

Purchase Order Number	PO-10034992
Purchase Order Date	03/18/2024
Requested Delivery Date	
Payment Terms	Immediate
Payment Type	Check
Requisition Type	Standard
Requester	Lisa A Beschner ( )
Supplier Contract:	

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<b>Supplier:</b>
CESO HR, LLC 615 First Avenue NE Suite 115 Minneapolis, MN 55413 United States of America

<b>Ship To:</b>
Howard County Public School System Central Office 10910 Clarksville Pike Ellicott City, MD 21042 United States of America Lisa A Beschner ( ) +1 (410) 3136698 (Landline)

<b>HCPSS Contact and Additional Information:</b>
Do not sent PO to Supplier

<b>Submit Invoices(s) to:</b>
Howard County Public School System 10910 Clarksville Pike Ellicott City, MD 21042 United States of America Attention to: Lisa A Beschner ( )

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	38,020.00	0.00	38,020.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Classification Study for Office of Human Resources				38,020.00

**STANDARD TERMS AND CONDITIONS:**

The Item(s) specified are subject to the following conditions:

1. Goods/services other than those specified on this purchase order must not substituted or prices changed without authorization.
2. All shipments must be prepaid. Prepay shipping changes, unless otherwise specified, and to invoice. No C.O.D's will be accepted.
3. Unless otherwise stated, delivery hours are between 8:30 AM – 3:30 PM, Monday through Friday, excluding holidays.
4. Initial goods are accepted by authorized HCPSS personnel, seller shall bear risk of loss and damage.
5. This order may be canceled without penalty by the Howard County Public School System if full delivery is not made within 30 business days.
6. The purchase order number must appear on all invoices, packing slips and correspondence to ensure prompt processing.
7. The HCPSS is Maryland sales tax exempt; our tax-exempt number is 30001219. Unauthorized use of this number is not allowed.
8. All items must be received in acceptable condition, or may be refused upon delivery.
9. Acceptance of this order means accepting all terms, prices, delivery, instructions, specifications, and conditions indicated on the order. The Vendor shall contact the person making the request immediately upon receipt of the order to communicate any required change. A written change order must be issued in advance indicating that the change is authorized.
10. Under no circumstances may any vendor/contractor/provider or consultant release, disclose, sell or otherwise use Howard County Public Schools' student names, addresses, or any other information related to students or staff of Howard County Public Schools and may only use this information for purposes required under any contract/agreement or memorandum of understanding.
11. Acceptance and performance of this Purchase Order shall effect a contract between the parties under which the rights and obligations of the parties shall be governed solely by the Mandatory Terms and Conditions of HCPSS which can be found here: <https://purchasing.hcpss.org>
12. This purchase order will be in accordance with the bid documents associated with the above mentioned bid number.
13. Invoices for the services and/or goods noted on this Purchase Order shall be submitted to HCPSS no later than sixty (60) days following services rendered or HCPSS' receipt of goods. By accepting this Purchase Order, You agree to expressly waive your right to payment if invoices are not submitted by the end of each fiscal school year (June 30th) or within sixty (60) days following services rendered, receipt of goods, or completion of project milestones, whichever is later, however, not to exceed 365 calendar days. Time is of the essence. Untimely receipt of invoices will not be processed nor paid by HCPSS.

*Robert J. Bruce*

Howard County Public School System  
10910 Clarksville Pike  
Ellicott City, MD 21042  
United States of America

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Director of Procurement and Materials Management