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PRIME CONTRACT AGREEMENT

This Agreement (**"Agreement")** is made and entered into between the City of Key West ("**Customer")** and Iron Brick Associates, LLC ("**Prime Contractor**") effective as of _____, 2026 (the "**Effective Date**") for the Customer's Workday Modernization project ("Project"). Customer and Prime Contractor are hereinafter collectively referred to individually as a "**Party**" and collectively as the "**Parties.**"

WHEREAS, this Agreement is issued against Prime Contractor's OMNIA Partners HR, Finance and Planning contract #159124 (Region 14 ESC-TX), exclusive of Section IV "Region 14 – Terms and Conditions" (hereinafter referred to as the "OMNIA Contract"). In the event of any inconsistency between OMNIA Contract, and this Agreement, the terms of this Agreement shall control;

WHEREAS, Iron Brick is an authorized Prime Contractor of certain third-party software, platforms, and services, including those provided by Workday, Inc. ("Workday"), and ERP Analysts, Inc. ("ERPA"), collectively referred to as "Partners";

WHEREAS, Customer desires to procure Partner software subscriptions and related services from Prime Contractor, as Partners' authorized Prime Contractor, as set forth in the applicable Order Forms attached hereto;

WHEREAS, each of the aforementioned Partners has issued standard Order Forms, Terms of Service and End User Subscription Agreements (EUSAs) or equivalent agreements (collectively, the "End User Agreements"), which govern Customer's use of each respective Partner's software subscription and/or related services.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Scope of Services.

Subject to and conditioned on Customer's payment of Fees as set forth in Paragraph 2 and compliance with all applicable terms and conditions of the attached Order Forms and End User Agreements, Prime Contractor shall provide to Customer the Partner software subscriptions and related services set forth in the Exhibits attached hereto:

Exhibit A – Workday Subscription and Training Order Form

Exhibit B – Workday Implementation Statement of Work

In the event of any inconsistency between the provisions of this Agreement and the Partner End User Agreements, the terms of the End User Agreements shall control. The End User Agreements shall be deemed a binding agreement between Customer and the applicable Partner. Prime Contractor shall coordinate the execution and order process as an intermediary, but shall not alter, amend, or override the Order Forms or End User Agreements without the express written agreement by the applicable Partner.

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The Services shall commence on _____, 2026 and shall be completed in accordance with the terms of the attached Order Forms and End User Agreements, unless such date is extended or otherwise modified by the Parties.

2. Payment.

Customer shall pay Prime Contractor an amount not to exceed: $4,674,962.62 (exclusive of Reimbursable Expenses) for the products and services in accordance with the terms and conditions of this Agreement.

Fee Summary

Description	Payment Amount
Workday Subscription and Training Fees (10-year term)	$3,709,755.82
Implementation Services	$965,206.80
Total Contract Value	**$4,674,962.62**

The payment schedules are located in Exhibit A and Exhibit B.

Customer shall make payments to Prime Contractor within thirty (30) days from the date of Prime Contractor's invoices to Customer.

Customer shall also reimburse Prime Contractor for the actual and necessary out–of–pocket travel expenses ("Reimbursable Expenses") incurred by Prime Contractor and the third-party providers in connection with the Services provided under this Agreement, including air and surface transportation, lodging, car rental, and meals. Customer shall make payments for Reimbursable Expenses, based on invoices received, for Services provided in accordance with this Agreement. Customer shall have thirty (30) days from the receipt of an invoice to pay Prime Contractor.

3. Independent Contractor.

It is understood and agreed that this Agreement is not a contract of employment and does not create an employer-employee relationship between Customer and Prime Contractor. At all times, Prime Contractor shall be an independent contractor. Prime Contractor acts solely as an authorized Prime Contractor and facilitator of access to the products and services identified in the attached Exhibits. Prime Contractor does not itself provide the licensed software or hosted services or implementation services described in the attached Order Forms and End User Agreements and shall have no liability with respect to the performance or non-performance of those services by Partners.

4. Notice.

All notices and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given when received: (i) if personally delivered; (ii) if sent for next day delivery to a domestic address by recognized overnight delivery service (e.g., Federal Express); and (iii) upon receipt, if sent by certified or registered mail, return receipt requested. In each case notice shall be sent to the respective Parties as follows:

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Prime Contractor: Iron Brick Associates, LLC
362 Old Hollow Rd.
Sperryville, VA 22740
ATTN: Legal Counsel

Customer: City of Key West
1300 White Street
Key West, FL 33040
Attn: City Clerk

5. Execution in Counterpart.

This Agreement may be executed in counterparts and/or by facsimile or other electronic means, and when each Party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterpart, shall constitute one Agreement, which shall be binding upon and effective as to all Parties.

6. Assignment, Governing Law.

Prime Contractor or its Partners may, without obtaining such consent, assign this Agreement to any affiliate of such Party or to any person in connection with any sale or other transfer of the business or assets of Prime Contractor or Partner, provided that the assignee assumes and has the ability to perform the assigning Party's duties and obligations under the Agreement. Prime Contractor or its Partners may engage affiliates, Partners and other third parties to perform a portion of the Services. This Agreement is governed by the laws of the State of Florida.

7. Consequential Damages.

Notwithstanding anything to the contrary herein, to the extent permitted by law, in no event shall either Party be liable for any loss of anticipated savings, harm to reputation, impaired goodwill or lost productivity, lost profits or revenue, diminution in value or consequential, indirect, incidental, special, punitive or exemplary damages suffered by the other Party or its Representatives arising from or related to the Agreement, regardless of the applicable legal theory of recovery or the foreseeability thereof (and whether or not such Party was advised of the possibility thereof).

8. Limitation of Liability.

IN NO EVENT SHALL IRON BRICK'S TOTAL AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER IN CONTRACT, TORT OR OTHERWISE, EXCEED THE FEES PAID OR PAYABLE UNDER THIS AGREEMENT FOR THE SERVICES DURING THE IMMEDIATELY PRECEDING 12-MONTH PERIOD FOR THE SERVICES FROM WHICH THE CLAIM AROSE.

9. Non-Solicitation.

Neither Party shall directly or indirectly solicit for employment or hire any employee or independent contractor of the other Party or Prime Contractor's Partner(s) during, or for a period of one (1) year after, termination of the Agreement. The restrictions in this Section shall not apply to any person who responds to general solicitations of employment or generalized employee searches by headhunter/search firms that are not focused specifically on or directed specifically at the other party's employees or independent contractors.

10. Severability.

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If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

11. Entire Agreement.

This Agreement, including all Exhibits and attachments, shall constitute the entire agreement and understanding between the Parties hereto and shall supersede and replace any and all prior or contemporaneous representations, agreements or understandings of any kind, whether written or oral, relating to the subject matter hereof. Any additional, inconsistent, or conflicting terms appearing on any purchase order, invoice, or other documentation issued by Customer shall be null and void and have no legal effect. Changes to the Agreement may be made only in writing signed by the Parties. This Agreement shall be binding on all the Parties and their successors and assigns.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date above.

CUSTOMER **City of Key West**	**PRIME CONTRACTOR** **Iron Brick Associates, LLC**
By: _____	By: _____
Print Name: _____	Print Name: Zebulon Mellett
Title: _____	Title: President
Date: _____	Date: _____

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EXHIBIT A

WORKDAY SUBSCRIPTION AND TRAINING ORDER FORM

Subscription and Training Order Form
("Order Form")

Customer Name	City of Key West, FL
Prime Contractor Partner Name ("Partner")	Iron Brick Associates LLC
Prime Contractor Partner Principal Address	362 Old Hollow Rd, Sperryville, Virginia, 22740, United States
Workday Entity	Workday, Inc. Address: http://www.workday.com/contracting-entity-addresses
Product Terms & Training Terms	This Order Form is subject to and governed by Workday End User Subscription Agreement v26.5H ("EUSA") https://www.workday.com/en-us/legal/end-user-subscription-terms-and-conditions/index.html
Order Form Effective Date	The later of the dates of the parties' signatures below
Order Term	October 31, 2026 through October 30, 2036
Currency	USD
Total Fees	$3,709,755.82

Subscription Payment Schedule Table

Payment #	Payment Due Date	Payment Amount
1	Due in accordance with the Prime Contractor Agreement, invoiced upon Order Form Effective Date	$159,000.00
2	Due on First anniversary of the Order Term start date	$159,000.00
3	Due on Second anniversary of the Order Term start date	$378,261.00
4	Due on Third anniversary of the Order Term start date	$387,418.34
5	Due on Fourth anniversary of the Order Term start date	$396,760.12
6	Due on Fifth anniversary of the Order Term start date	$406,289.52
7	Due on Sixth anniversary of the Order Term start date	$416,008.66
8	Due on Seventh anniversary of the Order Term start date	$425,926.02
9	Due on Eighth anniversary of the Order Term start date	$436,039.48
10	Due on Ninth anniversary of the Order Term start date	$446,342.68
	Total Payment Amount	**$3,611,045.82**

Training Payment Schedule Table

Payment #	Payment Due Date	Payment Amount
1	Due in accordance with the MSA, invoiced upon Order Form Effective Date	$42,460.00

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2	Due on First anniversary of the Order Term start date	$6,250.00
3	Due on Second anniversary of the Order Term start date	$6,250.00
4	Due on Third anniversary of the Order Term start date	$6,250.00
5	Due on Fourth anniversary of the Order Term start date	$6,250.00
6	Due on Fifth anniversary of the Order Term start date	$6,250.00
7	Due on Sixth anniversary of the Order Term start date	$6,250.00
8	Due on Seventh anniversary of the Order Term start date	$6,250.00
9	Due on Eighth anniversary of the Order Term start date	$6,250.00
10	Due on Ninth anniversary of the Order Term start date	$6,250.00
	Total Payment Amount	**$98,710.00**

Subscription Fees Table

Subscription Period	Date Range	Subscription Fee
1	October 31, 2026 through October 30, 2027	$329,782.96
2	October 31, 2027 through October 30, 2028	$336,381.76
3	October 31, 2028 through October 30, 2029	$343,106.10
4	October 31, 2029 through October 30, 2030	$349,970.66
5	October 31, 2030 through October 30, 2031	$356,969.84
6	October 31, 2031 through October 30, 2032	$364,107.88
7	October 31, 2032 through October 30, 2033	$371,391.14
8	October 31, 2033 through October 30, 2034	$378,817.50
9	October 31, 2034 through October 30, 2035	$386,393.32
10	October 31, 2035 through October 30, 2036	$394,124.66
	Total Subscription Fee	**$3,611,045.82**

For the avoidance of doubt, the Payment Schedule Table(s) will be used for invoicing purposes. The Subscription Fees Table provides the Subscription Fees for each applicable Subscription Period. The Subscription Fee for Subscription Period 2 onwards includes a capped Innovation Index of 2.0%. "**Innovation Index**" means the fixed annual rate of increase in Subscription Fees based on improved Service functionality and performance that is a result of Workday's efforts and investment in product development and infrastructure.

This Order Form is subject to and governed by the EUSA. In the event of a conflict, the provisions of this Order Form take precedence over the EUSA. All remittance advice and invoice inquiries shall be directed to accounting@ironbrick.com.

1. Renewal.

The customer may renew all Services on this Order Form for a single three-year Renewal Term ("**Renewal Term**") based on a compounding increase of 7% per annum ("**Annual Renewal Increase**"). The Annual Renewal Increase for each Year of the Renewal Term will be calculated based on the final Subscription Period Fees listed in the Subscription Fees Table ("**Base Subscription Fee**"). If the final Subscription Period is a partial year, the Base Subscription Fee is the annualized value of the final Subscription Period. The Expansion Rate(s) for the Renewal Term shall be increased by the same percentage as the Annual Renewal Increase per year. This Renewal option is valid only if Customer's Base Subscription Fee for the Renewal Term is equal to or greater than the Base Subscription Fee defined herein and customer renews all Subscription

Services included in this Order Form plus the Base Subscription Fee in any subsequent purchase of any additional SKUs purchased during this Order Term. Annual Renewal Subscription Fees exclude fees for any additional Subscription Rights purchased at the time of renewal. Fees for the Renewal Term are due by the first day of each corresponding year of the Renewal Term.

2. Growth and Expansion Fees.

Customer is responsible for ensuring the Growth and Expansion reporting processes described in the attached Customer Order Addendum are followed by the Customer. The fees due from customer to IronBrick resulting from the Customer's growth and expansion will be determined as set forth in this section and will be documented in an additional Order Form, Subscription Growth Acknowledgement or other ordering document ("**Ordering Document**") to be executed by both the customer and IronBrick. Such Ordering Document must be executed no later than 30 days prior to each anniversary of the Order Term start date until the Renewal (as defined above), at which time the Reporting obligation will be incorporated into the Renewal Term.

Customer's specific Service SKUs, Annual Subscription Rights, and associated entitlements are detailed, as applicable, in the Subscription Rights Table and Training Offerings table found in the Customer Order Addendum.

a. FSE Metric Reporting.

Reporting for Active FSE Worker Records is based on the additional FSE Workers which are defined as any Active FSE Worker records exceeding the Baseline FSE Count.

FSE Calculation Table:

Worker Category	Total Workers	Applicable Percentage	FSE Count
Full Time Employees	520	100.0%	520
Part-Time Employees	35	25.0%	9
Associates	0	12.5%	0
Former Workers with Access	0	2.5%	0
Total FSE Count:	**555**		**529**

FSE Expansion Subscription Fees Table

SKU	Annual FSE Expansion Rate
All Service SKU(s) with the FSE Pricing Metric in the Subscription Rights Table unless stated otherwise within this table	$594.81
LDPUSP	$62.21
LDPCCB	$10.36

b. Additional Metric Reporting based on total cumulative number.

Reporting for the following SKU(s) is based on the total cumulative number set forth in the Subscription Rights Table for the 12-month period preceding the Count Date. For avoidance of doubt, reporting at the end of Year 1 is based on Customer's entitlement outlined in the Subscription Rights Table.

i. Additional Metric Expansion Table

SKU	Additional Metric Increase	Annual Expansion Rate for Additional Metric Increase
LDPTT	Unlimited Tracked Worker-Months	$11,956.80
LDPSC	Unlimited Scheduled Worker Months	$8,967.60
LDPCLMB	Each increment of 1,000 additional Documents	$38,902.00

In addition to the obligations set forth above, if IronBrick provides an Ordering Document regarding fees for excess Subscription Rights during the Order Term, the customer will execute such Ordering Document and pay the applicable fees.

3. Training Credit Bulk Purchase Rates.

The following rates apply to the bulk purchases of Training Credits made within the 12-month period following the Order Effective Date:

Prepaid Training Credits Acquired	Rate Per Training Credit
1-10	USD $ 800
11-25	USD $ 760
26-50	USD $ 735
51-75	USD $ 710
76-100	USD $ 685
101-249	USD $ 660
250+	USD $ 620

Contact Information

	Billing, In Care of *Responsible for payment processing and will receive invoicing and billing-related communications.*	**Subscriptions Contact** *Main point of contact for responding to and fulfilling the Growth and Expansion Obligations.*
Contact Name		
Street Address City/Town, State/Region/County, Zip/Post Code, Country	1300 White St. Key West Florida 33040 United States	1300 White St. Key West Florida 33040 United States
Phone/Fax #		
Email (required)		

Customer hereby attests and certifies that it has entered into a legally binding and fully executed subscription agreement, purchase order, or other definitive purchasing arrangement ("**End-User Agreement**") with IronBrick for the subscription of certain Workday Service(s) and offerings.

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IN WITNESS WHEREOF, this Order Form is entered into as of the Order Form Effective Date.

City of Key West	**Iron Brick Associates LLC**
Signature	Signature
Name	Name
Title	Title
Date Signed	Date Signed

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Customer Order Addendum

Prime Contractor Name	Iron Brick Associates LLC
Customer Name	City of Key West, FL
Customer Address	1300 White St., Key West, Florida, 33040, United States
Customer Order Term	October 31, 2026 through October 30, 2036
Training Order Term	October 31, 2026 through October 30, 2036
Training Credit Order Term	18 Months from the Order Form Effective Date
Tenant (or Instance as applicable) Base Name ***Tenant Base Name is used to generate Workday tenant URLs.***	cityofkeywest-fl

Service SKUs identified in the Workday Service SKU Descriptions Addendum below and functionality in the Rate Card are subject to the Product Terms for the applicable Product Line and the Training Terms available athttps://www.workday.com/en-us/legal/end-user-subscription-terms-and-conditions/index.html?tab=Product-Terms, which are incorporated herein by reference and for which Workday will provide notice of updates by posting updated versions. Any Service SKU described in this Customer Order Addendum is a Covered Service under the Workday Universal DPE and Workday Universal Security Exhibit. Use of the Services is subject to the EUSA. "End User Subscription Agreement (EUSA)" means the End User Subscription Agreement located at https://www.workday.com/en-us/legal/end-user-subscription-terms-and-conditions/index.html?tab=Product-Terms . Any Workday Service SKUs previously purchased by Customer through a Prime Contractor will be subject to the Product Terms and EUSA referenced above.

For customers based in the U.S., certain portions of the Service included in this Order Form can be used with optional downloadable software components ("**Downloadable Components**"). Any applicable tax for Downloadable Components will be separately presented on the invoice based on a valuation attributed to the Downloadable Components. As of the Order Form Effective Date, there is no value attributed to any of the Downloadable Components.

Non-Generally Available Functionality
The Rate Card may include functionality that is not generally available. Such functionality is still in the design phase and in Workday's sole discretion is subject to change or removal at any time and may never be made available to Customer for use.

Flex Credits are available only to customers on the Universal MSA. By utilizing any available Workday Agents or Platform Capabilities identified in the Rate Card, Customer agrees to the applicable Product Terms.

Flex Credit Policy and Rate Card

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Customer agrees to the Flex Credit and Platform Entitlement Policy available at: https://www.workday.com/content/dam/web/en-us/documents/legal/the-policy-v259.pdf
Customer may redeem Flex Credits using the Rate Card available at: https://www.workday.com/content/dam/web/en-us/documents/legal/current-flex-credits-rate-card.pdf

Subscription Rights Table

SKU	Service	Pricing Metric	Annual Subscription Rights
LDPHCM	Core Human Capital Management - LDP	FSE*	Full Enterprise
LDPCCB	Cloud Connect for Benefits - LDP	FSE*	Full Enterprise
LDPUSP**	Payroll for United States - LDP	FSE*	United States-based Employees
LDPREC	Recruiting - LDP	FSE*	Full Enterprise
LDPTLO	Talent Optimization - LDP	FSE*	Full Enterprise
LDPFIN	Core Financials - LDP	FSE*	Full Enterprise
LDPTT	Time Tracking - LDP	FSE*	Full Enterprise with up to 3,200 Tracked Worker-Months
LDPAM	Absence Management - LDP	FSE*	Full Enterprise
LDPSC	Scheduling - LDP	FSE*	Full Enterprise with up to 3,200 Scheduled Worker Months
LDPPRO	Procurement - LDP	FSE*	Full Enterprise
LDPCLMB	Contract Lifecycle Management - LDP	Documents	Up to 1,000 Documents
LDPPLNF-PRO	Financial Planning Pro - LDP	FSE*	Full Enterprise
LDPEXPM	Expense Management - LDP	FSE*	Full Enterprise
LDPLRNSNA	Workday Learning, powered by Sana - LDP	FSE*	Full Enterprise

*For Pricing Metric details see the Full-Service Equivalent ("FSE") Count Table below.
**The number of FSE Workers for all Payroll Services and any Workday payroll connector will always be equal to the total number of FSE Workers for HCM.

Full-Service Equivalent ("FSE") Count Table

FSE Population Category	Baseline FSE Count
Full Enterprise	529
United States-based employees	529

Training Offerings

SKU	Training Offering	Quantity
TC	Training Credits	51
AK	Adoption Kit	1
LODHCM10	Learn On-Demand – HCM Library 10 Initial Users	1

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LODPAY10	Learn On-Demand - Payroll/Absence/Time Tracking Library 10 Initial Users	1
LODFIN10	Learn On-Demand – Financials Library 10 Initial Users	1
LODTECH10	Learn On-Demand – Cross-Application Technology Library 10 Initial Users	1

Named Support Contacts Table

Number of Named Support Contacts*	6

**Named Support Contacts are the contacts that may request and receive support services from Workday and must be trained on the Workday product(s) for which they initiate support requests.*

Contact Information for Customer

	Customer Support *Main point of contact for Workday Support and will receive initial login credentials.*	**Security Contact** *The Named Support Contact responsible for receiving security notifications.*
Contact Name		
Street Address City/Town, State/Region/County, Zip/Post Code, Country		
Phone/Fax #		
Email (required)		

1. General.

Unless otherwise defined herein, capitalized terms used in this Customer Order Addendum have the same meaning as set forth in the EUSA. Customer's subscription rights are based on the maximum indicated in the Subscription Rights Table and any use in excess of such maximum(s) indicated will be subject to the Growth and Expansion section herein. Notwithstanding the foregoing, Workday Flex Credits are subject to the Flex Credit Reporting Obligation in the Growth and Expansion section herein. Annual Subscription Rights limits may not be decreased during the Order Term.

2. FSE Metric Calculation and Worker Category Definitions.

The total FSE Count is calculated by categorizing each Worker to one of the Worker Categories below, multiplying the applicable number of Workers by the Applicable Percentage, and then adding the FSE Count for each Worker Category.

FSE Calculation Table:

Worker Category	Total Workers	Applicable Percentage	FSE Count
Full Time Employees	520	100.0%	520
Part-Time Employees	35	25.0%	9
Associates	0	12.5%	0
Former Workers with Access	0	2.5%	0

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Total FSE Count:	**555**		**529**

The Service may be used by Customer only for the Worker Categories listed above and as defined below.

"Full-Time Employee" is an employee of Customer regularly scheduled for more than twenty hours per week regardless of the method of payment or actual hours worked, whether or not such employee is eligible to receive employee benefits in accordance with Customer's internal standard practices. A Full-Time Employee will be considered non-temporary if they are hired to work for a period of more than 3 months in a given year.

"Part-Time Employee" is an employee of Customer regularly scheduled for twenty hours per week or less regardless of the method of payment or actual hours worked, whether or not such employee is eligible to receive employee benefits in accordance with Customer's internal standard practices. A Part-Time Employee will be considered non-temporary if they are hired to work for a period of more than 3 months in a given year.

"Associate" is an individual not counted as a Full-Time or Part-Time Employee but in one of the following categories: temporary employees, independent contractors and affiliated non-employees including, but not limited to, volunteers and vendors whose Active Records are in the Service.

"Former Worker with Access" is a former worker that continues to have access to the Service through the Employee Self-Service features. Former Workers with Access are only included in the Subscription Rights for the Human Capital Management Service.

Former Workers with Static Records shall be excluded from the FSE calculation but may continue to be maintained in the Service. "**Static Records**" are records in the Service for workers with whom Customer has no further relationship and to whom Customer does not provide self-service access. Static Records include former worker records used solely for historical reference. All other worker records are "**Active Records**".

3. Additional Metric Definition(s).

Additional Metric Definition Table.

	Metric	Definition
LDPTT	Tracked Worker-Months	A calendar month with time entered for a worker, regardless of the number of time entries during the month for that worker. Each unique month and worker combination will be counted.
LDPSC	Scheduled Worker Months	A calendar month with a worker with at least one shift scheduled, regardless of the number of shifts during the month for that worker. Each unique month and worker combination will be counted.
LDPCLMB	Documents	A Document is any non-identical file uploaded or stored to the application. Any file uploaded or stored to the application solely as an attachment using the in-application attachment functionality is not considered a Document and will not be counted against Customer's Document Entitlement.

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4. Growth and Expansion Reporting.

A. Annual Reporting Obligation.

Customer will report to Prime Contractor no earlier than 90 days and no later than 60 days ("**Annual Reporting Period**") based on the number of Active FSE Worker Records and Additional Metrics provided herein, as applicable, as of 90 days ("**Count Date**") prior to each anniversary of the Order Term start date. If the Annual Reporting Obligation shows amounts higher than those stated in this Customer Order Addendum, the Annual Subscription Rights in the Subscription Rights Table will be adjusted upward for the remainder of the Order Term. Customer may contact IronBrick with Growth and Expansion Reporting at subcriptions@ironbrick.com.

B. Flex Credit Reporting Obligation.

In addition to the obligations set forth above, if IronBrick provides an Ordering Document to document any additional fees due for any excess use of any complimentary entitlements, Customer will execute such Ordering Document and pay the applicable fees.

5. Additional Scope of Use Terms.

Limited Use License for Benefits, with Payroll.

Workday grants Customer a limited use license to access and use the Benefits SKU in connection with its subscription to the Workday Payroll SKU(s), solely for the purposes specified below. This limited use license does not apply to Payroll for Australia, Cloud Connect for Third Party Payroll, or any non-Workday Payroll SKU(s).

- **Payroll for United States and/or Payroll for Canada**: Benefits can be accessed and used solely to store retirement savings plans elections for payroll deduction purposes.
- **Payroll for United Kingdom and Ireland**: Benefits can be accessed and used solely to manage the Pension Auto-Enrollment process for assessment purposes in connection with payroll in the United Kingdom.
- **Payroll for France**: Benefits can be accessed and used solely to manage French mutuelle, prévoyance and retraite supplémentaire payroll deductions.

Only the use of the functionality within the Benefits SKU necessary to establish the above-mentioned plans and schemes specific to each Payroll SKU and to enroll workers in them is permitted, to the exclusion of any other functionality of the Benefits SKU. Employee Self Service features related to benefit elections and enrollment are excluded from this Limited Use License, except for opt-in purposes in connection with Payroll for France only, unless otherwise permitted in this Order Form or any other active and valid Order Form. In no event may Customer use the Benefits SKU other than as expressly permitted herein. In the event Customer does use any functionality of the Benefits SKU outside of the scope of this limited use license, Customer agrees to promptly enter into a new Order Form with Workday documenting the fees due and payable for the full subscription to the Benefits SKU. This limited-use license does not otherwise grant to Customer any other rights to access and/or use of the Benefits SKU and does not ensure any specific outcome or additional warranty. This limited-use license shall automatically cease to apply if and when the Benefits functionalities described herein are made available to Customer through a SKU to which Customer holds an active and valid subscription, and solely to the extent of such provided functionality(ies).

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Workday Learning powered by Sana / Sana Learn AI Avatar Video Generation. Customer's subscription to Workday Learning powered by Sana includes access to AI Avatar generation functionality to deliver course content ("Avatar Generation"), subject to the usage entitlement set forth herein. Customer is entitled to generate up to four hundred thirty-two (432) minutes of AI Avatar content per year ("Avatar Entitlement") across Customer's Production Tenant(s)/Instance(s). The Avatar Entitlement accrues at a rate of thirty-six (36) minutes per calendar month and does not roll over to subsequent months. Customer understands that the Avatar Entitlement represents the total minutes of AI-generated avatar content that may be created during the applicable period, inclusive of all avatar video creation activity by any user within Customer's Production Tenant/Instance. "**Avatar Generation**" means the use of avatars to deliver customer or AI-generated scripts within **Workday Learning powered by Sana / Sana Learn** to create video content featuring AI-generated avatars, as further described in the applicable product documentation.

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WORKDAY SERVICE SKU DESCRIPTIONS ADDENDUM

Customer may only use the Service SKUs subscribed to as indicated in the body of this Order Form.

Service	Product Line	Description
Core Human Capital Management - LDP	Human Capital Management	Core HCM includes management of the unified worker system of record; organization management; staffing management; basic compensation management; safety incident tracking; business asset tracking; management of business plans. Core HCM supports the organization's onboarding through new hire tasks; calls attention to the on-boarding process; guides workers through a checklist of actions; and enables communication of relevant corporate and job-related information. Core HCM also enables the creation of electronic Form I-9s for U.S. employment verification and the ability to distribute documents to new hires and track acknowledgements or electronic signatures. Core HCM includes Workday Foundation elements such as dashboards, reporting, analytics, Business Process Framework and self-service. Workday HCM includes connectors that facilitate integration to select Workday partners that provide capabilities including: recruiting, learning, time and attendance, and user account provisioning (LDAP/Active Directory).
Cloud Connect for Benefits - LDP	Human Capital Management	Cloud Connect for Benefits extends Workday HCM by providing integration to a growing catalog of benefits providers, including: health insurance, health and flexible spending accounts, retirement savings plans, life insurance, AD&D insurance, and COBRA administrators.
Payroll for United States - LDP	Payroll	Workday Payroll for US supports the creation and management of Payroll for U.S. employees. Configure earnings, deductions, accumulations, and balances. Identify tax authorities each company wishes to withhold for. Manage worker tax data, payment elections, involuntary withholding orders, and payroll input. Calculate, review/audit, and complete payrolls and settlement runs. Configure and calculate payroll commitments. Workday Payroll includes connectors that facilitate integration to select Workday partners that provide capabilities, including: time and attendance, tax filing, check printing, and direct deposit.

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Recruiting - LDP	Talent Management	Workday Recruiting supports an organization in its talent acquisition process. It is designed to help hiring managers and recruiters identify, hire and onboard the right talent for their business. Workday Recruiting supports the hiring process, including pipeline management, requisition management, job posting distribution, interview management, offer management, as well as supports local data compliance and pre-employment activities. Workday Recruiting also offers hiring teams tools to proactively source, nurture and track internal and external prospective candidates throughout the recruiting process.
Talent Optimization - LDP	Talent Management	Talent Optimization includes talent and performance functionality (goals, development plans, employee performance reviews, talent and performance calibration, feedback, check-ins, succession, mentors and connections, competency management, talent pools, and talent matrix reports). Talent Optimization also includes features (if and when available) that enable organizations to optimize their workforce and workers to optimize their careers. It supports talent mobility by connecting an organization's workforce with internal opportunities matched to their skills, experience, and interests. It also guides workers and enables them to explore potential opportunities.
Core Financials - LDP	Financial Management	Core Financials provides traditional financial management and accounting functionality, including financial management, accounting and reporting, financial consolidation, supplier accounts, customer accounts, business assets, cash management, budgets, contracts, billing, and revenue recognition. Core Financials includes connectors that facilitate integration to select Workday partners that provide capabilities, including customer relationship management, electronic payments, and customer payments via credit card.
Time Tracking - LDP	Workforce Management	Workday Time Tracking enables the collection, processing, and distribution of time data for a global workforce. The Workday Time Tracking module is unified with Workday HCM and Workday Payroll and includes basic time scheduling, time entry (hourly, time in/time out), approvals, and configurable calculation rules.
Absence Management - LDP	Workforce Management	Absence Management supports the management of leave of absences and time off. It enables the set up and administration of leave plans; the definition of the impact a leave has on employee compensation, as well

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		as whether employees can request leave types directly. It enables viewing of leave results for a worker or organization; set up and administration of time off plans, and whether time off can be requested directly by the employee. Absence Management enables the viewing of time off plan balances including projections.
Scheduling - LDP	Workforce Management	Scheduling supports an organization in creating and managing workforce schedules. This includes the ability to build schedules, account for worker preferences and availability, and assign, notify, and engage with workers regarding schedules.
Procurement - LDP	Spend Management	Workday Procurement includes procure to pay functionality to address spend for goods and services, maintain purchase items and catalogs, and create receipt accruals for approved but not yet invoiced receipts. Workday Procurement also includes the functionality to manage suppliers and related transactional activity on the following document types, such as supplier contracts, requisitions, purchase and change orders, and receipts.
Contract Lifecycle Management - LDP	Contract Management and Document Intelligence	Contract Lifecycle Management enables customers to manage and track contracts from creation and ingestion through contract signature by providing templating, workflow management, authoring, comparing, and approval capabilities along with integrations to digital signing providers. Contract Lifecycle Management enables customers to extract data from created or ingested documents by providing a user interface, search capabilities, and analytics.
Financial Planning Pro - LDP	Adaptive Planning	Financial Planning Pro provides the ability for Customer to create financial planning models for the purpose of supporting the financial planning process. Workers may interact with the financial planning model for the purposes of data entry, forecasting, reporting, and analysis. Additionally, Financial Planning Pro includes Advanced Workflow and access to Planning Agentic AI features.
Expense Management - LDP	Financial Management	Workday Expense Management supports employee expense processing. This includes related automated features and guided experiences, as well as expense reports, global expense rules, approval workflows, reimbursement, credit card integration and spend analytics. Also included are connectors that facilitate integration to travel partners.
Workday Learning,	Talent Management	Workday Learning, powered by Sana supports an organization in training and developing its workforce.

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powered by Sana - LDP		This includes the ability to manage, organize and deliver learning experiences by leveraging Workday HCM data and AI workflows to create targeted learning campaigns. Workday Learning, powered by Sana allows users to generate content and courses dynamically from source material while applying their own branding and customizations. Workday Learning, powered by Sana also includes the ability to manage certifications and course enrollments, and gather feedback and analytics relating to the learning experience.

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EXHIBIT B

Workday Implementation Statement of Work

Timelines

Statement of Work Effective Date	**10/15/2026**
Targeted Project Start Date	**11/1/2026**
Workday Go-live Date	**7/10/2027**

DEFINITIONS

As used herein, capitalized terms have the meanings below. Undefined capitalized terms have the meanings in the Agreement. Singular and plural forms are interchangeable.

"Agreement" has the meaning set forth in the first paragraph.

"Change Management Services" means the change management consulting services and user adoption deliverables in the Attachments. References to "Services" in the Agreement include these services.

"Critical Project Milestones" means key project dates and deliverables, as updated by the Parties during project planning.

"Custom Integration" means any integration between Workday and a third-party system without a Workday template.

"Go-Live" means the date applicable workstreams are made available to employees, managers, or the workforce.

"Move-to-Production" means the date configured functionality is deployed to the production tenant, or the gold tenant is promoted to production.

"Parties" means ERPA and Customer.

"Project Plan" means the implementation task list, including dates, dependencies, and milestones, which Customer may incorporate into its broader program plan.

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"Statement of Work" and "Statement of Work Effective Date" have the meanings set forth in the first paragraph.

"Tenant" means a distinct Workday environment with segregated data, including:

- **"Foundation Tenant"** – initial design environment;
- **"End-to-End Tenant"** – testing and UAT environment;
- **"Sandbox Tenant"** – post-production development and testing;
- **"Sandbox Preview"** – pre-release testing environment.

"Workday Solution" means the subscription service provided by Workday, Inc.

DESCRIPTION OF SERVICES

Prime Contractor and Partner shall perform the Services set forth in this Statement of Work in the manner of forth herein.

The Services are further described in the following attachments:

a. Attachment 1: Project Scope
b. Attachment 2: Project Approach
c. Attachment 3: Project Timeline
d. Attachment 4: Project Roles & Responsibilities
e. Attachment 5: Project Assumptions
f. Attachment 6: Organizational Change Management

FEES AND BILLING FOR WORKDAY DEPLOYMENT SERVICES

SOW Fees. Fees for the Workday deployment are based on information provided during scoping discussions, as reflected in Attachment 1 (Project Scope). The fixed fees set forth below are based on the proposed scope and timeline. Any changes to the scope or timeline will be subject to the Change Order process described in Attachment 2 at a rate of **$243 per hour**.

Our team has relied on the accuracy and completeness of the information provided by Customer in developing its pricing. This estimate is valid for **30** calendar days from submission to Customer, unless otherwise agreed by the Parties.

Travel and related expenses are not included in the fixed fees and will be billed at cost in accordance with Partner's Travel and Expense Policy (available upon request) or the Agreement. Such expenses require Customer's prior approval. The Engagement Manager will periodically review project costs with Customer to ensure alignment with the budget.

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Fee Summary

WORKDAY DEPLOYMENT	PROFESSIONAL SERVICES FIXED
Workday Implementation	**$965,206.80**

Payment Structure

Year	Professional Service Phase	Professional Services Fixed Fees Annual (USD)	Number of Payments	Est. Invoice Amount (USD)
2026	Initial Deployment Activities	$482,603.40	(2) Monthly	$241,301.70
2027	Phase X Deployment + OPTIMA: CORE Support Package	$289,562.04	(1) Jan 30, 2027	$289,562.04
2028	OPTIMA: CORE Support Package	$193,041.36	(1) Jan 30, 2028	$193,041.36

SOW Billing. Prime Contractor will execute this engagement on a Fixed Fee basis. IronBrick will invoice Customer as detailed in the Table in the Milestones section. Payment Terms are Net 30. Except as otherwise stated in this SOW, invoice and payment terms for this project are subject to the terms and conditions of the Agreement. Prime Contractor / Partner may suspend work on this SOW without penalty if Customer fails to pay undisputed overdue amounts within 15 days of IronBrick's written notice specifying the undisputed amounts.

OPTIMA – Packages

OPTIMA packages provide flexibility to scale and adapt based on Customer needs, while maintaining governance and control through clearly defined milestones, deliverables, and change

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management processes. This balanced approach ensures alignment between business objectives, system capabilities, and project outcomes.

OPTIMA support hours and associated fees are included in this proposal based on our team's understanding of project requirements and Customer needs. Monthly hours are intended to be used within each applicable month. If Customer requires support hours in excess of the monthly allocation of hours + available rollover hours (if applicable), additional hours may be purchased at a rate of $254 per hour.

Year	OPTIMA Support Package	Annual Hours	Monthly Hours
2027	CORE	120	10
2028	CORE	120	10

→ Up to 10 hours per month of Support Hours
→ Monthly rollover of hours is excluded

Note: Customer is responsible for obtaining any necessary Implementation (IMPL) Tenant(s) from Workday for the duration of the project. Please note that the configuration may not occur if the implementation tenant(s) has not been established.

WORKDAY SERVICES	ESTIMATED COSTS
Workday Success Plans, Training and Education	Provided by Workday
Workday Implementation Tenants	Provided by Workday

Note: Workday services associated above are delivered directly from Workday and are not included in the Implementation Fees.

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Attachment 1: Project Scope

1.01 EXECUTIVE SUMMARY

This SOW describes the professional services Prime Contractor and Partner will provide to the City of Key West for the Workday implementation, including deliverables, pricing, and payment terms. The Parties may enter into additional SOWs for future services. If Customer requests services beyond the scope of this SOW, Prime Contractor will provide a proposal, and such services will be incorporated through a Change Order or a separate SOW.

1.02 SUMMARIZED FUNCTIONAL SCOPE

The following assumptions apply to Customer's initial deployment with a targeted Workday Move-to-Production date of **6/13/2027.**

Countries in Scope: USA only

Specified Integrations are listed in the Integrations Scope section.

PRODUCT PILLAR	PRODUCT AREA	PHASE
HCM	BENEFITS	PHASE 1: INITIAL DEPLOYMENT
	CORE HCM + FOUNDATION	PHASE 1: INITIAL DEPLOYMENT
	TALENT ACQUISITION	PHASE 1: INITIAL DEPLOYMENT
	TALENT MANAGEMENT	PHASE 1: INITIAL DEPLOYMENT
	LEARNING	PHASE X
	SANA LEARN	PHASE X
PATTS	ABSENCE	PHASE 1: INITIAL DEPLOYMENT
	PAYROLL FOR UNITED STATES	PHASE 1: INITIAL DEPLOYMENT
	TIME TRACKING	PHASE 1: INITIAL DEPLOYMENT

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FIN	ACCOUNTING FOR FINANCE	PHASE 1: INITIAL DEPLOYMENT
	ACCOUNTS PAYABLE	PHASE 1: INITIAL DEPLOYMENT
	ACCOUNTS RECEIVABLE	PHASE 1: INITIAL DEPLOYMENT
	ASSET MANAGEMENT	PHASE 1: INITIAL DEPLOYMENT
	FINANCIAL PLANNING	PHASE 1: INITIAL DEPLOYMENT
	FOUNDATION DATA MODEL	PHASE 1: INITIAL DEPLOYMENT
	PROCUREMENT	PHASE 1: INITIAL DEPLOYMENT
	CASH MANAGEMENT	PHASE 1: INITIAL DEPLOYMENT
	EVISORT (CLM)	PHASE X
	EXPENSES	PHASE X
	REVENUE MANAGEMENT	PHASE 1: INITIAL DEPLOYMENT

1.03 DETAILED FUNCTIONAL SCOPE

The tables below reflect the proposed project scope for this effort. Any feature or functionality not explicitly identified in the scope section is assumed to be out of scope for this project.

Product Pillar	Product Area	Description	Scope
1: HCM	Benefits	Affordable Care Act	→ Core ACA Functionality: Up to 2 ACA Measurement Periods and Eligibility (Current Year and Upcoming year) → ACA Worker Hours and Wages load

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		COBRA	Manage COBRA Eligibility Designations for Participants Who Lose Coverage
		Data Conversion	→ Current Benefit Elections → Dependents & Beneficiaries → Benefit Annual Rates → Medical History for Current Year for ACA Reporting (Medical History loading for January 1 go-lives is not applicable)
		Enrollment	→ Benefits for Headquartered (HQ) Country Operations Only → Enrollment Instructions → Up to 30 Enrollment Event Types (including Eligibility Changes, Life Events, and Reinstatement Events) → 1 Enrollment Event Rule → Up to 6 Cross Plan Enrollment Rules → Up to 3 Plan Year Definitions (current year, subsequent year, ongoing plans) → Up to 3 Passive Event Rules → Open Enrollment (business process and event configuration support only)
		Evidence of Insurability	→ Manage Evidence of Insurability
		Modifiable Business Processes	Minimal updates from the delivered business processes, which excludes custom notifications and condition rules: → Change Benefits for Life Event → Change Benefits → Dependent Event
		Plans	→ Administer Benefits for most commonly offered plan types, including Healthcare

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			(Medical, Dental, Vision), Insurance (Life, Disability), Spending Accounts (Dependent and Health Care), Health Savings Accounts (maximum of 3 tiered employer contribution with no automated proration), Retirement Savings, and additional Benefits Plans (Pet Insurance, Commuter, EAP) → Up to 30 Benefit Plans (including Eligibility Rules, Coverage Tiers, Rates, and other components). Eligibility rules based on payroll hours/time worked and break in service calculations are excluded.
		Setup	→ Up to 2 Benefit Groups (including Eligibility Rules) → Excludes Tracking of Service Benefits → Benefit Defaults
		Retiree Benefits	→ Up to 1 Retiree Organization → Up to 1 Retiree benefit group utilizing a shared plan (does not include Medicare or a surviving spouse plan)
		Setup	→ Benefit defaults → 12 month measurement period → Plan year definition - 1 for program year, 1 for ongoing → Benefits configured for 1 Country → Up to 15 Benefit Groups
	Core HCM + Foundation	Data Conversion	→ Active Employees or Contingent Workers Including Current Personal Data, Current Contact Data, and Current Job Record. → Includes Loading of Employee Photos. Customer will be responsible for photo file preparation.

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			→ Attachment of Third Party Documents out of Scope → Transactional History excluded. History requirements met by the enablement for customer load of previous system history using EIB templates (using Workday's Maintain Worker History from Previous System functionality). → Terminated employees who received payment in the last 12 months (using Worker Object) → Compensation – Current Compensation Data and Compensation effective as of Benefits effective date
		Foundation Features	→ Payment Elections & Associated Rules → Pre-Packaged Business Processes (non-modifiable) → Standard Notification Templates (non-modifiable) → Delivered Notifications (non-modifiable) → Workday Home page with 4 standard cards
		Jobs and Positions	→ Job Catalog (Job Family Groups, Job Families, Job Profiles) → Position Management Staffing Model → Management Types & Management Level Hierarchy
		Onboarding	1 Onboarding Plan with up to 3 stages, represented within the Onboarding timeline view. Included within the Onboarding Plan: → 1 Onboarding Announcement → 1 Onboarding message → Up to 3 overview cards → 1 Onboarding Plan notification

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			→ Up to 3 audiences and condition rules → Up to 5 static documents for Hire/ Onboarding Review in total → External Pre-Onboarding (Talent Acquisition scope required) → I-9 Functionality
		Organizations	→ Organizational Management → Staffing Management → Up To 5 Companies and Company Hierarchies → Supervisory Organization and Hierarchy → Cost Centers and Cost Center Hierarchy → Locations and Location Hierarchy → Pay Groups → Region & Region Hierarchy → If there is a requirement to track Time, Expense, or any Financial Transactions to Projects, these will be tracked to the Project Level only. Breaking Projects Down into Plans, Phases and Tasks is excluded.
		Reporting	→ Standard Dashboards & Analytics → 500+ Delivered Reports → No Custom Reports in scope. Knowledge Transfer will be provided of Delivered Reports
		Security	→ Multi-Factor Authentication → Delivered User and Role Based Security Groups → Manager roles for all organizations, Workday-delivered role assignments for top level organizations
		Setup	→ English Language Support → Global Address Localization → Mobile

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			→ Currencies → Event Categories and Reasons → Employee Self-Service Enablement → Manager Self-Service Enablement → Headquarters (HQ) Country Operations Only → Tenant Branding → Non HQ-country workers are included but localizations to support any specific non HQ-country requirements are not included. → Tenant wide language translations are excluded
		Setup: AI	→ AI: Workday Assistant → AI: Manager Insights Hub → AI: HR Partner Hub → AI: Enhanced search insights → AI: Task prediction → AI: Skills Cloud → AI: Job description generation on job profile → AI: Compensation process checks and recommendations
		Worker Data	→ Contingent Worker Types → Personal Information → Contact Information → Employee Types → Primary Position and Job Profile Assignment (excludes multiple positions)
		Worker Profile	→ Worker Profile → Employee Photos → Shifts
		Modifiable Business Processes	Minimal updates from the delivered business processes, which excludes custom notifications and condition rules:

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			→ Hire → Change Job → Request Comp Change → Termination → Photo Change → Change Emergency Contacts → Onboarding → Request One-Time Payment
		Compensation	→ 1 Period Salary Plan → Compensation Package → 1 document template to capture Wage Theft Notice. Document variations including: -Simple letter header including logo and footer – Up to 2 conditional paragraphs (may include introduction, employee information, company information, rates of pay, allowances, payday, worker's compensation insurance information, conclusion) – Documents delivered in 1 language only -1 remote knowledge transfer session. Any additional documents to be created by the customer post go-live → Compensation Grades including up to 500 Grade Profiles → Up to 2 Salary Plans → Up to 50 total One Time Payment or Allowance Plans not including Reimbursable Allowance Plans unless Expenses are in scope → Worker Profile: Total Rewards Statement without Payroll results → Delivered Compensation Basis → Basic Compensation Management → Up to 2 Hourly Plans → 1 Shell Commission Plan
	Learning		No Data Conversion Included

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		Data Conversion	No Data Conversion Included
		Delivered Business Processes	Business Processes as delivered with no modifications. Custom Notifications are not in scope. → Manage Lesson → Manage Course → Manage Course Offering → Enroll in Content → Drop Learning Enrollment → Manage Program → Campaign Event
		Security Groups	→ Security Groups (Up to 2 security groups excluding topic and course segmented security groups) → Topic and Course Segmented Security (up to 5 segments with 5 supporting security groups)
		Setup	→ Learning Configuration on Edit Tenant Setup tasks → Configure Learning Dashboards (Learning, Learning Administrator, My Team's Management, My Library, Learning Trainer, Home) → Up to 10 Topics → Up to 20 Internal Learning Instructors → Up to 2 Campaign Audiences → Up to 2 Campaigns → Up to 5 Validation Rules → Up to 2 shell Engagements and Audiences → 1 brand template for email notifications → Reason setup for Drop Enrollments, Cancel Learning Enrollments, Cancel Course Offerings, Waive Learning Assignments (Up to 5 each)

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		Setup: AI	→ AI: Skills for Learning → AI: Learning content recommendations
		Reporting	→ Delivered Learning standard reports → Custom reports and dashboards are not in scope. Modifications to standard reports are not in scope.
	Sana Learn	Setup	Create Only → Configure Customer Instance on Sana Platform → Q&A Support → Testing Support for UAT & Content Creation → Creation & Configuration of Sana Create Users though email invite
		Content Creation Training & Management	→ Conduct Sana Create Training - Core Team Onboarding → Develop course creation and re-creation plan (Mandatory & Self-paced) → Conduct checks-ins with project team
	Talent Acquisition	Candidates	→ Duplicate Management (Unified Duplicate Management Framework) → Prospect Management → Candidate Pool functionality → External and Internal Candidate Job Alerts (1 delivered template each without customization)
		Career Site Configuration	→ Candidate Home → 1 Internal and 1 External Career Site (Terms & Agreement, Background information, Personal Data collection for one country only) → External Candidate Job Alerts (delivered template without customization) → External Career Site Privacy Policy → Configurable Candidate Consent

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			→ Prospect Introduce Yourself on External Career Site → 2 Job Posting Templates
		Configurable Content	Workday Documents: → 1 document template to capture Internal/External dynamic offer letter variations or employment agreement including: → Simple letter header including company logo and footer (note this will appear on all pages of the offer letter) → Up to 10 paragraphs, 5 of which may be conditional (may include introduction, offer details (full-time, part-time, location, manager, job details), basic compensation language (hourly, salary, bonus, allowances, one-time payments), conclusion). Mapping of fields for Workday delivered fields only (does not include calculated fields). → Setup of existing document template for Regenerate Offer Documents
		Data Conversion	→ No Conversion of Existing Job Requisitions or Positions, nor Active Candidates or Prospects → Prospect Conversion Excluded
		Integrations	→ Guidance of Apply with LinkedIn → Guidance for Workday Outlook or Google Calendar Interview Scheduling Integration for Internal Interviewers Only
		Job Application Management	→ Internal Application → Up to 1 Internal and 1 External Application Questionnaire (each questionnaire with up to 10 questions) → Configurable section headers and instructional text on Job Application Template

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		Job Requisitions	→ Job Requisition Management → Auto unpost jobs → Up to 5 Job Requisition categories and reasons
		Notifications	→ Delivered Business Process notifications (Thank you for applying, Offer, Refer a Candidate)
		Reporting	→ Delivered Talent Acquisition Standard Reports → Candidate Grid (delivered) → Job Requisition Workspace (delivered)
		Security	→ Delivered Primary Recruiter security → Delivered User and Role Based security groups
		Setup: AI	→ AI: Suggested Jobs for External Candidates → AI: Skills for Talent Acquisition → AI: Job description generation on job requisition
		Modifiable Business Processes	→ Business Process - Job Requisition: Up to 2 Non-conditional approval steps routing to WD delivered security group → Business Process - Offer: Up to 2 Non-conditional approval steps routing to WD delivered security group → Business Process - Job Application (Delivered)
		Setup and Features	→ Background Check (excludes integration to an external background check system) → Interview Management → Interview Ratings → Candidate Endorsement → Section Headers and Instructional Text on Job Application Templates

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			→ Duplicate Management (delivered framework) → Delivered Job Requisition Categories and Reasons → Prospect Management → Candidate Pool Functionality → Auto Disposition Candidate's Other Job Applications → Auto Unpost Jobs → Task Consolidation for Review Offer → Job Requisition Management → One Time Payment for Offers → Simple Referral (Does Not Include Payout Process) → Evergreen Requisition Management → Candidate Screening → Candidate Review
	Talent Management	Calibration	Calibration is not included
		Career and Development Planning	→ Mentorship Setup → Connection Types → Close Mentorship Reasons → Anytime Feedback Setup → Excludes Private Feedback, Confidential Feedback, Self Requested Feedback, Role Requested Feedback, Feedback Templates → Interests (Career and Job) Set Up → Travel/Relocation Preferences → Career Preferences → Competencies → Setup of up to 20 Compentencies → Excludes behavior setup and association to Job Profiles, Management Levels, and/or Job Families

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		Data Conversion	→ No Conversion of Prior Performance Reviews or Goals → No Goal History, History of Mentorships, Succession Plans, or Feedback
		Delivered Business Processes	Non-Modifiable Business Processes: → Manage Mentorships → Give Feedback → Manage Interests → Manage Competencies → Manage Goals
		Modifiable Business Processes	Minimal updates from the delivered business processes, which excludes custom notifications and condition rules: → Start Performance Review → Complete Self Evaluation for Performance Review → Complete Manager Evaluation for Performance Review
		Performance	→ Up to 3 Performance Review Templates → Goal Setup: Goal Types, Goal Categories, Goal Units → Individual Goals → Organization Goals → Review Goals → Cascading Goals are specifically excluded → Development Items → Check-In Setup
2: PATTS	Absence	Data Conversion	→ Time off Balance Loading: Included, specifically remaining Annual Leave balance as of the Go-Live month from the legacy system. Customer is responsible for any frequency

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			changes or altered values that differ between legacy system and Workday. → ERPA will load Active Leaves for the Previous 12 Months: Included for workers actively on leave at Go-Live, to ensure accurate worker status for headcount reporting and downstream systems. → Customer is responsible for providing workers actively on Leave as of go-live.
		Holiday Calendars	Up to 1 Holiday Calendar (USA)
		Leave of Absence Types	Up to 7 standard leave types: e.g. (FMLA, Long-Term Disability, Military Service, Personal Leave, Short-Term Disability, Workers' Compensation, etc.). → Standard validations and eligibility logic are included. → Custom requirements are out of scope.
		Sick Leave Time off Plans	Up to 1 regulatory USA State Paid Sick Leave Time Off Plan and State specific accrual configuration as needed. - January to December balance year period - Balance limit variable by state - No negative balance allowed
		Time off Plans	→ Up to 3 custom Time off Plans (Vacation, Sabbatical, etc.). Maximum of 2 accruals per plan. → Balance transfers between plans OUT OF SCOPE.
		Work Schedules	→ Up to 10 Work Schedule Calendars → Up to 10 Work Schedule Rules
	Payroll for United States	Audit Report Configuration	Delivered configuration with up to 5 minor modifications

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		Banking	→ Payment Election Rules → Up to 2 Bank Accounts → Up to 2 Routing Rules → Default Check Layout
		Checks and Payslips	→ Default Check and Payslip Layouts → Excludes BIRT
		Command Center	→ Pay Cycle Command Center → Dashboard/Hub is included
		Costing Allocations	Simple Worker Costing Allocations - Single Dimension
		Data Conversion	→ Payroll YTD for go-live year → Worker Tax Elections → Withholding Orders Excluded (Manual Data Entry Required) → Worker Payment Elections → Costing Allocations Excluded (Manual Data Entry Required)
		General Ledger	→ Fiscal Posting Intervals, Schedules, Summary Schedules, Fiscal Years → Journal Sources, Ledger, Ledger Types, Account Sets, Account Posting Rules to support a single General Ledger
		Pay Components	→ Up to 100 Pay Components (Earnings and Deductions) → Net Pay Validation and Arrears → Pay Accumulations → Pay Balances → Pay Component Groups → Tax Authority Exceptions
		Payroll Processing	→ Up to 3 Pay Groups → Up to 2 Pay Frequencies

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			→ Up to 2 Run Categories → Off-Cycle Payments → Retro Processing → Audit Report Configuration → Payroll Command Center → Payroll Involuntary Withholding Orders are manual entry by the Customer
		Period Schedules	→ Period Schedules for Payroll → FLSA Work Period Calendar Rules
		Setup: AI	→ AI: Assistant on Payslip → AI: Prompt Reconciliation → AI: Payroll Anomaly Detection with Predictive Insights and Confidence Scoring → AI Requires ML Opt-in
		Tax Reporting	→ Companies → Company Federal, State Payroll Tax Configuration → Company Local Payroll Tax Configuration → W-2 Configuration → Payroll Reporting Codes
		Multiple Jobs	Multiple Jobs if configured in HCM
	Time Tracking	Alerts and Validations	→ 10 delivered validations and alerts → Up to 3 custom Alerts → Up to 5 custom Validations
		Data Conversion	→ Go-live Period Time will be loaded → Templates will be provided to customer (if necessary)
		Reporting	→ Time and Absence Dashboard → Edit and Approve Time Task

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		Schedules and Calendars	→ Up to 1 Holiday Calendar to define a Holiday schedule (Absence Management scope will override) → Up to 10 Work Schedule Calendars
		Security	Up to 2 Security Groups to Support Employee Self Service and Manager Self Service
		Setup: AI	→ AI: Time Anomaly Detection with Predictive Insights and Confidence Scoring (Requires ML Opt-in) → AI: Intelligent Prompt Recommendations for Time Tracking
		Time Calculations	→ Up to 5 Time Calculations. Listed below are included examples of standard time calculations: → US time calculations: - USA California Minimum Rest Calculation - USA California Missed Meal Penalty - USA Holiday Must Work Day After Holiday - USA Holiday Must Work Day Before And Day After Holiday - USA Holiday Must Work Day Before Holiday - USA Nevada Daily Overtime Hours GT 8
		Time Calculation Groups	→ Up to 2 Time Calculation Groups → Listed below are examples of USA common time calculation groups: - USA Alaska State Nonexempt - USA California State Nonexempt - USA Colorado State Nonexempt - USA Country Nonexempt - USA Kentucky State Nonexempt - USA Nevada State Nonexempt - USA Puerto Rico Territory Nonexempt - USA New York State Nonexempt (NYC)
		Time Entry	→ Up to 2 Time Entry Templates to control a worker's timesheet view → Up to 1 additional Time Entry Template if Workday Projects is in scope → Up to 5 Time Entry Codes to support different types of time that can be entered. Listed

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			below are the standard time entry codes: - Worked Time (In/Out) - Hours Worked (Hours Only)
3: FIN	Accounting for Finance	Configuration	→ One ledger and one book (ledger to track actuals only) → Balancing by Company / Legal Entity plus 1 additional worktag → Single Primary Chart of Accounts Only → Single Primary Fiscal Schedule For All Companies → Multi-Book Accounting (GAAP and non-GAAP) → Consolidations → Intercompany Processes → Up to 5 Allocation Definitions → Up to 5 Statistics Definitions
		Delivered Business Processes	Delivered Workday business processes enabled as part of the baseline deployment. Delivered business processes are not materially modified. → Accounting Adjustment Event → Accounting Journal Unpost Event → Accounting Journal Event
		Data Conversion	ERPA will collaborate with the customer on legacy data conversion into Workday. This collaboration will consist of ERPA configuring the applicable EIB spreadsheet templates, providing knowledge transfer on how to populate these templates with a sample of the customer's data, and providing guidance on correcting validation errors and loading data into Workday tenants. → Opening balances journals

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		Operational Countries	→ Operations in up to 3 of the following countries: United States, Canada, United Kingdom, New Zealand, Ireland
		Reporting	→ Prescribed Income Statement → Prescribed Balance Sheet
		Commitment Accounting	→ Commitment Accounting → Commitment / Obligation ledgers
	Accounts Payable	Configuration	→ 1099 Configuration → 1099 Electronic File Generation → Delivered custom validations
		Delivered Business Processes	→ Supplier Change Event → Recurring Supplier Invoice Event → Supplier Event → 1099 Adjustment Event → 1099 Filing Event → Prepaid Spend Amortization Schedule Event → Prepaid Spend Amortization Event → Remit To Supplier Connection Event
		Modifiable Business Processes	→ Supplier Invoice Event → Supplier Event
		Data Conversion	ERPA will collaborate with the customer on legacy data conversion into Workday. This collaboration will consist of ERPA configuring the applicable EIB spreadsheet templates, providing knowledge transfer on how to populate these templates with a sample of the customer's data, and providing guidance on correcting validation errors and loading data into Workday tenants. → Open Accounts Payable items in Transaction currency

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			→ Up to 500 Suppliers and Supplier Connections for those suppliers with Open Payable Items as well as suppliers with activity within 12 months prior to go live → Current year to date 1099 balances
		Operational Countries	→ Operational Transactions in the United States only
		Transaction Tax	Manual selection only on transactions for configuration Tax Authorities (up to 5), Rates (up to 5), Codes (up to 5) and Applicability's (up to 2).
	Accounts Receivable	Configuration	→ Intercompany invoices → Customer Invoice Maintenance → Receivable Write Off → Receivable Aging → Collections and Dispute Activities → Customer Payment Processing - Manual processing of customer deposits and remittance information → Delivered Auto-Apply Payment Rules → Up to 5 Revenue Recognition Schedule Templates → Deferred Revenue Recognition → Emailing of customer invoices, customer statements, and dunning letters from Workday SMTP
		Forms, Documents & Layouts	→ Customer Invoice (Standard layout) → Customer Statement (Standard Layout) → Dunning Letters (Standard layout)
		Operational Countries	→ Operational Transactions in the United States only
		Data Conversion	ERPA will collaborate with the customer on legacy data conversion into Workday. This

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			collaboration will consist of ERPA configuring the applicable EIB spreadsheet templates, providing knowledge transfer on how to populate these templates with a sample of the customer's data, and providing guidance on correcting validation errors and loading data into Workday tenants. → Open Account Receivables Items excluding on account balances, in Transaction Currency → Customers With Activity Within 6 Months Prior to Go Live
		Delivered Business Processes	→ Bad Debt Write-off Event → Customer Event → Customer Deposit Event → Customer Overpayment Event → Customer Refund Event → Customer Refund Document Event → Customer Statement Event → Customer Banking Change Event → Customer Credit Change Event → Customer Invoice Email Event → Customer Invoice Intercompany Event → Customer Invoice Maintenance Event → Customer Payment Application Event → Customer Payment Change Event → Customer Summary Change Event → Dunning Letter Email Event
		Modifiable Business Processes	→ Customer Invoice Event
		Transaction Tax	Manual selection only on transactions for configuration Tax Authorities (up to 5), Rates

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			(up to 5), Codes (up to 5) and Applicability's (up to 2).
	Asset Management	Configuration	→ Asset Accounting for non-leased assets → Asset Depreciation for GAAP book only → Additional asset books (Federal, State) that are not accounting related → Asset Book Rules → Asset Adjustments → Assets registration not related to operational transactions → Add "Bonus depreciation (if Federal book is utilized) → Pooled Assets → Non WIP Related Assets Only
		Delivered Business Processes	→ Asset Disposal Event → Asset Adjustment Event → Asset Assign Accounting Event → Asset Cost Adjustment Event → Asset Impairment Event → Asset Reclassification Event → Asset Registration Event → Asset Removal Event → Asset Useful Life Update Event → Asset Adjust In Service Date Event → Asset Disposal Event → Asset Intercompany Transfer In Event → Asset Intercompany Transfer Out Event → Asset Issue Event → Asset Registration Event → Asset Reinstatement Event → Asset Removal Event → Asset Transfer Event → Source from Storage Event

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		Operational Countries	→ Operational Transactions in the United States only
		Data Conversion	ERPA will collaborate with the customer on legacy data conversion into Workday. This collaboration will consist of ERPA configuring the applicable EIB spreadsheet templates, providing knowledge transfer on how to populate these templates with a sample of the customer's data, and providing guidance on correcting validation errors and loading data into Workday tenants. → Active Capitalized Assets (Reconciled to Balance Sheet) → Non-primary asset loading
		Asset Accounting	→ Asset Accounting → Asset Sharing → Asset Depreciation for primary accounting book only → Asset Book Rules → Asset Adjustments → Non WIP related assets only unless Capital Projects is in Scope → Multi Book Asset Accounting with 2 Company Asset Books
	Cash Management	Configuration	→ Bank Reconciliation → Delivered Bank Reconciliation Matching Rules and First Notice Rules only → Bank Account Management → 3 Financial Institutions → Up to 10 Bank Accounts across all companies
		Data Conversion	ERPA will collaborate with the customer on legacy data conversion into Workday. This collaboration will consist of ERPA configuring

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			the applicable EIB spreadsheet templates, providing knowledge transfer on how to populate these templates with a sample of the customer's data, and providing guidance on correcting validation errors and loading data into Workday tenants. → Beginning Balances and Unreconciled Open Items for up to 10 bank accounts → Unreconciled Open items → Up to 5 bank accounts with cash balances that will require cash conversion at Go-Live
		Delivered Business Processes	→ Ad Hoc Bank Transaction Event → Ad Hoc Bank Transaction Intercompany Event → Ad Hoc Bank Transaction Template Event → Ad Hoc Payment Event → Ad Hoc Payment Intercompany Event → Ad Hoc Payment Template Event → Bank Account Event → Bank Account Transfer Event → Bank Account Transfer for Settlement Event → Bank Account Transfer for Settlement Intercompany Event → Bank Account Transfer for Settlement Template Event → Bank Account Transfer Intercompany Event → Bank Account Transfer Template Event → Bank Statement Event → Escheatment Item Event → Payment Release Event → Payment Return Event → Payment Return Statement Event → Print Checks Task

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			→ Remittance Issue Event → Remittance Release Event → Review Bank Statement Line
		Modifiable Business Processes	→ Settlement Run Event
		Forms, Documents & Layouts	→ Up to 3 Preprinted or Blank check stock (printer not provided)
	Evisort (CLM)	Scope Hold	Scope Hold
	Expenses	Configuration	→ Processing of Expenses Reports for Workers only → Expense Report Instructions → Mobile Enablement → Expense Report Payment → Up to 5 Custom Validations → Up to 20 Expense Items → 1 Expense Rate Table for Mileage → Configuration of up to 1 Expenses corporate card account related to worker travel and expenses
		Data Conversion	ERPA will collaborate with the customer on legacy data conversion into Workday. This collaboration will consist of ERPA configuring the applicable EIB spreadsheet templates, providing knowledge transfer on how to populate these templates with a sample of the customer's data, and providing guidance on correcting validation errors and loading data into Workday tenants. Worker Payment Elections for Expense Payments

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		Delivered Business Processes	→ Expense Report Intercompany Event → Payment Election Enrollment Event
		Modifiable Business Processes	→ Expense Report Event
		Operational Countries	Operational Transactions in the United States only
		Transaction Tax	Single Tax Code Defaulted for Expenses per Country
	Financial Planning	Capital Expense	→ Capital Expense Model - Using straight line depreciation for newly planned assets. → Summary depreciation loaded for existing assets (not at asset level) → Capital model does not include capitalized labor or calculation of depreciation on existing assets
			→ Alert - USA Missing Supplier W-9 Forms → Alert - USA Overdue Supplier MBE/WMBE Certificates → Extension of core functional scope"
		Data Management	Workday shall configure the automation synchronization of the following metadata and data: → Metadata: Accounts, Levels, Dimensions & Attributes (up to 20) → User Synchronization → Publish of Financials Budget Monthly Balances by Account, Level and Dimension to Workday Financials Workday shall define and configure required Advanced Reports and

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			Workday Data Source for the following sources of data within the Customer's Workday Tenant: Summarized Monthly Journal Lines & Depreciation Forecast (if applicable), Current personnel roster, Target bonus percent/amount by worker, Open positions / requisitions, Currency Translation Rates (Average and End of Month only), Matrix Report for General Ledger Drill Through
		Deployment Approach	The Adaptive deployment will start no earlier than one month after the later of Workday Financials or Workday HCM (whichever is applicable) go live.
		Not Included	Financial Consolidations (unless purchased via Additional Scope) Balance Sheet and Cash Flow (unless purchased via Additional Scope) Payroll or Payroll Costing Allocations as a source
		Operating Expense	→ Up to 2 Supporting Schedules (a model built for a single or group of GL accounts using a single methodology with common dimensions and a single manually imported / maintained data set) → Up to 25 total calculations across the 2 supporting schedules and accounts
		Personnel Expense	→ Up to 3 Employee Groups: Salary, Hourly and Contingent Labor. → No Labor Unions unless purchased via Additional Scope. → Manual data entry for Transfers, Splits, Planning Allocations by Level (Single-step, not sourced from payroll data) Manual changes made in one version do not persist upon a refresh of data from source → Fringe Benefits and Tax Rates

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			→ Merit and Bonuses are calculated as a percent of total pay based on role, worker or total company → 1 Personnel Expense model (current roster and open positions) → Up to 25 total calculations per model. Calculations to include headcount/FTE, salary, wages, taxes and benefits by worker/position
		Reporting & Analytics	→ One Income Statement Format (account / dimensions) that incorporates all templates and business logic. → Conduct up to 6 remote hands-on workshops (up to two hours each) to walk-through building reports/dials/dashboards. Provide best practice guidance around design. → Consult with Customer on specific dial design challenges; Help Customer with how-to questions. Reports and Dashboards to be completed by Customer prior to UAT. → Up to 10 KPI's
			Up to 10 KPI's
		Revenue	→ Manual upload of Revenue. No calculations. → Up to 2 Manual Input Sheets with up to 4 Dimensions each (each Sheet provides a single interface to view, enter, and update data).
		Security	Enable security on Levels and configure Dimensional Access Control for up to one additional dimension
		Structure	→ Budget and forecast up to 5 years out. → All planning periods will use a common / single methodology. → Planning occurs in time periods of months, quarters or years

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			→ One Chart of Accounts structure, one calendar, and a common set of templates and processes across the organization → Up to 20 Legal Entities and 20 Entity Currencies (Single Currency per Entity)
		Training and Enablement	Knowledge transfer and documentation provided for all planning models built using Workday's documentation format and tools (1 page per model)
			→ End-user documentation and end user training is excluded → Final review & testing: Support of Customer UAT scripts development → Admin training: includes training for up to 5 power users on administrative responsibilities and maintenance of the system for up to 4 hours. → Delivery Assurance: provides oversight throughout the project to ensure build is consistent with best practices → Post Production support: 2 weeks of support for up to 10 hours per week
	Foundation Data Model	Review & Design	→ Review reporting requirements, chart of accounts, and future state data model and reporting desires. → Review and education of cross functional Workday Organizations such as companies, cost centers, locations, business units, regions, and custom organizations.

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			→ Review, education, and design of financial elements such as ledger accounts, spend categories, revenue categories, etc.
	Procurement	Configuration	→ Procure-to-Pay Process Configuration, including: Requisitions, Sourcing Requisitions to Purchase Orders, Change Orders, Receipts and 3-way matching → Generic Purchase Items (up to 500) → Suppliers → Matching Override → Supplier Retention → Delivered Supplier Invoice Matching Rules → Supplier Contracts (excluding Lease Contract types)
		Data Conversion	→ 60 Open Supplier contracts → 60 Open Approved Purchase Orders → Receipt for Open Approved Purchases Orders
		Operational Countries	→Operational Transactions in the United States only
		Forms, Documents & Layouts	→ Purchase Order (Standard Layout) - English Language Only
		Delivered Business Processes	→ Change Order Event → Purchase Order Event → Purchase Order Issue Event → Purchase Order XML Issue Event → Receipt → Receipt Accrual Event → Receipt Adjustment → Requisition Event → Requisition Sourcing Event → Return to Supplier Event

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			→ Supplier Accounts Match Event → Supplier Accounts Match Exception Override Event → Supplier Contract Amendment Event → Supplier Contract Event → Supplier Contract Invoice Schedule Event → Supplier Contract Purchase Order Schedule Event
		Transaction Tax	Manual selection only on transactions for configuration Tax Authorities (up to 5), Rates (up to 5), Codes (up to 5) and Applicabilities (up to 2).
	Revenue Management	Configuration	→ Contract Billing (Goods and services and usage-based contracts only) → Billing and Revenue Schedule Templates → Revenue Recognition (Fixed fee and usage only) → Primary Customer Contract Setup only to define billing and revenue recognition (no alternate contracts) → Usage Based Billing (Non-MEA Contracts)
		Data Conversion	No Conversion of Customer Contracts
		Transaction Tax	Manual selection only on transactions for configuration Tax Authorities (up to 5), Rates (up to 5), Codes (up to 5) and Applicabilities (up to 2)

1.04 INTEGRATIONS AND REPORTS SCOPE

During the Architect and Configuration stage, our team will collaborate with the Customer to review and refine the list of integrations, prioritize, and identify integrations to be developed. The table below depicts an assumptive list of the total number (11) of templated integrations to be developed for this scope of work. A templated integration refers to using pre-built, standardized blueprints to build system connections. Additional integrations beyond this

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number based on this discovery may be developed by Customer or added to Prime Contractor's scope of integrations to develop via a change order.

Integration Scope
CCB - Dental
CCB - Vision
CCB - Retirement
HSA
FSA
COBRA
Payroll Tax Filing
Bank ACH
Bank Positive Pay
Bank BAI2
GL Benedict outbound (this is flat file)

1.05 EXCLUSIONS

Customer may choose to implement any project component (if subscribed) that is not listed as in scope at their discretion following the initial Workday deployment project phase.

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Attachment 2: Project Approach

2.01 OVERALL DEPLOYMENT ACTIVITIES

Prime Contractor and Partner shall perform the following Services as part of the deployment process:

a. Scope review and Customer orientation to Workday deployment process;
b. Initial configuration assembly;
c. Load Customer data into Workday testing, gold, and PROD tenants, per the functional scope tables.
d. Provide relevant knowledge transfer;
e. Support Customer testing efforts (Customer is responsible for all testing, including test scenario development);
f. Final readiness check; and

Hypercare Services:

a. Hypercare includes up to 45 calendar days of Post-Production support (the Move-To-Production support window) commencing with the project's Move-To-Production date. 30 hours of stabilization is included for Customer specific configuration related changes during the 45 calendar days after Move-To-Production date, after which date any remaining stabilization hours expire.
b. Hypercare introduction would initiate 6-8 weeks prior to Move-To-Production date.

The Customer shall perform the following activities as part of the deployment process:

a. Review scope;
b. Attend training, workshops and meetings as required;
c. Collect, clean and validate all Customer data;
d. Test system, identify problems and aid in issue resolution;
e. Train all managers and employees for self-service functionality;
f. Be responsible for all internal change management; and
g. Move-To-Production sign off.

2.02 SPARK

SPARK Readiness. Simply put, SPARK is a proactive set of pre-planning activities and groundwork centered around achieving four (4) key outcomes:

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1. **Project alignment** across all parties by setting expectations upfront for key project aspects such as scope, timeline, and deliverables. Our experience has proven that when project team members are briefed and aligned on the key details of the project upfront, change acceptance is high and project plan activities are completed without issue.
2. **Mitigating downstream risk** by communicating, collaborating, and discussing critical considerations like cross-functional impacts, integration touchpoints, data conversion, and more. When risks are identified early in a project, they can be mitigated and even eliminated prior to interfering with the defined project plan.
3. **Gaining confidence** through demonstrated transparency, expertise, communication, and commitment to a successful Workday deployment. Confidence will not only be gained by customer about ERPA through the SPARK process, but confidence will be abundant in the journey ahead. Even for institutions like customer who are already users of Workday, a Workday implementation may present uncertainty and unease about the changes ahead. By participating in the activities contained within SPARK, participants will confidently embrace the next steps and feel empowered in their decision-making.

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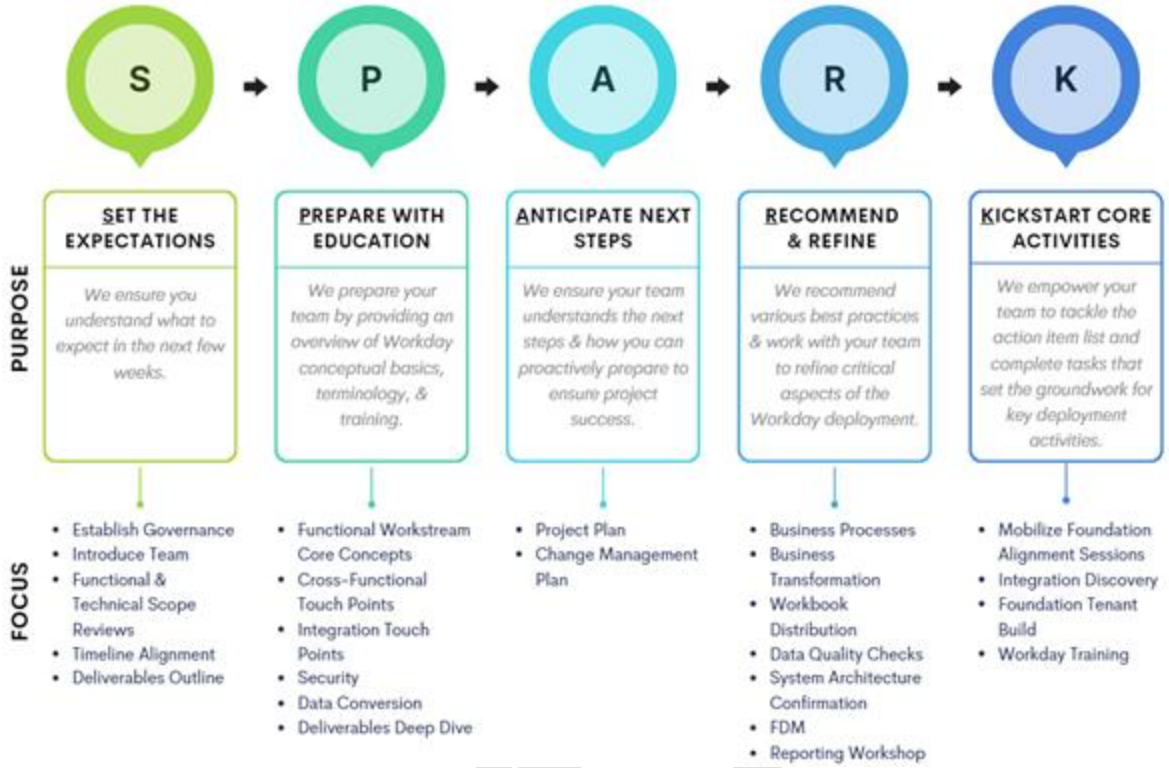

2.03 DETAILED DEPLOYMENT ACTIVITIES

The following chart depicts the major processes and activities for the Launch deployment effort.

	STEP	Customer Activity	Prime Contractor Activity
1	**Project Planning**		
	Customer Scope Review Meeting	**Customer project manager and Customer stakeholders confirm project scope.**	**Engagement manager reviews Project Scope and highlights work required to complete deliverables.**
	Customer Training Plan	**Customer compiles training plan based on available credits. Customer stakeholders participate in training sessions detailed in the Training Packages and Training paths.**	**Engagement manager will review Training Tiers, Timeline, Paths, and Free Training Resources and assist customer with their compilation of the training plan.**
	Communication Plan	**Customer project manager documents audience, method, communication channels, key messages and approach to Customer communications.**	**Engagement manager will review communications plan.**
	Project Plan	**Customer project manager provides input and confirms the project plan.**	**Engagement manager will provide a project plan. Upon**

			finalization, ERPA will maintain the plan.
	Change Management Plan	Customer Change lead and project manager will review the change management plan.	ERPA Change Lead provides plan that defines the change management strategy and approval methods for the following: ° Strategy Change ° Process Change ° Scope Change ° Customer roles and responsibilities in context of Workday solution
	Issue Management Plan	Customer project manager will review Issues log and participate in weekly meetings.	Engagement manager will provide issue tracking templates and process. We recommend weekly PMO meetings and will provide meeting summaries and progress reports.
2	Project Kick-Off		
	Project Kick-Off	Customer stakeholders participate in project kick off.	Engagement manager will conduct project kick off.
	Functional Core Concept Reviews	Customer project manager and Customer stakeholders participate in Functional Core Concept Review sessions to validate business processes and confirm configuration direction and complete necessary workbooks.	Engagement manager and specialists lead Functional Core Concept Review sessions and gather final configuration requirements.
	Data Conversion Workshop	Customer stakeholders participate in Data Conversion Workshop and provide source data, field mapping documentation, and legacy system context required for conversion planning.	Specialists lead Data Conversion Workshop to establish conversion strategy, data mapping, and quality validation approach.
	Integration Discovery	Customer stakeholders participate in Integration Discovery sessions and provide source/target system details, field mapping, and integration requirements.	Specialists lead Integration Discovery to document integration requirements, confirm scope, and establish build approach for all integrations in scope.

3	**Services Work**		
	Build Gold Tenant	**NA**	**Specialists build and configure the Gold Tenant according to workbooks established during Core Concept Reviews. The Gold Tenant serves as the single production-ready tenant throughout the engagement.**
	Data Conversion and Smoke Testing	**Customer stakeholders provide source data files and validate converted data against expected results during smoke testing sessions.**	**Specialists execute initial data conversion loads and conduct smoke testing to validate data integrity and configuration accuracy.**
	Build and Unit Test Integrations	**Customer stakeholders support ERPA effort and will provide any Company specific information required for integration build and testing.**	**Specialists complete build and unit test of all integration elements specified in integration scope.**
	Test Preparation	**Customer stakeholders participate in test preparation activities, including review and creation of additional of test scenarios and confirmation of data readiness for End-to-End testing.**	**Engagement manager and specialists lead test preparation, provide starting point Workday-standard End-to-End test scenarios, and confirm tenant readiness for testing.**
	Worker Data Catchup	**Customer stakeholders provide updated worker data files and validate catchup load results. Data catchup is hand keyed depending on volumes.**	**Specialists execute Worker Data Catchup load (if volumes permit) to ensure the tenant reflects current employee population prior to End-to-End testing.**
4	**Management Checkpoint**		
	Gold Tenant Configuration Review	**NA**	**Review the tenant to determine whether the defined scope and configuration tasks were completed properly and the tenant is ready for End-to-End testing.**
	Training Plan Review	**Customer change and training resources leads a review of the training plan.**	**Engagement manager participates in a review of the training plan.**

		Customer stakeholders participate in the review.	
	Test Plan Review	Customer stakeholders participate in a review of the test plan.	Engagement manager will review the Customer-owned test plan.
	Final Production Scope	Customer engagement manager agrees to final production scope and executes necessary change orders.	Engagement manager agrees to final production scope and executes any necessary change orders.
5	Test & Deploy		
	Guided End-to-End Lifecycle Workshop	Customer engagement manager and Customer functional leads participate in ERPA-led Guided End-to-End Lifecycle Workshop sessions, executing business process scenarios within the Gold Tenant.	Engagement manager and specialists lead Guided End-to-End Lifecycle Workshop sessions, walking Customer stakeholders through end-to-end business process scenarios to validate configuration and prepare the team for independent End-to-End testing.
	End-to-End Test	Customer conducts End-to-End Test of business transactions and integrations within the tenant per the test plan. Customer stakeholders write and execute all test cases using Workday-standard scenarios provided by ERPA.	Our team supports End-to-End Test and resolves configuration defects identified during testing.
	User Readiness Review	Customer trains end users with developed training materials and ensures end users have a thorough understanding of Workday prior to go-live.	Engagement manager confirms Customer conducts User Readiness Review.
	Parallel Testing Preparation, if Payroll in Scope	Customer stakeholders prepare parallel testing data and confirm payroll processing approach for parallel run.	Specialists support Parallel Testing Preparation, including confirmation of payroll configuration and data readiness.
	Parallel Testing, if Payroll in Scope	Customer conducts Parallel Testing by processing a parallel payroll run and reconciling results against legacy system output.	Our team supports Parallel Testing and assists with reconciliation of parallel payroll results.

6	**Management Checkpoint**		
	Test Stage Sign-Off	**Customer project manager will signoff that the configuration is complete in the context of pre-configuration, scope, and any change orders with the "Cutover Checklist".**	**Engagement manager will acknowledge system signoff and prepare for go-live.**
7	**Deploy**		
	End User Training	**Customer executes the end user training strategy per the plan prior to go-live.**	**Engagement manager and specialists confirm Customer trains end users.**
	Worker Data Load & Catchup	**Customer stakeholders provide final worker data files and validate data load results prior to go-live.**	**Specialists execute final Worker Data Load and Catchup into the Gold Tenant to ensure the production environment reflects the current employee population at go-live.**
	Go-Live	**Customer approves and signs off that the Workday solution is ready for go-live.**	**Engagement manager confirms go-live readiness and supports the Customer through the go-live event.**
	Post Production Data Conversion	**Customer stakeholders provide remaining legacy data files and validate post-production conversion loads.**	**Specialists execute Post Production Data Conversion to load any remaining historical or legacy data into the production Workday tenant following go-live.**
8	**Post-Production Support**		
	Post-Production Support	**NA**	**This support will encompass all functionality that was deployed during the project. Our team will support all functional areas for 45 days from the move to Production date. Integrations will be supported for one successful production run of integrations or 30 days from go-live, whichever comes first.**

			After the post go-live support period, Customer will address defects with their on-going production support organization (e.g. in-house, ERPA applications management, etc.).
	Transition/Support Orientation	**Customer primary contact receives orientation in ERPA support processes.**	**Our team will provide orientation in Workday Production Support.**

2.04 COMMUNICATION AND ISSUE ESCALATION

Regular communications are planned to ensure that constraining issues do not arise. Customer engagement manager is the primary escalation point for all Customer employees and issues. If necessary, Customer issues will be escalated to Customer's project sponsor for prompt resolution by obtaining direction from the appropriate people within Customer's organization. The engagement manager is the escalation point for all partner employees and issues. If necessary, ERPA issues will be escalated to the Executive sponsor for prompt resolution.

The parties acknowledge that throughout the project there may be issues that require escalation. If this is the case, either Party may convene a meeting with the executive sponsors to resolve such issues and develop a mutually agreed solution. A Change Order may be initiated, as detailed below, if any part of the agreed solution impacts scope, effort, timeline, resource commitments, proposed services fees or expenses.

2.05 CUSTOMER SIGN OFFS

Our team is devoted to assuring that tenant build is consistent within the parameters of the Customer Scope found in Attachment 1, which may be adjusted by a Change Order upon review of the Customer Data and Configuration Workbooks. To accomplish this, a number of "Sign Offs" will be established to maintain this consistency and will be jointly determined by the Customer and partner engagement managers.

2.06 CHANGE ORDER PROCESS

Either Customer or Prime Contractor may request changes to the Services, Service Deliverables, and/or any other aspect of a SOW through a written change order ("Project Change Order") and provide justification for the change and the impact to the project's scope, schedule, and cost. Promptly thereafter Customer and Prime Contractor shall discuss what impact the Project Change Order will have on the Services and Service Deliverables and on pricing, timing, quality, and other terms of the applicable SOW. Any changes to a SOW agreed upon by the parties as a result of the foregoing process shall be set forth in a change order signed by the parties ("Change

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Order"). Once a Change Order is signed, it shall amend, and become part of, the applicable SOW. Neither Customer nor IronBrick is obligated to change the Services, Service Deliverables, or any other aspect of a SOW unless a Change Order for such change has been signed by the parties and Prime Contractor shall not be required to suspend its performance of the Services while the negotiation of a Change Order is ongoing. If any of the following events occur while ERPA is engaged to provide the Services (each a "Change Order Event"), the parties will work to mutually agree upon a Change Order to the applicable SOW to eliminate such adverse impact (the following list is not all-inclusive):

(i) The scope, approach, or timing of the Services change.

(ii) Delays are encountered that are beyond the reasonable control of the Prime Contractor and Partner, including delays caused by third party software and hardware vendors or their related products and/or services;

(iii) An assumption set forth in the applicable SOW is invalid; or

(iv) Customer fails to meet its obligations outlined in this Agreement or the applicable SOW.

IronBrick shall notify Customer within thirty (30) days after becoming aware of a Change Order Event. Notwithstanding anything to the contrary in the applicable SOW, if Customer and IronBrick do not sign a Change Order within thirty (30) days of Customer's receipt of such notice, IronBrick may:

(i) The COR status will be logged, tracked, and managed as a 'deferred' request.

(ii) Work will progress without incorporating the requested change into the work plan.

(iii) Where an approval or rejection decision is necessary for the managed services engagement to progress, the change request decision will be escalated as a project issue.

(iv) suspend or terminate the Services upon written notice to Customer.

Change Orders will only be binding when signed by authorized representatives of both Customer and IronBrick. For CORs outside the stated project scope, the Customer approver will authorize budget allowance, on a time and materials basis, for Prime Contractor to perform the initial analysis of a change request. Prime Contractor shall coordinate any changes in hardware, network, software, configuration, or services with Customer. Customer may defer the change based on impact to business operations.

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Attachment 3: Project Timeline

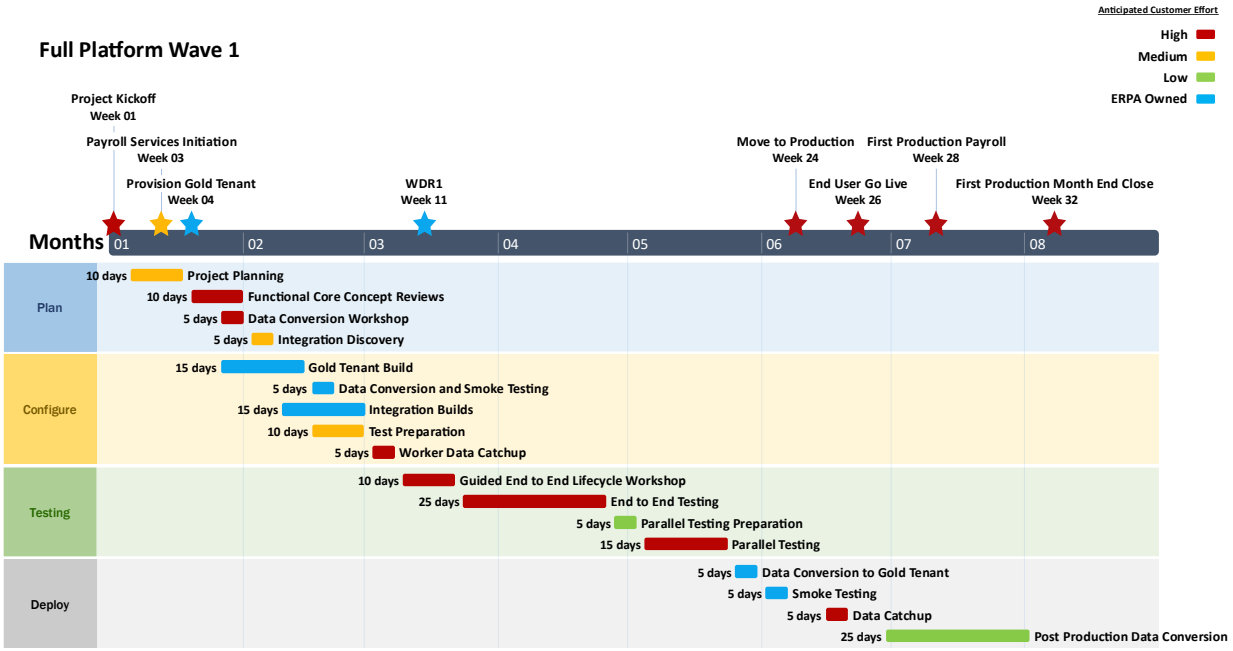
3.01 Anticipated Deployment Timeline

The proposed duration and completion date of each stage is listed below, based upon the execution date of this SOW and availability of resources and training. Prime Contractor requires two (2) weeks from SOW signature date to align and engage resources.

3.02 Project Timeline

The following table highlights the proposed project timeline for this Big Bang deployment:

STEP	PROJECT TIMELINE AND DURATION	ANTICIPATED WORKDAY MOVE-TO-PRODUCTION DATE	POST GO-LIVE SUPPORT END DATE
Phase	7 Months Plus Post Production Support	6/13/2027	7/28/2027



3.03 Hours of Operation

Prime Contractor will provide services during Customer's normal business hours (Monday through Friday). Prime Contractor observed Holidays below:

New Year's Day	**Memorial Day**	**Juneteenth Day**	**Independence Day**
Labor Day	**Thanksgiving**	**Day After Thanksgiving**	**Christmas Day**

3.04 Notes:

- All other Project Milestones will be found in the Project Plan. The project plan will be loaded into Smartsheet.
- Any change to dates will be acknowledged via email.
- Workbooks will be managed through SFTP using comments and version history.
- The Customer's Deployment Tenant will be tested and validated based on the data contained in the Workbooks provided.
- Issues – Issues are logged in the Issue Log.

If any Project Milestone date is not achieved by the associated milestone due date,

- All subsequent milestone due dates will be revised to a mutually agreed upon milestone due date to accommodate for the lapse time caused by the past due occurrence and
- The responsible party shall use all commercially reasonable efforts to do all that is required to meet the Critical Project Milestone as soon as possible after the original milestone due date.

If Prime Contractor is the responsible party and the failure causes extra work to be performed by Prime Contractor or any other delays, Prime Contractor shall perform the duties herein at no charge to the Customer. If the Customer is the responsible party and the failure results in extra work to be performed by Prime Contractor a resulting change order will be submitted to the Customer that reflects the additional cost and effort.

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Attachment 4: Project Roles and Responsibilities

4.01 Customer Roles and Responsibilities

Customer's core responsibilities include: **a.** managing Customer-specific deployment components and resources; **b.** managing overall migration of Customer from its existing systems to Workday and the Services contemplated in the Agreement and educating Customer's workforce; **c.** providing Customer Data, documentation, and information in a timely manner as reasonably requested by Prime Contractor or Partner; **d.** responsible for vendor management and data validation as it relates to integrations; **e.** managing design, development, and testing of all Custom Customer-developed Integrations; **f.** analyzing, evaluating, testing, verifying, and making decisions on new processes and systems with respect to Workday. Responsibilities assigned to project sponsor, engagement manager, and other named positions below may be delegated to other Customer personnel at Customer's discretion.

Customer will assume responsibility for the following roles and responsibilities:

ROLE	RESPONSIBILITIES
Customer Project Sponsor	Obtaining appropriate internal funding and approvals
	Resolving issues related to Customer's responsibilities and within Customer's control that are impeding the progress of the Services
	Providing overall direction to the Customer engagement manager
Customer Engagement Manager	Point of contact for overall deployment
	Obtain applicable participation of appropriate Customer resources
	Work closely with ERPA engagement manager
	Provide business and technical guidance with respect to Customer's applicable business operations
	Facilitate Workday tenant review sessions
	Participate in project status sessions
	Timely resolution of any escalated issues that are Customer's responsibility and within Customer's control
	Communication with key stakeholders
	Provide/coordinate signoff on all deliverables
	Participate in all transition and wrap-up discussions

ROLE	RESPONSIBILITIES
	Jointly develop with a Workday cutover plan and assist with managing Workday cutover execution
	Close project from Customer's perspective
	Point of contact for overall deployment
Customer Functional Lead	Communicate functional and business process requirements with respect to Customer's applicable business operations
	Validate Customer data
	Identify, escalate and seek to resolve project issues that are Customer's responsibility and within Customer's control
	Participate in tenant review sessions
	Develop test scenarios and test cases for testing
	Plans, manages, and performs testing/reviewing all testing types, including unit testing of Customer-developed integrations, as applicable, configuration testing, End-to-End testing, user acceptance testing, and payroll parallel testing as well as approving all related issue resolutions
Customer Technical Team	Technical contact for technical interaction/coordination
	Oversight of interface/integration development and testing for internal Customer systems
	Performs unit testing, integration testing and issue resolution for Customer-developed integrations
	Technical issue investigation and resolution that are within Customer's responsibility and within Customer's control
	Participate in Workday cutover activities that are Customer's responsibility
	Coordinating all training activity for Customer personnel
Customer Change Management and Training Lead	Understand and communicate Customer's business objectives and requirements
	Develop internal training approach and additional training documentation not included in scope of deliverables

ROLE	RESPONSIBILITIES
Customer Administrator	Lead review of training plan
	Administer users, groups and approval rules with respect to Workday security
	Submit and track technical issues with respect to the implementation as relates to third party interface issues with Customer vendors
	Main contact with ongoing production support after deployment

4.02 Additional Customer Responsibilities

- The Customer is responsible for testing of the system. Our team will support the testing process by providing Workday standard test scenarios, as a starting point, to facilitate the testing process and performing defect resolution. Prime Contractor highly encourages the customer to add additional test scenarios that are specific to the customer's operations. The ERPA engagement manager will serve as the primary point for escalating and ensuring the ultimate resolution for any issues that arise during testing.
- In accordance with its internal policies, Customer will provide agreed upon workspace and network connections when services are performed onsite.
- Customer is responsible for the timely coordination of internal resources reasonably necessary to conduct required workshops; if Customer receives sufficient notice of such workshops, in advance.
- Customer will contract directly with Workday for all required Workday delivery assurance efforts. Henceforth, the costs of these efforts are not covered by this Statement of Work.
- Customer will actively participate in design workshops reasonably required for Prime Contractor to obtain any functional design decisions and technical integration specifications necessary to configure the Workday Service; if Customer receives sufficient notice of such workshops, in advance.
- The Customer will provide assistance and support in the engagement of all third-party vendors, Customer IT staff, etc. to introduce Prime Contractor as their Workday Services provider.

4.03 Roles and Responsibilities

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The project team roles and responsibilities are set forth below. The extent of each team member's involvement will vary by task as defined in the project plan which will be formulated by the Parties subject to this SOW.

Our team will assume responsibility for the following roles and responsibilities:

ROLE	RESPONSIBILITIES
Executive Sponsor	Provide ultimate responsibility for our team resources, implementation services, and overall project delivery
	Resolving issues related to our team responsibilities and within our team's control that are impeding the progress of the Project
	Providing overall direction to the engagement manager
Engagement Manager	Point of contact for overall deployment of Workday
	Cause our team resources to be available and properly assigned
	Manage timeline of the provision of the Services to timely completion
	Cause our team resources to participate with respect to obligations and responsibilities
	Identify and addresses resources needs
	Provide roles, responsibilities, and issue escalation path with respect to implementation issues, subject to Customer review and approval
	Identify and escalate, as appropriate, issues with respect to the Services
	Obtain Change Requests and Customer sign offs, as applicable
	Provide timely project communication and status updates as reasonably requested by Customer from time to time
	Provide documentation to our team support services upon conclusion of the provision of the Services
	Distribute project wrap-up document upon conclusion of the provision of the Services
Functional Consultants	Facilitate Foundation Alignment and Customer confirmation sessions
	Configure tenant
	Coordinate Workday system testing and manage issues resolution

ROLE	RESPONSIBILITIES
	Support customer in all testing types including configuration testing, user End-to-End testing, user acceptance testing, and payroll parallel testing and supports customer in any related issue resolution
	Provide an overview of specific Data and Configurations Workbooks with Customer as it relates to configuration, mapping, and data load into Workday
Integration Consultants	Assist with technical aspects of tenant configuration
	Design and develop partner-developed integrations
	Provide guidance for Customer-developed integrations
	Supports customer in performing testing and in any related issue resolution

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Attachment 5: Project Assumptions

The fees and timeline for this Project are based, in part, on the Assumptions stated below. If any of these assumptions are not met, Prime Contractor shall (I) promptly advise the Customer in writing; (II) use reasonable efforts to mitigate delays and additional costs or fees; and (III) be compensated for the additional necessary services rendered as a result of Customer's failure to meet the identified assumptions. Any additional services will be provided pursuant to a Change Order in accordance with the process detailed in Attachment 2.

5.01 GENERAL

1. Prime Contractor will access only Customer-specified environments.
2. The Prime Contractor team will perform work primarily in Sandbox and Implementation tenants and will only perform work in a Production environment at the written direction of Customer.
3. If Customer delays either occur at the project start or any point during the project based on Customer or Customer third party circumstances, the Customer understands that Prime Contractor's ability to staff the project and meet any agreed dates, including the target Move-To-Production date, could be at risk. Prime Contractor will work with the customer to identify the impact(s) of any delays and will discuss all options before coming to a mutual agreement on next steps. Prime Contractor reserves the right to charge the Customer for any committed hours, redeployment costs including revisiting and revising the project's costs and timetable as set out in this SOW. All revisions are subject to a Change Order Process as outlined in Attachment 2.
4. If Customer cannot meet set completion dates for deliverables and/or Project Milestones, Prime Contractor reserves the right to revisit and revise the project's proposed costs, impacted milestone or completion dates and approach to completing the project. All revisions are subject to a Change Order Process as outlined in Attachment 2.
5. Post-production costs beyond what is described in Scope are not included in this SOW.
6. Proposed fees are based upon the Customer extracting data from its legacy systems and ensuring all data provided to Prime Contractor is clean, valid and duplicate values removed.
7. Many project delays can be attributed to challenges in cleaning and converting Customer data. Customer must prioritize this Project activity as soon as is reasonably possible after Project commencement, in order to reduce any impact to the Project timeline. Customer must identify skilled data conversion resources and engage them on the project as soon as possible.
8. Services identified herein are assumed to be primarily delivered remotely and Prime Contractor will advise when onsite delivery is recommended for certain tasks.
9. Prime Contractor will not be performing a fit-gap or deep-dive analysis (design) of Customer's business requirements.
10. Customer must provide all data in accordance with Workday standards as detailed in the Workday Deployment Data Formatting Guide.
11. All subject matter experts, project influencers, and those responsible for sign-off on deliverables are clearly identified in the project kick off, including subject.
12. Customer will have all subscriptions for in scope functionality including any necessary subscriptions for integrations.

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13 | Customer will provide necessary documentation (i.e. application details, network topology or related diagrams, policies and procedures including test plans, etc.) to facilitate knowledge transfer

14 | Respond to Prime Contractor requests, including user acceptance testing, in a timely manner to ensure services occur within the agreed upon timeline

15 | Customer will Make designated Customer staff available to assist Prime Contractor and provide necessary access where required.

16 | Customer will Provide a Project Manager/Coordinator – facilitate the coordination between all vendors and Customer stakeholders to establish timelines, project plans and serve as primary point of contact

5.02 TEST AND PREPARE FOR PRODUCTION

1 | Prime Contractor will provide knowledge transfer to Customer for the Workday system through several means, including but not limited to testing, detailed discussions and other reviews as identified by the project team.

5.03 Management

1 | Planned management sessions include:

a. Weekly Status – Typical duration is approximately 1 hour per week
b. Sponsor Sessions – 3 sessions with a typical duration of 30 minutes each

5.05 INTEGRATIONS

1 | Customer is responsible for executing integration testing with support from Prime Contractor.

2 | Prime Contractor will be responsible for extracting from Workday for outbound integrations, in the specified format. Prime Contractor is not responsible for loading data into the target system unless specifically specified in the integration scope section.

3 | Customer will be responsible for providing data in an Prime Contractor specified format for inbound integrations into Workday. Prime Contractor is not responsible for extracting data from the source system unless specifically specified in the integration scope section.

4 | Workday Cloud Connect Integrations are only Cloud Connect integrations if the Workday integration templates are used with zero exceptions. Any deviation outside the Workday delivered template results in the integration becoming a custom integration. A change order must be executed for this which may result in increased hours. Note: Basic calculated fields nor field overrides are considered deviations from the template.

5 | Integration fees for this deployment are based on information that was provided during the sales phase. Integration fees are subject to change after the discovery and design work is

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completed. If there is a change to the scope or proposed fees, this will require a Change Order (Process outlined in Attachment 2).

6 | It is Customer's responsibility to clean inbound data (i.e., that the data is not duplicated and is valid) from third party systems.

7 | Customer agrees to manage communications with their respective providers during the development of the integrations. The Prime Contractor integration resource will only configure the integration to specifications provided by the Customer. If there are additional costs, these will require a Change Order (Process outlined in Attachment 2).

8 | The Customer is responsible for managing the provider and ensuring that the provider completes their deliverables based on the agreed upon timeline. Delays due to lack of response or unexpected slower turnaround time by the provider may result in additional costs to the Customer.

9 | Any benefit integration not listed in the Workday Cloud Connect Integrations Catalog will be considered a custom integration. Prime Contractor will make every effort to get an integration added to the Cloud Connect Integrations catalog to be implemented as part of the project if timelines permit.

10 | Customer will review and approve design requirements prior to Prime Contractor designing any in scope custom integrations. Changing design requirements after final design approval has been received may impact integration delivery and proposed fees.

11 | Ownership of custom integrations is transferred to the Customer after deployment.

12 | Customer agrees to make reasonably available appropriate Customer technical and functional resources during the project timeline to assist with discovery, data mapping, data validation, testing, and UAT activities with each built integration; provided the Customer receives sufficient notice of such events, in advance.

13 | All integrations will be migrated up to a total of three times, once for end-to-end testing, parallel testing and production.

14 | Any integration not specifically mentioned in this Statement of Work is assumed to be out of scope. A change order can be executed to make any scope changes.

15 | Customer must provide integration specification to Prime Contractor tech team within 5 days of project kickoff.

16 | An introductory email from Prime Contractor describing the process and approach will be sent to the Customer providing the Prime Contractor integration contract name. An integration kickoff meeting will be performed to confirm scope and high-level timeline expectations for success.

17 | Integration design documents will be pre-built with best practices of business rules and assumptions. Customer specific fields will be identified and completed by the Customer.

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18 | Customer/vendor interaction will be limited to an initial requirements scoping/mapping session per integration.

5.07 REPORTING

1 | Prime Contractor will enable Workday delivered security for all Workday delivered, standard reports related to the in-scope functionality.

2 | Prime Contractor defines a custom report as "a Workday delivered report that needs to be modified or enhanced and that modification or enhancement replaces the Workday delivered report, or a report that requires building from scratch."

3 | Reports are limited to then-available report data sources and custom report fields.

4 | If custom reports are included in project scope, Prime Contractor will review the requirements and work with Customer to assist with the design and configuration of custom reports as identified during Architecture. If additional assistance is required from Prime Contractor above the number of hours allocated in this SOW to build the reports, a Change Order would be created. Prime Contractor will provide knowledge transfer to the Customer of any Prime Contractor assigned custom developed reports to help prepare the Customer for any future reporting requirements. Customer will attend Workday report writer training prior to developing any custom reports.

5.08 SECURITY

1 | Customer will utilize the Workday security roles in the delivered Workday tenant, with no changes to existing security roles or creation of custom security roles until post-production and Customer may acquire additional Services to make such changes or make such changes themselves.

5.09 WORKDAY EXPENSES FUNCTIONALITY

1 | Payments will use an existing Banking Institution and Bank Account already established in Workday. Configuration does not include a banking integration for payment, unless otherwise stated as in scope.

2 | The following features of Workday Expenses are not in scope: Expense Item Segmented Security, Expense Credit Card Integration, Travel Journal, Travel Booking, Travel Profile, and Spend Authorizations & Cash Advances.

3 | Eligibility will only be available for employees in the Countries specified as in scope.

4 | VAT setup not in scope.

5.10 PLAN STAGE

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1. Each Party will assign an Engagement manager to manage such Party's roles and activities for this project.
2. Customer will assign an Executive Sponsor to participate in Steering Committee meetings and be available to resolve issues impacting the success of the project.
3. Customer will have knowledge of or provide documentation that reflects existing business processes.
4. Customer will complete Workday training prior to beginning the Architect Stage.
5. Any overall timeline changes including Critical Project Milestone will be incorporated into the revised project plan.

5.11 ARCHITECT STAGE

1. Prime Contractor will deploy a single set of Workday's delivered business processes definitions across the organization.
2. Customer agrees to utilize Workday's delivered business processes across the enterprise with only limited changes to the listed modifiable business processes noted in scope set forth in Attachment 1: Project Scope until after post-production support has completed. Limited changes are defined only as removing process steps, adding approval or review steps (limited to 3 per modifiable business process), adding To Do steps (limited to 5 total), low complexity condition rules (defined as three or less lines of logic), or changing approvers or removing initiating security groups. Limited changes do not include creating rule-based business process definitions (alternate workflows), calculated fields, custom notifications, changing security (other than what is defined above), adding additional process action steps, or complex conditional rules necessary to meet Customer's unique requirements. Customer may acquire additional Services to make such changes or may make such changes themselves in post-production.
3. Prime Contractor to provide knowledge transfer associated with project functionality scope set forth in Attachment 1: Project Scope.
4. Prime Contractor will deploy all employee and manager self-service business processes related to the configuration scope depicted in this SOW.
5. Customer will provide the necessary technical specifications for all Prime Contractor configured or custom integrations defined in scope sections.
6. Prime Contractor will ensure that knowledge transfer of the Workday Service will occur during the configuration review workshop, detailed discussions and other reviews as identified by the project team.

5.12 CONFIGURE AND PROTOTYPE

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1 | Prototype configuration activities will primarily be completed off site by the Prime Contractor team members.

2 | Customer business analysts will complete configuration tests before confirming “go ahead” recommendation for moving into Test stage.

3 | All outstanding items from the build are documented as part of the issues log, which will be maintained through the completion of the project.

4 | The Test stage cannot be entered without the completion and approval of the Configuration Prototype Review and the Integration Design Review by Delivery Assurance.

5 | Prime Contractor will provide Customer with Data Gathering Workbooks with appropriate descriptions for data conversion.

6 | Customer will ensure all data provided to Prime Contractor is clean, valid and duplicate values have been removed.

7 | Customer will populate the supplied deployment Data Gathering Workbooks in the prescribed format.

8 | Once the data is loaded, Customer will verify the accuracy of the data and provide corrected data.

9 | Failure by the Customer to complete a successful data load after two attempts may result in a change order to continue the process and may impact the Move-to-Production date, if each such failure is attributable to Customer’s actions.

10 | Prime Contractor will lead all design/development efforts for configured integrations and, if applicable, custom integrations assigned to Prime Contractor in the scope section of this SOW.

11 | Prime Contractor will provide functional data mapping expertise and produce field mapping documents for each configured integration.

12 | Prime Contractor will configure and unit test configured integrations planned for deployment.

13 | Where changes are required for Customer’s integration FINs First or internal system, Customer will provide its own experienced resources and Customer will be responsible for making such changes.

14 | Customer verifies the accuracy of the data and provides corrected data to so that integration testing may be completed prior to Move-to-Production.

15 | Customer will make available appropriate Customer technical and functional resources to assist with discovery, data mapping, data validation, testing, and end to end activities with each supported interface.

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16 | Customer will lead the coordination with any external Customer vendors and, if applicable, Customer consultants to ensure timely response in working with ERPA consultants.

5.13 TEST STAGE

1 | Customer is responsible for the development of the Test Plan and test scenarios and cases. Prime Contractor will provide standard test scenarios to be used as a foundation; however, Customer will need to create detailed test scenarios/cases based on its user requirements and system configuration.

2 | Customer is responsible for completing hands-on testing activities as noted throughout this document.

3 | Prime Contractor will ensure knowledge transfer to Customer for the Workday Service will occur during End to End testing.

Prime Contractor will provide an assigned Test Manager to the project.

Testing Support	
Planning Support	Testing SPARK Session
	Test Plan Development
	Test Strategy Workshops
	Testing Tools Review & Management
Testing Cycle Support	Test Cycle Prep Sessions
	Test Scenario Advisory Support
	Testing Readiness Sessions
	Test Cycle Kickoff Sessions
Test Scenario Support	Validation-Based Test Scenario Mapping

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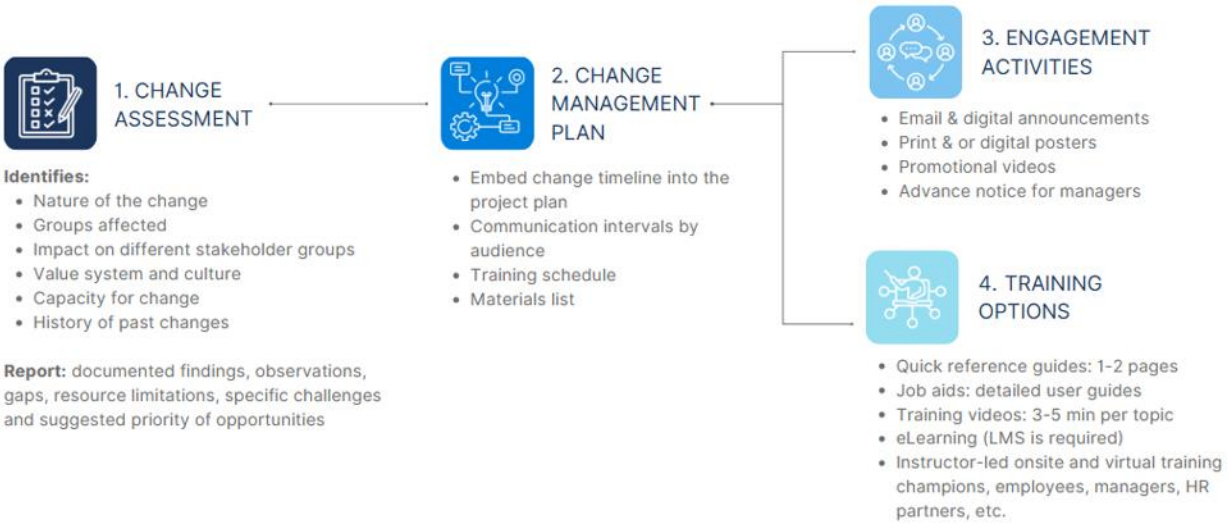
Attachment 6 – Organizational Change Management (OCM)

OPTIMA Organizational Change Management (OCM) services are delivered through a client-enabled model that provides the Customer with structured guidance and practical tools while allowing the institution/organization to lead day-to-day communications and training activities. We begin by conducting targeted discovery sessions to assess stakeholder groups, identify change impacts and potential risks, and understand existing communication channels that can support the transition to Workday. Based on this assessment, our team develops a comprehensive OCM plan, including a change impact tracker, learning objectives, communications plan, and training plan, and provides ongoing Customer sustain alignment and readiness throughout the deployment.