



# Signature Routing Form

COS Initials: \_\_\_\_\_

## For Superintendent's Approval/Signature

Date: 6/13/2023

Division Head: Erick Hofstetter (Operations)

Initials: EH

Purpose: Superintendent's Approval/Signature

Other: [Click here to enter text.](#)

Title of Document: Kahua Project Management Information System (PMIS) software (not to exceed \$397,000 for the initial one-year contract period.)

From (if other than Division Head): [Click here to enter name & department.](#)

Legal Review:  NO  YES

BOE Approval:  NO  YES

Charge Code:

Notes: Approval of Purchase of an Annual License for the use of the Kahua Project Management Information System (PMIS) software (not to exceed \$397,000 for the initial one-year contract period and will include (4) one-year renewal options). Board Directive attached.

*John Cloud*  
6/14/23 8:24 am

**DEADLINE and DUE BY AREAS ARE FOR URGENT ITEMS ONLY**

Deadline: Choose an item.

Due by: [Click here to enter a date.](#)

Return documents to: Daniel Denton, X-6-0108

### For Superintendent's Office Use Only

Date received: 6-14-23 Date returned: 6-14-23 Processor's Initials: SME

**Re: [EXTERNAL]RE: Kahua**

Daniel Denton (Finance) <Daniel\_Denton@dekalbschoolsga.org>

Tue 6/13/2023 4:56 PM

To: Richard Boyd (DEPT OF FACILITIES & OPERATION) <richard\_boyd@dekalbschoolsga.org>

This contract for the purchase of an annual license for the use of the Kahua Project Management Information System and related services in the amount of \$397,000 is approved as to form.

Please submit a copy of this email along with your request for the Superintendent's signature as well as the entire cost of the Agreement.

**Daniel Denton, Attorney**

Vendor Services

DeKalb County School District

1701 Mountain Industrial Boulevard

Stone Mountain, GA 30083

678-676-0108

Daniel\_Denton@dekalbschoolsga.org

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**From:** Richard Boyd (DEPT OF FACILITIES & OPERATION) <richard\_boyd@dekalbschoolsga.org>

**Sent:** Tuesday, June 13, 2023 3:35 PM

**To:** Daniel Denton (Finance) <Daniel\_Denton@dekalbschoolsga.org>

**Cc:** Erick Hofstetter (Dept of Facilities & Operation) <Erick\_Hofstetter@dekalbschoolsga.org>

**Subject:** RE: [EXTERNAL]RE: Kahua

Do you have everything you need for the Supt and Board Chair signatures? We do need to handle this quickly if possible.

**Richard H. Boyd**

Director, Design and Construction

Operations Division

Sam Moss Service Center

1780 Montreal Road

Tucker, GA 30084

o. 678.676.1483

c. 404.392.0041

---

**From:** Ryan Spence <RSpence@Kahua.com>

**Sent:** Tuesday, June 13, 2023 11:18 AM

**To:** Richard Boyd (DEPT OF FACILITIES & OPERATION) <richard\_boyd@dekalbschoolsga.org>

**Cc:** Erick Hofstetter (Dept of Facilities & Operation) <Erick\_Hofstetter@dekalbschoolsga.org>; Daniel Denton (Finance) <Daniel\_Denton@dekalbschoolsga.org>; Butler, Mel <mel.butler@aecom.com>

**Subject:** RE: [EXTERNAL]RE: Kahua

[EXTERNAL]FW: Non-SPLOST Review/Approval-Kahua PMIS Software License Agreement  
(APPROVE AS TO FORM) [IWOV-columdms.FID305934]

H. Eric Hilton <EHilton@hallboothsmith.com>

Tue 1/10/2023 8:01 PM

To: Franeseya Kendrick (Dept of Facilities & Operation) <Franeseya\_Kendrick@dekalbschoolsga.org>

Cc: Erick Hofstetter (Dept of Facilities & Operation) <Erick\_Hofstetter@dekalbschoolsga.org>; Daniel Denton (Finance) <Daniel\_Denton@dekalbschoolsga.org>; Melanie V. Slaton <mslaton@hallboothsmith.com>; Diane Nistler <DNistler@hallboothsmith.com>; Rianna Fisher <rfisher@hallboothsmith.com>

6 attachments (3 MB)

Chronology of the Agenda Item.docx; Kahua Overview.pdf; Kahua PMIS License Agreement.pdf; Review and Approval Form.docx; AECOM C.O. #3\_Kahua PMIS License\_Fully-Executed.pdf; Board Agenda Item - Kahua.docx;

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We have reviewed the attached documentation regarding the request for approval of Purchase of an Annual License for the use of the Kahua Project Management Information System (PMIS) software in the amount of \$162,000 for the initial one-year contract period slated for the February 13, 2023, Board Meeting, **and approve as to form.** Please advise if you have any questions or comments. Thank you.

## H. Eric Hilton

Attorney at Law | Hall Booth Smith, P.C.

**O:** 404.954.5000                      191 Peachtree Street NE, Suite 2900  
**D:** 404.954.6933                      Atlanta, GA 30303  
**M:** 404.277.7706                      hallboothsmith.com



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**From:** Rianna Fisher <RFisher@hallboothsmith.com>

**Sent:** Friday, January 6, 2023 4:29 PM

**To:** H. Eric Hilton <EHilton@hallboothsmith.com>; Jacki G. Payne <JPayne@hallboothsmith.com>

**Cc:** Melanie V. Slaton <MSlaton@hallboothsmith.com>

**Subject:** FW: Non-SPLOST Review/Approval-Kahua PMIS Software License Agreement

Please see attached.

**From:** Franeseya Kendrick (Dept of Facilities & Operation) <Franeseya\_Kendrick@dekalbschoolsga.org>

**Sent:** Friday, January 6, 2023 4:06 PM

**To:** Melanie V. Slaton <MSlaton@hallboothsmith.com>

<[Daniel\\_Denton@dekalbschoolsga.org](mailto:Daniel_Denton@dekalbschoolsga.org)>; Rianna Fisher <[RFisher@hallboothsmith.com](mailto:RFisher@hallboothsmith.com)>

**Subject:** Non-SPLOST Review/Approval-Kahua PMIS Software License Agreement

Greetings Melanie,

Attached is the Approval of Purchase of an Annual License for the use of the Kahua Project Management Information System (PMIS) software in the amount of \$162,000 for the initial one-year contract period slated for the February 13, 2023, Board Meeting. Please review and approve at your earliest convenience.

Thank you

Fran Kendrick | Office Specialist to COO | Operations |

DeKalb County School District | Sam Moss Service Center

1780 Montreal Road | Tucker, Georgia 30084

678.676.1475 Main | 678.266.0496 District Mobile | [Franeseya\\_Kendrick@dekalbschoolsga.org](mailto:Franeseya_Kendrick@dekalbschoolsga.org)



## Rianna Fisher

Legal Assistant | Hall Booth Smith, P.C.

**O:** [706.494.3818](tel:706.494.3818)

1301 1st Avenue, Suite 100

**D:** [706.243.6246](tel:706.243.6246)

Columbus, GA 31901

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Robert R. Freeman Administrative Complex  
1701 Mountain Industrial Boulevard  
Stone Mountain, GA 30083

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## MEMORANDUM

TO: Mr. Erick Hofstetter, Chief Operating Officer  
Division of Operations

FROM: Dr. Vasanne S. Tinsley, Interim Superintendent  
Office of the Superintendent

DATE: May 8, 2023

**RE: Approval of Purchase of an Annual License for the use of the Kahua Project Management Information System (PMIS) software (not to exceed \$397,000 for the initial one-year contract period)**

At its business meeting on Monday, May 8, 2023, the DeKalb Board of Education approved the Purchase of an annual license for the use of the **Kahua Project Management Software** as the District's Project Management Information System (PMIS) for both E-SPLOST and Non-E-SPLOST construction projects for an amount not to exceed **\$397,000** for the initial contract period. This request is for the **initial one-year contract** and will include **four (4) one-year renewal options**.

Please take the appropriate action to affect this directive of the Board.

VST:cm

c: Ms. Carla Smith, Executive Director, Vendor Services, Division of Finance  
Ms. Marie Jacob, Contractor, Vendor Services, Division of Finance



Date: 4-12-2023

10000 Avalon Boulevard Suite 600  
 Alpharetta, GA 30009  
 770-641-9994

## PMIS Agreement

### DeKalb County School District

**Customer:** DeKalb County School District  
**Contact:** Richard Boyd  
**Phone:** 678.676.1483

Ryan Spence - 404.775.5487 - rspence@kahua.com

**E-Mail:** [richard\\_boyd@dekalbschoolsga.org](mailto:richard_boyd@dekalbschoolsga.org)

Payment Breakdown	Year 1	Year 2	Year 3	Year 4	Year 5
Kahua Licenses	\$97,000.00	\$145,000.00	\$145,000.00	\$145,000.00	\$145,000.00
Kahua Standard Implementation	\$65,000.00	-	-	-	-
PCR 001	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00	\$65,000.00
PCR 002	\$170,000.00	-	-	-	-
PCR 003	\$0.00	\$166,000.00	\$8,000.00	\$8,000.00	\$8,000.00
<b>Total</b>	<b>\$397,000.00</b>	<b>\$376,000.00</b>	<b>\$218,000.00</b>	<b>\$218,000.00</b>	<b>\$218,000.00</b>

DeKalb County School District Superintendent  
 Signature: *Dr. Vasanna S. Tinsley*  
 Printed Name: Dr. Vasanna S. Tinsley  
 Title: Interim Superintendent  
 Date: 6/14/23

DeKalb County School District Board Chair  
 Signature: *Diogen Dalosca, Sr.*  
 Printed Name: Diogen Dalosca, Sr.  
 Title: Board Chair  
 Date: 6-19-23

Kahua  
 Signature: *Chris Faklaris*  
 Printed Name: Chris Faklaris  
 Title: Chief Revenue Officer  
 Date: 6/13/2023

DocuSigned by:  
Chris Faklaris  
 205D50186E2E477...



10000 Avalon Boulevard Suite 600  
Alpharetta, GA 30009  
770-641-9994

Ryan Spence - 404.775.5487 - rspence@kahua.com

Date: 9-28-2022

## PMIS Agreement

DeKalb County School District

Customer: DeKalb County School District

Contact: Lemuel Hawkins

Phone: 404.668.9960

E-Mail: [lemuel\\_hawkins@dekalbschoolsga.org](mailto:lemuel_hawkins@dekalbschoolsga.org)

Item	Description	Qty	Rate	Term Start	Term End	Total
<b>Software Subscription &amp; Professional Services</b>						
<b>Kahua - Standard License</b>						
	Annual Subscription Fee Unlimited Users for DCSD Projects	1.00	\$145,000.00	10/15/2022	10/14/2027	\$145,000.00
<b>Professional Services</b>						
	Kahua Standard Implementation For Owners	1.00	\$65,000.00			\$65,000.00
	Data Migration Services	1.00	TBD			TBD

### Professional Services Notes

- Professional services estimates based on attached Kahua Quick Start Statement of Work (Functionality shall be focused on replacing Proliance usage)
- Travel expenses are not included in professional services estimate and shall be reimbursed if onsite services are provided

### Payment Terms

#### Kahua - Standard License Annual Subscription Fee (Unlimited Users for DCSD Projects)

Year 1 Initial Domain paid by AECOM (Due Upon Execution)	1.00	\$48,000.00	10/15/2022	10/14/2023	\$48,000.00
Year 1 (Due December 15, 2023) to be paid by DCSD	1.00	\$97,000.00	10/15/2022	10/14/2023	\$97,000.00
Year 2 to be paid by DCSD	1.00	\$145,000.00	10/15/2023	10/14/2024	\$145,000.00
Year 3 to be paid by DCSD	1.00	\$145,000.00	10/15/2024	10/14/2025	\$145,000.00
Year 4 to be paid by DCSD	1.00	\$145,000.00	10/15/2025	10/14/2026	\$145,000.00
Year 5 to be paid by DCSD	1.00	\$145,000.00	10/15/2026	10/14/2027	\$145,000.00
Services To Be Invoiced December 15, 2022	1.00	\$65,000.00			\$65,000.00
<b>Total Due Upon Execution</b>					<b>\$162,000.00</b>

### Domain Modules

Kahua - Platform	Kahua - P6 Integration
Kahua - Portfolio Manager	Kahua - Closeout
Kahua - Sources of Funds	Kahua - Snapshot
Kahua - Document Management	Kahua - Datastore
Kahua - Cost Management	

### License Notes

- Unlimited Projects & Project Storage
- Includes Hosting, Maintenance & Support
- Pricing reflective of Kahua's GSA Schedule 70 Contract
- Standard Kahua licensing terms apply - <https://launch.kahua.com/account/printeula>

### Agreement Terms

#### Annual Payments

- Annual fees due on the Term Start date of this agreement, due net 30

#### Miscellaneous Terms

- The DeKalb County School District (DCSD) Kahua Domain and data created as a part of this Agreement shall remain property of DCSD
- During the Term, or at the expiration of the Agreement, DCSD or DCSD's representative has the right to assume or continue usage of the DCSD Kahua Domain upon licensing the Service from Kahua. Should DCSD license Kahua directly for the operation phase, the remaining payments due via this agreement shall be invoiced to DCSD per the DCSD agreement.
- Sales tax, if applicable, to be applied upon invoice

DeKalb County School District Superintendent

Signature:

Printed Name: Dr. Vasanne S. Tinsley

Title: Interim Superintendent

Date: 6/14/23

Kahua Inc.

Signature:

Printed Name: Chris Faklaris

Title: Chief Revenue Officer

Date: 6/13/2023

DocuSigned by:

Chris Faklaris

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## DeKalb County School District

**Date:** March 6, 2023

**Requester:** DeKalb County School District

**PCR Number:** 001

### Nature of the proposed request (Scope of Work):

- **Implementation of Kahua Analytics (Power BI)**
  - DeKalb County School District is licensing the standard Kahua Analytics K-12 package. The Analytics package includes seven standard K-12 dashboards as part of the installation of Kahua Analytics with the ability to modify existing dashboards. Below are the seven dashboards included in the standard K-12 Kahua Analytics package.
    - Project Summary
    - Fund Summary
    - Location Summary
    - Program Wide WBS
    - Invoice & Pay Request Details
    - Fiscal Period Payments
    - Workflow Status Log
- **Creation of Budget Transfer application**
  - DeKalb County School District will be receiving a custom Budget Transfer application that allows a user to move approved budgeted dollars from one project directly to another project, without having to create records manually in both projects. This application will come with a report that shows all budget transfer transactions depending on the partition the report is exported at.
- **Portfolio Manager extension**
  - DeKalb County School District will be receiving a custom extension to the Portfolio Manager application along with two custom reports. The custom extension will allow for additional fields within the Project Status table, a 4-Week Look Ahead table, and a section to add media with descriptions.
  - Fields included within Project Status table
    - Item Number
    - Description
    - Notes
    - Phase
    - Status

- Date
- Fields included within 4-Week Look Ahead table
  - Item Number
  - Description
  - Notes
  - Phase
  - Status
  - Date
- Fields included within Media section
  - Upload (Media)
  - Description
- Reports to be included:
  - Project Status Page
  - Principal's Report

#### Cost Breakdown per Scope Item:

- **Implementation of Kahua Analytics (Power BI) - \$25,000/annually**
- **Creation of Budget Transfer application - \$35,000/annually**
- **Portfolio Manager extension - \$5,000/annually**

#### Impact of the Change:

##### Project schedule:

Budget Transfer application – 8/12/2023

Implementation of Kahua Analytics – 5/1/2023

Portfolio Manager extension – 5/1/2023

##### Project pricing:

\$65,000 USD/annually

##### Other impact: N/A

**P.O. to which changes will apply:** This Professional Services Request will be applied to the original Professional Services contract.

**Signatures:**

**Kahua Project Manager:**

DocuSigned by:  
*Chris Faklaris*  
205D50186E2E477...

**Date:** 6/13/2023

**Approved**

**Rejected**

**Client**

**Approved**

**Rejected**

**Implementation Manager:**

**Date:**

## DeKalb County School District

**Date:** March 6, 2023

**Requester:** DeKalb County School District

**PCR Number:** 002

**Nature of the proposed request:** *SPLOST IV & SPLOST V data migration from Proliance to Kahua*

SPLOST IV Scope: Archived projects (170) will be migrated from Proliance into a single Kahua project and placed within Kahua's File Manager application. Each facility will have it's own folder within File Manager where archived files will be migrated to.

SPLOST V Scope: Active projects (252) will be migrated from Proliance to Kahua. Data mapping for SPLOST V projects will occur for the applications listed below. All applicable documents will be migrated to Kahua either in the Draft/Open status or the Approved/Locked status. Any documents currently in the review phase will need to either be closed out in Proliance prior to migration or will be migrated to Kahua in the Draft/Open status and will need to be resubmitted into Kahua workflow by end users.

Application Migration:

Below are the applications in which data will be migrated from Proliance to Kahua:

- Budgets
- Budget Adjustments
- Budget Changes (Budget Transfers will be migrated into the Budget Changes application until the Budget Transfers application is built out)
- Contracts
- Change Orders
- Pay Requests
- Purchase Orders
- Purchase Order Change Orders
- Invoices
- Meetings
- RFIs
- Milestones
- Daily Reports
- Submittals

- Design Review
- Portfolio Manager
- File Manager
- Vendors (Companies and Contacts) to be imported via Kahua's import functionality
- Communications (6 records) and Design Review (26 records) to be manually added
- Instructions Data (1,327 records) – each record to be downloaded into a PDF then uploaded to the project
  - Will create a Cognos report to pull the data. Will create a crosswalk for data to be migrated. Will use migration tool to migrate files into each project.

#### Migration Process:

- Byrne will develop a migration tool to migrate in cost data including WBS, Budgets, POs, CO's and Invoices.
- DeKalb to provide data to be migrated
- Byrne will select a handful of projects to migrate into Development as Phase I.
- DeKalb will review and validate data in Development. DeKalb to sign off and validate test data across an agreed on number of sample projects (10-20 would be the recommendation).
- Byrne and DeKalb will work together on a blackout date to stop data entry into Proliance.
- DeKalb will provide a final copy of the data to be migrated into production.
- Byrne will migrate this final copy of data into Kahua production during this scheduled blackout period.
- Once completed, Byrne will test and validate data integrity with assistance from DeKalb.
- Byrne to create Cognos reports from Proliance database. DeKalb to validate reports are capturing all wanted data.
- Data migration tool will utilize Kahua's API end points.

#### Project File Migration:

- Current data size: 94.5 GB of data
- DeKalb to provide all files being migrated
- Mapping file must be provided to show where the files need to go. This must be created by either DeKalb or AECOM.
- Folder Structure:
  - DeKalb will provide 1 folder at the root level for each project. An excel crosswalk is created by DeKalb with two columns; a Source Project and Destination Project. The Source Project

column will contain all the source system's project identifiers and the Destination Project column will be the corresponding Kahua project IDs.

- Files that also need to be linked to records must have an additional column excel crosswalk to identify the document and which record the files needs to be attached.
- Document types: All types, including Microsoft Office, DWG, PDF, Image and EML
- Folder structure given for each project is what will be migrated into Kahua. If files are to be migrated into a specific existing folder, the excel crosswalk will need to include a column with the file path for its destination in Kahua.
- Location (provided by DeKalb) where documents will be located for copy over to Kahua. DeKalb to provide access to the location for the source documents. The documents to be migrated are all under a single root folder, and under that root folder are folders for each project, prefixed with a project identifier, containing the documents to be migrated.
- Overall Process Flow:
  - The process will find the target project's ID based on the crosswalk excel file. The project ID (not to be confused with the project number in Kahua) will be used along with the File Manager API endpoint to create folders and upload the files.
    - For each folder, use the File Manager API endpoint to check if the folder exists in Kahau.
      - If the folder does not exist, create it using the File Manager API endpoint.
    - For each file, use the File Manager API endpoint to check if the file already exists.
      - If the file does not exist, upload the file.

#### Assumptions:

- Kahua documents will NOT be pushed through workflow
- Documents will be provided in folders indicating the project they will be migrated to. These projects folders will also contain any document attachments within the project.
- Data mapping will be completed and signed off on prior to starting development.
- SPLOST 4 and 5 project files will be migrated into individual file manager folders within a single project.
- Byrne is not responsible for behavior of the Proliance Archive Tool for SPLOST 4 Data
- Byrne Technologies is not responsible for the integrity of the data
- No Proliance data will be migrated excepted stated above

#### Impact of the Change:

**Project schedule:** 4 months from PCR002 execution

**Project pricing:**



\$170,000 USD

**Other impact:** N/A

**P.O. to which changes will apply:** This Profession Services Request will be applied to the original Professional Services contract.

**Signatures:**

**Kahua Project Manager:**

DocuSigned by:  
*Chris Faklaris*  
205D50186E2E477...

**Date:**

6/13/2023

**Approved**

**Rejected**

**Client**

**Approved**

**Rejected**

**Implementation Manager:**

**Date:**



Signature Routing Form

COG Initials: \_\_\_\_\_

For Superintendent's Approval/Signature

Date: 6/13/2023

Division Head: Erick Hofstetter (Operations)

Initials: EH

Purpose: Superintendent's Approval/Signature

Other: Click here to enter text.

Title of Document: Kahua Project Management Information System (PMIS) software (not to exceed \$397,000 for the initial one-year contract period.

From (if other than Division Head): Click here to enter name & department.

Legal Review:  NO  YES

BOE Approval:  NO  YES

Charge Code:

Notes: Approval of Purchase of an Annual License for the use of the Kahua Project Management Information System (PMIS) software (not to exceed \$397,000 for the initial one-year contract period and will include (4) one-year renewal options). Board Directive attached.

*pm cloud*  
*6/14/23*

*8:24 am*

DEADLINE OR DUE BY AREAS ARE FOR URGENT ITEMS ONLY

Deadline: Choose an item.

Due by: Click here to enter a date.

Return documents to: Daniel Denton, X-6-0108

For Superintendent's Office Use Only

Date received: 6-14-23 Date returned: 6-14-23 Processor's Initials: SME