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1400 Atwater Drive Malvern, PA 19355

Customer:	Order Form Details:
Perris Union High School District 155 E 4Th St Perris, California, 92570 United States	**Pricing Expiration:** 6/20/2020 **Quote Currency:** USD **Account Manager:** Renee Clark
Contact: Dawn Bray	**Startup Cost Billing Terms:** One-Time, Invoiced after signing
Title: Director of Purchasing	**Subscription Billing Frequency:** Annual
Phone: (951)943-6369 X80231	**Sale Type:** Amendment
Email: dawn.bray@puhsd.org	**Initial Term:** 7/01/2020 – 6/30/2021

Pricing Overview	Amount
One-Time Fees	**$0.00**
Annual Recurring Fees	**($877.60)**

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount

Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
Absence & Substitute Management, unlimited usage for internal employees	7/01/2020	6/30/2021	$18,094.84

![frontline education logo]

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Additional Order Form Information

Tax Information

Tax Exemption: We currently don't have a tax exemption certificate on file for you. Please use this link to upload your tax exemption certificate. Otherwise, the appropriate tax will be applied at the time of invoicing.

PO Information

PO Status:

PO #:

Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment

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Invoicing Schedule	Due Date	Amount	
Invoice: Annual	**7/31/2021**	**($877.60)**	**+ applicable sales tax**
Absence & Substitute Management, unlimited usage for internal employees		$18,094.84	

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This Order Form and any software, downloads, upgrades, documentation, service packages, material, information, or services set forth herein are governed by the terms of the Master Services Agreement, software license or other agreement with Frontline (the Agreement). BY SIGNING BELOW OR OTHERWISE ACCESSING, VIEWING, OR USING ANY SOFTWARE, DOWNLOADS, UPGRADES, DOCUMENTATION, SERVICE PACKAGES, MATERIAL, INFORMATION, OR SERVICES SET FORTH HEREIN, CUSTOMER CERTIFIES THAT IT HAS READ AND AGREES TO THE ORDER FORM TERMS (the Order Form Terms) ATTACHED HERETO AND THE AGREEMENT INCORPORATED HEREIN AND SHALL BE BOUND BY THE SAME. Customer also agrees that the terms of the Agreement and the Order Form Terms are confidential information of Frontline Technologies Group LLC, its affiliates and predecessors (collectively, Frontline) and are not to be shared with any third party without the prior written consent of Frontline.

| **Frontline Technologies Group LLC dba Frontline Education**	**Perris Union High School District**
Signature:	Signature:
Name:	Name: Dawn Bray
Title:	Title: Director of Purchasing
Address: 1400 Atwater Drive	Address: 155 E 4Th St
Malvern, PA 19355	Perris, California 92570
Email: billing@frontlineed.com	Email: dawn.bray@puhsd.org

Absence & Substitute Management

Standard Implementation Services

Introduction

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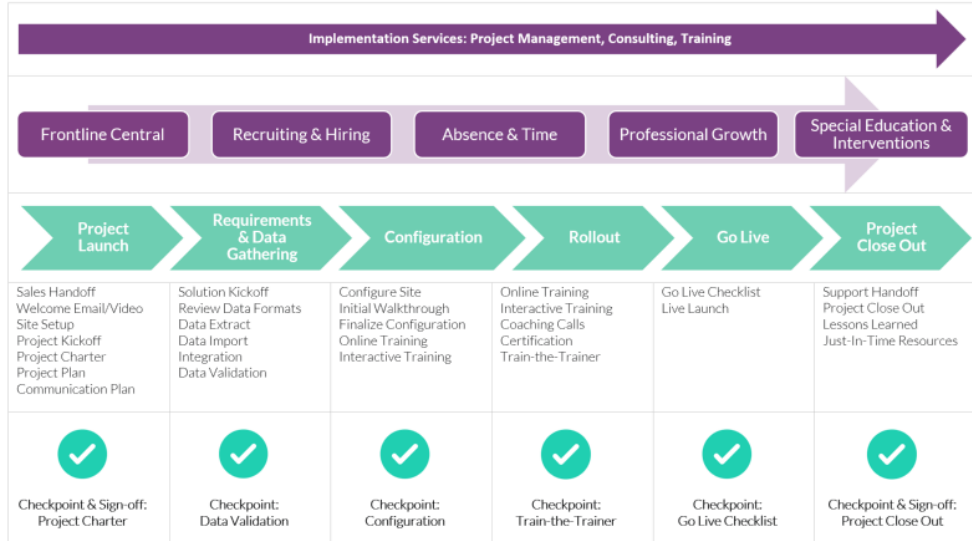
Scope/Deliverables

Project Management, Training & Consulting

- Project Kickoff Call
- Business Process Review: review of internal process for a Client's absence management and substitute placement process.
- 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
- Role-based Learning Center: ongoing, anytime access to knowledge base articles 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 Absence and Substitute Management	Frontline Education Configuration Services
Skills	4	Based on organization and state requirements
Employee Types	6	Based on organization requirements
Schools (Generic)	5	Based on organization requirements
Absence Reasons	6	Based on organization requirements
Permission Profiles	2	Consultation on additional permission profiles based on organization requirements

Data Imports

During implementation, we will assist with the import of 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.

- School Locations and Settings
- Employee Types
- Absence Reasons
- Employee Data
- Substitute Data
- Organization/Campus User Data

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 web services integration with Frontline Education Solutions' Recruiting and Hiring and Professional Growth.
- sFTP integration to Professional Growth
- One established interface with a Substitute Pay & Employee Leave external integration
    - An established interface is defined as an integration that is currently established with a vendor and/or requires no development resources.
    - https://www.frontlineeducation.com/Partners/Find_a_Partner

Reporting

- 25+ standard reports
- Client may create additional ad-hoc reports with "Report Writer" utility once trained

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 Absence and Substitute Management implementation project runs 6-8 weeks. Below is an example of a project schedule for implementation for the Absence & Time bundle. (This is not the actual schedule pertaining to this statement of work.)

Task	Start	End	Dur	2019					
				Jan	Feb	Mar	Apr	May	Jun
Sample Solution Rollout	1/2/19	6/7/19	113						
Project Kickoff	1/2/19	1/8/19	5						
Insights Platform Migration (clients with existing Frontline solutions)	1/14/19	1/25/19	10						
Absence & Time: Absence Management	1/14/19	3/1/19	35						
Absence & Time: Time & Attendance	3/18/19	6/7/19	60						

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 Director, Substitute Coordinator, Payroll Clerk, etc.
- When implementing our absence management tool, we encourage districts to have at least two absence management system administrators.
- The "main" contact(s): responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
    - Create/edit/delete: Employee Types, Schools, Absence Reasons, user accounts and permissions, approval workflows, etc.
    - Configure system preferences
    - Provide system support to end users

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
    - Assist by making sure all necessary equipment is available for System Administrators to successfully utilize Frontline's web-based tools

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.

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Accounts Payable
Perris Union High School Dist
155 E 4Th St
Perris CA 92570

Start Date: 7/1/2020
Due Date: 7/31/2020

PAYMENT INFORMATION

Please send checks to:

Frontline Technologies Group LLC
PO Box 780577
Philadelphia, PA 19178-0577

To make payment via ACH/EFT:

Bank Name: Wells Fargo, N.A.
Account Name: Frontline Technologies Group LLC
ABA/Routing #: 121000248
Account #: 4121566533
Swift Code: WFBIUS6S

Please include the invoice number in the memo of your check or ACH payment to ensure timely processing.

Please send remittance advice to Billing@FrontlineEd.com.

You can find a copy of our W9 at http://help.frontlinek12.com/WebNav/Docs/FrontlineEducationW9.pdf.

Qty	Description	Start	End	End User	Rate	Amount
1	Absence & Substitute Management, unlimited usage for internal employees	7/1/2020	6/30/2021	16954 Perris Union High Sch District	$18,094.84	$18,094.84

Your timely payment is important to maintain a continuous subscription status and allow for delivery of services. Our billing system tracks by contract, not PO#. Therefore, we are unable to address questions based on PO#. If information is needed about your PO#, please contact your organization's financial department.

SUBTOTAL	$18,094.84
TOTAL DUE by 7/31/2020	$18,094.84