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frontline education

1400 Atwater Drive Malvern, PA 19355

Exhibit A Frontline Customer Order Form

Q-116125
MSA-001f400000S8x8G
09/27/2022

Customer:	Order Form Details:
Mid-Ohio Educational Service Center 890 West Fourth Street Mansfield, Ohio, 44906-2565 United States	**Pricing Expiration:** 9/29/2022 **Quote Currency:** USD **Account Manager:** Nick Dowty
Contact: Kevin Kimmel	**Startup Cost Billing Terms:** One-Time, Invoiced after signing
Title: Superintendent	**Subscription Billing Frequency:** Annual
Phone: (419)774-2506	**Sale Type:** New
Email: kimmel.kevin@moesc.net	**Initial Term:** 12/31/2022 – 6/30/2024

Pricing Overview	Amount
One-Time Fees	**$8,712.50**
Annual Recurring Fees	**$15,587.30**
(Initial Term Prorated Fees)	**$7,772.29**

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount
Frontline Implementation	1	$8,712.50	$8,712.50

Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
(Human Capital Management - Recruiting & Hiring Bundle Prorated Term)	12/31/2022	6/30/2023	$5,721.78
(Screening Assessments, unlimited usage for internal employees Prorated Term)	12/31/2022	6/30/2023	$2,050.51
Human Capital Management - Recruiting & Hiring Bundle	7/01/2023	6/30/2024	$11,475.01
Screening Assessments, unlimited usage for internal employees	7/01/2023	6/30/2024	$4,112.30

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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: Purchase order to follow
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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Exhibit A Frontline Customer Order Form
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MSA-001f400000S8x8G
09/27/2022

Invoicing Schedule	Due Date	Amount	
Invoice: One Time	**Upon Signing**	**$8,712.50**	**+ applicable sales tax**
Frontline Implementation		$8,712.50	
Invoice: Prorated	**1/30/2023**	**$7,772.29**	**+ applicable sales tax**
Human Capital Management - Recruiting & Hiring Bundle		$5,721.78	
Screening Assessments, unlimited usage for internal employees		$2,050.51	
Invoice: Annual	**7/31/2023**	**$15,587.30**	**+ applicable sales tax**
Human Capital Management - Recruiting & Hiring Bundle		$11,475.01	
Screening Assessments, unlimited usage for internal employees		$4,112.30	

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1400 Atwater Drive Malvern, PA 19355

MASTER SERVICES AGREEMENT

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 1400 Atwater Drive, Malvern, PA 19355 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at https://www.frontlineeducation.com/master-services-agreement/ and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

Frontline Technologies Group LLC dba Frontline Education	**Mid-Ohio Educational Service Center**
Signature:	Signature:
Name:	Name: Kevin Kimmel
Title:	Title: Superintendent
Address: 1400 Atwater Drive Malvern, PA 19355	Address: 890 West Fourth Street Mansfield, Ohio 44906-2565
Email: billing@frontlineed.com	Email: kimmel.kevin@moesc.net
Effective Date:	

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STATEMENT OF WORK



Recruiting & Hiring

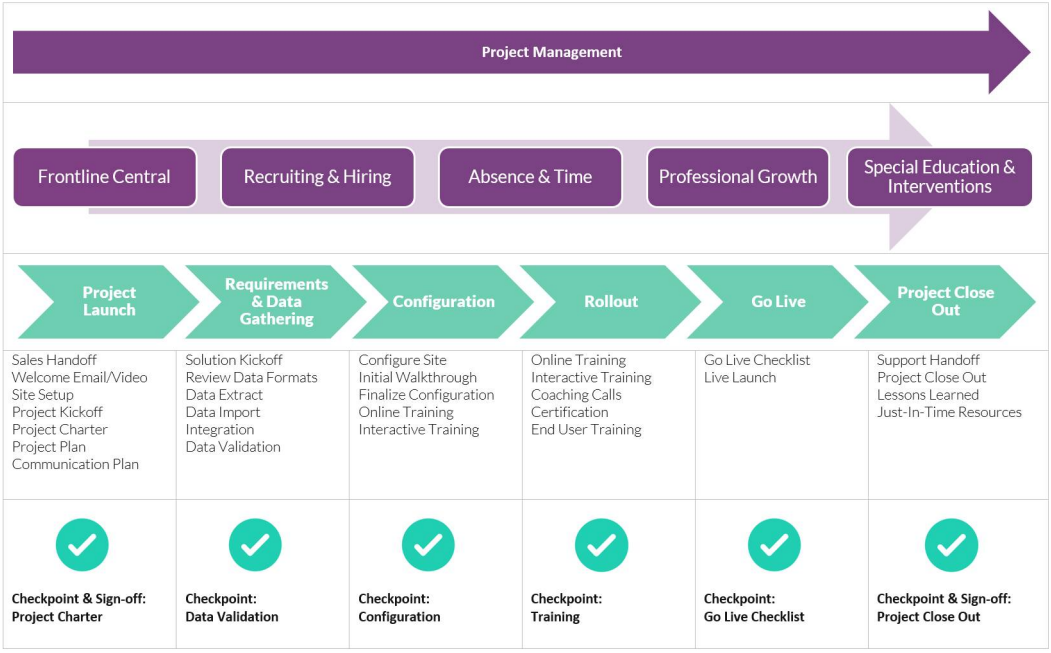
Standard Implementation Services

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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 instructions on how to configure 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.

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Specific examples of configuration services during implementation include –

Setups	Pre-configured with Recruiting & Hiring	Frontline Education Configuration Services
District Employer Info Page	Registration info included	Complete page
Location List	1	Adjust as needed
Position List	355 separate positions that fall in 38 categories under 3 areas	Adjust as needed
User List	1	1
Groups	0	2
Email Templates (Auto Replies)	4	3
Job Postings	Postings occur from enabled Recruiting & Hiring integration	
Campaign	0	1
Filters	28	1
Custom Filters	0	2
Admin Views	5	3
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.

Data Imports - Applicant Tracking

- 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 --

Systems Integration - Applicant Tracking

- Standard web services 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

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- One established integration across each of the other types of integration partners
  - Background Check Provider, Applicant Screening, Digital Interview
  - For a complete list of 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

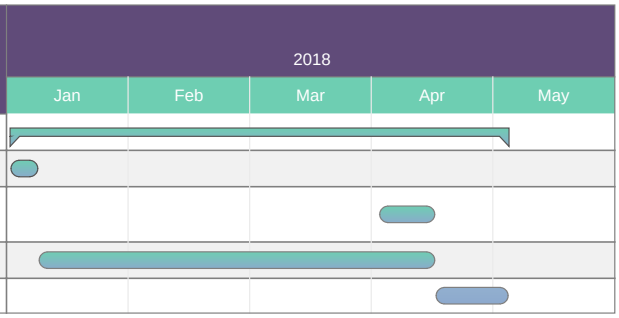
The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- 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 Proactive Recruiting implementation project runs about 2 weeks and a typical Applicant Tracking implementation project runs 10 – 15 weeks. Below is an example of a project schedule for implementation. 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
Sample Solution Rollout	1/2/18	5/4/18	89
Project Kickoff	1/2/18	1/8/18	5
Insights Platform Migration (clients with existing Frontline solutions)	4/3/18	4/16/18	10
Applicant Tracking	1/9/18	4/16/18	70
Proactive Recruiting	4/17/18	5/4/18	14



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.

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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: District Employer info page, job postings, position lists, locations, user accounts and permissions, email templates, campaigns, messages, custom filters, groups.
    - Search/filter/review: job postings and applicants
    - 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.

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STATEMENT OF WORK



Frontline Central

Standard Implementation Services

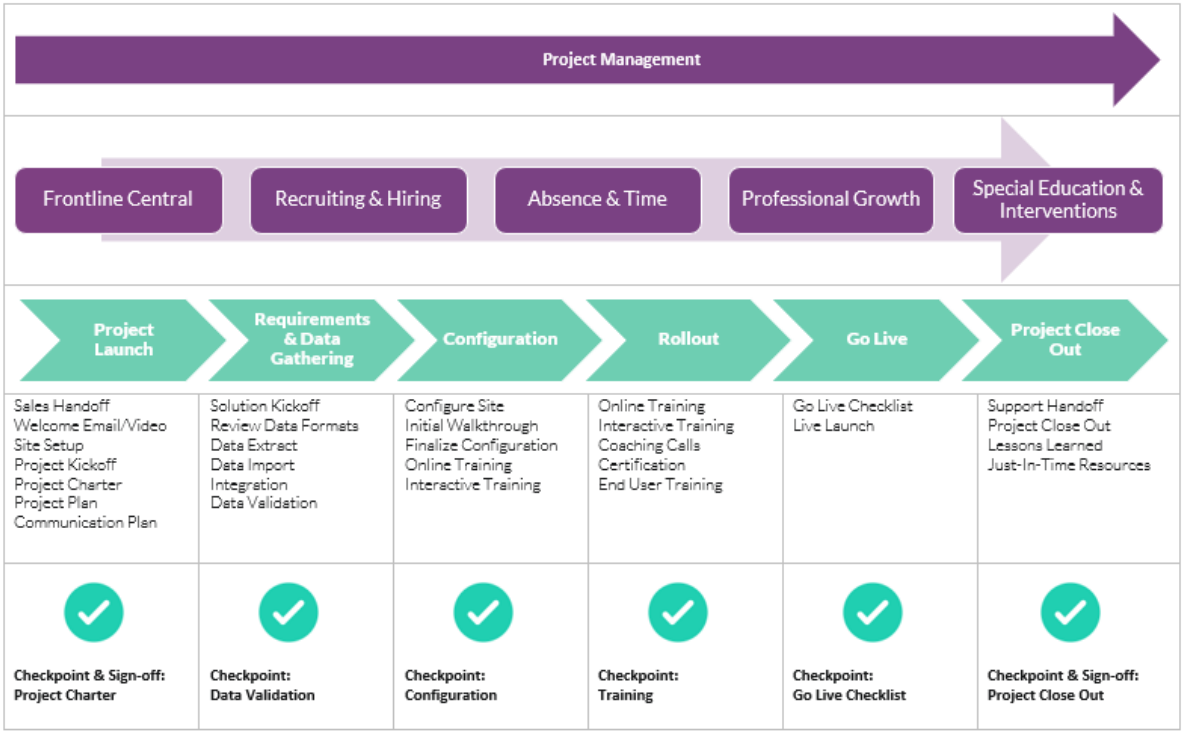
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Statement of Work: Frontline Central Implementation Services

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.)

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Task	Start	End	2018 Jan	2018 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		

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- 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: new records, packets, and forms
    - Sending/tracking/completing forms

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
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