



# PALISADES

## CHARTER HIGH SCHOOL

CHIEF BUSINESS OFFICER

### **COVER SHEET FOR AGENDA ITEMS**

March 15, 2022

#### **TOPIC/ AGENDA ITEM:**

IX. FINANCE

G. InformedK12 Vendor

#### **PERSONNEL INVOLVED:**

Board of Trustees, Executive Director/Principal, Chief Business Officer, Finance, HR

#### **ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):**

The purpose of this action is to approve InformedK12 as a new vendor for PCHS. InformedK12 can help with our current workflow/processes and streamline form submission.

The CBO requested bids from 3 vendors, and the recommendation is to move forward with InformedK12.

The cost is \$30,000: \$10,000 one-time integration/set-up and \$20,000 for unlimited use of 20 processes/forms. Initially, HR, business and payroll forms will be utilized but there is an opportunity to expand this across other departments or uses (ex: SPED, IEPs, Independent Study agreements, technology check-out, etc.).

#### **IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):**

The action requested of the Board today will support the goal of ensuring compliance.

#### **OPTIONS OR SOLUTIONS:**

The expectation is that the board approve Informed K12 as a new vendor.

#### **CHIEF BUSINESS OFFICER'S RECOMMENDATION:**

The Chief Business Officer recommends that the Board approve InformedK12 as a new vendor.

#### **RECOMMENDED MOTION:**

“To approve InformedK12 as a new vendor.”

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Juan Pablo Herrera  
Chief Business Officer

# Process/Workflow Improvement

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March 14, 2022



# HR & Business Office are exploring ways to streamline internal processes

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We are evaluating the following:

1. Streamlining current processes
  1. Purchase orders, reimbursements, leave requests, etc.
2. Implementing new processes
  1. Ex: position control, etc.
3. Identifying ways to save costs
4. Increasing compliance/accuracy
5. Driving accountability
  1. Following PCHS policies & procedures

We are exploring this across Business (finance, payroll) and Human Resources departments, but the same processes can be utilized by other departments

# We reached out to 3 vendors who are widely used in K-12

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1. Informed K12
2. DocuSign
3. Laserfiche

We (Business/HR) are recommending we move forward with InformedK12.

Yes, this is an incremental expense to this year's budget. However, it is critical that we prioritize efficiency, accuracy and accountability.

# Examples

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InformedK12 is widely used by a number of districts in California.

Below are a few live examples:

Position Control: [https://app.informedk12.com/link\\_campaigns/mbusd-position-control-form-electronic-form?token=uon8qRnTDQAKZaymWYv6j9CJ](https://app.informedk12.com/link_campaigns/mbusd-position-control-form-electronic-form?token=uon8qRnTDQAKZaymWYv6j9CJ)

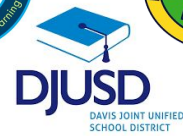
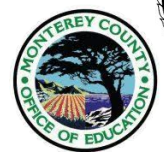
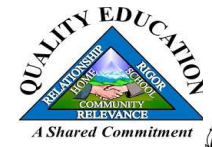
Leave Request: [https://app.informedk12.com/link\\_campaigns/mbusd-request-for-leave-electronic-form?token=ZJQ6KVmWriYrkoS8bZYwfBSp](https://app.informedk12.com/link_campaigns/mbusd-request-for-leave-electronic-form?token=ZJQ6KVmWriYrkoS8bZYwfBSp)

Additional Form: <https://www.seq.org/DEPARTMENTS/Human-Resources/General-Information/Forms--Brochures/index.html>



# Informed K12

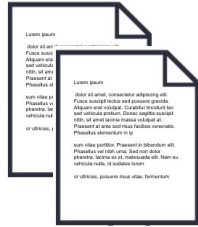
Workflow & e-Signature Platform  
Created for K-12



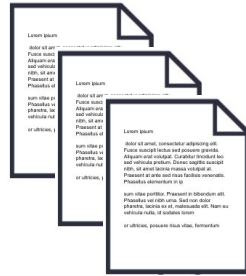
# Most Common Processes



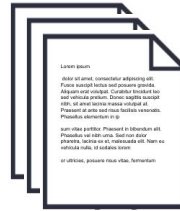
# Defining a Process



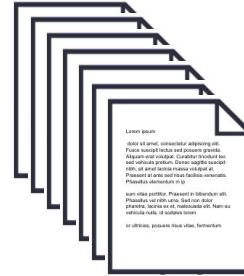
Extra Duty Request



FFCRA - Leave Request



Reasonable Assurance



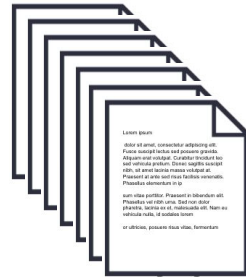
New Hire Packet-Classified



Letter of Intent



Personnel Requisition



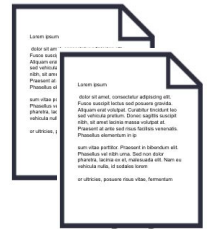
New Hire Packet-Certificated



Emergency Card



Employee Evaluation



Leave Request



# Human Resources

<ul style="list-style-type: none"><li><input type="checkbox"/> Personnel Requisition</li><li><input type="checkbox"/> Leave Request</li><li><input type="checkbox"/> COVID Leave Request</li><li><input type="checkbox"/> Subsidized Child Care for Essential Workers Request</li><li><input type="checkbox"/> Personnel Action Form</li><li><input type="checkbox"/> New Hire Packets (Certificated, Classified, Subs)</li><li><input type="checkbox"/> Contracts</li><li><input type="checkbox"/> Intent to Return Letters</li><li><input type="checkbox"/> Reasonable Assurance</li><li><input type="checkbox"/> Notice of Election</li><li><input type="checkbox"/> Address or Name Change</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Credential Verification</li><li><input type="checkbox"/> Transfer Requests</li><li><input type="checkbox"/> Resignation and Retirement</li><li><input type="checkbox"/> Evaluations (Certificated, Classified, Subs)</li><li><input type="checkbox"/> Exit Interview</li><li><input type="checkbox"/> Employee Handbook</li><li><input type="checkbox"/> Volunteer Forms</li><li><input type="checkbox"/> Professional Growth Request</li><li><input type="checkbox"/> Open Enrollment/Benefits</li><li><input type="checkbox"/> Incident Reports</li><li><input type="checkbox"/> Acceptable Use Policies</li><li><input type="checkbox"/> Staff Emergency Contact</li></ul>



# Student & Ed. Services

Special Education	Education Services	Student Services
<ul style="list-style-type: none"> <li><input type="checkbox"/> IEP/504 Signature Pages</li> <li><input type="checkbox"/> IEP/504 Notice of Meeting</li> <li><input type="checkbox"/> IEP/504 Amendments</li> <li><input type="checkbox"/> Transportation</li> <li><input type="checkbox"/> Teletherapy Consent</li> <li><input type="checkbox"/> SEIS IEPs for E-Signature</li> <li><input type="checkbox"/> IEP Consent and Signature</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Inter District Transfer</li> <li><input type="checkbox"/> Intra District Transfer</li> <li><input type="checkbox"/> Summer School Application</li> <li><input type="checkbox"/> Remote learning agreement</li> <li><input type="checkbox"/> Special program applications</li> <li><input type="checkbox"/> Transcript Request</li> <li><input type="checkbox"/> Course Placement / Drop</li> <li><input type="checkbox"/> Senior Grad / Non Grad</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Residency Affidavit -McKinney Vento Intake Form</li> <li><input type="checkbox"/> Student Work Permit</li> <li><input type="checkbox"/> After School Applications</li> <li><input type="checkbox"/> Field Trip</li> <li><input type="checkbox"/> Discipline Forms</li> </ul>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Request to Waive Graduation Requirements</li> <li><input type="checkbox"/> Alt / Traditional Grading Option</li> <li><input type="checkbox"/> Credit/No Credit (PE)</li> </ul>	<p><b>Early Childhood &amp; Head Start</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> 30 Day Interim Placement Amendment Form</li> <li><input type="checkbox"/> 504 Plan Consent Form</li> <li><input type="checkbox"/> Assessment Plan</li> <li><input type="checkbox"/> Extended SY Application</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Incident Report Form</li> <li><input type="checkbox"/> Student Intent to Returns</li> <li><input type="checkbox"/> Independent study forms</li> <li><input type="checkbox"/> Home Language Survey</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Application for Care</li> <li><input type="checkbox"/> Enrollment Packet</li> <li><input type="checkbox"/> Parent Income Declaration</li> <li><input type="checkbox"/> Residency Declaration</li> <li><input type="checkbox"/> Employment Verification</li> <li><input type="checkbox"/> Child Information Sheet</li> <li><input type="checkbox"/> Caregiver Authorization</li> <li><input type="checkbox"/> Essential Workers' Eligibility</li> <li><input type="checkbox"/> State Preschool Application</li> </ul>



# Business Services

<ul style="list-style-type: none"><li><input type="checkbox"/> Travel and Conference</li><li><input type="checkbox"/> Budget Transfer</li><li><input type="checkbox"/> Mileage Reimbursement</li><li><input type="checkbox"/> Reimbursements (General)</li><li><input type="checkbox"/> Bus Pass Application</li><li><input type="checkbox"/> Purchase Card Form</li><li><input type="checkbox"/> Purchase Order / Req</li><li><input type="checkbox"/> Vendor Application</li><li><input type="checkbox"/> Vendor Contracts</li><li><input type="checkbox"/> Grant Application/Donation</li><li><input type="checkbox"/> Pay Voucher</li><li><input type="checkbox"/> Contracts/Service Agreements</li><li><input type="checkbox"/> Service Agreement</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> ASB Forms</li><li><input type="checkbox"/> Timesheets</li><li><input type="checkbox"/> Extra Duty</li><li><input type="checkbox"/> Stipends</li><li><input type="checkbox"/> Direct Deposit, W-4</li><li><input type="checkbox"/> Facilities Use Request</li><li><input type="checkbox"/> Stipend Request</li><li><input type="checkbox"/> Gift Donation/Acceptance of Donation</li><li><input type="checkbox"/> Maintenance Request</li><li><input type="checkbox"/> FTE Increase Request</li><li><input type="checkbox"/> Tech/Equipment/Key Sign outs</li></ul>



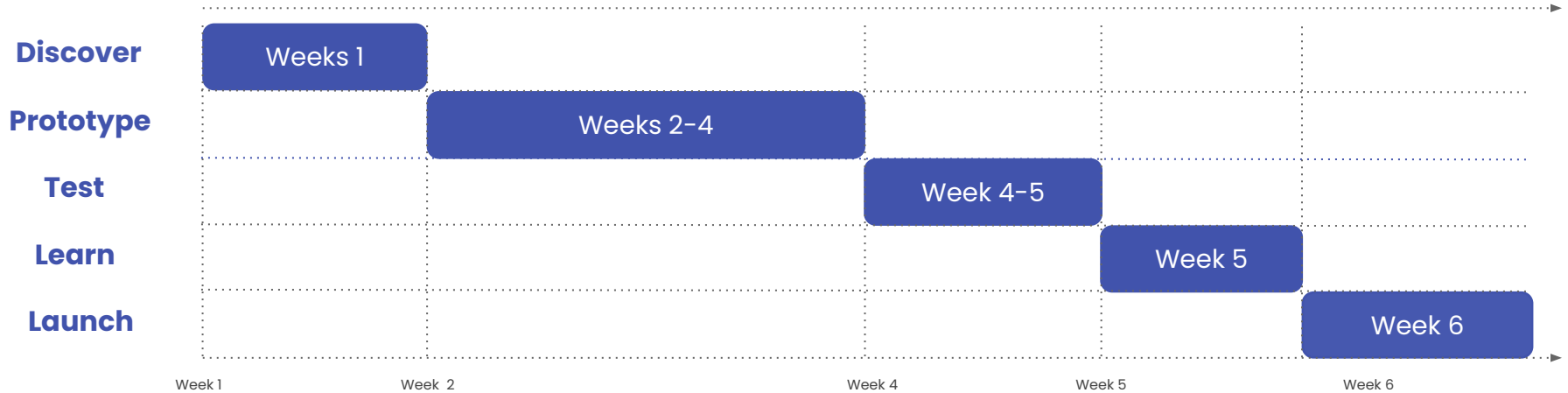


## Simple, Predictable Licensing

License	Pilot License	Starter License	District License
Number of Processes	10 Processes	20 Processes	100 Processes
Form Creator?	None	None	<b>Form Creators Program</b>
Yearly Cost	\$16,750	\$20,000	\$27,000
One Time Implementation Cost	\$8,375 (10 Processes)	\$10,000 (20 Processes)	\$13,500 (40 Processes)
<b>Unlimited e-Signatures</b>			
<b>Unlimited Accounts / Seats / Users</b>			
<b>Unlimited Storage</b>			

**Annual License Fee + Project Implementation Fee (one-time)**

# IK12 Implementation Methodology: Batch 1, 2,





## AGREEMENT FOR PRODUCTS AND SERVICES

The terms contained herein ("Agreement") constitute a binding agreement by and between Emics, Inc., d/b/a Informed K12, Inc. ("Informed K12"), and Palisades Charter High School ("Customer" or "District") signing up via this Agreement or any subsequent order form, purchase order or other similar document mutually agreed by the parties (collectively, each, an "Order Form"), and is effective as of 03/25/2022 (the "Effective Date").

1. **Applicability Of This Master Agreement.** This Agreement governs: (a) your rights to access and use software made available under a software-as-a-service ("SaaS") delivery model for a term ("Services"); (b) your rights to support and/or maintenance services which you purchase or are otherwise entitled to receive ("Support"); and (c) any professional consulting services ("Consulting Services").
2. **Services.**
  - 2.1. **Service License Grant.** Subject to the terms and conditions of this Agreement, Informed K12 hereby grants to District a limited, nonexclusive, non-transferable license to access and use the Service during the Term, solely by the number of forms as set forth on the applicable Order Form, solely for internal and non-commercial purposes, and in accordance with the platform [Terms of Use](#). In the event of a conflict between the Terms of Use and this Agreement, the Agreement shall control. With respect to SaaS Services, District will receive, or Informed K12 will make available for District to receive, all applicable updates, application packs, and releases that Informed K12 makes generally available during the Term. Informed K12 reserves the right to discontinue any Service during the Term for any reason, but in such event Informed K12 will notify District and, as District's sole and exclusive remedy, Informed K12 shall provide a pro rata refund for any unused portion of the Services, as applicable.
  - 2.2. **Services & Support.** As mutually agreed by the parties on any Order Form or in a subsequent or concurrent written and executed Statement of Work ("SOW") to be attached hereto and made a part hereof, District will also provide certain consulting services, support, or other similar professional services ("Consulting Services") in addition to the subscription Service. All Consulting Services will be paid in accordance with the applicable SOW. Overages may be charged for additional District usage beyond the applicable limitations.
3. **Data and Security.**
  - 3.1. **Customer Data.** Informed K12 acknowledges and agrees that District shall own all title to and ownership of the Customer Data. As used herein, "Customer Data" shall mean any proprietary raw data owned by District independent of this Agreement, which District may input into the Service or that Informed K12 may input into the Service on behalf of the District. Customer Data expressly excludes any data to the extent processed by, or resulting as an output of, the Service, which shall be considered Informed K12 Data (defined below). District hereby grants to Informed K12 a limited, non-exclusive license, during the Term, to use the Customer Data within the Service in order to perform its obligations herein.
  - 3.2. **Protection Of Personal Information and Data Security.** Both parties agree to uphold their responsibilities under Applicable Data Privacy Laws, including but not limited to in the United States, the Family Educational Rights and Privacy Act, the Protection of Pupil Rights Amendment, the Children's Online Privacy Protection Act, and state laws such as the California Consumer Privacy Act and California Privacy Rights Act, as applicable. Informed K12 will implement commercially reasonable technical and organizational measures to ensure an appropriate level of security to protect District Data, including Personal Information, as described in the Informed K12 [Privacy Policy](#).
4. **Payment Terms.** Unless specified otherwise in an additional Order Form or SOW, District shall pay to Informed K12 within 30 days from the Effective Date and in US dollars, the applicable subscription and other fees in the amounts and timing as specified in any Order Form or SOW, or both (the "Fees"). Informed K12 reserves the right to increase the Fees at the end of the Initial Term or during any Renewal Term, by up to a maximum of 5% annually, by delivering written notice to District.
5. **Term; Termination.** The term length shall be through 03/24/2023 (the "Initial Term"). After such initial term, this Agreement shall automatically be renewed for successive one-year renewal terms (each, a "Renewal Term" and together with the Initial Term, the "Term"), unless either party opts out by giving written notice to the other party at least 30 days prior to the end of the then current term. Either party may terminate this Agreement upon 30 days prior written notice if the other party has materially breached this Agreement and has not cured the same within the 30-day notice period. Upon any termination of this Agreement, (a) District shall promptly: (i) discontinue all use of the Service; (ii) download and store any necessary data retained on the Service; and (iii) certify in writing to Informed K12 that District has complied with these requirements; (c) Informed K12 shall disengage District's access to the Service, and (d) both parties shall within an agreed upon timeframe, or if no such timeframe exists, within 30 days, return to the other or destroy the other party's Confidential Information.

6. General Warranties.

- 6.1. By Informed K12. Informed K12 warrants to District that, during the Term, the Service shall operate in substantial conformity with the Documentation, and that the Consulting Services, if any, will be performed in a professional and workmanlike manner. The foregoing warranty shall not apply if the non-conformance is not replicable or results from third party systems or components used by District to access the Service, including any lack of interoperability with such third-party systems or components. Informed K12's sole liability and District's sole and exclusive remedy for any breach of the limited warranty set forth above shall be, in Informed K12's sole discretion, to (i) use commercially reasonable efforts to provide an error-correction or work-around for the reported non-conformity, or (ii) terminate this Agreement and refund to District that portion of any prepaid Fee associated with any unused balance of the Term. Informed K12 shall have no obligation with respect to a warranty claim unless notified of such claim promptly and within the Term. Without limiting the generality of the foregoing, Informed K12 is not responsible for end user error, errors in inputs or errors in any Customer Data; Informed K12 does not independently verify the truthfulness or accuracy of any data or content input into the Service and is not responsible for the fraud, misrepresentation, negligence or misconduct of any end user or other third party. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by us or by third-party providers, or because of other causes beyond Informed K12's reasonable control.
- 6.2. By District. District warrants that: (a) District owns or has sufficient rights in and to the Customer Data and District's Authorized Users to use, and permit use of, the Services, including the representations and warranties made above in connection with Proprietary Rights and Personal Information, (b) District will comply with all Laws related to District's use of the Services; and (c) the person executing the Agreement or any Order Form has authority to accept such Order Form and the Agreement on behalf of the District. The person signing specifically has the authority to commit to the payment of fees for excess usage and excess storage, calculated in accordance with this agreement and any relevant order form.

7. Customer Indemnification Obligations. District shall indemnify and hold Informed K12 harmless from any costs, expenses, claims, liabilities, judgments, damages or losses, in each case arising out of (i) any breach by District of this Agreement, including any representation, warranty or obligation herein; (ii) the Customer Data or any other content, data or other materials input into the Service, or otherwise provided, by or on behalf of District; (iii) any actual or alleged non-compliance by District with applicable laws and regulations; or (iv) District's actual or alleged violation of third party privacy rights, including without limitation any breach of the scope of the license granted herein.

8. Confidential Information. Each party acknowledges that by reason of the relationship created between the parties by this Agreement, it may have access to certain non-public information of substantial value concerning the other party's business, operations, strategic plans, customers, users, suppliers, technology, competition and employees ("Confidential Information"), which value would be impaired if such Confidential Information were disclosed to third parties or used other than for purposes expressly authorized hereunder. Without limiting the foregoing, but for avoidance of doubt, the terms of this Agreement, and any performance, warranty and like information relating to the Service (by whomsoever generated or communicated) will be considered Confidential Information of Informed K12. Accordingly, each party agrees (a) to maintain all Confidential Information received from the other, in whatever form disclosed, in strict confidence, (b) not to disclose or otherwise make available such Confidential Information to any third party without the prior written consent of the disclosing party, and (c) not to use the Confidential Information of the other party except as required in the performance of its obligations or the exercise of its rights hereunder. The foregoing obligations shall not apply to Confidential Information of a disclosing party that, as can be reasonably demonstrated with admissible evidence by the receiving party: (i) is or becomes a matter of public knowledge though no action or omission of the receiving party; (ii) was rightfully in the receiving party's possession without restrictions on use or disclosure prior to its disclosure by the disclosing party; (iii) is rightfully obtained by the receiving party without an obligation of confidentiality from a third party who has no obligation of confidentiality, direct or indirect, to the disclosing party; (iv) is independently developed by the receiving party without reference to the disclosing party's Confidential Information; or (v) is required to be disclosed by a government authority, court or other authorized tribunal, and then only to the extent of such requirement and only after prompt notice of the requirement is given to the disclosing party.

9. General.

- 9.1. Notices. All notices required or permitted under this Agreement shall be in writing and shall be sent by email, hand, overnight courier or mailed by certified or registered mail, postage prepaid, return receipt requested. Notices shall be deemed delivered on the date of delivery, if delivery occurs within normal business hours or on the next business day if delivery occurs outside of normal business hours. All communications will be sent to the respective addresses set forth below or to such other address as may be designated by a party by giving written notice to the other party pursuant to this Section.
- 9.2. Assignment. District may not assign this Agreement or any of its licenses, rights or duties under this Agreement, whether by operation of law or otherwise, without the prior written consent of Informed K12. Subject to the previous sentence, the rights and liabilities of the parties hereto will bind and inure to the benefit of their respective successors and assignees. The Services shall at all times be hosted by or on behalf of Informed K12 on a server environment of its' choosing. Informed K12 reserves the right to change the server environment from time to time as it may deem fit, or outsource hosting or other aspects of the Service in its sole discretion, so long as the Service continues to comply with the express requirements of this Agreement.



- 9.3. Waiver. A waiver shall only be deemed to have been made if expressed in writing by the party granting such waiver and shall not be construed as a waiver of future performance of any such term.
- 9.4. Force Majeure. Neither party will be liable for any failure or delay in its performance under this Agreement (or the performance of or access to the Service), other than payment obligations, due to causes that are beyond its reasonable control, including, but not limited to, an act of God, act of civil or military authority, fire, epidemic, flood, earthquake, riot, war, terrorism, sabotage, and governmental action. The delayed party shall: (i) give the other party written notice of such cause promptly; and (ii) use its reasonable efforts to correct such failure or delay.
- 9.5. Entire Agreement; Construction. This Agreement and its Exhibits and Schedules, constitute the entire understanding between the parties, and supersede all prior discussions, representations, understandings, or agreements (including any pre-existing nondisclosure agreement, except as to its surviving terms and with respect to information disclosed under that agreement), whether oral or in writing, between the parties with respect to the subject matter of this Agreement. If any provision of this Agreement shall be held by a court of law of competent jurisdiction to be unenforceable, the remaining provisions shall remain in full force and effect and, to the extent allowed and practicable, the unenforceable provision shall be modified so as to be enforceable consistent with its original intent and economic effect. The headings and captions used in this Agreement are for convenience only, and shall not affect the interpretation of the provisions of this Agreement. The word "including" shall be construed non-exclusively, to mean "including but not limited to." The word "or" shall be construed inclusively, to mean that one or more of the options may occur. This Agreement and any amendment hereto may be executed in counterparts, each of which shall be deemed an original and both of which together shall constitute one instrument.
- 9.6. Governing Law and Jurisdiction; Attorneys' Fees. This Agreement shall be governed by and construed under the laws of the State of California without regard to conflict of laws provisions. The federal and state courts sitting in California shall have exclusive jurisdiction and venue to adjudicate any dispute arising out of this Agreement, and each party hereto expressly consents to the personal jurisdiction of such courts and waives any objection to venue, including the objection of forum non conveniens. The prevailing party in any action to enforce this Agreement will be entitled to recover its attorneys' fees and costs in connection with such action.
- 9.7. Modifications to Terms. Any modification or amendment to this Agreement must be in writing and signed by each party's authorized representatives. No terms in any purchase order or other document delivered by District shall be deemed to amend the terms of this Agreement and any such additional or inconsistent terms shall be deemed unacceptable to and rejected by Informed K12.

IN WITNESS WHEREOF, this Agreement has been executed below by the parties' duly authorized representatives effective as of the Effective Date first set forth above.

INFORMED K12

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Print Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Notice Contact: Jennifer Bundy

Notice Address:  
 555 12<sup>th</sup> Street, Suite 1670  
 Oakland, CA 94607

Notice Email: operations@informedk12.com

Palisades Charter High School

DISTRICT: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Print Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Notice Contact** \_\_\_\_\_

**Notice Address** \_\_\_\_\_

**Notice Email** \_\_\_\_\_

## APPENDIX A: ORDER FORM

### 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

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 processes as included in the implementation package so sites and departments have enough interaction with the new system to learn quickly and see immediate results

Empowerment of district staff to manage their own processes

- Given approval of District Project Manager, enable your staff to create and maintain their own processes within licences, with no additional cost for user seats

### Project Team (to be determined prior to Confirmation Call)

District Executive Sponsor

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

District Project Manager

- 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 Lead

### Key Meetings

Confirmation Call (District Executive Sponsor and District Project Manager) \_\_\_\_\_

Kick Off with Informed K12 Implementation Team (District Project Manager and Form Owners) \_\_\_\_\_

**Software Package**

Number of Processes: Starter (20 Processes)

Cost \$ 20,000.00

Expert Workflow Services:

Named CSM: Included

Subscription Renewal Date: 03/24/2023

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: Medium

Cost \$ 10,000.00

Number of Implemented Processes: Up to 20

Number of Project Teams: Up to 4

Implementation Start Month\*:

Implementation End Month\*\*:

*If implementation start has not been determined, implementation timeframe: 8 Months*

Form Manager Training Sessions: Not included

Form Creator Training Seats: Not included

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 \$ 10,000.00.

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:

Cost: \$

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BASE COST OF PACKAGE/SERVICE: \$ 30,000.00

TAX (IF APPLICABLE): \$

Sales tax rate:

**TOTAL COST DUE: \$ 30,000.00**

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

District requests that invoices be submitted to:

Contact Name:

Email:

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: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_