



230 California St, Suite 601  
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[www.informedk12.com](http://www.informedk12.com)

**William S. Hart Union School District**  
**21380 Centre Pointe Parkway**  
**Santa Clarita, CA 91350**

Date: 5/28/19

Service	Unit Price
<b>Internal Office forms and workflow processes</b> Basic Edition: 10 process package, internal forms  All processes include: <ul style="list-style-type: none"> <li>• Unlimited electronic signatures, interactive form fields, pre-filled data fields, and reusable templates to automatically collect, route, and track responses and approvals</li> <li>• Unlimited responses archived with full access search and nightly back-ups for all data</li> <li>• Phone, chat, and email support for form managers and recipients</li> <li>• Continuous upgrades and extensive browser and device support</li> <li>• Online webinars and resources for form managers</li> </ul>	\$30,388 / year
<b>Implementation Package (one-time fee)</b> <ul style="list-style-type: none"> <li>• Dedicated implementation specialist to lead 120-day implementation and change management consultation</li> <li>• Onsite set up for high value processes</li> <li>• Custom district-wide trainings and outreach</li> <li>• School site adoption program</li> <li>• Data review and report for initial launches</li> </ul>	\$6,077
<b>TOTAL FIRST YEAR COST:</b>	\$36,465
<b>ANNUAL COST:</b>	\$30,388

## **Informed K12 Agreement**

This Agreement is made as of May 28th, 2019 between Emics, Inc. and William S Hart District, covering the services to be provided below for one year from the commencement of this Agreement. This Agreement supersedes and replaces any and all prior written and oral agreements between Emics, Inc. and William S. Hart Unified School District. This agreement automatically renews each year on June 1st unless William S Hart Unified School District provides written notice of cancellation at least 45 days prior to the end of each 365-day period. Pricing is subject to increase after 1 year by up to a maximum of 5% annually. Payment is due to Emics, Inc. 30 days after the initiation or renewal of services.

### **Emics, Inc. will provide the following:**

- Ongoing assistance and staff support. Informed K12 will provide a dedicated client success and implementation specialist as the primary contact for your district.
- Advanced access to new features, and full access to the Informed K12 system. You will receive first notice and early review of all new developments.
- Dedicated accounts with setup and configuration. Account services will adhere to the terms and definitions outlined in our Privacy Policy. In sum, you control your account information, documents, and settings. We will not rent or sell your information to third parties outside Emics, Inc. and its group companies (including any parent, subsidiaries and affiliates) without your consent.

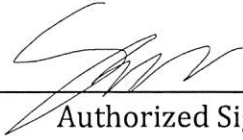
### **During the term of this Agreement William S Hart Unified School District will provide:**

- **Primary contact:** Identify one staff member as your primary contact, who provides direct input to the Informed K12 team in order to ensure success.
- **Feedback and review:** As a valued Informed K12 customer, you will have the ability to help to shape and improve the tool for all educators by providing feedback and reviewing any findings together for continuous improvement.

We look forward to a long lasting and mutually beneficial relationship.

*Signature page follows*

Emics, Inc.



Authorized Signature

Sarah Chou

Print Name

5/28/2019

Date

William S. Hart Union



Authorized Signature

Brittany Kruczynski

Print Name

05/29/2019

Date



## Memorandum of Understanding William S Hart Unified- Informed K12

### Our Mission

At Informed K12, we're on a mission to build the single best workflow platform for K12 schools. One system that supports all district forms and processes, from permission slips to personnel requisitions, significantly reducing cost from buying module after module and improving time training with one unified user experience.

### Expected Outcomes

Accountability and internal reconciliation

- Transparency for where things are in delivering resources to sites
- Identify and remove bottlenecks in current processes

Access to information for Cabinet and Board

- Report on any data year over year for any form or workflow across our schools and departments
- For example, Employee exit surveys and retention data, Bus pass application and service planning data, Field trip and PD reporting to support learning initiatives

Visibly improved service to our community and personnel

- Fast online/mobile access to services and requests for students, parents, and staff
- Less waiting time and routine administrative work for teachers, principals, and district leaders
- Structured roll out of 5 new processes every 2 months so sites and departments have enough interaction with the new system to learn quickly and see immediate results

### **Proposed first on site: June 2019 (July 1st deadline/launch)**

Best practice consultation with expert IK12 manager starting with quick wins and mission critical time-sensitive needs

Spring high volume requests

1. Purchase Requisition (ASBs) - Alvord example/site specific (year around)
2. Conference/Travel Request
3. Reimbursement: Mileage/Travel
4. Reimbursement: Conference

Prepare to hire new employees and support planning of services and resources for the end of the school year.

### **30 day 1:1 outreach for sites and departments**

IK12 adoption specialist to follow up short announcement at leadership and office manager meetings with 1:1 training

**Proposed second on site: July/August 2019**

Preparing for 2019-20 SY

1. Request for Duplicate Payroll Forms
2. Employee Information Change
3. Budget Transfer/Revision - hold true (not going anywhere for 3 yrs)

Transition mission critical employee processes during the summer before the beginning of the new school year.

**First data review: September 2019**

Review launch data, feedback from staff, and discuss potential in depth Board/strategic planning reports

**References**

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