



## **Memorandum of Understanding**

### **Alvord Unified 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

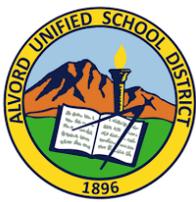
- Report on any data year over year for any form or workflow across our schools and departments
- For example, Employee exit surveys and retention data, Bus pass application and service planning data, Field trip and PD reporting to support learning initiatives

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
- 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

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- remotely
- 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.



An example of how the **All Department License** can be leveraged by all AUSD departments: **The license enables an unlimited number of district managed processes to be set up (travel through unique approval steps, collect submissions, and an unlimited number of eSignatures).**

**Student Services:**

- Annual Spring Notices
- Independent Study
- 504 Signature
- 504 Invite to Meeting
- 504 Notice For Evaluation
- McKinney Vento
- Incident Form
- Student Transfers (Inter/Intra)
- Field Trip Request
- Bus Pass Applications

**Department of Alternative Education:**

- Registration
- Alternative Ed. Referral
- Alternative Household Income

**Human Resources:**

- New Hire Packets (Certificated, Classified, Subs)
- Evaluations (Certificated, Classified, Subs)
- Contracts
- Intent to Return Letters
- Reasonable Assurance
- Notice of Election
- Credential Verification
- Transfer Requests
- Resignation and Retirement
- Exit Interview
- Employee Handbook
- Professional Growth Request
- Open Enrollment/Benefits
- Incident Reports
- Acceptable Use Policies
- Staff Emergency Contact
- Leave Request

**Special Education:**

- IEP
- Notice of Meeting
- Parent Consent Page
- Assessment Plan
- Medi Cal Consent
- Amendment/Addendum
- Absence Request
- Assessment Acknowledgement
- IEP Excusal Form
- Release of Info
- SLD Eligibility
- Manifestation Determination
- Multidisciplinary Report Acknowledgement
- Extended School Year Application

**First data review:**

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



## **120 Days to First Win**

### **Bi-weekly Status Report Updates to all Cabinet Members**

#### **District Executive Sponsor (Required): **Dusty Nevatt****

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

#### **District Project Manager (Required): \_\_\_\_\_**

- 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: Joran Rose

Adoption Manager:

Support Specialist:

**Confirmation Call: Date** District Executive Sponsor and District Project Manager

**Kick Off with Informed K12 Implementation Team: Date** District Project Manager and Form Owners

#### **Platform Implementation (Licenses Only)**

**InformedK12 Form Creators Certification:**

- 1.

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

1. Names

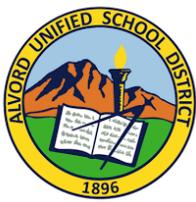


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 9 KPC Parkway,  
 Corona, CA 92879

Date: April 25, 2021  
 Terms and Cost Valid Until: May 25, 2021

Service	Unit Price
<p><b>Internal Office forms and workflow processes</b>  <b>All Department License:</b> See page 5 for details</p> <p>All processes include:</p> <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>	<p><i>\$71,000/year</i></p>
<p><b>Implementation Package</b></p> <ul style="list-style-type: none"> <li>● Dedicated implementation specialist to lead 240-day implementation and change management consultation</li> <li>● Informed K12-supported set up for high value processes</li> <li>● Custom district-wide trainings and outreach</li> <li>● Adoption program</li> <li>● Data review and report for initial launches</li> </ul>	<p><i>\$14,200</i>  <i>Waving 50% of this fee</i>  <i>Actual: \$7,100</i></p>
<b>TOTAL FIRST YEAR COST DUE NOW:</b>	<b>\$78,100</b>
<b>ANNUAL COST DUE JULY 2022:</b>	<b>\$71,000</b>

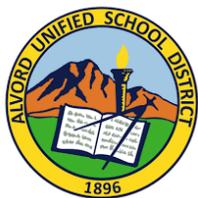


Included	10 Plan Pilot	All Departments License	All Departments and Sites License
eSignatures	Unlimited	Unlimited	Unlimited
Accounts (Seats/Users)	Unlimited	Unlimited	Unlimited
Storage	Unlimited	Unlimited	Unlimited
Support	All users	All users	All users
Processes <i>A form or set of forms that travel together through a unique workflow</i>	10	Unlimited Internal Processes	Unlimited Internal Processes & External Processes
Department managed <b>Internal Processes</b> <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 <b>External Processes</b> <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>	All School Sites and Departments relevant to the 10 Processes	All School Sites and Departments	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's annual subscription fee includes:

- Training
- Security
- Support
- Service
- Upgrades
- Maintenance & Repairs



Emics, Inc. dba Informed K12

### **Informed K12 Agreement**

This Agreement is made as of March 2021 between Informed K12 and Alvord Unified School District, covering the services to be provided below from the commencement of this Agreement through June 2023. This Agreement supersedes and replaces any and all prior written and oral agreements between Informed K12 and Alvord Unified School District. This agreement automatically renews each year in July unless Alvord 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 to the standard annual license fee as of June 30, 2023. 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, Alvord Unified 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

Alvord Unified School District

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Authorized Signature

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Authorized Signature

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Print Name

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Print Name

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Date

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Date