



Kahua Fed ID#: 27-0523308

**Customer:**

**Santa Clara Unified School District**  
**1889 Lawrence Road**  
**Santa Clara, CA 95051**

**Term: 1 years**

Effective date: 7/1/2019

End date: 6/31/2020

Item	Kahua Software	Qty	Term Start	Term End	Annual Amount
KAH - 10001	Kahua - Platform (Includes File Manager)	30	7/1/2019	6/31/2020	
KAH - 20001	Kahua – Document Mgmt, Cost, Program Mgmt kBuilder	30	7/1/2019	6/31/2020	
				<b>Annual Subscription</b>	<b>\$35,625.00</b>
KAH-60001	Kahua Professional Services - Implementation			<b>Professional Services</b>	<b>\$60,000.00</b>

**Payment Terms**

Year 1      **\$65,625.00 Due 7/1/2019. \$30,000 Due 9/1/2019**

**Notes:**

- Professional services estimate and payment terms on attached Statement of Work
- Proposal does not include travel expenses for on-site Professional Services (if necessary)
- Standard terms and conditions in EULA <https://launch.kahua.com/Account/PrintEula>
- Sales tax, if applicable, to be applied upon invoice

**Santa Clara Unified School District**

**Kahua, Inc.**

Signature: \_\_\_\_\_.

Signature: \_\_\_\_\_.

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

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

Title: \_\_\_\_\_.

Title: \_\_\_\_\_.

Date: \_\_\_\_\_.

Date: \_\_\_\_\_.



## Professional Services Statement of Work

April 25, 2019

Santa Clara Unified School District  
-Attention Larry Adams

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### 1.0 INTRODUCTION

Kahua provides professional consulting services to help our clients maximize their investment in the Kahua solution. Kahua follows the principle that our success is built upon the success of our clients. Kahua would like to take this opportunity to qualify the scope and engagement of work at SCUSD.

### 2.0 ENGAGEMENT SCOPE

SCUSD plans to implement Kahua, a state-of-the-art Technology Platform that will support the entire enterprise. This Statement of Work (SOW) outlines the recommended activities necessary to implement the Kahua system.

Applications in Scope	Professional Services
<p><b>Kahua Platform License</b></p> <ul style="list-style-type: none"> <li>• File Manager</li> <li>• Report Writer</li> <li>• Task Manager</li> <li>• File Viewer</li> <li>• Mobile Access</li> <li>• DocuSign</li> </ul> <p><b>Construction Document Management Suite</b></p> <ul style="list-style-type: none"> <li>• RFIs</li> <li>• Submittals</li> <li>• Daily Reports</li> <li>• Punch Lists</li> <li>• Issues</li> <li>• Meetings</li> <li>• Project Milestones</li> </ul> <p><b>Cost Management Suite</b></p> <ul style="list-style-type: none"> <li>• Contracts</li> <li>• Budgets</li> <li>• Change Orders</li> <li>• Pay Apps</li> <li>• Purchase Orders</li> <li>• Work Breakdown Structure</li> </ul> <p><b>Program Management and kBuilder</b></p>	<p><b>Professional Services</b></p> <ul style="list-style-type: none"> <li>• Assess</li> <li>• Create</li> <li>• Configure</li> <li>• Deploy</li> <li>• Optimization</li> </ul> <p>The estimate to provide the Professional Services outlined below is <b>30</b> days. This estimate is based on our understanding of how <b>Santa Clara Unified School District</b> would like to have the system configured.</p> <p>The 30 days of services assumes the implementation of Kahua’s applications out of the box with configuration for SCUSD processes.</p> <p>This estimate excludes customization and any integration efforts.</p>

### 3.0 KAHUA PROJECT MANAGEMENT METHODOLOGY

Kahua’s proven implementation methodology is a 5-stage approach, which includes Assessment, Creation, Configuration, Deployment and Optimization.



**Assess**

In the Assessment Stage, Kahua Professionals conduct hands-on onsite meetings with SCUSD Construction to gather detailed requirements for the final solution. Kahua professionals will assess current business process, evaluate requirements, and make recommendations on efficiency improvement. **2 Days**

**Create (out of scope)**

The Kahua platform includes a number of standard applications. However, SCUSD Construction will not be limited to using the standard applications. In the Create phase, certified Kahua app developers create application extensions to meet your needs. **Not included in this SOW**

**Configure**

In the Configuration Stage, Kahua Professionals set up the Kahua Platform based on SCUSD Construction’s specific business requirements. Configuration includes setting up the site, establishing a partition/project structure, setting up a template project including folder structure, setting up permission groups, establishing cost management activities code structure and ledger template, application numbering preferences, field relabeling and hiding (if necessary), default values, lookup list adjustments and other system settings. Once the system has been set up, Kahua Professionals will perform testing to make sure all features are working as designed in the Assessment Stage. **20 Days**

**Deploy**

During the Deployment Stage, Kahua will provide training for SCUSD Construction’s administrator and end users. This can include onsite training or web conference training. **8 Days**

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## 4.1 RESPONSIBILITIES

### 4.2 KAHUA'S RESPONSIBILITIES

Kahua is responsible to provide SCUSD with the following:

1. Professional and satisfactory completion of the stated work within the project time.
2. Timely and effective selection of an appropriately skilled consultant to meet the requirements of the project.
3. Kahua will find suitable replacements for any of the technical personnel in cases of prolonged illness or extenuating circumstances.

### 4.3 SCUSD RESPONSIBILITIES

SCUSD is responsible to provide Kahua with the following:

1. Provide Kahua with appropriate access to the software systems, facilities and personnel of the organization.
2. Provide the appropriate evaluation criteria for the project.
3. Provide access to knowledgeable staff that may be required during the assessment phase of the project.
4. Provide access to the appropriate decision-making authority during the process of determining the appropriate evaluation criteria for the project.
5. Provide a work area for Kahua professionals while on site, that includes internet connectivity, projector screen or area for projecting a presentation, projector (if available), dry-erase board or flip charts for documentation and training facilities that meet the minimum IT requirement for connectivity per Kahua IT standards.

### 4.4 GENERAL ASSUMPTIONS

1. Kahua has assumed a normal workday is 8-5 pm.
2. Deliverables, Configuration and Project Management activities done offsite are included as billable time unless otherwise stated.

3. The initial estimate for hours was created with limited information from SCUSD but relies mainly on Kahua's best practices understanding for similar engagements.
4. SCUSD will provide appropriate resources to conduct customer responsibilities. Any change in resources from the SCUSD team must be communicated and evaluated immediately.
5. Kahua resources will not be dedicated nor full time on the project unless explicitly indicated in Section 4.1 of this SOW.
6. Kahua will manage this engagement using a proven implementation methodology. Changes to the methodology and project management protocols may result in additional fees.

## 5.1 CONSTRAINTS AND EXCLUSIONS

### 5.2 CONSTRAINTS

This engagement will be a highly focused effort that will be limited to the scope identified above and defined as part of the deliverables.

No additional constraints have been defined at this time.

### 5.3 EXCLUSIONS

The following areas are not included in the scope of this engagement:

1. Data migration from other systems
2. Custom application development
3. Integration with other systems

## 6.0 ESTIMATED SCHEDULE

The final schedule will be created after the initial onsite discovery. Projects of this nature can vary from 2 to 3 months depending on phasing, availability of resources, external factors and timely decision-making.

## 7.0 CHARGES

Kahua has estimated the work involved to be **Sixty Thousand Dollars (\$60,000.00)**. This is an estimate based upon Kahua’s current understanding of the project scope and past experience in executing these types of engagements. Payments are due and payable at the start of each phase of the project as outlined below.

Stage	Number of Days	Amount
Assess	2 Days	\$4,000
Configure	20 Days	\$40,000
Deploy	8 Days	\$16,000
	Total	\$60,000

Changes in scope will be billed on a time and materials basis. Those change will be communicated to SCUSD and authorized prior work being performed.

SCUSD shall reimburse Kahua for all project-related travel. All travel expenses will be invoiced at cost, without markup, and will be documented by Kahua and submitted to the accordance with the Agreement.