

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

AUG 5 - 1999

COUNTY OF COOK
AND STATE OF ILLINOIS

COMPASS STUDENT ASSESSMENT TESTING AGREEMENT
ALL COLLEGES

THE CHANCELLOR

REPORTS

that the City Colleges has been reviewing nationally-normed computer-adaptive placement tests which are approved by the federal government for ability-to-benefit, and

that during the 1998-99 academic year, a staff committee comprised of English, Math, and ESL faculty and testing coordinators from across the District decided on the ACT COMPASS test as best serving student needs; and

that ACT has agreed to provide the tests to CCC on the following terms: the company would work with CCC faculty and staff over the summer and early fall to hold a pilot testing program to decide on proper cut-off scores for placement; and

that the tests will be available in November 1999 for student assessments/ placements in the Spring 2000 semester, and at that time, normal fees will be assessed by ACT, namely annual site licenses for each College at \$425.00 apiece, plus a cost of \$1.20 per unit, with the average student using 3.4 units.

RECOMMENDS

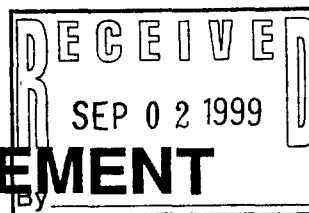
that the Board of Trustees approves an agreement with ACT Educational Technology Center, Hunt Valley, Maryland, to provide COMPASS testing services at CCC for Spring 2000 Semester, with billings made according to the schedule outlined in the agreement and as stated above; and authorizes the Chairman and Assistant Secretary to execute said Agreement on behalf of the Board.

Respectfully submitted:

Wayne D. Watson
Chancellor

August 5, 1999

21436

COMPASS LICENSE AGREEMENT

COMPASS is a service of ACT, Inc.

ACT, Inc., hereinafter referred to as ACT, for and in consideration of the terms and conditions of this Agreement and payment of license fees, does hereby grant a nonexclusive and nontransferable license to

Board of Trustees of Community College
District No. 508, County of Cook and
State of Illinois

Licensee: City Colleges of Chicago

Address: 226 W. Jackson Blvd.

City: Chicago State: Illinois ZIP Code: 60606-6998

for COMPASS software and test items database(s) furnished for Licensee's internal use on the computer(s), and user station(s), and at the site(s) identified on Attachment A to this Agreement. All references to COMPASS in this Agreement refer to the COMPASS software and test items database(s), including any enhancements and modifications made by ACT.

Upon delivery and acceptance of the software and test items databases(s) as specified herein, Licensee shall pay to ACT the license fee for the first term of this license as listed on Attachment A or the prorated portion thereof.

TERMS AND CONDITIONS

This Agreement is subject to the terms and conditions on the reverse hereof. Licensee acknowledges that it has read these terms and conditions, understands them, and agrees to be bound by them.

ACT, Inc.

By: *Samuel L. Wiley*

(Signature)

Title: Assistant Vice President

City Colleges of Chicago

Licensee:

By: *James A. Dyson*

(Signature)

Name: JAMES A. DYSONTitle: VICE CHAIRMAN OF THE BOARDDate: *Patricia A. Bunk*

ASSISTANT BOARD SECRETARY

Accepted and approved by ACT this 14th day of Sept., 1999.

For ACT Use Only:

License Commencement Date: Oct. 14th

COMPASS License Agreement - Standard Terms and Conditions

Term of License

This Agreement shall become effective on the date of acceptance and approval by ACT (the Effective Date). The COMPASS software and database for each version of COMPASS shall be referred to hereinafter as system. The License Commencement Date shall be thirty (30) days after the COMPASS system(s) are shipped to the Licensee.

This Agreement shall remain in force until the first anniversary of the License Commencement Date and shall be automatically renewed for successive twelve (12) month periods thereafter under terms and conditions for the license of COMPASS then in effect unless terminated as provided herein.

ACT may terminate this Agreement by giving written notice at least ninety (90) days prior to the expiration of any term or at any time the Licensee fails to comply with any of the terms and conditions of the use of the system(s) as provided herein. Licensee may terminate this Agreement by giving written notice at least thirty (30) days prior to the expiration of any term.

In the event of termination, or discontinuance by default as specified herein, Licensee will return the COMPASS system(s), documentation, and manuals to ACT, according to ACT's instructions and direction.

Annual License Fees

Applicable license fees for the system(s) provided herein shall apply beginning on the License Commencement Date (as defined in paragraph entitled Term of License and shown on the face of this Agreement). The annual fee for the first term of the License is shown on Attachment A; the license fees for subsequent twelve (12) month renewal periods are subject to ACT's applicable fee schedule for COMPASS system(s) in effect on the date of the renewal. Payment of the annual license fee will entitle Licensee to receive all system upgrades as well as related modifications to the documentation(s). Such upgrades and modifications will be made at ACT's discretion.

Upon receipt of a system upgrade(s), the site should add the newest disk(s) to the set already on site. Should the site discontinue its use of the software, the software should be returned to ACT. If Licensee fails to return said disks after receipt of one written notice, ACT may invoice Licensee for use of the system(s) for another term. Continued use by Licensee of the prior system(s) without payment to ACT for use of said system(s) shall be deemed a violation of this Agreement and of ACT copyright.

Licensee may, at any time, license additional COMPASS system(s) and/or add computer(s), user station(s), or site(s) under the terms and conditions of this Agreement. Additions to this Agreement shall be accomplished via modifications to Attachment A and payment to ACT of the required fee. The license fee for system(s), computer(s), user station(s), or site(s) added to this Agreement shall be based on ACT's current fee schedule at the time of the addition with payment prorated to the next license renewal date.

Payments

On the License Commencement Date, ACT will issue an invoice for the license fee for the initial term of the Agreement. License fees for renewal periods will be calculated and invoiced at the beginning of each twelve (12) month term. Payment shall be made to ACT at P.O. Box 168, Iowa City, Iowa 52243, or at such other address as ACT designates on its invoice. All amounts owed to ACT, under this Agreement are due and payable thirty (30) days from the date of invoice.

Software Ownership

ACT, Inc., holds the copyright for all versions of COMPASS. All individual component parts of each COMPASS version are also protected by copyright. Licensee does not acquire under this Agreement any right, title, or interest in or to the COMPASS system(s) and related materials, including rights in patents and copyrights applicable thereto. This license is for use of COMPASS on the specific computer(s), and user station(s), and at the site(s) indicated on Attachment A and may not be transferred to other computer(s), or site(s), or operated on additional user station(s) without the approval of ACT and the execution of a modification to this Agreement. However, this license may be transferred to apply to alternative computer(s) for a period not to exceed thirty (30) days if the designated computer(s) is(are) inoperative for any reason.

Upon delivery and acceptance of the software and test items databases(s) as specified herein, Licensee shall pay to ACT the license fee for the first term of this license as listed on Attachment A or the prorated portion thereof.

Licensee acknowledges that ACT has a proprietary interest in the system(s) and that the system(s) is(are) made available to Licensee on a nonexclusive and nontransferable basis. Licensee agrees that it shall not modify, in whole or in part, the system(s) or documentation provided under this Agreement. Licensee is hereby authorized to copy the COMPASS system licensed through this Agreement on the hard disk or other storage device of each computer specified on Attachment A for operation of COMPASS. The original diskettes provided by ACT may be retained as a backup source to recopy if the COMPASS system(s) become(s) inoperable on any computer(s) specified on Attachment A. Licensee may not operate or allow others to operate the COMPASS system(s) licensed through this Agreement, or copy(ies) of that system(s), on any computer(s), or user station(s), or at any site(s) not specified on Attachment A, except as provided in the previous paragraph.

Licensee agrees that it will not sell, disclose, or otherwise make the system(s) or documentation available to others. Licensee further agrees to take all reasonable steps, including, but not limited to, those steps Licensee takes to protect information, data, or other tangible and intangible property of its own that it regards as proprietary or confidential, to insure that such system(s) and documentation are not disclosed or duplicated in whole or in part of the use of others. Further, Licensee agrees that the name of the system(s), whether or not revised/alterd by ACT, will not be changed in the local environment, but shall always be known as COMPASS, unless renamed by ACT.

If Licensee makes or allows any unauthorized use of the system(s) or documentation furnished hereunder, including, but not limited to, unauthorized disclosure to third parties, ACT shall have the right to recover from Licensee an amount equal to the greater of (1) the sum that ACT would have charged the persons obtaining the benefit of such unauthorized use of the system(s) furnished hereunder, or (2) any amount received by Licensee as a result of such unauthorized use. In addition, ACT shall have all other rights provided by law.

Responsibility of the Parties

ACT will provide Licensee with COMPASS system(s) and related documentation, as follows:

- A. A machine-readable file containing all program codes in binary form (executable) and the current test items database(s) and text based on the COMPASS configuration specified on Attachment A.
- B. One (1) copy of the COMPASS Software Manual, the COMPASS User's Guide, and the COMPASS Standard Item Sets.

The above documents contain accurate descriptions of the content, use and specifications of the COMPASS system(s). Licensee shall be exclusively responsible for the supervision, management, and control of the use of the licensed system(s) and/or supporting materials, including, but not limited to: (1) assuring proper machine configuration, program installation, audit controls, and operating methods, (2) implementing security and accuracy of input and output, as well as restart and recovery in the event of malfunctions, and (3) providing adequate disk storage for data files and cataloging of programs. ACT is not responsible for any loss of data that may occur during Licensee's use of the system(s).

Upon request, ACT will provide phone support to Licensee for the initial installation of the COMPASS system(s) on Licensee's computer(s). Licensee agrees that, at such time as COMPASS has been successfully installed and is in working order on its equipment, Licensee will sign and return a form provided by ACT confirming that the system is operational. Subsequent to signing said form, Licensee accepts full responsibility for technical support of COMPASS at its site(s) until the system is updated by ACT.

ACT warrants that the COMPASS system(s) will conform to its (their) published specifications and be in good working order. ACT also warrants that it has the full power and authority to grant the rights herein granted without the specific consent of any other person and will indemnify and hold harmless Licensee from and against any loss, cost, or expense arising out of any breach of this warranty. ACT also warrants that the use of COMPASS system(s) will not violate any patent, copyright, trade secret, or any other property right of any other person.

ACT disclaims responsibility for the operation of other products which may interface with COMPASS system(s) or for technical difficulties which may arise due to the simultaneous operation of a variety of programs or products in the same computer.

The Licensee agrees to purchase all service delivery units (referred to as "administration units" on the COMPASS order form) from ACT and is prohibited from creating units or illegally copying or increasing the number of units purchased through the COMPASS Master Disk. The Licensee is also prohibited from tampering with or modifying the software mechanisms related to the process of incrementing or decrementing the service weights and counters used in COMPASS to account for administration units purchased from ACT and/or implemented by the site.

The Licensee agrees to return to ACT a disk(s) containing the test administration records for all tested participants twice a year for institutions using an academic calendar based on semesters (October 1 and February 1) or three times each year for institutions using an academic calendar based on quarters (October 1, February 1, and May 1). This information will be used by ACT in the development of site-specific research reports prepared for the site by ACT and for continued COMPASS system research and development purposes.

Limitation of Liability

THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES EXPRESSED OR IMPLIED (INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE), AND OF ALL OBLIGATIONS OR LIABILITIES ON THE PART OF ACT FOR DAMAGES, INCLUDING, BUT NOT LIMITED TO, CONSEQUENTIAL DAMAGES, ARISING OUT OF OR IN CONNECTION WITH THE DELIVERY, USE, REPAIR, OR PERFORMANCE OF THE COMPASS SYSTEM(S) AND DOCUMENTATION.

Licensee agrees that ACT's liability hereunder for damages shall not exceed those fees paid by Licensee for the COMPASS system(s) and documentation. In no event shall ACT be liable hereunder for special, indirect, incidental, or consequential damages or for any failure of performance due to causes beyond the control of ACT.

Default

Any of the following shall constitute a default under this Agreement:

- A. If Licensee fails to pay any fees when due hereunder or violates or fails to perform any other term or condition of this Agreement and such failure or violation continues for a period of ten (10) days after written notice thereof by ACT; or
- B. If proceedings under the Federal Bankruptcy Act or any other similar federal or state statute shall be instituted against the Licensee, a receiver or similar officer shall be appointed for the Licensee or any of its property, or any of the system(s) and documentation shall be attached or levied upon, and such proceedings, appointment, attachment, or levy shall not be vacated, or fully stayed, within twenty (20) days after the institution or occurrence thereof; or
- C. If the Licensee shall make an assignment for the benefit of creditors or institute proceedings under any bankruptcy or similar law (including a proceeding for reorganization or arrangement) or admit in writing its inability to pay its debts generally as they become due; or
- D. If any warranty, representation, statement, or report made in writing by Licensee in connection with this Agreement is untrue in any material respect on the data as of which it is made; or
- E. If Licensee violates the COMPASS system(s) copyright in any manner, including making and using unauthorized copies of the software.

In the event of a default by Licensee, ACT shall have the right, without further notice, to cancel the Agreement and exercise any other right or remedy which may be available to it under the law.

Assignment

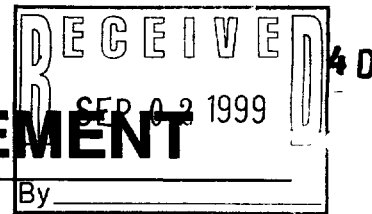
Licensee may not assign, transfer, or pledge this Agreement or the system(s) licensed hereunder, or sublet or lend the system(s) without the prior written consent of ACT. The consent of ACT to any of the foregoing applies only to the given instance, and shall not be deemed a consent to any subsequent like act by Licensee or any other person. Subject to the foregoing, this Agreement inures to the benefit of, and is binding upon, the successors and assigns of the parties hereto.

General

This Agreement shall be governed by the laws of the State of ^{Illinois} ~~Iowa~~ and constitutes the entire Agreement and understanding between ACT and the Licensee concerning the subject matter hereof. Any representation, promise, modification, or amendment to this Agreement shall not be binding upon either party unless in writing and signed on behalf of each by a duly authorized representative. If any of the provisions, or portions thereof, of this Agreement are found to be invalid by any court of competent jurisdiction, the remaining provisions of the Agreement shall continue to be valid and enforceable. Headings used in the Agreement are for reference purposes only and shall not be deemed a part of the Agreement.

21436

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Board of Trustees of Community College
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Licensee: City Colleges of Chicago

Address: 226 W. Jackson Blvd.

City: Chicago

State: Illinois

ZIP Code: 60606-6998

for COMPASS software and test items database(s) furnished for Licensee's internal use on the computer(s), and user station(s), and at the site(s) identified on Attachment A to this Agreement. All references to COMPASS in this Agreement refer to the COMPASS software and test items database(s), including any enhancements and modifications made by ACT.

Upon delivery and acceptance of the software and test items databases(s) as specified herein, Licensee shall pay to ACT the license fee for the first term of this license as listed on Attachment A or the prorated portion thereof.

TERMS AND CONDITIONS

This Agreement is subject to the terms and conditions on the reverse hereof. Licensee acknowledges that it has read these terms and conditions, understands them, and agrees to be bound by them.

APPROVED AS TO LEGAL FORM
James A. Dyson
GENERAL COUNSEL
Board of Trustees of Community College
District No. 508, County of Cook and
State of Illinois

ACT, Inc.

By: *Sam L. Way*

(Signature)

Title: Assistant Vice President

City Colleges of Chicago

Licensee:

By: *James A. Dyson*

(Signature)

Name: JAMES A. DYSON

Title: VICE CHAIRMAN OF THE BOARD

Date: *Patricia A. Burke*

ASSISTANT BOARD SECRETARY

AUG 5 - 1999

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Licensee may, at any time, license additional COMPASS system(s) and/or add computer(s), user station(s), or site(s) under the terms and conditions of this Agreement. Additions to this Agreement shall be accomplished via modifications to Attachment A and payment to ACT of the required fee. The license fee for system(s), computer(s), user station(s), or site(s) added to this Agreement shall be based on ACT's current fee schedule at the time of the addition with payment prorated to the next license renewal date.

Payments

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Licensee acknowledges that ACT has a proprietary interest in the system(s) and that the system(s) is(are) made available to Licensee on a nonexclusive and nontransferable basis. Licensee agrees that it shall not modify, in whole or in part, the system(s) or documentation provided under this Agreement. Licensee is hereby authorized to copy the COMPASS system licensed through this Agreement on the hard disk or other storage device of each computer specified on Attachment A for operation of COMPASS. The original diskettes provided by ACT may be retained as a backup source to recopy if the COMPASS system(s) become(s) inoperable on any computer(s) specified on Attachment A. Licensee may not operate or allow others to operate the COMPASS system(s) licensed through this Agreement, or copy(ies) of that system(s), on any computer(s), or user station(s), or at any site(s) not specified on Attachment A, except as provided in the previous paragraph.

Licensee agrees that it will not sell, disclose, or otherwise make the system(s) or documentation available to others. Licensee further agrees to take all reasonable steps, including, but not limited to, those steps Licensee takes to protect information, data, or other tangible and intangible property of its own that it regards as proprietary or confidential, to insure that such system(s) and documentation are not disclosed or duplicated in whole or in part of the use of others. Further, Licensee agrees that the name of the system(s), whether or not revised/alterd by ACT, will not be changed in the local environment, but shall always be known as COMPASS, unless renamed by ACT.

If Licensee makes or allows any unauthorized use of the system(s) or documentation furnished hereunder, including, but not limited to, unauthorized disclosure to third parties, ACT shall have the right to recover from Licensee an amount equal to the greater of (1) the sum that ACT would have charged the persons obtaining the benefit of such unauthorized use of the system(s) furnished hereunder, or (2) any amount received by Licensee as a result of such unauthorized use. In addition, ACT shall have all other rights provided by law.

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- B. One (1) copy of the COMPASS Software Manual, the COMPASS User's Guide, and the COMPASS Standard Item Sets.

The above documents contain accurate descriptions of the content, use and specifications of the COMPASS system(s). Licensee shall be exclusively responsible for the supervision, management, and control of the use of the licensed system(s) and/or supporting materials, including, but not limited to: (1) assuring proper machine configuration, program installation, audit controls, and operating methods, (2) implementing security and accuracy of input and output, as well as restart and recovery in the event of malfunctions, and (3) providing adequate disk storage for data files and cataloging of programs. ACT is not responsible for any loss of data that may occur during Licensee's use of the system(s).

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ACT warrants that the COMPASS system(s) will conform to its (their) published specifications and be in good working order. ACT also warrants that it has the full power and authority to grant the rights herein granted without the specific consent of any other person and will indemnify and hold harmless Licensee from and against any loss, cost, or expense arising out of any breach of this warranty. ACT also warrants that the use of COMPASS system(s) will not violate any patent, copyright, trade secret, or any other property right of any other person.

ACT disclaims responsibility for the operation of other products which may interface with COMPASS system(s) or for technical difficulties which may arise due to the simultaneous operation of a variety of programs or products in the same computer.

The Licensee agrees to purchase all service delivery units (referred to as "administration units" on the COMPASS order form) from ACT and is prohibited from creating units or illegally copying or increasing the number of units purchased through the COMPASS Master Disk. The Licensee is also prohibited from tampering with or modifying the software mechanisms related to the process of incrementing or decrementing the service weights and counters used in COMPASS to account for administration units purchased from ACT and/or implemented by the site.

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Limitation of Liability

THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES EXPRESSED OR IMPLIED (INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE), AND OF ALL OBLIGATIONS OR LIABILITIES ON THE PART OF ACT FOR DAMAGES, INCLUDING, BUT NOT LIMITED TO, CONSEQUENTIAL DAMAGES, ARISING OUT OF OR IN CONNECTION WITH THE DELIVERY, USE, REPAIR, OR PERFORMANCE OF THE COMPASS SYSTEM(S) AND DOCUMENTATION.

Licensee agrees that ACT's liability hereunder for damages shall not exceed those fees paid by Licensee for the COMPASS system(s) and documentation. In no event shall ACT be liable hereunder for special, indirect, incidental, or consequential damages or for any failure of performance due to causes beyond the control of ACT.

Default

Any of the following shall constitute a default under this Agreement:

- A. If Licensee fails to pay any fees when due hereunder or violates or fails to perform any other term or condition of this Agreement and such failure or violation continues for a period of ten (10) days after written notice thereof by ACT; or
- B. If proceedings under the Federal Bankruptcy Act or any other similar federal or state statute shall be instituted against the Licensee, a receiver or similar officer shall be appointed for the Licensee or any of its property, or any of the system(s) and documentation shall be attached or levied upon, and such proceedings, appointment, attachment, or levy shall not be vacated, or fully stayed, within twenty (20) days after the institution or occurrence thereof; or
- C. If the Licensee shall make an assignment for the benefit of creditors or institute proceedings under any bankruptcy or similar law (including a proceeding for reorganization or arrangement) or admit in writing its inability to pay its debts generally as they become due; or
- D. If any warranty, representation, statement, or report made in writing by Licensee in connection with this Agreement is untrue in any material respect on the data as of which it is made; or
- E. If Licensee violates the COMPASS system(s) copyright in any manner, including making and using unauthorized copies of the software.

In the event of a default by Licensee, ACT shall have the right, without further notice, to cancel the Agreement and exercise any other right or remedy which may be available to it under the law.

Assignment

Licensee may not assign, transfer, or pledge this Agreement or the system(s) licensed hereunder, or sublet or lend the system(s) without the prior written consent of ACT. The consent of ACT to any of the foregoing applies only to the given instance, and shall not be deemed a consent to any subsequent like act by Licensee or any other person. Subject to the foregoing, this Agreement inures to the benefit of, and is binding upon, the successors and assigns of the parties hereto.

General

This Agreement shall be governed by the laws of the State of ^{Illinois} ~~Iowa~~ and constitutes the entire Agreement and understanding between ACT and the Licensee concerning the subject matter hereof. Any representation, promise, modification, or amendment to this Agreement shall not be binding upon either party unless in writing and signed on behalf of each by a duly authorized representative. If any of the provisions, or portions thereof, of this Agreement are found to be invalid by any court of competent jurisdiction, the remaining provisions of the Agreement shall continue to be valid and enforceable. Headings used in the Agreement are for reference purposes only and shall not be deemed a part of the Agreement.

COMPASS LICENSE AGREEMENT Attachment A

RECEIVED
SEP 02 1999
By _____

Date: 5-26-99

Page 2 of 2 page(s)

Licensee: Chicago City College

Annual Fee: \$425 per site

Complete one section of this form for each site for which operation is being licensed. A COMPASS Site License is required for each individual campus of a college, university, district, or system to be served by COMPASS. For a college or university with multiple campuses interested in serving students with COMPASS, an additional Site License is required for each campus location. For purposes of identifying and clarifying campus units which would require an individual Site License, ACT will gather information from the institution and will refer to the administrative listings in the current Higher Education Directory. The Site License entitles the specific campus location to operate the COMPASS system on an unlimited number of stand-alone microcomputers and/or network work stations at the particular campus covered by that Site License.

List as LEADER the person with direct responsibility for operating COMPASS at each listed site. Computer(s) on which COMPASS will be operated. Number of administration units ordered for each site.

1. Site: Olive Harvey Col. Make: _____
Leader: _____
Position: _____ Model: _____
Street: 10001 S. Woodlawn Av Disk Size: 3.5" 5.25"
City: Chi. State: IL Zip: 60628 # of User Stations: _____
Phone: _____ Fax: _____

2. Site: Richard J. Daley Col. Make: _____
Leader: _____
Position: _____ Model: _____
Street: 7500 Pulaski Rd. Disk Size: 3.5" 5.25"
City: Chi. State: IL Zip: 60652 # of User Stations: _____
Phone: _____ Fax: _____

3. Site: Wilbur Wright College Make: _____
Leader: _____
Position: _____ Model: _____
Street: 4300 N. Narragansett Disk Size: 3.5" 5.25"
City: Chi. State: IL Zip: 60634 # of User Stations: _____
Phone: _____ Fax: _____

4. Site: _____ Make: _____
Leader: _____
Position: _____ Model: _____
Street: _____ Disk Size: 3.5" 5.25"
City: _____ State: _____ Zip: _____ # of User Stations: _____
Phone: _____ Fax: _____

Total Units _____
x _____ = *\$ _____
TOTAL units x unit fee = TOTAL \$

*See COMPASS Volume Related Prices

Shipping Address:
Name: Ms. Penny Schaefer
Position: Director of Academic Support Services
Organization: City Colleges of Chicago
Street: 220 W. Jackson Blvd.
City: Chicago, IL. 60606-6998
City: Chicago, State: IL Zip: 60606-6998
Phone: 312-553-2761 FAX: 312-553-3368

Billing Address:
(Same as Shipping)
Name: _____
Position: _____
Organization: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ FAX: _____

Return this form to:
Customer Services Coordinator
ACT Educational Technology Center
Executive Plaza I, Suite 200
11350 McCormick Road
Hunt Valley, MD 21031-1002
800/645-1992 FAX 410/785-1714
(Should you decide to fax, please mail the original for permanent records)

Ship software to site leaders above
 Ship ALL software to "ship address"
 Desired date of arrival: Mid June - 1999