



ORDER FORM FOR: William S Hart Union High School District

Software Package

Number of Processes: District License (100 Processes) Cost\$ 95,000.00

Existing contract is for \$92,000, for internal forms. District will be billed an additional \$3,000 for the 100-process package, including school forms

Expert Workflow Services: Other (see below)

Not included

Named CSM: Included

Subscription Renewal Date: 07/01/2023

All software packages include:

- Unlimited Signatures interactive form fields, pre-filled data fields, conditional questions, and reusable templates to automatically collect, route, and track responses and approvals
- Unlimited District Staff User Accounts
- Admin Support
- End User Support
- Help Center Access
- Continuous upgrades and extensive browser and device support

Implementation Package

Implementation Package: Other (see below) Cost\$ 0.00

Not included Not included

Number of Implemented Processes:

Number of Project Teams:

Implementation Start Month*:

Implementation End Month**:

If implementation start has not been determined, implementation timeframe:

Form Manager Training Sessions:

Form Creator Training Seats:

All implementation service packages include:

- Named Implementation Manager
- One session of Leadership Training (workflow approvers)
- One session of Secretary Training (workflow facilitators)
- One session of the adoption program (1:1 outreach from Informed K12 support team to district form facilitators and approvers)
- Annual maintenance of Informed K12-implemented processes

Implementation Terms:

District is responsible for completing the kickoff readiness process prior to starting implementation. If required documents are not prepared, Informed K12 may need to reschedule the implementation timeframe in order to serve other clients

Informed K12 may not be able to accommodate extended implementations due to rescheduling or other delays on the district side (ex: providing required documents or training dates). Informed K12 reserves the right to charge additional service fees in the case of extended implementation, equal to \$_____.

In the event of a delay to implementation due to Informed K12 processes, District is responsible for escalating concerns about the delay to operations@informedk12.com.

Other Service Packages

Package:
N/A

Cost: \$ 0.00

TOTAL COST DUE: \$ 95,000.00

Sales Tax Due (if applicable): \$

Payment is due within 30 days of the execution of this Order form. For any billing questions, please email operations@informedk12.com

District requests that invoices be submitted to:

Contact Name: Brittany Kruczynski

Email: bkruczynski@hartdistrict.org

Terms of Use

1. This Order Form, together with the Informed K12 Terms of Use available at <https://www.informedk12.com/terms-of-use>, and the Agreement for Product and Services executed on 05/10/2021 ("Master Agreement"), governs the access to and use of the Services set forth above. In the event of a conflict between the Order Form, Master Agreement, and Terms of Use, this Order Form shall control.
2. Customer will be invoiced within seven days of the Order Form being executed, and payment is due in full within 30 days of being fully executed by both parties. Informed K12 reserves the right to pause services if payment is not received within 30 days of the full execution of the agreement.
3. The term of this Order Form will begin on 07/01/2022 and will end after 12 months, unless stated otherwise in the service package description. The services renew for successive periods of twelve (12) months each, unless a party gives the other party written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term. Informed K12 reserves the right to increase fees by up to five percent (5%) upon renewal.
4. In the event of termination of services, Customers is responsible for downloading and storing any data from Informed K12 that needs to be retained within 30 days, or as governed by an additional offboarding agreement. Informed K12 will comply with complete data destruction of Customer form data from the Informed K12 platform after the 30-day data retention window or as governed by an offboarding agreement signed by both parties.
5. The signatures below acknowledge the agreement of each party to be bound by this Order Form. The undersigned representative of Customer represents that he/she has read, understands, and accepts, on behalf of Customer, as a duly authorized representative of Customer, this Order Form (including the Terms and Conditions) in its entirety.

I agree to the terms as described above, including the package description and the total cost and payment terms, and authorize the Informed K12 to initiate the Software and Services package per this Order form.

Authorized Signature: Brittany Kruczynski

Date Signed: 05/31/2022

Printed Name: Brittany Kruczynski

Memorandum of Understanding

William S. Hart Union High School District & 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

District Operations response to COVID-19 impact

- Address/mitigate the impact to the Districts essential/vital/critical operations resulting from COVID-19 pandemic closures
- Enable all District departments to complete/access essential processes remotely
- Rapid implementation of urgent forms, sustain seamless operations and prepare for SY 21-22 & beyond
- Provide staff, future employees, and community with an easy to use solution.
- Informed K12 will support the training for staff at all levels through webinars and videos remotely until we are back on site.

District Executive Sponsor (Required): Brittany Kruczynski

- Status reports: Will receive reports on baseline success metrics and sign off on major priority and launch decisions

District Project Manager (Required): Brittany Kruczynski

- Convening Power: Schedules meetings with departments, responsible for Informed K12 announcements and training
- Decision making Power: Is or acts as an extension of Cabinet when making decisions about workflow design and rollout

Form owners are responsible for setup decisions and manage their department's workflows on a day to day basis

Informed K12 Implementation Team

Customer Success Manager:

Adoption Manager:

Support Specialist:

Platform Implementation (Licenses Only)

InformedK12 Form Creators Certification:

Names

Queue and Quality Control Team ([Example template](#)):

Names



230 California St. Suite 601
San Francisco, CA 94111
www.informedk12.com

William S. Hart Union High School District
21515 Centre Pointe Pkwy
Santa Clarita, CA 91350

Date: May 08, 2021
Terms and Cost Valid Until: June 30, 2021

| Service | Unit Price |
|---|---|
| Internal Office forms and workflow processes All Departments License: Internal forms across all departments All processes include: <ul style="list-style-type: none">• Unlimited electronic signatures, interactive form fields, pre-filled data fields, and reusable templates to automatically collect, route, and track responses and approvals• Unlimited responses archived with full access search and nightly back-ups for all data• Phone, chat, and email support for form managers and recipients• Continuous upgrades and extensive browser and device support• Online webinars and resources for form managers | \$92,000 / year -7/2021-6/2022: \$92,000 -7/2022-6/2023: \$92,000 -7/2023-6/2024: \$92,000 <i>District committing for the above service periods, total cost = \$276,000</i> |
| ANNUAL COST DUE JULY 2021 | \$92,000 |
| ANNUAL COST DUE JULY 2022 | \$92,000 |
| ANNUAL COST DUE JULY 2023 | \$92,000 |

| Included | 10 Plan Pilot | All Departments License | All Departments and Sites License |
|--|---|---|---|
| eSignatures | Unlimited | Unlimited | Unlimited |
| Accounts (Seats/Users) | Unlimited | Unlimited | Unlimited |
| Storage | Unlimited | Unlimited | Unlimited |
| Support | All users | All users | All users |
| Processes <i>A form or set of forms that travel together through a unique workflow</i> | 10 | Unlimited Internal Processes | Unlimited Internal Processes & External Processes |
| Department managed Internal Processes <i>A process owned and actively managed by a District Administrative Office. Examples: Field trip requests, leave or travel requests, student or staff transfer requests, student or staff incident reports, contracts, timesheets, requisitions, reimbursements, new hire packets, benefits enrollment, etc.</i> | Included | Included | Included |
| School Site managed External Processes <i>A process owned and actively managed at the Site level. Examples: Permission slips, student back-to-school packets/handbooks, student emergency cards, course add/drop or change, independent study, tardy policy, class schedules, student counseling forms, student or parent consent, etc.</i> | Not Included | Not Included | Included |
| 1:1 Adoption Program <i>Training and outreach for accounts</i> Standard Campaign: 1 Administrator training 1 Site Staff/Secretaries training 1:1 Follow up outreach for both groups | One campaign All School Sites and Departments relevant to the 10 Processes | Annual campaign All School Sites and Departments | Annual campaign All School Sites and Departments |
| Self-Service Creators Program <i>Training and outreach for workflow design and digital form conversion by district staff</i> | None | All Departments Staff | All Departments and School Site Staff |
| Full-Service Consultation <i>Expert workflow design and digital form conversion by InformedK12</i> | One-time MOU 10 processes | Annual MOU 10 processes per year | Annual MOU 10 processes per year |

Informed K12 Agreement

This Agreement is made as of July 2021 between Informed K12 and William S. Hart Union High School District, covering the services to be provided below from the commencement of this Agreement through June 2024. This Agreement supersedes and replaces any and all prior written and oral agreements between Informed K12 and William S. Hart Union High School District. This agreement automatically renews each year in July unless William S. Hart Union High 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 to non-discounted license pricing after June 2024. Payment is due to Informed K12 30 days after the initiation or renewal of services.

Informed K12 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 Informed K12 and its group companies (including any parent, subsidiaries, and affiliates) without your consent.

During the term of this Agreement, William S. Hart Union High School District will provide:

- **Dedicated Project Manager:** Identify one staff member as your primary contact, who convenes staff and provides direct input to the Informed K12 team in order to ensure success.
- **Implementation resources necessary to execute the Memorandum of Understanding.**
- **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

Informed K12



Authorized Signature

Jennifer Bundy

Print Name

05/10/2021

Date

William S. Hart Union High School District



Authorized Signature

Brittany Kruczynski

Print Name

05/10/2021

Date