Palisades Charter High School

05/16/2023

Prepared for:

Pamela Magee

Palisades Charter High School

15777 Bowdoin St., Los Angeles, California, 90272

frontline education™

Pamela Magee

Executive Director/Principal

Palisades Charter High School

Los Angeles, California

Dear Pamela Magee:

Thank you for requesting a proposal and pricing for Frontline Central Solution, Professional Growth Solution, Recruiting & Hiring Solution.

Frontline Education is the leading provider of school administration software, empowering strategic K-12 leaders with the right tools, data and insights to proactively manage human capital, business operations and special education.

Frontline has a proven 20-year track record of supporting districts with secure, reliable software built exclusively for K12 districts. More than 12,000 educational organizations, including over 80,000 schools and millions of educators, administrators and support personnel from all over the United States partner with Frontline.

This proposal contains descriptions of the applications within Frontline Central Solution, Professional Growth Solution, Recruiting & Hiring Solution and investment estimates including: annual subscription fees, one-time implementation fees, and administrator training with related terms and conditions.

We look forward to partnering with you to implement Frontline Central Solution, Professional Growth Solution, Recruiting & Hiring Solution in support of your district's strategic initiatives.

Sincerely,

Rachel McDermott

rmcdermott@frontlineed.com

REVIEW OF RECRUITING & HIRING

With teacher shortages across the country, it's more important than ever for districts to quickly attract and hire the best candidates. Frontline Recruiting & Hiring enables districts to proactively recruit from the largest pool of K12 job-seeking candidates, attract more applicants, refine applicant pools with research-based assessments, and efficiently select and hire the best candidates, with tools to monitor and benchmark progress along the way.

REVIEW OF PROFESSIONAL GROWTH

Frontline Professional Growth enables districts to meet each educator's unique needs with individual PD plans and relevant, targeted learning opportunities, provide a space for educators to collaborate, learn together and build a culture of learning, as well as conduct transparent, growth-focused evaluations, and link results back to professional learning plans and goals.

Employee Evaluation Management enables districts to manage their evaluation process and information in a streamlined system, conduct evaluations encouraging dialogue and focusing on growth and learning, while providing reporting to meet state requirements.

REVIEW OF FRONTLINE CENTRAL

Frontline Central is an electronic employee records management system that enables districts to securely and efficiently manage employee information online and streamline time-consuming manual processes, such as new hire onboarding, employee contract renewals and distribution of policy notices. Districts can save time and improve efficiency with customized workflows, automated reminders and secure digital storage.

Frontline Central securely automates onboarding and day-to-day operational forms and allows you to efficiently manage annual contract renewals online. It provides permissions-based visibility to employee records so you can ensure forms are completed and approved on time, by the right people.

Why Choose Frontline Education?

Since our inception in 1998, Frontline has built intuitive software to help district- and school-level administrators effectively manage and support employees. We know employees – both teaching and non-teaching staff – have a tremendous impact on students, along with the administrators supporting them. Together, these individuals make up the "front line of education."

Designed for the unique needs of schools, Frontline's products are built on a foundation of best practices. With a sole focus on K-12 education for more than 20 years, the Frontline team includes many experienced education professionals. From teachers and K-12 human resources professionals to curriculum & instruction leaders and more, Frontline's employees understand education and district needs based on real-world experience. From our work with thousands of districts, we've gained an unparalleled depth of experience to support effective implementations and continued support.

By education, for education. That philosophy of collaboration drives everything at Frontline, from the way we build our technology, our exceptional customer service to the extensive research and resources we provide beyond the software. We serve the front line so you can focus on impacting student learning.

Our Commitment Goes Beyond the Software

Purpose-Built for K12

Award-Winning Client Services

Industry-Leading Security

Commitment to Integrated Systems

Original K12 Research & Insights

Free Resources for Education Leaders

Frontline Awards and Certifications

Inc. 5000

//CODiE// 2018 SIIA CODiE WINNER

Best Educational Software Awards — Winner of 23rd ANNUAL BESSIE AWARDS — ComputED Gazette, Carlsbad, CA

eSchool News Readers' Choice Awards

2018 AWARDS of EXCELLENCE TECH&LEARNING

SOC 2 TYPE II CERTIFIED

DA District Administration TOP PRODUCTS READERS' CHOICE

Client Testimonials

"We've been working toward going completely paperless, and we felt Frontline was an answer to finish out that goal. I think we're going to be able to lose a lot of redundancy in functions we had by going to Frontline."

Robert Whitman – Assistant Superintendent of Human and Student Resources, Willis ISD

"It's all in one piece and so it just absolutely has allowed us to make good use of taxpayer money as it relates to employees by being able to make sure that they spend the fruit of their work in doing what's right for onboarding."

Rick Rodriguez - Assistant Superintendent HR, Lubbock ISD

INVESTMENT SUMMARY

(Proposal pricing expires on 05/12/2023)

End User	Description	Start Date	End Date	Amount
Palisades Charter High School	Frontline Implementation			$12,122.50
	INITIAL TERM TOTAL			$12,122.50

End User	Description	Start Date	End Date	Amount
Palisades Charter High School	Employee Evaluation Management, unlimited usage for internal employees	7/01/2023	6/30/2024	$4,719.00
Palisades Charter High School	Human Capital Management - Recruiting & Hiring Bundle	7/01/2023	6/30/2024	$12,663.68
	RECURRING TOTAL			$17,382.68

Applicant Tracking

Standard Implementation Services

Statement of Work: Applicant Tracking Implementation Services

Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.
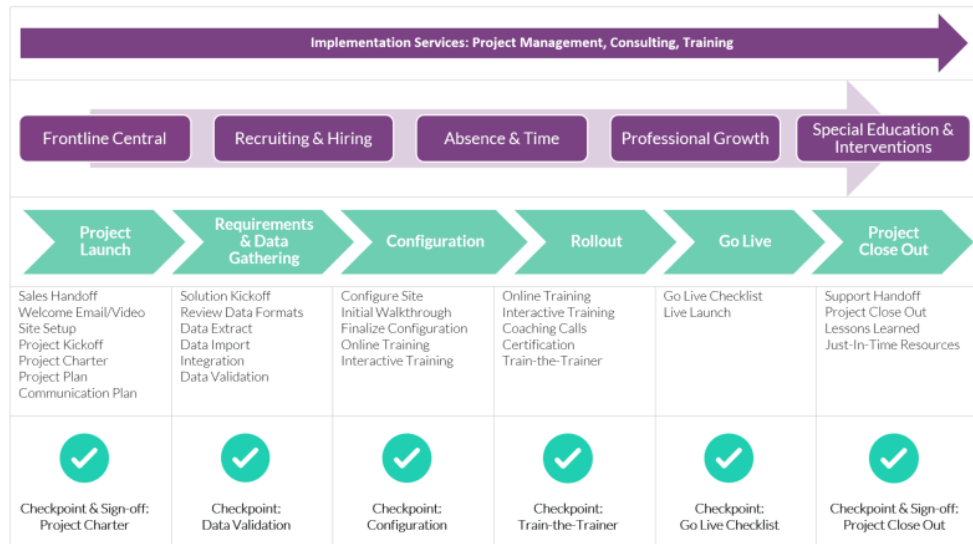
Scope/Deliverables

Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client's requisition-to-recommendation hiring process and best practices recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led *remote* training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Monitoring: periodic review of project progress to planned project milestones throughout implementation
- Project Close Out Call

Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.

Specific examples of configuration services during implementation include –

Setups	Pre-configured with Applicant Tracking System	Frontline Education Configuration Services
Application Pages	21	Up to 2 additional
Position Categories & Types	124	Adjust existing as needed
Pipelines	1 with 6 stages	Up to 1 additional
Forms	12	Up to 2 additional with workflows
Publics Forms Library	338	Not applicable
Forms Packet	Not Applicable	Up to 1
Job Description Templates	73	Up to 2
Applicant Certificate Types	134	Adjust existing as needed
User Groups & Permissions	1	Up to 1
Cross Advertising	6	Not applicable

Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Applicant position list: categories and types
- Job Posting location/department list
- Applicant certificate types
- User list

Systems Integration

Integrations exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable integration types include --

- Standard integration with Frontline Education Solutions' Absence and Substitute Management and Frontline Central.
- One established HRIS/Payroll integration.
  - An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources.
- One established integration across each of the other types of integration partners.
  - Background Check Provider, Applicant Screening, Digital Interview.
  - For a complete list of our vendor partners, please refer to: https://www.frontlineeducation.com/Partners/Find_a_Partner

Reporting

- EEO reporting: built in reporting functionality to aggregate applicant data anonymously based on position types and date range.
- Ad-hoc Reporting on applicant, job posting, or forms data to export into an Excel file.
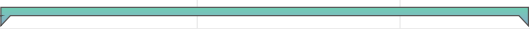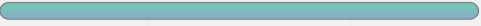
Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out

Schedule

On average, a typical Applicant Tracking implementation project runs 8 – 12 weeks. Below is an example of a project schedule for implementation. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	Dur	2019		
				Jan	Feb	Mar
Sample Solution Rollout	1/2/19	3/19/19	55			
Project Kickoff	1/2/19	1/8/19	5			
Insights Platform Migration (clients with existing Frontline solutions)	1/9/19	1/22/19	10			
Recruiting & Hiring: Applicant Tracking	1/9/19	3/19/19	50			
Recruiting & Hiring: Proactive Recruiting	3/5/19	3/18/19	10			

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The "lead" contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrators

- System administrator: e.g. HR admin, or IT.
- The "point person" contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
  - Create/edit/delete: position categories and types, locations, application pages, user accounts and permissions, electronic forms, category/vacancy pipelines, folders, interview series, application notes, etc.
  - Search/filter/review/share/email applicants and/or job postings
  - Configure system preferences

IT Department

- Will work with Frontline Education Support teams to:
  - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
  - Provide technical support in instances where local network/technology configurations impact usage of our solutions
  - Potentially support in-solution integrations
  - Link Applicant Tracking to employment opportunities page on website.

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.

- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.
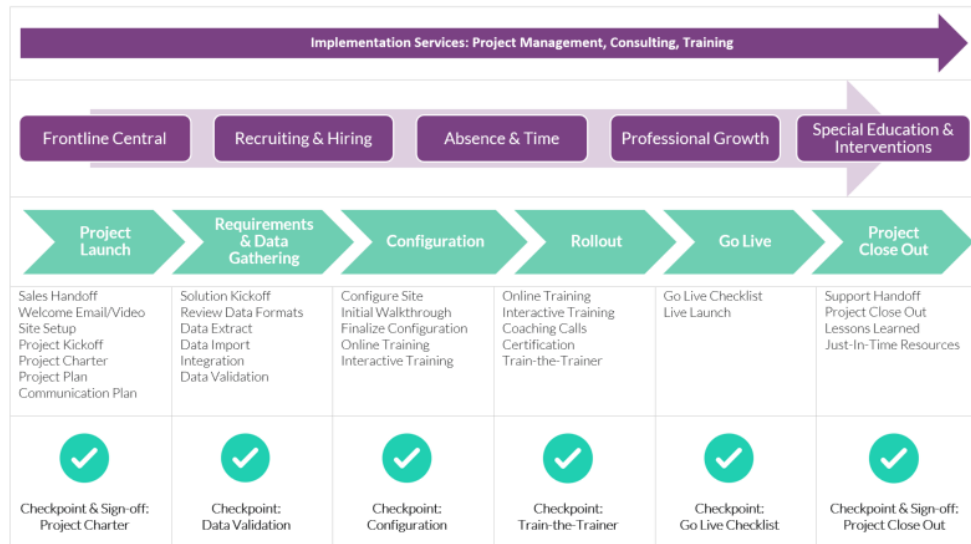
Employee Evaluation Management

Standard Implementation Services

Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.

Scope/Deliverables

Project Management, Training & Consulting

- Project Kickoff Call/Pre-Configuration Meeting
- Business Process Review: review of internal process for a Client's evaluation process to include best practices and recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led *remote* training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Monitoring: periodic review of project progress to planned project milestones throughout implementation
- Project Close Out Call

Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configure the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.

Specific examples of configuration services during implementation include –

Setups	Frontline Education Configuration Services
Rubrics	Up to initial 10 Rubrics
Evaluation Forms	Up to 20 initial Forms with mapping for implementation
Component Templates	Up to 20 initial Templates
Evaluation Types	Up to 10 initial Evaluation Types
Reports	Up to 10 Standard System Reports + Up to 5 Custom Reports
Config Rights	Guidance/Explanation on assigning Config Rights to administrators
Admin Rights	Guidance/Explanation on assigning Admin Rights to administrators
Evaluation/Component Rights	Guidance/Explanation on assigning Evaluation/Component rights to administrators
Buildings/Grades/Departments	No limit
Artifact Types/Category	10 of each
Demo Users	Two Demo users- 1 Evaluator + 1 End user (teacher)

Data Imports
During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Standard User List (Name, unique Employee ID, Email Address, Username, Evaluation Type, District Administrator, Evaluation Cycle Start and End Date, Building, Department, and Grade)

Systems Integration
Integrations exist within Frontline Education solutions and/or with our Featured Partners that are configured and setup as either a flat file transfer or an export/import into an applicable vendor system. Specific examples of configurable integration types include --

- sFTP Automation of User Rostering/Updating
- "Learning Loop": Evaluation can integrate with the Professional Learning Management System (if purchased separately) to recommend relevant Professional Development.

Reporting
- Extracts as needed to adhere to state requirements.
- 10 standard system reports are part of the set-up process
- 5 customized reports

Additional Optional Services
The following items are outside the standard scope of services and can be accommodated through a change request and additional services.

- Onsite training
- Onsite End User training
- Configuration or Custom Reporting services beyond those identified
- Services beyond the implementation timeframe and project close out
- Additional forms and mapping of forms

Schedule

On average, a typical Evaluation project runs 4-8 weeks based on *expedited return of data from district.* Below is an example of a project schedule for implementation for the Professional Growth bundle. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	Dur	2019				
				Jan	Feb	Mar	Apr	May
Sample Solution Rollout	1/2/19	5/21/19	100					
Project Kickoff	1/2/19	1/8/19	5					
Insights Platform Migration (clients with existing Frontline solutions)	1/9/19	1/22/19	10					
Professional Growth: Employee Evaluation Management	1/28/19	3/8/19	30					
Professional Growth: Professional Learning Management	3/11/19	4/19/19	30					
Professional Growth: Evaluator Calibration Management	5/1/19	5/21/19	15					

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

Client Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent, Director of Curriculum & Instruction/Development, etc.
- The "lead" contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrator

- System administrator: e.g. Superintendent, Assistant Superintendent, Director of Curriculum & Instruction Development etc.
- The "point person" contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
    - Create/edit/delete: user accounts and rights, buildings, evaluation types, admin rights, district settings, artifact categories and types, electronic forms, rubrics, folders etc.
    - Configure system preferences

IT Department

- Will work with Frontline Education Support teams to:
    - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
    - Provide technical support in instances where local network/technology configurations impact usage of our solutions
    - Potentially support in-solution integrations

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.
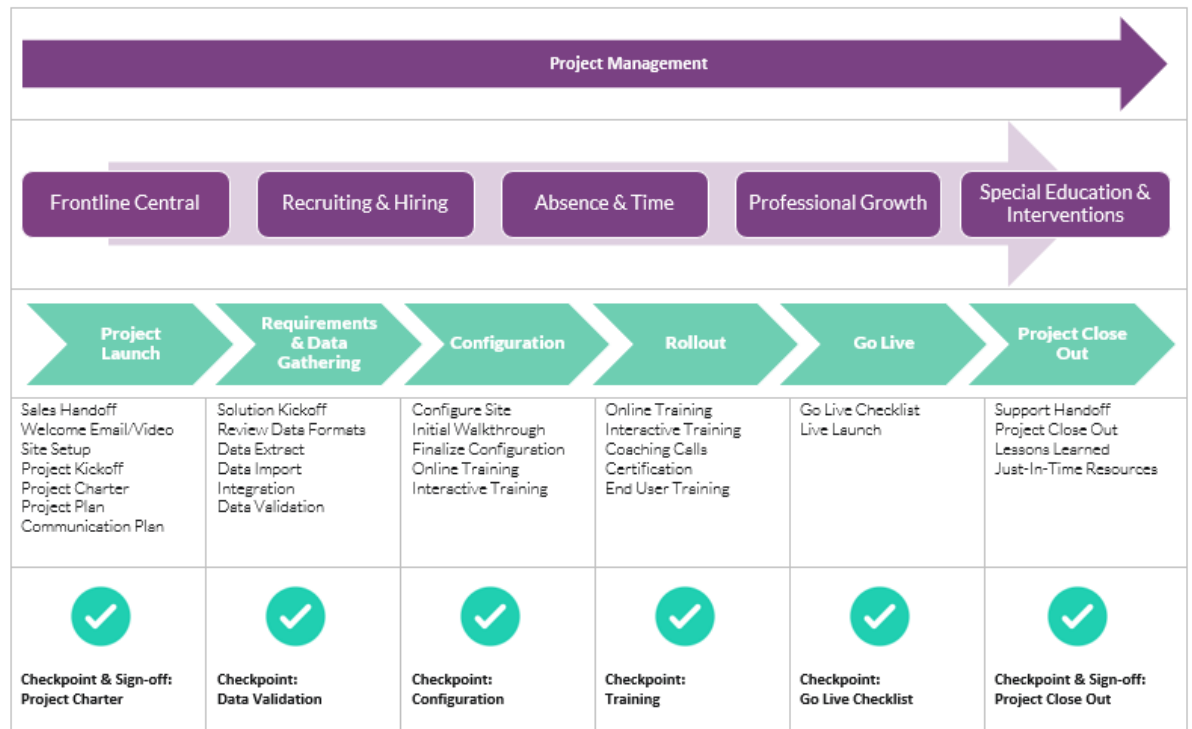
Frontline Central

Standard Implementation Services

Statement of Work: Frontline Central Implementation Services

Introduction

Frontline Education provides a comprehensive implementation methodology and expert resources to partner with your project team throughout the implementation.

Scope/Deliverables

Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client's onboarding process and best practices recommendations to optimize system functionality
- Train-the-Trainer Model: blended learning consisting of online, self-paced courses and instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Self-paced courses have completion and assessment reports to confirm knowledge transfer.
- Role-based Learning Center: ongoing, anytime access to knowledge base articles and videos available to all district staff
- Project Status Calls: periodic project status calls throughout implementation to review progress to the project schedule
- Project Close Out Call

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Configuration

System configuration is accomplished through a blended approach of pre-configuration, Frontline Education configuration services, and Client configuration activities. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start to configuring the system. Online Training courses and consultation are provided so that your staff can continue configuration for initial setup and to meet your ongoing needs.

Specific examples of configuration services during implementation include –

Setups	Pre-configured with Applicant Tracking System	Frontline Education Configuration Services
Forms	N/A	Up to 12 forms

Data Imports

During implementation, we will import the following data formatted in our standard templates, where applicable. Online Training courses and consultation will be provided to show you how to maintain this data on an ongoing basis after the initial import.

- Employees

Systems Integration

Integrations exist within Frontline Education solutions. Specific examples of configurable integration types include --

- Standard integration with Frontline Education Solutions' Recruiting and Hiring.
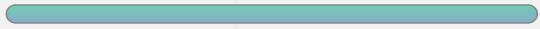
Reporting

- Employee Extract

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite training
- End User training
- Configuration, Custom Reporting, or Integration services beyond those identified above
- Services beyond the implementation timeframe and project close out

Schedule

On average, a typical Frontline Central implementation project runs 8 - 10 weeks from project kickoff. Below is an example of a project schedule for implementation. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	2018	
			Jan	Feb
Sample Solution Rollout	1/2/18	2/27/18		
Project Kickoff	1/2/18	1/8/18		
Insights Platform Migration (clients with existing Frontline solutions)	2/14/18	2/27/18		
Frontline Central	1/10/18	2/27/18		

Every client is unique and timelines can vary depending on client size, resource availability, and complexity of project. Your Frontline Education Project Manager will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent of HR, HR Director, etc.
- The "lead" contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrators

- System administrator: e.g. HR admin, or IT.
- The "point person" contact: responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
    o Create/edit/delete: new records, packets, and forms
    o Sending/tracking/completing forms

IT Department

- Will work with Frontline Education Support teams to:
    o Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters This person is responsible for updating white-list from Frontline
    o Provide technical support in instances where local network/technology configurations impact usage of our solutions
    o Potentially support in-solution integrations

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to import.
- Client project team will complete online courses, attend instructor-led training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing. Frontline reserves the right to charge Customers additional service fees for added project costs due to Customer-caused delays occurring after the 120-day implementation period.