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**HOONUIT ANALYTICS STATEMENT OF WORK**

**Santa Ana USD**

**EXHIBIT 1-a**

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This Statement of Work ("SOW") is attached to and made part of the Master Professional Services Agreement (the “Agreement”) between Hoonuit (or “Provider”) and Santa Ana USD (“Client” or “Customer”).

Terms defined in the Agreement have the same meanings herein unless otherwise provided. The terms and conditions of this Schedule shall control over any inconsistent or conflicting terms or conditions contained in the Agreement.

1. Project Description

The client has requested Hoonuit to load 3 years (2017-2018, 2018-2019, 2019-2020) of NNAT (Naglieri) data into the client’s development and production data warehouse. Hoonuit will not create a dashboard to accompany the data load.

Data to be loaded

Student Key

Test Key

School Key 🡪 Use vendor file

* Otherwise enrolled at time of assessment

Dates Keys 🡪 How do we connect dates with

The project will be considered complete once all data is accounted for and the dashboards are validated. This may differ from all data being loaded because a student or score in the NNAT file may not exist or be valid for some reason.

1. Scope and Services

This section sets the boundaries for the project that are in scope for this initiative. Implementation includes Hoonuit’s extensive efforts to understand your data and transform the data into insightful dashboards and metrics in our solution. This is a fixed-fee proposal that is subject to assumptions outlined in Section 5.

Any changes to the scope during the project life cycle will be introduced via the Change Request process as described in section 4.

* 1. Source Systems Included

|  |  |  |  |
| --- | --- | --- | --- |
| Source Type | Source Name | Years of History | Connection Type |
| Assessment | NNAT (Naglieri) | Includes 3 years of Assessment data | NNAT data must be provided in original vendor format |

* 1. Data Mapping

NNAT3 test data combine test result information with data about each student taking the assessment. Hoonuit will map student identifying information to a staging database for the purposes of matching assessment records to students in the student information system (SIS). Thus, assessment records will not update or override student data in the source system of record (SIS).

The table below outlines how Hoonuit will treat each field in the layout

| **#** | **Column Heading** | **FIELD DESCRIPTION** | **Hoonuit** |
| --- | --- | --- | --- |
| 1 | CandidateID | CandidateID | Will be mapped to staging db for matching purposes |
| 2 | LastName | LastName | Will be mapped to staging db for matching purposes |
| 3 | FirstName | FirstName | Will be mapped to staging db for matching purposes |
| 4 | MidInit | Mid Init | Will be mapped to staging db for matching purposes |
| 5 | StudentID | Student ID | Will be mapped to staging db for matching purposes |
| 6 | DOB | Date of Birth | Will be mapped to staging db for matching purposes |
| 7 | Age\_YYMM | Age in Years and Months | Will not be mapped |
| 8 | Gender | Gender | Will be mapped to staging db for matching purposes |
| 9 | DistrictName | District Name | Will be mapped to staging db for matching purposes |
| 10 | DistrictCode | District Code | Will be mapped to staging db for matching purposes |
| 11 | SchoolName | School Name | Will be mapped to staging db for matching purposes. School associated will be based on dashboard filters interacting with TEST\_ADMIN table. |
| 12 | SchoolNum | School Number | Will be mapped to staging db for matching purposes. School associated will be based on dashboard filters interacting with TEST\_ADMIN table. |
| 13 | Grade | Grade | Will be mapped to staging db for matching purposes |
| 14 | American Indian or Alaskan Native | American Indian or Alaskan Native | Will not be mapped - using source of record |
| 15 | Asian | Asian | Will not be mapped - using source of record |
| 16 | Black or African American | Black or African American | Will not be mapped - using source of record |
| 17 | Hispanic or Latino | Hispanic or Latino | Will not be mapped - using source of record |
| 18 | Native Hawaiian or other Pacific Islander | Native Hawaiian or other Pacific Islander | Will not be mapped - using source of record |
| 19 | White | White | Will not be mapped - using source of record |
| 20 | Non-Hispanic and two or more races | Non-Hispanic and two or more races | Will not be mapped - using source of record |
| 21 | None Specified | None Specified | Will not be mapped - using source of record |
| 22 | Active Date | Active Date | Will not be mapped - using source of record |
|  |  |  |  |
| 23 | Starting TELL Proficiency | Starting TELL Proficiency | Will not be mapped - using source of record if available. No data in file. |
| 24 | Languages Spoken at Home 1 | Languages Spoken at Home 1 | Will not be mapped - using source of record if available. No data in file. |
| 25 | Languages Spoken at Home 2 | Languages Spoken at Home 2 | Will not be mapped - using source of record if available. No data in file. |
| 26 | Languages Spoken at Home 3 | Languages Spoken at Home 3 | Will not be mapped - using source of record if available. No data in file. |
| 27 | Other Language Spoken at Home | Other Language Spoken at Home | Will not be mapped - using source of record if available. No data in file. |
| 28 | First Language 1 | First Language 1 | Will not be mapped - using source of record if available. No data in file. |
| 29 | First Language 2 | First Language 2 | Will not be mapped - using source of record if available. No data in file. |
| 30 | First Language 3 | First Language 3 | Will not be mapped - using source of record if available. No data in file. |
| 31 | Other First Language | Other First Language | Will not be mapped - using source of record if available. No data in file. |
| 32 | Number of Years in US | Number of Years in US | Will not be mapped - using source of record if available. No data in file. |
| 33 | Number of Years in ELL Services | Number of Years in ELL Services | Will not be mapped - using source of record if available. No data in file. |
| 34 | Email | Email | Will not be mapped - using source of record if available. No data in file. |
| 35 | Research ID | Research ID | Will not be mapped - using source of record if available. No data in file. |
| 36 | Service Code | Service Code | Will not be mapped - using source of record if available. No data in file. |
| 37 | Meal Status | Meal Status | Will not be mapped - using source of record if available. No data in file. |
| 38 | EC Status | EC Status | Will not be mapped - using source of record if available. No data in file. |
| 39 | ESEA Title 1 | ESEA Title 2 | Will not be mapped - using source of record if available. No data in file. |
| 40 | Migrant Education | Migrant Education | Will not be mapped - using source of record if available. No data in file. |
| 41 | Special Education IEP | Special Education IEP | Will not be mapped - using source of record if available. No data in file. |
| 42 | Section 504 | Change from "Otherwise qualified handicapped" to Section 505 | Will not be mapped - using source of record if available. No data in file. |
| 43 | Gifted and Talented | Gifted and Talented | Will not be mapped - using source of record if available. No data in file. |
| 44 | After School | After School | Will not be mapped - using source of record if available. No data in file. |
| 45 | Correctional | Correctional | Will not be mapped - using source of record if available. No data in file. |
| 46 | Summer School | Summer School | Will not be mapped - using source of record if available. No data in file. |
| 47 | IDEA | IDEA | Will not be mapped - using source of record if available. No data in file. |
| 48 | Intervention Level | Intervention Level | Will not be mapped - using source of record if available. No data in file. |
| 49 | Mobility | Mobility | Will not be mapped - using source of record if available. No data in file. |
| 50 | Behavioral Disorder | Behavioral Disorder | Will not be mapped - using source of record if available. No data in file. |
| 51 | Autism | Autism | Will not be mapped - using source of record if available. No data in file. |
| 52 | Blindness | Blindness | Will not be mapped - using source of record if available. No data in file. |
| 53 | Deaf-Blindness | Deaf-Blindness | Will not be mapped - using source of record if available. No data in file. |
| 54 | Deafness | Deafness | Will not be mapped - using source of record if available. No data in file. |
| 55 | Developmental Delay | Developmental Delay | Will not be mapped - using source of record if available. No data in file. |
| 56 | Emotional Disturbance | Emotional Disturbance | Will not be mapped - using source of record if available. No data in file. |
| 57 | Hearing Impairment | Hearing Impairment | Will not be mapped - using source of record if available. No data in file. |
| 58 | Intellectual Disability | Intellectual Disability | Will not be mapped - using source of record if available. No data in file. |
| 59 | Multiple Disabilities | Multiple Disabilities | Will not be mapped - using source of record if available. No data in file. |
| 60 | Orthopedic Impairments | Orthopedic Impairments | Will not be mapped - using source of record if available. No data in file. |
| 61 | Other Health Impairment | Other Health Impairment | Will not be mapped - using source of record if available. No data in file. |
| 62 | Specific Learning Disabilities | Specific Learning Disabilities | Will not be mapped - using source of record if available. No data in file. |
| 63 | Speech or Language Impairment | Speech or Language Impairment | Will not be mapped - using source of record if available. No data in file. |
| 64 | Traumatic Brain Injury | Traumatic Brain Injury | Will not be mapped - using source of record if available. No data in file. |
| 65 | Visual Impairment | Visual Impairment | Will not be mapped - using source of record if available. No data in file. |
| 66 | Test Level | Test Level | Will be added to SCORES table |
| 67 | Form | Form | Will be added to SCORES table |
| 68 | ResultID | ResultID | Will not be mapped (Pearson-specific) |
| 69 | Test Date | Test Date | Will be added TEST\_ADMIN table |
| 70 | Administration Timed or Untimed | Administration Timed or Untimed | Will be added TEST\_ADMIN table |
| 71 | NumAttempted | Number Attempted | Will be added TEST\_ADMIN table |
| 72 | RS | Raw Score | Will be added to SCORES table |
| 73 | SS | Scaled Score | Will be added to SCORES table |
| 74 | NAI | NAI | Will be added to SCORES table |
| 75 | PR | PR | Will be added to SCORES table |
| 76 | Stanine | Stanine | Will be added to SCORES table |
| 77 | NCE | NCE | Will be added to SCORES table |
| 78 | Local Norms Source | Local Norms Source | Will not be mapped. No data. |
| 79 | LOCAL NAI | LOCAL NAI | Will not be mapped. No data. |
| 80 | LOCAL PR | LOCAL PR | Will not be mapped. No data. |
| 81 | LOCAL Stanine | LOCAL Stanine | Will not be mapped. No data. |
| 82 | LOCAL NCE | LOCAL NCE | Will not be mapped. No data. |
| 82 | Paper/Online | Paper on Online Administration | Will be added TEST\_ADMIN table |
| 82 | Session Status | Session status of test at time of Request | Will be added TEST\_ADMIN table |

* 1. Project Management
* Facilitate the entire project to ensure the project is on-track per scope, timeline and budget.
* Responsible for project communications and progress reporting.
* Responsible for outlining project dependencies, constraints and assumptions.
* Ensure risk, issue and change management are executed appropriately.
* Establish clear milestone checkpoints and ensure delivery to those milestones.
* Establish kick-off meeting and jointly develop project plan for the engagement.
* Schedule weekly status check-ins, map and gap sessions and other meetings as required.
* Coordinate and establish roles and responsibilities with internal and external resources as necessary.
  1. Data Quality
* Hoonuit will establish process for data quality validations to ensure accuracy and integrity of the data is maintained
* Critical, major and minor errors are identified with lineage traceability back to the source system so data can be corrected at the source
* The Customer is responsible for addressing identified issues in a timely fashion to keep the project on track
* Scope includes fuzzy matching algorithmic process to match information from an outside data source to existing information in the data warehouse for students in vendor provided assessment files. An assessment source file may contain a student name, birth date, and grade, but not a student ID. The Hoonuit Matching Service will be used to find the best ID match for this student using the student data available which otherwise would not be loaded until a valid ID is assigned to the student.

1. Project Resources

The recommended project resources include the following roles from both Hoonuit and the Customer to secure qualified subject matter experts for a successful project implementation.

* 1. Roles & Responsibilities

| Function | Organization | Name | Primary Responsibility |
| --- | --- | --- | --- |
| Project Manager | Hoonuit | Sheila Holiday | Overall responsibility for the project. Provides the Project Sponsor with regular status updates. Chairs the periodic project status meetings. |
| Dashboard Engineer | Hoonuit | Stacy Kraemer | Develops standard dashboards |
| Assessment Engineer | Hoonuit | Nick Rozumalski | Loads assessment data and history |
| Business Analyst | Hoonuit | Josh Uttermark | Validates conformance of district data with Hoonuit standard, develops and advices on standard business rules and audits |
| Data Culture Training | Hoonuit | Karen Tzong | Leads data usage and adoption training within the district |
| Project Sponsor | Customer | Karen Tzong | Provides executive support for the project within the Customer’s organization |
| Subject Matter Experts | Customer | Karen Tzong | Provide guidance to Hoonuit on subject matter clarifications. Tests the general release candidate views during the user acceptance testing period. |

1. Management Approach
   1. Risk Management

The Hoonuit project manager is responsible for ensuring that risk management is a component of all Hoonuit projects. A “risk”, in this context, is defined as an “undesirable future event”. An issue and project tracking software, Jira will be used throughout the project as a way of managing and reducing the risks identified before and during the project. A risk that actually occurs is tracked as an “issue”.

* 1. Issues Management

The Hoonuit project manager will track issues related to the project using Jira, an issue and project tracking software. Jira identifies, and documents actions taken to address the identified issues and their resolution. Jira issues will be reviewed at each weekly project status meeting.

* 1. Change Management

A *project change* is any revision or adjustment to this SOW that may or may not impact project schedule or budget. The table below describes the types of changes that this project will track:

| **Change Type** | **Description** |
| --- | --- |
| Design changes | A change to the scope, deliverables, activities/tasks, staffing, etc., resulting in an adjustment to the project budget, schedule or effort. |
| Informational changes | Changes that do not result in a change in schedule, effort and cost such as a change in management approach, or a change in project ownership. |

A *Project Change Request* form is required to assess and track the implementation of a project change. When the need for a change is identified, this form should be completed by the requesting party and then forwarded to the Hoonuit project manager. The process is complete when the *Change Request* has either been (1) rejected or (2) approved and fully implemented, including any necessary revisions to this SOW.

* 1. Progress Reporting and Communications

Hoonuit will host bi-weekly project status meetings with the core project team. Items to be reviewed at each meeting include but are not limited to the following:

* Review of previous meeting minutes
* Planned Activities for the Current Week
* Current Risks and Issues for Discussion
* Deliverable Review and Discussion
* Other Items of Discussion

The Project Sponsor is welcome to attend any of these meetings. The current project status, including the risk register, issues list, and change request log, will be available online for viewing by the Project Sponsor at any time during the course of the project.

1. Customer's Responsibilities and Assumptions

This section involves what has initially been assumed on the project, what is required in order for the project to be delivered on time and within budget.

* 1. Dependencies

This section specifies completed, ongoing or future projects or the linkages to established standards and policies, on which this project depends in order to be successful, or which are dependent on this project.

* The Customer will provide Hoonuit with VPN and connectivity access to required source systems.
* The Customer will assist with security policy definition and setup
* The Customer will ensure that project team members are available as needed to complete project tasks
* Dashboard and project completion are dependent upon data uploads being completed by the Customer for file data transfers
* The Customer will validate data and dashboards
* The Customer will provide technical support to Hoonuit as needed
* The Customer will provide an executive level sponsor to guide and support the project, and make key decisions when needed
* The Customer will provide subject matter experts to guide Hoonuit’s understanding of the Customer’s data and business logic, including participation in data mapping sessions
  1. Assumptions

The following section specifies any circumstances or events which must be true or must occur for the project to be successful.

* The resources identified will be available upon request. Failure to do so may result in project delays.
* Approved funding will be available upon request for approved Change Requests.
* Management will ensure that project team members are available as needed to complete project tasks.
* Failure to identify changes during the Feedback Review Sessions will result in project delays.
* Project Sponsor will foster support and “buy-in” of project goals and objectives.
* The Project Plan may change as new information and issues are revealed.
* Scope change will be managed through change requests.
* Any scope changes may have timeline and / or budget implications.
* Travel costs, if needed, are billed separately.

**Data assumptions.** This agreement assumes that there is a single source database for each of the domains included in the solution. Hoonuit assumes that each of the source systems to be accessed by the ETL processes will consist of a single database instance and will be consolidated within the Customer’s data center.

* Historical assessment data can be loaded by the connector if the original historical vendor files are provided and the connector has pre-existing support for the historical formats/APIs and assessment definitions. Related historical information such as students, enrollments school calendars and schools must also be loaded in the data warehouse.
* Loading of historical data from a system not supported by the connector will not be supported by Hoonuit. Data quality issues related to this are the Customer’s responsibility.
* Test Scores will be provided to Hoonuit in the assessment vendor supplied formats unless otherwise agreed upon. Non-standard formats or altered vendor formats may incur extra charges.
  1. Timeline

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

* 1. Post-deployment

The Customer will be responsible for data loaded into the Hoonuit solution after the solution has been deployed, deliverables have been approved, and this Agreement is closed. Hoonuit support can be provided through purchase of service block hours or additional services.

* Assessment connectors are designed to work with formats / specifications provided by connector’s stated vendor and product
* Modifications or corrections to the data in vendor files may work with, but is not supported by, the connector
* Customization may break standard dashboard or reporting content. Any necessary adjustments to the reports or dashboards are the Customer’s responsibility

Some connectors will use fuzzy matching to help identify students or schools. The Customer is responsible for review, correction, and approval of the data before it is released to the data warehouse.

1. Terms & Conditions

This Statement of Work (SOW) embodies the entire understanding between Hoonuit and the Customer and there are no contracts, understandings, conditions, or representations, oral or written, with reference to the subject matter hereof which are not merged herein. Except as otherwise specifically stated, no modification hereto, including without limitation, subsequently issued invoices or purchase orders (even if they so state that they supersede prior agreements with respect to the subject matter stated in this SOW) shall be of any force or effect unless (a) reduced to writing and signed by both parties hereto, and (b) expressly referred to as being a modification of this SOW. The SOW is not fixed bid and is based on a Time and Materials estimate. During the course of this work if Hoonuit identifies the original hours estimate will be exceeded work will stop and a project change request would need to be agreed upon to continue work.

**This Statement of Work** has been executed by the parties, acting by and through their duly authorized representatives, in duplicate original, either of which may be deemed the original, but together constituting one agreement, and each party receiving one fully completed and executed duplicate.

**Procedures for Providing the Service**

Services will be provided virtually; however, if travel to Customer site is required, then costs will be invoiced as incurred.

**Professional Services Rates**

$4,800

**Payment Terms**

Payment will be invoice upon execution of the SOW. Customer agrees to pay all fees and other charges in accordance with this Agreement. All fees are due Net 30 from invoice date. Hoonuit reserves the right to charge a 1.5% monthly service charge or the highest rate allowable by law, whichever is less, on overdue balances. Unless an exemption certificate is provided, you are responsible for all taxes, charges, or duties including, without limitation, sales, use, value added, royalty, or withholding taxes imposed by a federal, state, provincial, local, or other government entity on Services provided under this Agreement, excluding taxes based on Hoonuit's net income.

**Invoice will be sent to:**

Emily Wolk

1601 E. Chestnut Avenue

Santa Ana, CA 92701

Email: emily.wolk@sausd.us

|  |  |
| --- | --- |
| **HOONUIT I, LLC** | **SANTA ANA USD** |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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