



Achademix Implementation Proposal

Mid America Technology Center

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Introduction

Hello Randy,

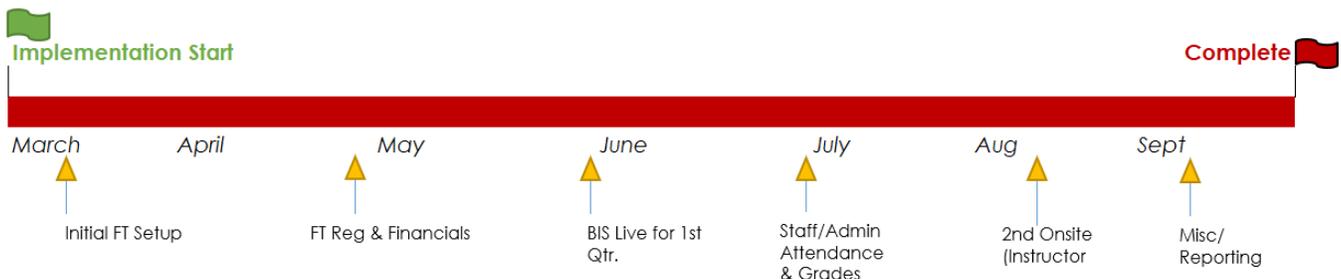
I have put together this proposal to articulate the requirements for moving forward with implementing Achademix. The goal of this document is to outline the activities associated with a positive implementation as well as the costs associated with each item. Where activities are optional, they will be noted.

It is important to note that all charges are billed only after services have been delivered with the exception of the license (to use the system). This item is to be paid at the time it is to be formally used (i.e. the LIVE date). On another note, there is no contract associated with this implementation and you can choose to stop the process at any point to avoid any further charges.

Also note that the training portion of this document represents an estimate of the time needed to properly train all users. All training sessions outlined herein do require upfront preparation work, such as creating tailored training materials, though please note that this work is included in the training prices listed.

The only section of the proposal that does not include a concrete price is the Data Conversion & Import. The prices listed are based on a reasonable number of likely hours to complete. An hourly price is listed as well depending on whether more time is deemed necessary to finish this portion of the project, suggesting you choose any Data Conversion & Import option, which is entirely optional.

For reference, I have provided a draft implementation schedule. This will be further discussed in the Kick-off meeting and the final schedule will be posted on the Project Management site used for the Process Analysis. Please let us know of any questions or concerns you may have.



Process Analysis/Planning ...3/4/2025-3/5/2025
1st Onsite Training Visit5/27/2025-5/28/2025
2nd Onsite Training Visit..... TBD

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Implementation Planning

The Process Analysis is the essential first step for any school considering Achademix as their new Student Information System. For MATC, the interview portion can be completed onsite within two days. After gathering the necessary materials and conducting the interviews, CodeLevel will use this information to develop a tailored implementation plan. This plan will include training materials customized to MATC's specific processes, ensuring a clear roadmap for how Achademix will support and integrate with those processes.

This will take two onsite days to complete. The first will focus on full-time programs and the second on short-term and BIS.

Price:
\$5,000.00

Travel will not exceed \$1,600.00

Annual Subscription, Support & Data Management

Note that the term "support" means that CodeLevel's team members are proactively supporting your system by actively monitoring MATC's data entry and system usage each day. Much like an employee of MATC, we are working with the staff to ensure that they are able to access the information they need on a continual basis and not simply waiting by the phone for MATC staff to call us if something goes wrong. This proactive approach to "support" has increased each user's ability to not only use the system correctly very early on, but also to feel more comfortable with their tasks and empowered to do their jobs.

The annual subscription will be scheduled to begin on **a date to be determined**. Each year on that defined date, MATC will be invoiced for this subscription unless CodeLevel is notified 30 days in advance that the school is discontinuing their use of Achademix.

Date Due: TBD

Annual Price:
\$12,500.00

Student Portal & Online Registration

Student/Parent Portal – This option offers the student (or a parent/guardian, as applicable) the ability to view, via the internet, their student profile, grades, attendance, documents, and financial account. The student will also be able to make relevant changes to their student profile, make

Date Due:
TBD

Annual Price:
\$ 3,000.00

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payments towards their account using a credit card or ACH online, as well as complete forms and upload documentation to the school.

Online Registration – This option allows the student to browse a catalog of programs and classes available and choose to register themselves if applicable. Using this system, the student may also pay for these registrations.

Annual Payment Gateway (if needed):
\$360.00

Training & Implementation Services

Proposed Training & Implementation Schedule

Training is billed monthly for only those sessions that have taken place within that month.

Phase I: Full-time Setup and Enrollment	Expected	Cost	Attendees
Session #01: Navigation & Overview	3/13/2025	\$ 250.00	ALL
Session #02: Courses, Fees, Programs	3/18/2025	\$ 250.00	FT
Session #03: Calendars and Class/Program Scheduling	3/20/2025	\$ 250.00	FT
Session #04: Required Document Forms	3/25/2025	\$ 250.00	FT
Session #05: Registration for Programs	3/27/2025	\$ 250.00	FT
Phase II: Full-time Admissions and Financials			
Session #06: Student Documents & Acceptance Processes	4/8/2025	\$ 250.00	FT
Session #07: Admissions for Programs/Sending Schools	4/10/2025	\$ 250.00	FT
Session #08: Industry & Funds	4/15/2025	\$ 250.00	Bursar/FA
Session #09: Student Financial Account Management 1	4/17/2025	\$ 250.00	Bursar/FA
Session #10: Student Financial Account Management 2	4/22/2025	\$ 250.00	Bursar/FA
Session #11: Financial Aid Activities (Student Awards & Payment Plans)	4/24/2025	\$ 250.00	Bursar/FA
Phase III: Short-term/BIS			
Session #12: Courses, Fees, Classes	5/6/2025	\$ 250.00	PT/BIS
Session #13: Calendars and Class/Program Scheduling	5/8/2025	\$ 250.00	PT/BIS
Session #14: Student Self-Service Registrations & Portal Activity	5/13/2025	\$ 250.00	PT/BIS
Session #15: Student Financial Account Management 1	5/15/2025	\$ 250.00	PT/BIS
Session #16: State WED Reporting	5/20/2025	\$ 250.00	PT/BIS
Project Management (Live Assistance)			
Onsite Project Management #1	5/27/2025	\$ 2,250.00	ALL
Onsite Project Management #2	5/28/2025	\$ 2,250.00	ALL
Phase II: Full-time Admissions and Financials			
Session #17: Scheduling Review and Attendance Policy Setup	6/3/2025	\$ 250.00	FT
Session #18: Attendance Training & Monitoring/Reporting	6/5/2025	\$ 250.00	FT
Session #19: Course Assignment Review and Grade Book Overview	6/10/2025	\$ 250.00	FT
Session #20: Gradebooks	6/12/2025	\$ 250.00	FT
Session #21: Completion and Transcripts	6/24/2025	\$ 250.00	FT
Project Management (Live Assistance)			
Onsite Project Management #3	TBD	\$ 2,250.00	ALL

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Onsite Project Management #4	TBD	\$ 2,250.00	ALL
Phase V: Misc.			
Session #22: Financial Aid Activities (Draw Downs & Monitoring)	TBD	\$ 250.00	Bursar/FA
Session #23: IPEDS, etc.	TBD	\$ 250.00	FT
Session #24: Other Configurations & Custom Reporting	TBD	\$ 250.00	FT
Session #25: Misc. Topics (LOA, Credentials, Messengers, etc.)	TBD	\$ 250.00	FT
Session #26: State CM Reporting	TBD	\$ 250.00	FT
		TOTAL TRAINING:	\$ 15,500.00

* Travel will not exceed \$1,600 per Live Assistance visit (\$3,200 total)

Data Conversion & Import

As noted below, the Student Demographics option must be selected before other options in the list may be chosen. The reason for this is that most all subsequent data is tied directly to the student record, thus we must first have the students in the system.

For MATC, we recommend the following options:

- Student Demographics
- 1098T Data
- Student Transcripts

These options will allow for MATC to move from their current system leaving little information behind.

Import Option	Description	Price
Student Demographics - REQUIRED FOR SUBSEQUENT IMPORTS	The Student Demographics import is required for all subsequent options below. This includes only the student demographic information such as their name, address, gender, race, etc. This does not include financial transactions or enrollment history.	\$2,500.00
1098T Data - from January 1 of Current Year	"Student Demographics" must be selected as well in conjunction with this option. In order to complete this import, which is required if 1098T data is to be available at the end of the year, we will need to acquire the output of all 1098T data from the school's current system from January 1 of the current year to a determined date of conversion. We will use this data in conjunction with the data entered into Achademix for the remainder of the year to produce 1098T forms.	No Charge

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Student Transcripts for Previously Completed Courses	<p>"Student Demographics" must be selected as well in conjunction with this option.</p> <p>This option offers the following data for import:</p> <ul style="list-style-type: none">- Course Catalog (No Schedules or Class History)- Class Enrollment History<ul style="list-style-type: none">- Final Numeric/Letter Grade- Total Hours Received (Present)- Dates of Enrollment- Final Enrollment Status (i.e. Complete, Withdrawal, etc.)- Employment Status as of Enrollment- Education Level as of Enrollment <p>This option does NOT offer the following data:</p> <ul style="list-style-type: none">- Enrollment Charges or Payments	\$4,500.00
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Other data such as Users, Course catalog, Credential options, Companies, Funders, etc. will also be imported as applicable at no charge.

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Summary

Below is the summary of the cost of implementing Achademix, as well as the recurring annual fees associated.

FY 2025 Fees

Implementation Planning	\$ 5,000.00
Training & Implementation Services	\$ 9,750.00
Data Conversion & Import	\$ 7,000.00
Travel Fees (will not exceed)	\$ 3,200.00
Total	\$ 24,950.00

FY 2026 Fees

Annual Subscription, including Student/Parent Portal	\$ 15,500.00
USAePay Payment Gateway (CC & ACH transaction processing)	\$ 360.00
Annual Achademix Conference	\$ 1,500.00
Remaining Training & Implementation Services	\$ 5,750.00
Travel Fees (will not exceed)	\$ 1,600.00
Total	\$ 24,710.00

Annual Recurring beginning July 1, 2026 (FY27)

Annual Subscription, including Student/Parent Portal	\$ 15,500.00
USAePay Payment Gateway (CC & ACH transaction processing)	\$ 360.00
Annual Achademix Conference	\$ 1,500.00
Total	\$ 17,360.00

We are excited about this opportunity to work with the Mid America Technology Center. Please let us know if you have any questions or concerns.



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