

# Contract Review Sheet

Information Technology Agreement

**HR-6368-24 - Am2**

Title: Enterprise Learning Management System (LMS)

Contractor's Name: Absorb Software North America, LLC

Department: Human Resources Department

Contact: Sabrina Hay

Analyst: Sabrina Hay

Phone #: (503) 566-3974

Term - Date From: December 1, 2024

Expires: November 30, 2027

Original Contract Amount: \$ 53,421.00

Previous Amendments Amount: \$ 57,160.47

Current Amendment: \$ 57,160.47

New Contract Total: \$ 167,741.94

Amd% 214%

Outgoing Funds ☐ Federal Funds ☐ Reinstatement ☐ Retroactive ☒ Amendment greater than 25%

Source Selection Method: 20-0285 Special

CMS# HR1588-24

Description of Services or Grant Award

Licensing, maintenance and support for the Absorb enterprise learning management system

Amendment 1 renews subscription for one year through 11/30/2026

Amendment 2 renews subscription for one year through 11/30/2027 with no pricing increase

Desired BOC Session Date: 10/28/2026

Contract should be in DocuSign by: 10/7/2026

Agenda Planning Date: 10/15/2026

Printed packets due in Finance: 10/13/2026

Management Update: 10/13/2026

BOC upload / Board Session email: 10/14/2026

BOC Session Presenter(s) Lori Klemesen

Code: Y

## REQUIRED APPROVALS

Sabrina Hay

Sabrina Hay (Oct 8, 2026 14:22:59 PDT)

10/08/2026

Finance - Contracts

Date

Contract Specialist

Date

Andrew Wittenberg

10/13/2026

Legal Counsel

Date

Jan Fritz

Jan Fritz (Oct 13, 2026 14:38:09 PDT)

10/13/2026

Chief Administrative Officer

Date