



# Full-Year Order Form

## 2021–2022 School Year

**Visit <https://tinyurl.com/ordereasyCBM>  
to order easyCBM online!**

**We accept purchase orders  
and credit cards.**

**2021–2022 School Year easyCBM® Full-Year Order Form** (Orders cannot be processed without completing this form)

Date \_\_\_/\_\_\_/\_\_\_

**BY SUBMITTING THIS FORM, I AGREE TO ALL TERMS AND CONDITIONS OF THE SUBSCRIBER AGREEMENT (SEE PAGES 3 and 4).**

New Customer     Renewal     Expansion

**New Customer:** NEW easyCBM website and URL will be set-up for the district. If you need your site set-up individually by your school, please indicate below.

Check here if your site needs to be set-up only for an individual school.

School Name: \_\_\_\_\_

District Name: \_\_\_\_\_

Please allow up to 5 business days for new URL set-up.

**Renewal Customer:** Renewal District URL: \_\_\_\_\_ - \_\_.easycbm.com

**Expansion:** District URL: \_\_\_\_\_ - \_\_.easycbm.com

**PAYMENT INFORMATION**

Please enclose a valid purchase order or check payable to **“Riverside Insights”** with all orders. If payment via credit card, mark the box below.

Purchase Order enclosed. Number \_\_\_\_\_

Check enclosed. Number \_\_\_\_\_

Credit Card payment. **NOTE: An email with payment link for credit card purchases will be sent to the email provided in the “Charge to:” section.**

**Charge to: (See note above)**

**Sold to: (if different from billing address)**

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Organization \_\_\_\_\_

Billing Address \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**REQUIRED INFORMATION (YOUR ORDER WILL NOT BE PROCESSED WITHOUT THIS INFORMATION.)**

**Test Administrator:** (Please list the contact who will be the easyCBM Account Holder.) **Note: This person is the primary test and IT contact, assigns roles, and gives permissions.**

**Data Administrator:** (if different from Test Administrator) **Note: This person will be responsible for school system rostering files.**

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

Email address \_\_\_\_\_

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Prices are valid until June 30, 2022 and are subject to change without notice.

riversideinsights.com



2021–2022 School Year easyCBM Full-Year Order Form, Continued

**Per Student License – Unlimited Use**

Item	Code Number	Price Per Student	Number of Students	Total Price
easyCBM: Initial	1493821	\$6.69	_____ x \$6.69 =	_____
easyCBM: Expansion	1493823	\$6.69	_____ x \$6.69 =	_____
easyCBM: Renewal, 1 Year	1493822	\$6.69	_____ x \$6.69 =	_____
easyCBM: Renewal, 2 Years	1635226	\$13.38	_____ x \$13.38 =	_____
Full-Year Licenses run from July 1 to June 30 of the following year.			<b>Student License Subtotal</b>	_____

**TRAINING:**

To explore training options for this assessment, please visit the Riverside Training Academy on our website at <https://www.riversideinsights.com/>.

<b>Product Order Subtotal</b>	_____
<b>State Sales Tax</b>	_____
<b>Order Total</b>	_____

**How to Place Your Order:**

Via our online PO portal: <https://riversideinsights.info/order>

Via email: [orders@riversideinsights.com](mailto:orders@riversideinsights.com)

For more information, including our W-9 form, please visit our “How Can We Help” support page on our website at [https://info.riversideinsights.com/contact\\_us](https://info.riversideinsights.com/contact_us).

Prices are valid until June 30, 2022 and are subject to change without notice.  
 All orders will be filled at prices in effect upon receipt of your order.  
 To obtain the most up to date pricing, please visit us online at [www.riversideinsights.com](http://www.riversideinsights.com).

NOTE: Allow 4 weeks for set up and training before testing.

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## EASYCBM SUBSCRIBER AGREEMENT

### Terms and Conditions of Use

EASYCBM service (the “Service”) is a web-based benchmark and progress monitoring reporting service that permits school districts and agencies to enter student EASYCBM data and administrative data (collectively “Data”) and generate automated reports. EASYCBM was developed by the Behavioral Research and Teaching center (“BRT”) at the University of Oregon. Riverside Assessments, LLC d/b/a Riverside Insights (“Riverside”) is the exclusive distributor of the EASYCBM service.

Upon completion of the attached Order Form, and payment to Riverside, You, as a Subscriber, hereby agree to be legally bound by the terms and conditions of this Agreement.

1. Definitions. As used in this Agreement, the following terms shall have the meanings set forth below unless otherwise defined herein:

- “Agreement” means this Agreement and the Order Form.
- “Order Form” means the order form attached to this Agreement that includes pricing and subscription information regarding Subscriber’s purchase of the Service and associated training.
- “Subscriber” means the Riverside authorized purchaser of the Service who has agreed to be bound to the terms and conditions of this Agreement by signing the Order Form in the required field.
- “Users” means individual humans who are authorized by Subscriber to use the Service.

2. Upon payment and execution of this Agreement, Riverside grants to Subscriber, a limited, non-exclusive, non-sublicensable, non-transferable, revocable license to permit Users access to the Service pursuant to the terms and conditions hereunder, for non-commercial education and research purposes only: a. access the EASYCBM System; b. enter Data into the EASYCBM System; and c. generate reports using the EASYCBM System. Subscriber shall not use the EASYCBM System for any other purpose and Subscriber must contact Riverside to request permission to use the EASYCBM System in any other manner.

3. Subscriber shall not directly or indirectly (a) reverse engineer, decompile, disassemble or otherwise attempt to discover the source code of the Services or attempt to do any of the foregoing; (b) modify, translate, or create derivative works based on the Services; (c) rent, lease, distribute, or sell, assign, or otherwise transfer rights to the Services; (d) use the Services for timesharing or service bureau purposes or otherwise for the benefit of a third party; or (e) remove any proprietary notices from the Services or any materials provided to Subscriber by Riverside in conjunction with the Services.

4. Subscriber will provide, or shall require its Users to provide, or have access to the Service through Internet connection (from the classroom, home, or wherever there is a suitable Internet connection).

5. Subscriber will designate an administrator/local site facilitator on the order form to serve as the primary contact person regarding the use of the Service (the “Administrator”). This Administrator will:

- Disseminate information to Users regarding access to and use of the Service;
- Provide subscription information, if applicable (for example, where Users are located or assigned) to Riverside; and
- Provide required account information to the Riverside Account Manager and/or Riverside Customer Support.

6. Subscriber will have an EASYCBM account established with Riverside, whereby Users, each identified by a required unique user name and password are able to log in to the Service, either through Subscriber’s facilities or other sites where the Internet can be accessed. In addition, Subscriber hereby grants Riverside and its duly authorized licensees permission, to the extent that it may be required, to use the district, school or institution name in marketing and promotional materials.

7. Notwithstanding anything to the contrary in this Agreement, student records and student information shall not be considered public data and shall not be disclosed to any third party without the prior written consent of Subscriber; provided, however, that Riverside and the University of Oregon, including its research partners, may use such information to improve EASYCBM and for educational research purposes in a manner that does not disclose personally identifiable information and such that individual students, teachers, schools or districts may not be identified or derived.

8. Riverside will maintain and provide Subscriber with access to scoring and reporting data for the Subscriber’s current contract period [typically twelve (12) months] unless limited by special promotions and limited account access based on special pricing. It is the Subscriber’s responsibility, if they wish, to preserve any scoring and reporting data for their Users from previous contract periods or for archive purposes in a timely manner.

9. Riverside will provide a user manual and associated guides, in electronic format available from the EASYCBM service after login, containing information on EASYCBM functionality.

10. Riverside will monitor the number of students using the system by Subscriber’s Users, or number of user registrations during the subscription period, and notify the Subscriber near the end of the Agreement term of any additional Service Fees that exceed the number originally purchased by the Subscriber. In the event of an overage, a follow-up invoice will be sent to the Subscriber to reconcile with the number of students actually comprising the Subscriber’s account. This invoice will be sent whether a purchase order has been received from the Subscriber or not, and whether the amount of the purchase order that is submitted by the Subscriber is correct or not. All Service Fee payments shall be due and payable, within thirty (30) days of Subscriber’s receipt of the invoice from Riverside. Any payments provided by Subscriber to Riverside shall be irrevocable and shall be made in U.S. dollars. Subscriber is solely responsible for ensuring that such payments are made to Riverside in accordance with this Section.

11. RIVERSIDE DISCLAIMS ALL WARRANTIES INCLUDING BUT NOT LIMITED TO, THOSE CONCERNING MERCHANTABILITY, NON-INFRINGEMENT AND FITNESS FOR A PARTICULAR PURPOSE. EXCEPT AS PROVIDED EXPRESSLY HEREIN, THE SERVICES ARE PROVIDED ON AN “AS IS” BASIS. IN NO EVENT SHALL RIVERSIDE BE LIABLE TO SUBSCRIBER FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR SPECIAL DAMAGES ARISING UNDER THIS AGREEMENT, EVEN IF ADVISED IN ADVANCED OF THE POSSIBILITY THEREOF. IN NO EVENT SHALL RIVERSIDE’S AGGREGATE LIABILITY HEREUNDER EXCEED THE AMOUNT OF FEES PAID BY SUBSCRIBER TO RIVERSIDE DURING THE SIX (6) MONTHS PRECEDING THE CLAIM GIVING RISE TO SUCH LIABILITY.

12. Nothing contained in this Agreement shall be construed to imply a joint venture, partnership, or principal-agent relationship between the parties; and no party by virtue of this Agreement shall have any right, power, or authority to act or create any obligation, expressed or implied, on behalf of the other party.

13. Any notice given pursuant to this Agreement will be sufficiently given if it is in writing and delivered, sent by prepaid post or facsimile to the other party at the address specified above, or to such other address as either party may designate subsequently in writing, and will be deemed effective upon receipt.

14. Subscriber shall be solely responsible for whom it permits to be Users of the Service. Subscriber further agrees that it shall be solely responsible and liable for all Users of the Service and for any information or materials submitted to the Service via Subscriber’s EASYCBM account and/or resulting from any use of a User name, User password, or any other User information associated with the Service. Subscriber understands and agrees that the Service may not be used for any other purpose, or be provided to any other party, than as described herein (including the Order Form).

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## 2021–2022 School Year easyCBM Full-Year Order Form, Continued

**EASYCBM SUBSCRIBER AGREEMENT (Continued)**

15. Except as expressly permitted by this Agreement, Subscriber may not assign or otherwise transfer this Agreement or its rights or obligations hereunder to any person or entity. This Agreement shall be binding upon and insure to the benefit of the heirs, successors, and assigns of each party. Subscriber shall indemnify, defend and hold Riverside and BRT harmless from any and all claims arising out of the use of the Service or use of the scoring or reporting to determine placement of, or grades for, students.

16. Subscriber agrees that the privacy of User information, and score data is the sole responsibility of Subscriber and its Users. Riverside does not share User or Subscriber information with anyone unless authorized under this Agreement and: (a) with respect to the User or others the User may specify, the particular User's own information only; and (b) with respect to Subscriber, Subscriber's own information and the information regarding its Users. The Subscriber acknowledges that prior to using the EASYCBM service, said Subscriber is obligated to obtain any written parental consent that may be required in accordance with Federal or state laws or school district policies, to enable Subscriber to enter data into the EASYCBM system and to permit use of the data in accordance with the terms and conditions of this Agreement.

17. Riverside and BRT shall retain ownership of and proprietary rights, including but not limited to patent, copyright, trademark and trade secret in the EASYCBM online assessment system, including the benchmark and progress monitoring assessments, scoring guides, manuals, resources, as well as any other Riverside and/or BRT materials, software programs, and associated techniques, concepts, and methodologies that may be used to provide services under this Agreement.

18. This Agreement is governed by and subject to the laws of the State of Illinois without reference to its conflicts of laws rules. The parties agree that any action at law or in equity arising out of or relating to this Agreement shall be filed only in the state or federal courts located in the Northern District of Illinois. This Agreement merges all prior representations and understandings and constitutes the entire understanding between the parties concerning the subject matter hereof. No modification of this Agreement shall be effective unless in writing and signed by both parties. No delay by either party in enforcing against the other any provision of this Agreement will be a waiver, or in any way prejudice any right, of that party. This Agreement may be executed in counterparts, each of which will be deemed to be an original and together will constitute one and the same instrument.

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