

**Sauk Valley Community College
November 24, 2025**

Action Item 4.10

Topic: **Contract Approval – Panopto**

Strategic Direction: **Access and Inclusion – Sauk Valley Community College fosters a diverse and inclusive learning experience for all students, employees, and community members.**

Presented By: **Dr. David Hellmich and Kathy Dirks**

Presentation:

Panopto is a video platform that enables users to record, edit, and upload video content and add it to courses in Canvas or provide a link in other locations. Panopto provides very high-quality machine-generated captions that require minimal editing to comply with accessibility regulations. Panopto also provides audio descriptions of videos created by SVCC employees and students.

Procurement Rules:

The Public Community College Act (110 ILCS 805/3-27.1) and Sauk Valley Community College Board Policy (305.01) exempt purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services from competitive bidding.

Contract Terms:

Year 1	Year 2	Year 3	Total
\$11,550.00	\$12,359.00	\$13,471.00	\$37,380.00

Recommendation:

The administration recommends the Board approve the contract for Panopto for \$37,380, over three years.



600 River Avenue, Suite 100
Pittsburgh, PA 15212
US

Quote Number: Q-60485
Issued: Oct. 30, 2025
Expires: Dec. 26, 2025

Sauk Valley Community College
173 IL ROUTE 2
DIXON, Illinois 61021

Quoted Subscription Term: 36 Months
Payment Terms: Net 30
Billing Frequency: Annually

YEAR 1					
QTY	ITEM	DESCRIPTION	UNIT PRICE	CUST DISC.	EXTENDED
1	Panopto EDU Platform: 1000 FTE, Cloud, Jade	License and support plan that includes a cloud-based video management system, with tools for recording, importing, editing, searching, sharing, and unlimited viewing for authenticated users. Anonymously viewed videos that accrue more than 500,000 delivered hours per term will require a purchase of Public Delivered Hours toward unauthenticated viewing. Maintenance and upgrades provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students. Additional details below.	USD 22,000.00	USD 10450	USD 11,550.00
1	Jade Cloud Package	Jade Package: *New releases and annual upgrades *Regularly scheduled Basic and Advanced Training Webinars *Phone and email support for Authorized Contacts including Remote Assist M-F 8am-8pm ET or for EMEA customers 8am-1am GMT *Included Captioning Credit	Included		USD 0.00
6	Authorized Support Contact	The number of individuals authorized to seek services from Panopto Support.	Included		USD 0.00
4,400	Created Hours	Hours of content that are recorded or uploaded to the Panopto library.*	Included		USD 0.00
8,800	Stored Hour Quota	Hours of content that are stored in the Panopto library, including content in the recycle bin, but excluding content in the Panopto archive.*	Included		USD 0.00
4,400	Archived Hour Quota	Hours of content that are moved from the Panopto library and stored in the Panopto archive. Archived videos are searchable but require 48 hours to retrieve for viewers.*	Included		USD 0.00
1,000	Caption Dollars	Caption Dollars will be available within the user's Panopto account. The balance of Caption Dollars will be reduced as recordings are submitted for captioning or captioning translations. Captions will appear within the recording and are fully searchable within the user's account. Any Caption Dollars that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term. Requires a Panopto Cloud account.	Included		USD 0.00
YEAR 1 TOTAL:					USD 11,550.00

YEAR 2					
QTY	ITEM	DESCRIPTION	UNIT PRICE	CUST DISC.	EXTENDED
1	Panopto EDU Platform: 1000 FTE, Cloud, Jade	License and support plan that includes a cloud-based video management system, with tools for recording, importing, editing, searching, sharing, and unlimited viewing for authenticated users. Anonymously viewed videos that accrue more than 500,000 delivered hours per term will require a purchase of Public Delivered Hours toward unauthenticated viewing. Maintenance and upgrades provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students. Additional details below.	USD 22,000.00	USD 9641	USD 12,359.00
1	Jade Cloud Package	Jade Package: *New releases and annual upgrades *Regularly scheduled Basic and Advanced Training Webinars *Phone and email support for Authorized Contacts including Remote Assist M-F 8am-8pm ET or for EMEA customers 8am-1am GMT *Included Captioning Credit	Included		USD 0.00
6	Authorized Support Contact	The number of individuals authorized to seek services from Panopto Support.	Included		USD 0.00
4,400	Created Hours	Hours of content that are recorded or uploaded to the Panopto library.*	Included		USD 0.00
8,800	Stored Hour Quota	Hours of content that are stored in the Panopto library, including content in the recycle bin, but excluding content in the Panopto archive.*	Included		USD 0.00
4,400	Archived Hour Quota	Hours of content that are moved from the Panopto library and stored in the Panopto archive. Archived videos are searchable but require 48 hours to retrieve for viewers.*	Included		USD 0.00
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YEAR 2 TOTAL:					USD 12,359.00

YEAR 3					
QTY	ITEM	DESCRIPTION	UNIT PRICE	CUST DISC.	EXTENDED
1	Panopto EDU Platform: 1000 FTE, Cloud, Jade	License and support plan that includes a cloud-based video management system, with tools for recording, importing, editing, searching, sharing, and unlimited viewing for authenticated users. Anonymously viewed videos that accrue more than 500,000 delivered hours per term will require a purchase of Public Delivered Hours toward unauthenticated viewing. Maintenance and upgrades provided by Panopto. Price shown is based on Full Time Equivalent of less than 1,000 students. Additional details below.	USD 22,000.00	USD 8529	USD 13,471.00
1	Jade Cloud Package	Jade Package: *New releases and annual upgrades *Regularly scheduled Basic and Advanced Training Webinars *Phone and email support for Authorized Contacts including Remote Assist M-F 8am-8pm ET or for EMEA customers 8am-1am GMT *Included Captioning Credit	Included		USD 0.00
6	Authorized Support Contact	The number of individuals authorized to seek services from Panopto Support.	Included		USD 0.00
4,400	Created Hours	Hours of content that are recorded or uploaded to the Panopto library.*	Included		USD 0.00
8,800	Stored Hour Quota	Hours of content that are stored in the Panopto library, including content in the recycle bin, but excluding content in the Panopto archive.*	Included		USD 0.00

QTY	ITEM	DESCRIPTION	UNIT PRICE	CUST DISC.	EXTENDED
4,400	Archived Hour Quota	Hours of content that are moved from the Panopto library and stored in the Panopto archive. Archived videos are searchable but require 48 hours to retrieve for viewers.*	Included		USD 0.00
1,000	Caption Dollars	Caption Dollars will be available within the user's Panopto account. The balance of Caption Dollars will be reduced as recordings are submitted for captioning or captioning translations. Captions will appear within the recording and are fully searchable within the user's account. Any Caption Dollars that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term. Requires a Panopto Cloud account.	Included		USD 0.00
YEAR 3 TOTAL:					USD 13,471.00
GRAND TOTAL:					USD 37,380.00

TERM DATES - 12/30/2025 - 12/29/2028

*Additional terms and conditions relating to caps and quotas on Created Hours, Stored Hours, and Archived Hours and potential overage charges apply; see Quote Appendix for more details.

This Quote is subject to, and incorporated into, the applicable Panopto Order Form. If Customer is receiving any add-on services, the applicable services addenda found at <https://www.panopto.com/services-addenda/> will also apply.

Quoted prices are exclusive of any applicable taxes. If your organization is tax exempt, please provide your tax exempt ID on your purchase order. Taxable organizations should email billing@panopto.com to verify whether taxes will be invoiced by Panopto. Contact billing@panopto.com for all payment inquiries and jeff.lyon@panopto.com for questions about this quote. Fax POs to 800.931.5036 or send by email to sales@panopto.com. Pricing is valid through the Quote Expiration date. Interest will be charged at the rate of one and one-half percent (1.5%) per month or the highest lawful rate, whichever is less, on all unpaid amounts 30 days past the due date. Federal Tax ID: 20 8374771.

QUOTE APPENDIX

1. **Created Hours:** All content that is recorded or uploaded into the Panopto library counts towards the consumption of the amount of Created Hours specified in the Quote (the "Created Hours Cap"). Created Hours are measured on a cumulative basis over the applicable term. If Customer consumes more Created Hours during the term than the Created Hours Cap, Customer will owe Panopto overage charges applied in increments of \$2,500 for every 2,500 Created Hours over the Created Hours Cap. Any Created Hours that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term.
2. **Stored Hours:** All content that is stored in the Panopto library, including content in the recycle bin, but excluding content in the Panopto archive, counts towards the consumption of the amount of Stored Hours specified in the Quote (the "Stored Hours Quota"). If Customer has more Stored Hours than Stored Hours Quota during the term, Customer will have 30 days to take action to reduce the number of Stored Hours below the Stored Hours Quota by archiving or deleting content. If Customer fails to reduce the number of Stored Hours below the Stored Hours Quota by the end of this 30-day period, Customer will owe Panopto overage charges applied in increments of \$2,000 for every 3,000 Stored Hours over the Stored Hours Quota. These overage charges will apply even if Customer is later able to reduce the number of Stored Hours below the Stored Hours Quota. Any overage charges applicable during the term will be measured at the Customer's peak Stored Hours level, meaning that the applicable overage charges will be applied to the highest amount by which the Stored Hours Quota was exceeded during the term. Any Stored Hours that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term.
3. **Archived Hours:** All content that is moved from the Panopto library and stored in the Panopto archive counts towards the consumption of the amount of Archived Hours specified in the Quote (the "Archived Hours Quota"). Archived video content will be made available for retrieval within 48 to 72 hours of request. While most retrievals complete within 48 hours, delays may occur due to external provider processing times. We will make commercially reasonable efforts to meet this timeline and notify the client in the event of delays. Content restored from the Panopto archive becomes Stored Hours and counts towards the Stored Hours Quota. If Customer has more Archived Hours than the Archived Hours Quota during the term, Customer will have 30 days to take action to reduce the number of Archived Hours below the Archived Hours Quota by deleting content or restoring it to become Stored Hours. If Customer fails to reduce the number of Archived Hours below the Archived Hours Quota by the end of this 30-day period, Customer will owe Panopto overage charges applied in increments of \$2,500 for every 25,000 Archived Hours over the Archived Hours Quota. These overage charges will apply even if Customer is later able to reduce the number of Archived Hours below the Archived Hours Quota. Any overage charges applicable during the term will be measured at the Customer's peak Archived Hours level, meaning that the applicable overage charges will be applied to the highest amount by which the Archived Hours Quota was exceeded during the term. Any Archived Hours that remain unused at the end of the term expire, are not subject to refund, and will not roll over into any renewal term. If Customer restores more hours of content from the Panopto archive during the term than the Customer's peak Stored Hours level, Customer will owe Panopto overage charges applied in increments of \$2,000 for every 3,000 restored Archived Hours.
4. **Payment of Overage Charges:** Any overage charges that become due during the applicable term as described above will be invoiced by Panopto at the end of such term and paid by Customer pursuant to the payment terms noted in the Quote.