerning this quotation, please contact: Kola Danisa kdanisa@hanoverresearch.com 202-517-6257						\$160,500.00

Invoicing Schedule	
Payment Due Date	Amount
12/6/2022	\$53,500.00
12/6/2023	\$53,500.00
12/5/2024	\$53,500.00

STANDARD TERMS & CONDITIONS:

1. This order form is made effective this day and shall remain valid until **11/11/2022** after which, if not accepted by the Client by signature below, it shall become null and void.
2. All prices are in US dollars.
3. Prices do not include taxes. Client shall be responsible for any applicable taxes. Please forward tax-exempt certificate for new Clients, as appropriate.
4. Failure to pay promptly will result in project postponement or suspension of service.
5. Client understands and agrees that there may from time to time be incidental costs not included in the Service Fee set forth above ("Additional Services"). Such Additional Services may include purchased database access, panel costs, survey incentives, translation costs, infographic development costs, postage/printing for mass mailings, etc. With prior written approval, Client agrees to pay for all such Additional Services to either Hanover or directly to such third-party vendor if requested. If Additional Services are estimated to cost exceed \$10,000, Client shall either (1) contract directly with the third-party vendor(s) for such Additional Services, or (2) execute an additional order form stating the estimated fees and pre-pay to Hanover Research such estimated fees for the Additional Services prior to the project kick-off.

SPECIAL TERMS AND CONDITIONS:

The Pre-Paid Project Costs are funds allocated by client for Additional Services as outlined above. Unused Pre-Paid Project Costs are available to client upon request. In no event shall fees exceed the total sum of \$160,500.00 without written approval by Client during the length of the partnership term.

Notwithstanding the client services online terms, the parties agree that this Agreement shall be governed by the laws of the State of Illinois

This agreement “**Agreement**” between The Hanover Research Council LLC (“**Hanover Research**”) and Client runs from the Effective Date to the End Date. Under this Agreement, Client has the authority to request research services on any topic (the “**Research Services**”), as well as the right to ask Hanover Research to expedite work of particular urgency. All Research Services are available to Client on a subscription basis within the confines of a sequential research queue, in that Hanover will perform up to one (1) Research Services project at a time, per queue purchased as noted in the Order Form. Client shall, in its discretion, prioritize the research projects that form the basis of the Research Services as it deems appropriate. Research Services may include but are not limited to: custom research reports; survey design, administration and analysis; interviews with industry/issue experts; secondary research; data analysis; and benchmarking (product/service comparison, key performance and efficiency metrics).

SIGNATURE:

Does Customer require a Purchase Order (PO)?

If Yes, please provide PO#:

This Order Form between The Hanover Research Council LLC (“Hanover Research”) and the **Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, d/b/a City Colleges of Chicago** hereby incorporates by reference the following terms and conditions (“Client Services Terms - Education”) that are available for review by Client online at: (<http://www.hanoverresearch.com/client-services-terms-conditions-education/>) (collectively with any applicable Order Forms, the “Agreement”). Client’s signature below shall be deemed its acceptance and acknowledgement of the Agreement. Each person signing this Order Form represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Order Form and the Agreement.

Client Name	Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, d/b/a City Colleges of Chicago	Hanover Research	The Hanover Research Council LLC
Client Signature		Hanover Research Signature	
Date Signed		Date Signed	