

**COACHELLA VALLEY WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT**

This **Professional Services Agreement** ("Agreement") is entered into this 31st day of July, 2024 by and between **Coachella Valley Water District**, a public agency ("CVWD") and **Axiom U.S. Professional Services, LLC**, a Limited Liability Company ("Strada"). CVWD and Strada may be collectively referred to as the "Parties" and individually as a "Party."

RECITALS

A. CVWD is a public agency of the State of California and is in need of professional services for Enterprise Resource Planning/Utility Billing Procurement and Selection Services.

B. CVWD issued a Request for Proposals ("RFP") seeking proposals from qualified consultants to provide the required professional services, a copy of which is incorporated herein by reference.

C. Strada submitted a proposal in response to the RFP and CVWD selected Strada to provide the required professional services.

D. Strada is duly registered in the State of California and has the necessary qualifications to provide such services.

E. The Parties desire to enter into this Agreement for the purpose of setting forth the terms and conditions upon which Strada shall render certain services to CVWD.

NOW, THEREFORE, the Parties hereto hereby agree as follows:

ARTICLE 1

Scope of Services to be Performed and Term

1.1 Scope of Services to be Performed. The scope of services to be provided by Strada is set forth on Exhibit "A" attached hereto and by this reference incorporated herein ("Services"). Strada warrants that it will perform the Services as set forth herein in a competent, professional and satisfactory manner.

1.2 Term of Agreement. The term of this Agreement shall be from the date the Agreement is fully signed to June 30, 2027, unless earlier terminated as provided herein. CVWD shall have the unilateral option, at its sole discretion, to renew this Agreement and negotiate a revised price, if any, for no more than (2) additional one-year terms. If the parties are unable to reach an agreement, CVWD, at its sole discretion, will not move forward with the renewal option and shall re-bid the work.

(a) Strada shall complete the Services within the term of this Agreement, and in accordance with the schedule set forth on Exhibit "A."

(b) Strada shall commence work immediately upon receipt of a notice to proceed from CVWD. CVWD will have no obligation to pay for any services rendered by Strada in advance of receipt of the notice to proceed, and Strada acknowledges that any such services are at Strada's own risk. Strada shall confer as requested with CVWD representatives to review

progress of work elements, adherence to work schedule, coordination of work, scheduling of review and resolution of problems which may develop.

(c) Amendments. CVWD, may, from time to time, make changes or authorize certain work set forth in the Scope of Services, including but not limited to, issuance of additional instructions, require additional work, or direct omissions of work previously ordered by issuing an Amendment to Strada ("Amendment") and the provisions of this Agreement shall apply to all such Amendments. The Amendment shall be in such form and content as set forth on Exhibit "D" attached hereto and by this reference incorporated herein. Strada shall not perform and CVWD shall not be liable for any services performed by Strada unless written authorization from CVWD is given to Strada prior to the performance of such work. The cost of such Amendments which may or may not add to or reduce the work called for hereunder and any extension of completion date that might be required thereby, shall be mutually agreed upon in writing by CVWD and Strada before commencement of the work called for by such Amendment.

1.3 Contract Documents. The following documents are incorporated into and made part of this Agreement by this reference:

Scope and Schedule of Services (Exhibit "A")
Strada's Cost Proposal (Exhibit "B")
Insurance Requirements (Exhibit "C")
Amendments issued in accordance with the Contract Documents (Exhibit "D")

In the event of a conflict among Contract Documents, the following order of precedence shall control:

- Agreement Terms and Conditions
- Scope and Schedule of Services (Exhibit "A")
- Strada's Cost Proposal ("Exhibit "B")
- Insurance Requirements (Exhibit "C")

To the extent any Contract Documents are amended and conflict with the original terms, the amended Contract Documentation shall supersede the original or previous terms.

In the event of an ambiguity or inconsistency in the Contract Documents, Strada's proposal response and the RFP may be referred to in that order solely to clarify such ambiguity or inconsistency but not to add any requirements.

1.4 Permits, Licenses, Fees and Other Charges. Strada shall, in accordance with applicable laws and ordinances, obtain at his/her/its expense all permits and licenses necessary to accomplish the Services, with the exception of the Workday license which is CVWD's responsibility. Failure to maintain a required license or permit may result in immediate termination of this Agreement.

(a) Qualifications. Strada represents and warrants to CVWD that it has the qualifications, experience, licenses, and facilities necessary to properly perform the Scope of Services in a competent and professional manner.

1.5 Standard of Care. Strada's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

ARTICLE 2

Payment for Services Rendered/Reimbursement

2.1 Payment for Services Rendered. CVWD shall compensate Strada for the services performed pursuant to this Agreement in the amount set forth on the schedule attached hereto as Exhibit "B" and by this reference incorporated herein. In no event shall the total amount paid for services rendered by Strada under this Agreement exceed the sum of **\$4,303,806** without a written amendment.

2.2 Billing Procedure.

(a) If applicable to this Agreement, Strada shall, on a monthly basis, submit to CVWD, accurate, detailed and complete statements for services ("Invoices") actually performed during the previous month. The Invoices shall specify the percentage of completion (as of the end of the preceding month) of the work and compensation due Strada. The Invoices shall be supported by such data substantiating the Strada's right to payment as CVWD may require.

(b) Payment shall not constitute acceptance of any work completed by Strada.

(c) The making of final payment shall not constitute a waiver of any claims by CVWD for any reason whatsoever.

2.3 Payment. CVWD shall make payment to Strada within thirty (30) days of receipt of any undisputed portion of an invoice or the resolution of any billing dispute. CVWD may withhold a portion of an application for payment because of failure of Strada to correct Deliverables at its expense which do not meet material specifications and which, upon delivery, CVWD provides written notice of non-compliance. CVWD will release any withheld funds upon Strada satisfactorily remedying the issue that resulted in the withholding. CVWD will provide prompt notice to Strada in the event of budget constraints that may affect the project.

ARTICLE 3

Accounting, Inspection and Audit

3.1 Records. Strada shall keep and shall preserve for four (4) years after final completion of the project, accurate and detailed records of all ledgers, books of account, invoices, vouchers, cancelled checks, and other documents or records evidencing or relating to the work, services and disbursements charged to CVWD under this Agreement (collectively, "Books and Records"). Any and all Books and Records must be maintained in accordance with generally accepted accounting principles and must be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Strada under this Agreement. During such four (4) year period, Strada shall give CVWD and its agents, during normal business hours, access to such Books and Records, with five (5) day prior notice to Strada. CVWD and its agents shall have the right to make copies of any of the said Books and Records. Any such audit or inspection

will not unduly interfere with or delay Strada's work or cause Strada to incur any additional contract costs.

3.2 Custody. Where CVWD has reason to believe that any of the Books and Records required to be maintained by this Article may be lost or discarded due to dissolution or termination of Strada's business, CVWD may, by written request, require that custody of such Books and Records be given to a person or entity mutually agreed upon and such Books and Records thereafter shall be maintained by such person or entity at Strada's expense. Access to the Books and Records shall be granted to CVWD and its Representatives.

ARTICLE 4

Termination

4.1 Termination for Convenience. CVWD may terminate the Agreement, in whole or in part, without cause, upon thirty (30) days written notice to Strada. Upon receipt of the termination notice, Strada shall promptly discontinue services unless the notice directs to the contrary. In the event CVWD renders such written notice to Strada, Strada shall be entitled to compensation for all services properly rendered prior to the effective date of the notice and all further services set forth in the notice. CVWD shall be entitled to reimbursement for any compensation paid in excess of services rendered, and shall be entitled to withhold compensation for defective work pursuant to a disputed invoice. Strada acknowledges CVWD's right to terminate this Agreement as provided in this Article, and hereby waives any and all claims for consequential damages that might arise from CVWD's termination of this Agreement. Strada shall deliver to CVWD and transfer title (if necessary) to all completed work, and work in progress including drafts, documents, plans, forms, maps, products, graphics, computer programs and reports. CVWD shall also provide Strada with an equitable adjustment for all costs incurred in support of Services or Deliverables performed but not fully completed or submitted to CVWD for review. CVWD shall not be liable for any costs other than the charges or portions thereof which are specified herein. Strada shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

4.2 Termination for Cause. CVWD may terminate the Agreement for material default. In the event of a notice of material default, Strada will have thirty (30) days to cure the default or other time period as otherwise agreed between the Parties, prior to CVWD terminating the Agreement, subject to the terms and conditions in Article 4.3. Strada may terminate the Agreement for material default upon thirty (30) days written notice to CVWD (including but not limited to uncured payment default).

ARTICLE 5

California Labor Code Provisions

5.1 Prevailing Wage Laws. Strada is aware of the requirements of California Labor Code sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Strada agrees to fully comply with such Prevailing Wage Laws.

Strada shall defend, indemnify and hold CVWD, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Strada and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Section 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

5.2 Registration. If the Services are being performed as part of an applicable “public works” or “maintenance” project, in addition to the foregoing, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Strada and all subconsultants must be registered with the Department of Industrial Relations (“DIR”). Strada shall maintain registration for the duration of the project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

5.3 Compliance Monitoring and Stop Orders. This Agreement may also be subject to compliance monitoring and enforcement by the DIR. It shall be Strada’s sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the DIR against Strada or any subconsultant that affect Strada’s performance of Services, including any delay, shall be Strada’s sole responsibility, unless they are unfounded or it is objectively determined Strada has met all required timeframes and DIR is the sole cause of the delay in which case the delay will be considered a third party delay under “Excused Performance.” Any delay arising out of or resulting from such stop orders shall not be compensable by CVWD. Strada shall defend, indemnify and hold CVWD, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the DIR against Strada or any subconsultant.

5.4 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of section 3700 of the California Labor Code which require every employer to be insured against liability for Worker’s Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

ARTICLE 6

Project Management

6.1 Representative of Strada. Steven Porter, (“Strada’s Representative”) is hereby designated as the principal and representative of Strada authorized to act on its behalf with respect to the work and services specified herein and to make all decisions in connection herewith. Strada shall not substitute Strada’s Representative without first notifying CVWD in writing of Strada’s intent. CVWD shall have the right to review the qualifications of said substitute. If CVWD determines said substitute Strada’s Representative is unacceptable, Strada shall submit alternate candidates until CVWD determines that substitute Strada’s Representative is acceptable.

6.2 Representative of CVWD. Karla Romero, is hereby designated as the representative of CVWD and except as otherwise provided herein authorized to act on its behalf with respect to the work and services specified herein and make all decisions in connection therewith.

ARTICLE 7

Work Product

7.1 Ownership. CVWD and Strada agree that the Services being performed hereunder constitute a "work-for-hire" and any Work Product specifically developed for CVWD and any and all related copyrights, trademarks, patents, trade secrets, Confidential Information, and any other proprietary rights are the property of CVWD. Except to the extent otherwise provided in this Agreement, Strada does not have any right, ownership, or title in the Work Product or any related copyrights, trademarks, patents, trade secrets, Confidential Information, or any other proprietary rights.

7.2 Assignment of Rights. Strada specifically agrees that all copyrights and other proprietary rights in computer programs, files, documentation, reports, notes, and related materials that are paid for by CVWD or developed by Strada in connection with this Agreement are owned by CVWD and Strada assigns to CVWD all right, title, and interest in the copyrights and other proprietary rights.

7.3 Strada's Proprietary Software Programs (On-Premises or Software as a Service). Notwithstanding the provisions of this Article 7, it is understood and agreed that Strada may use its proprietary intellectual property in providing the Services. If Strada uses any of its proprietary intellectual property and so notifies CVWD in advance, CVWD shall not acquire copyrights, trademarks, patents, trade secrets, Confidential Information, or any proprietary rights to such intellectual property by virtue of this Agreement.

ARTICLE 8

Insurance

8.1 Insurance. Strada agrees to procure and maintain, at Strada's expense all insurance specified in Exhibit "C" attached hereto and by this reference incorporated herein. Strada shall require all subconsultants to carry the same policies and limits of insurance that the Strada is required to maintain pursuant to this Article, unless otherwise approved in writing by CVWD. Strada shall require all subconsultants to maintain insurance as appropriate to the services performed by the subcontract and shall furnish separate certificates for each subconsultant.

8.2 Failure to Provide Insurance. If Strada fails or refuses to procure or to maintain the insurance as required by this Agreement or fails or refuses to furnish CVWD with required proof that the insurance has been procured and is in force and paid for, CVWD shall have the right, at CVWD's election and upon ten (10) days' notice to Strada, to terminate this Agreement or procure and maintain such insurance. The premiums paid by CVWD shall be treated as an amount due from Strada with interest at the rate of ten percent (10%), to be paid on the first (1st) day of the month following the date on which the premiums were paid. CVWD shall have the right to offset any amounts CVWD pays hereunder with amounts due Strada for services rendered pursuant to this Agreement. CVWD shall give prompt notice of the payment of such premiums,

stating the amounts paid and the names of the insurer or insurers, and interest shall run from the date of the notice.

ARTICLE 9

Indemnification

9.1 Strada's Duty to Indemnify. To the fullest extent permitted by law and except to the extent arising out of CVWD's negligent or willful misconduct, Strada shall defend indemnify and hold CVWD, its officials, officers, employees, volunteers, and agents free and harmless from any and all third party claims, demands, causes of action, costs, expenses, liability, loss, damage, or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of breach of contract or negligence of Strada, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Strada's Services, the Project or this Agreement, subject to a \$12,500,000 US dollars limitation of liability, with exception for IP infringement, willful, fraudulent, or criminal misconduct,. Strada's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Strada, CVWD, its officials, officers, employees, agents, or volunteers. To the extent permitted by law, in no event shall either Party be liable for indirect and consequential damages.

If Strada's obligation to defend, indemnify, and/or hold harmless arises out of Strada's performance as a "design professional" (as that term is defined under Civil Code Section 2782.8), then, and only to the extent required by Civil Code Section 2782.8, which is fully incorporated herein, Strada's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Strada, and, upon Strada obtaining a final adjudication by a court of competent jurisdiction, Strada's liability for such claim, including the cost to defend, shall not exceed the Strada's proportionate percentage of fault.

Strada's obligation to fully defend and indemnify CVWD, its Board, members of the Board, employees, and authorized volunteers shall extend to any and all liability incurred by CVWD based on an allegation that Strada has been misclassified as an independent contractor or failed to pay any or all necessary state or federal taxes.

To the fullest extent permitted by law, CVWD shall indemnify Strada for claims caused by its negligence, gross negligence, or intentional conduct of its employees or agents. Strada agrees to indemnify CVWD third party injury, death, or property damage claims caused by, related to, or arising from any act or failure to act by Strada or its employees.

ARTICLE 10

General Provisions

10.1 Notices. All notices permitted or required under this Contract shall be given at the following address, or at such other address as the parties may provide in writing for this purpose:

Coachella Valley Water District:

**Axiom U.S. Professional Services,
LLC:**

P.O. Box 1058
Coachella, CA 92236
Attn: J.M. Barrett, General Manager

8400 NW 36th St
Doral, FL 33166
Attn: Legal Dept., copy
StradaClientContracting@alight.com

The parties may designate, in writing, other individuals to whom notice is to be given. Notices shall be deemed to be received upon personal delivery to the addresses above; if sent by overnight delivery, upon delivery as shown by delivery service records; if sent by facsimile, upon receipt as confirmed by the sending facsimile equipment; if by United States Postal Service, five days after deposit in the mail.

10.2 Notification. In the event of a problem or potential problem that could impact the quality or quantity of Services or the level of performance under this Agreement, the Strada shall, within one (1) business day of actual knowledge of the problem or potential problem, notify CVWD in writing and by telephone. Client shall provide Alight with reasonable advance notice of any known event or circumstance that may materially impact the Services

10.3 Separate Contracts. Strada understands that this is not an exclusive Agreement and that CVWD shall have the right to negotiate with and enter into separate contracts with others providing the same or similar services as those provided by Strada as CVWD desires.

10.4 Compliance with Applicable Laws. Strada shall, in the performance of this Agreement, comply with all federal, state and local laws and regulations and orders issued under any applicable law to Strada's business, operations and employment of its personnel.

10.5 Disputes. If any disputes should arise between the Parties concerning the work to be done under this Agreement, the payments to be made, or the manner of accomplishment of the work, Strada shall nevertheless proceed to perform the work as directed by CVWD pending settlement of the dispute.

10.6 Setoffs and Counterclaims. All claims for moneys due or to become due to Strada shall be subject to deduction by CVWD for any non-disputed setoff or counterclaim arising out of this or any other of CVWD's agreements with Strada.

10.7 No Waiver. The fact that CVWD has made payment under this Agreement shall not be interpreted so as to imply CVWD has inspected, approved or accepted the work which has been performed by Strada. No delay or omission in the exercise of any right or remedy by the non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. A Party's consent to or approval of any act by the other Party requiring the Party's consent or approval shall not be deemed to waive or render unnecessary the other Party's consent to or approval of any subsequent act. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of the Agreement.

10.8 Assignment and Subcontractors. Strada shall not assign or subcontract any portion of the work to be performed under this Agreement or any of the rights or obligations under this Agreement, without the prior written consent of CVWD, which consent may be withheld in CVWD's sole and absolute discretion. Any attempted assignment in violation of the provisions of this paragraph shall be void; provided that Strada may, without obtaining such consent, assign this Agreement (as applicable) to any affiliate or to any third party entity in connection with any sale or other

transfer or all or substantially all of the business or assets of such Party. Subject to the foregoing, this Agreement shall be binding upon the heirs, administrators, successors and assigns of CVWD and Strada.

10.9 Independent Contractor. The Strada shall act as an independent contractor in the performance of the services provided for in this Agreement and shall furnish such services in Strada's own manner and method and in no respect shall Strada be considered an agent or employee of CVWD, maintaining complete control over all men and operations. No provisions of this Agreement shall be intended to create a partnership or joint venture between Strada and CVWD and neither Party shall have the power to bind or obligate the other Party, except as expressly set forth in this Agreement. This provision shall apply even if Contractor co-locates at CVWD offices for purposes of this Agreement.

10.10 Non-Liability of CVWD Officials and Employees. No official or employee of CVWD shall be personally liable to the Strada in the event of any default or breach by CVWD or for any amount which may become due to the Strada or for any breach of the terms of this Agreement.

10.11 Conflict of Interest. The Strada warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

10.12 Confidential Information.

For purposes hereof, "**Confidential Information**" means all information, irrespective of the form thereof, disclosed by or on behalf of either Party (as applicable, the "**Disclosing Party**") to the other Party (as applicable, the "**Receiving Party**") or its Representatives (employees, subcontractors, suppliers, directors, officers, independent contractors, vendors, affiliates) in with the subject matter hereof that is marked confidential or which otherwise would be understood by a reasonable person in the position of the Receiving Party to be confidential in nature. Confidential Information shall be used to perform the parties' obligations or exercise its rights hereunder. Confidential Information shall not be shared with unrelated third parties except such Parties Representatives who have a need to know and are under substantially similar confidentiality obligations as those contained herein. The Receiving Party shall be responsible for any use or disclosure of the Disclosing Party's Confidential Information by any of its Representatives (in their capacity as such) to the extent such use or disclosure, if by the Receiving Party, would not be permitted hereunder.

All information gained or Work Product produced by Strada in the performance of this Agreement will be considered confidential, unless such information is in the public domain. Strada shall not release or disclose any such information or Work Product to persons or entities other than CVWD without the prior written consent of the General Manager of CVWD, except as otherwise required by law. Strada shall promptly notify CVWD should Strada or its Representatives be served summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, requests for admissions or other discovery request or court order from any third party regarding this Agreement and the services performed under this Agreement.

Compelled Disclosure. A disclosure by CVWD of Confidential Information of the Strada to the extent required by Open Records Law shall not be considered a breach of this Agreement, provided that CVWD if so compelled makes a good faith effort to promptly provide the Strada with prior notice of such compelled disclosure (to the extent legally required under the California Public Records Act) and provide reasonable cooperation to prevent disclosure while the Strada wishes to contest the disclosure on the basis that such disclosure would compromise its Trade Secrets under an exception to the California Public Records Act.

10.13 Amendment. This Agreement may not be amended except by a subsequent writing which is signed by the Parties.

10.14 Client Direction and Cooperation.

a) Strada may receive directions from CVWD that may be relied upon in providing the Services (e.g., interpretations of laws, policies, procedures and plans). If Strada reasonably requests any such direction, CVWD shall use reasonable efforts to provide such direction in a timely manner.

b) Strada shall cooperate in the performance of work with CVWD and all other agents. To the extent that other agents includes CVWD's other third parties, if Strada and any CVWD third parties have been given conflicting direction by CVWD, CVWD shall promptly resolve such conflicting direction upon Strada providing notice to CVWD of such conflicting direction. Strada shall not be responsible for any delays to the extent such delays are caused by CVWD's failure to promptly resolve such conflicting direction after receiving notice from Strada of such conflicting direction. Strada shall not have any liability for the acts or omissions of CVWD's third parties.

10.15 Incorporation of Recitals. The Recitals and section titles set forth herein are incorporated herein and are an operative part of this Agreement.

10.16 Governing Law, Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. The Parties agree that any action or proceeding to enforce or relating to this Agreement shall be brought exclusively in the federal located in Riverside County, California, and the Parties hereto consent to the exercise of personal jurisdiction over them by any such courts for purposes of any such action or proceeding

10.17 Attorneys' Fees and Costs. If any action in law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, each Party shall pay its own attorneys' fees.

10.18 Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be void, invalid or unenforceable, then the Parties agree that such invalidity or unenforceability shall have no effect whatsoever on the balance of this Agreement.

10.19 Counterparts. This Agreement may be signed and delivered in any number of counterparts, each of which, when signed and delivered, shall be an original, but all of which shall together constitute one and the same Agreement.

10.20 Entire Agreement. This Agreement contains the entire agreement between the Parties with respect to the subject matter of this Agreement and any agreement or representation with respect to the same or the obligations of either Party with respect to the same which is not expressly provided in this Agreement or in a written document which is signed by the Party to be charged, shall be null and void.

10.21 Timelines. Each Party in good faith will collaborate to meet project timelines.

10.22 Authority to Execute. Each Party represents and warrants to the other Party that all necessary action has been taken by such Party to authorize the undersigned to execute this Agreement and to bind it to the performance of its obligations hereunder.

10.23 Binding on Successors. All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the Parties hereto, shall be binding upon and inure to the benefit of such Party, its successors and assigns.

10.24 Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification obligations, shall survive any such expiration or termination.

10.25 Third Party Rights. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than CVWD and the Strada.

10.26 Force Majeure; Excused Performance. Notwithstanding anything to the contrary herein, neither Party shall be liable for, nor be deemed to be in breach hereof as a result of, any failure to comply with its obligations hereunder (except for any of Client's payment obligations hereunder) to the extent attributable to any act of God, flood, fire, earthquake, hurricane, act of war or other hostility, act of terrorism, governmental action or inaction, civil unrest, national emergency, epidemic (including COVID-19), strike or other labor dispute, act or omission by a third party or a third party product or service, power, telecommunication or other service outage or any other cause or circumstance beyond the reasonable control of such Party; provided that nothing in this Section shall limit or otherwise affect Alight's obligation to execute its business continuity and disaster recovery program. The affected Party shall give the other Party prompt notice of any such event and use commercially reasonable efforts to end and minimize the effects thereof. In addition, notwithstanding anything to the contrary herein, Alight shall not be liable for, nor be deemed to be in breach hereof as a result of, any failure to comply with its obligations hereunder or any other act or omission attributable to (a) any failure by Client to comply with its obligations or perform its assigned tasks hereunder, (b) Alight's reliance upon any Client direction or any information provided or otherwise made available to Alight by or on behalf of Client or any Service User in performing the Services or (c) any act or omission of any Client vendor or other Representative (other than Alight). The Parties shall use commercially reasonable efforts to mitigate the effects of any of the foregoing circumstances.

[SIGNATURES ON FOLLOWING PAGE]

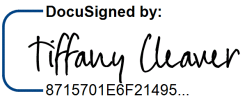
PROFESSIONAL SERVICES AGREEMENT
SIGNATURE PAGE

IN WITNESS WHEREOF, the Parties have hereunto set their hands on the first day date above written.

COACHELLA VALLEY WATER
DISTRICT

AXIOM U.S. PROFESSIONAL
SERVICES, LLC

By: _____

By: 
8715701E6F21495...
(Authorized Representative of Strada)

Printed
Name: _____

Printed Name: Tiffany Cleaver

Title: _____

Title: Sr. VP, Global workday Leader

Dated: _____

Dated: 8/1/2024 | 7:54 AM CDT

PROFESSIONAL SERVICES AGREEMENT

EXHIBIT LIST

EXHIBIT "A" SCOPE AND SCHEDULE OF SERVICES

EXHIBIT "B" STRADA'S COST PROPOSAL

EXHIBIT "C" INSURANCE REQUIREMENTS

EXHIBIT "D" AMENDMENT

EXHIBIT "A"
TO
PROFESSIONAL SERVICES AGREEMENT
SCOPE AND SCHEDULE OF SERVICES

Exhibit A- Attachment No. 1

I. PROJECT OVERVIEW / BACKGROUND

This Statement of Work describes the Services related to the configuration, testing and deployment of the Workday solution as described herein (the “Workday Solution” or “Workday”) and the Client Tenant for Client. Strada is not responsible for any services, tasks or functions not identified as an Strada responsibility herein; Client or its third-party providers and vendors shall retain responsibility for all services, tasks or functions identified as a Client responsibility herein. Strada may utilize deployment automation tools in the performance of the Services.

The Workday Solution, module-level feature, and functionality of the Client Tenant to be configured, tested and deployed by Strada includes the following:

Phase 1: Sprypoint

- Sprypoint Implementation (See Attachment No. 1 – Program Management Overview for further details)

Phase 2: Workday HCM, Payroll and Financials

- Foundation Data Model
- Core HCM
 - Benefits
 - Absence
- Payroll
- Time Tracking
- Learning
- Talent Optimization (Talent + Succession)
- Recruiting
- Financial Accounting
 - Banking and Settlements
 - Customer Accounts
 - Supplier Accounts
 - Budgets
 - Business Assets
- Procurement
- Projects
- Grants
- Inventory
- Expense
- Prism

Phase 3: Workday Financial Planning

- Workday Planning (Formerly Adaptive)

In addition, Client has selected the following services to be provided with Phase 3:

- Pre Deployment Readiness
- Testing With Automation
- Integration Testing
- Change Management
- HCM and FINS Reporting

II. PROJECT DEPLOYMENT APPROACH

Strada’s Workday deployment methodology consists of the following stages: Plan, Architect & Configure, Test and Deploy. The specific tasks and deliverables to be completed within each of these stages are detailed in the Project Responsibilities section located in the Appendix. Strada’s deployment methodology assumes the use of Strada specific tools, templates, and best practices. The schedule and fees are dependent upon the use of Strada’s tools and methodology.

III. TIMELINE

The detailed project plan shall be developed and finalized during the Plan stage based on the timeline below.

The Strada proposal timeline is based on a multi phased implementation approach for CVWD in conjunction with Sprypoint. The Sprypoint implementation will begin the first phase of the project, followed by Phase 2 which is the implementation of Workday HCM, Payroll and Financials. Phase 3 will conclude the project with Workday Financial Planning.

The detailed project plan shall be developed and finalized during the Plan stage based on the timeline below:

Phase 1: Sprypoint

Phase 1 begins the Sprypoint Implementation and requires a 113-week project timeline to complete. The timeline assumes a Plan start date of October 7, 2024 and a Live Date of December 3, 2026 followed by 16 weeks of Stabilization Support.

	Analyze	Configure	Testing	Deploy	Operate	Total
Estimated Weeks	13	49	34	1	16	113
Start Date	October 7, 2024	January 6, 2025	December 15, 2025	August 10, 2026	August 17, 2026	October 7, 2024
End Date	January 4, 2025	December 12, 2025	August 7, 2026	August 15, 2026	December 3, 2026	December 3, 2026

Phase 2: Workday HCM, Payroll and Financials

Phase 2 begins your Workday HCM, Payroll and FINS implementation and requires a 102 - week project timeline to complete. The timeline assumes a start date of October 7, 2024 with a Live Date June 26, 2026 followed by an 12-week stabilization and support stage. It also assumes that

formal a project kick-off will take place on the week of January 27, 2026 marking the start of the Architect stage. The Plan phase is preceded by a six-week Readiness period.

	Readiness	Planning	Architect & Configure	Testing	Deploy	Post Deployment	Total
Estimated Weeks	10	6	46	24	4	12	102
Start Date	10/07/2024	12/16/2024	01/27/2025	12/15/2025	06/01/2026	06/29/2026	10/07/2024
End Date	12/13/2024	01/24/2025	12/12/2025	05/29/2026	06/26/2026	09/18/2026	09/18/2026

Phase 3: Workday Financial Planning

Phase 3 begins your Workday Financial Planning implementation and requires a 28 - week project timeline to complete this Statement of Work. The timeline assumes a start date of June 22, 2026 with a Live Date on December 4, 2026 followed by a 4 week stabilization and support stage. It also assumes that formal a project kick-off will take place on the week of June29, 2026 marking the start of the Architect stage.

	Planning	Architect and Configure	Testing	Deploy	Post Deployment	Total
Estimated Weeks	1	18	4	1	4	28
Start Date	June 22, 2026	June 29, 2026	November 2, 2026	November 30, 2026	December 7, 2026	June 22, 2026
End Date	June 26, 2026	October 30, 2026	November 27, 2026	December 4, 2026	January 1, 2027	January 1, 2027

The timing and duration of these project timelines are critical components of the estimated professional fees and staffing for this proposal and any modification may result in the need for adjustment in accordance with the Change Order procedure.

Timeline

1. The timing and duration of this project timeline are a critical component of the estimated professional services for this scope of work. If the Start Date is delayed, Client acknowledges that Strada's ability to meet the target Move to Production Date is at risk.
2. Client acknowledges responsibility for identifying appropriate project resources to complete the Workday recommended training path(s) in alignment with the timing and duration of the project. Failure to complete or deferment of training will result in a risk to the project milestones, and critical artifacts.

3. Delays introduced by Client resulting in missed deadline dates for project milestones or critical artifacts will impact Strada's ability to meet the target Move to Production Date. Project milestones include but are not limited to Foundation Alignment, Customer Confirmation, and Vendor Workshops.
4. The parties agree to review any replanning or modifications in the scoped effort of Strada resources as a result of timeline or scope impact through the Change Control Process. Strada will work closely with Client to identify the impacts of any delays and will discuss best available options before collaboratively determining next steps.

V. PROJECT ASSUMPTIONS

EMPLOYEE COUNT AND GEOGRAPHY

Client has an employee population of 600. The population may vary slightly over the course of the deployment; however, this population is the basis for scoping, planning, and pricing.

1. Populations stated above reflect the estimated end-user population at the Move to Production Date. This includes but is not limited to full-time employees, part-time employees, contingent workers, agency contractors, independent contractors, temporary employees, seasonal employees, interns, and volunteers.
2. All other locations are considered out of scope.

OVERALL RESPONSIBILITIES

1. Client agrees to utilize Workday's delivered business processes ("BPs") across the enterprise. Business processes noted as modifiable in the assumptions section of this document may be altered to remove steps, reorder steps, or change role assignment where the role exists in the delivered Workday pre-configuration
2. Strada will provide foundation knowledge transfer to core Client project team members responsible for supporting the system in production. This knowledge transfer will be accomplished through the Client team's active participation in project milestones, artifacts, and other related activities.
3. Client will provide appropriate subject matter experts with decision-making authority for the duration of the project. These resources are required to participate in project milestones, artifact completion and other project activities including but not limited to requirement gathering sessions, Foundation Alignment, Customer Confirmation, Vendor Workshops, testing cycles and cutover.
4. Strada will conduct a single set of sessions for all project related activities, meetings, or workshops. Client will own alignment and acceptance from internal stakeholders and global business process owners across all areas.
5. Strada shall have the sole right to utilize its implementation methodologies and other best practices and to supervise and manage its Representatives performing the Services.

PROGRAM STRUCTURE

The implementation services provided by Strada and Sprypoint will each be referred to as a "project" and as such each project shall have a Vendor Project Manager to manage the day to

day of these projects. Both the Strada and Sprypoint Project Manager will report into the Strada Program Executive to support program reporting and program meetings. Strada will service as the overall Project Manager for both projects and will serve as the escalation point for issues arising from both the Workday and Sprypoint implementations. Please refer to Exhibit A – Attachment No. 2 for details in Program Management Overview and Structure.

STRADA AND CLIENT OBLIGATIONS

1. Strada will provide Workday certified resources skilled in all in-scope domains to adequately and successfully fulfill Client needs within this deployment scope.
2. Client will commit the necessary resources and management to perform their obligations outlined in this SOW in a timely manner. Those resources will have appropriate training, subject matter expertise and knowledge of Client needs to perform their project responsibilities.
3. Client resources allocated to the project will receive the necessary Workday training to fulfill their project responsibilities in advance of the Customer Confirmation Sessions. Delays incurred due to resources not taking the relevant training will be the responsibility of the Client.
4. Client will identify their ongoing / administrative support resources at the completion of the Plan stage and validate those resources have received the necessary Workday training prior to the move to Workday production.
5. Both Strada and Client shall use commercially reasonable efforts to maintain the continuity of its project team throughout the term of the SOW. Should Client reasonably determine that an Strada employee be removed from the project, (a) Client will notify Strada and provide specific examples related to the business reason for such removal, (b) Strada will have an opportunity to take appropriate developmental or disciplinary action to prevent a recurrence of the issue based on feedback provided by Client and (c) if employee performance does not improve, Strada will, in good faith, replace the employee with a new team member within a timeframe that prudently enables a timely replacement while allowing Strada to continue to deliver on its commitments set forth in this SOW.

VI. FEES AND INVOICING

Based on the Project Scope, Project Assumptions and Project Timeline identified, Strada estimates professional Fees for this effort are a total fixed fee as indicated in the table below exclusive of travel expenses.

Strada will promptly notify Client at any time during the execution of the Project Scope of this SOW if a requested scope change could result in a change that would follow the Change Order procedure specified in Section VII of this SOW. CVWD may exercise its right to utilize a Zero Dollar Change Order to move hours from one project area to another to cover the hours and costs needed to complete increase or decrease of scope.

Strada will bill Client for its fees using milestone-based invoices triggered by Client's acceptance of the identified project milestone. If the project timeline changes at the request of the Client, the original milestones will be paid according to the original schedule. The table below details the invoicing schedule with all monetary amounts expressed as USD.

Milestones Invoicing Schedule:

Payment	Approx Invoice Date	Amount Due	Acceptance
1	December 13, 2024	\$331,062	Readiness Stage Complete
2	February 7, 2025	\$331,062	Planning Stage Complete
3	March 21, 2025	\$331,062	Functional Discovery Complete
4	April 11, 2025	\$331,062	Integration Requirements Gathered
5	May 30, 2025	\$331,062	Architect Complete
6	November 14, 2025	\$331,062	Unit Testing Complete
7	December 12, 2025	\$331,062	Build Activities Complete/Test Planning Complete
8	March 6, 2026	\$331,062	System Testing Complete
9	June 5, 2026	\$331,062	Parallel Testing Complete
10	June 26, 2026	\$331,062	Project Live Date
11	September 18, 2026	\$331,062	Post-Production Complete
12	December 7, 2026	\$331,062	Project Live Date (Financial Planning)
13	January 1, 2027	\$331,062	Retainage
Total:		\$4,303,806	

Client will reimburse Strada for the reasonable and necessary out-of-pocket travel expenses incurred by Strada in connection with the Services performed under this SOW, including air and surface transportation, lodging, car rental, and meals, in accordance with the Strada's Travel and Expense Policy. All travel to Client locations that may result in such expenses will be pre-approved by Client and reimbursed for actual cost incurred.

Strada will invoice Client monthly for actual expenses incurred (expenses invoice) in the previous calendar month. The customer should budget for approximately 10% of the Fees set out in Table 1 as the estimated out-of-pocket travel expenses unless otherwise agreed upon. Expense invoices will include each Strada resource that had billable expenses for the calendar month, including, resource name and total expenses. Any additional information required for payment must be identified in this Statement of Work.

Financial reporting requests that exceed Strada's standard outputs may be subject to the Change Order procedure.

Client will submit payment for all invoices within 30 days of receipt of the acceptable invoice by Client. Interest at nine percent (9%) per year will accrue on all non-disputed past due amounts from the corresponding due date until payment is received.

Strada will communicate invoices and any supporting documentation via email. Invoices will be sent to the following Client contact:

Name: John Miller

Email: jmiller@cvwd.org

Client PO #

To ensure timely payment, Strada will include on all invoices the Client's Purchase Order #.

Travel Arrangements. Personnel assigned by Strada to perform the services requested by Client will at times be required to travel to Client. The specifics of the travel arrangement are further detailed in this Statement of Work. Personnel assigned by Strada will not be required to be at Client more than four (4) days during the week. Personnel will make no flight connections unless the layover is one and one half (1.5) hours or less. Personnel will make no more than one (1) connection if other options are available.

Client will need to contract with Workday directly for Training and Delivery Assurance services that are required by Workday on every deployment, and which are not part of this Statement of Work. Workday can provide guidance on appropriate training for Client resources participating in the project effort.

VII. CHANGE ORDER PROCEDURE

Notwithstanding the terms of the Agreement, any modified or additional scope of services that are not contained in the Project Scope of this Statement of Work will require a formal Change Order request to be created. Strada will inform customer of Project Scope variations at the end of the Architect stage. The Change Order Request will contain the following information:

- Description of scope change
- Client requestor
- Rationale
- Cost
- Any potential impact to project timeline
- Any constraints/risks
- Importance

The Change Order Request will be submitted to the Client's Procurement and Contracts Manager for review and signature. Once the Change Order has been signed by the Client, the Client will forward the executed Change Order to Strada's Project Manager. Strada shall not perform any new services or incur any new costs prior to the Change Order being executed. Delays past seven days in Client's execution of a Change Order may delay the initial deployment move to production date.

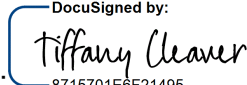
Any Change Order for Fixed Fee project will use the table below for calculation of fees. Strada will deliver the total cost as part of the Change Order request.

Fixed Fee Rate Calculation Table

Role	Rate
Analyst	\$ 70.00
Senior Analyst	\$ 95.00
Project Coordinator	\$140.00
Consultant	\$200.00
Change & Training Consultant	\$200.00
Change Management Lead	\$230.00
Testing Lead	\$240.00
Project Manager	\$240.00
Functional Architect	\$250.00
Program Executive	\$350.00

SIGNATURE

This Statement of Work shall be attached to and incorporated into the Agreement and is subject to all the terms and conditions of the Agreement, except as modified herein.

CVWD	AXIOM U.S. PROFESSIONAL SERVICES, LLC
By: _____	<div>DocuSigned by:  By: 8715701E6F21495...</div>
Name: _____	Tiffany Cleaver Name: _____
Title: _____	Sr. VP, Global workday Leader Title: _____
Signature Date: _____	Signature 8/1/2024 7:54 AM CDT Date: _____

VIII. SCOPE AND ASSUMPTIONS

Appendix

PRE-DEPLOYMENT READINESS

Workday deployments are different than traditional on-premise implementations. Workday has a rapid and iterative deployment methodology, and you need to be prepared. Our readiness services will help you to identify potential gaps and actions that can be addressed now to reduce system deployment risks and to get ahead of project resource planning. Our proposed services include the following key activities:

- Pre-deployment readiness workshops include:
 - Stakeholder Interviews
 - Project readiness
 - Foundational readiness
 - Module readiness
 - Data conversions
 - Integrations
 - Reporting
 - Change Management readiness and strategy
 - Differentiating Use-cases
- Identify foundational items that can be addressed prior to the start of system deployment with a key focus on items such as organizations, staffing model, and job catalog. Introduce key design decisions such as position management approach, manager self-service approach, and system workflow guiding principles.
- Functional workshops for modules in scope that provide an overview of functionality, key features, and design considerations.
- Stakeholder interviews with key PMO leaders and/or business unit leaders will be conducted to identify potential risks to the project, business concerns, etc.
- These workshops allow a jump-start on deployment project planning including defining your project governance model, project timeline, project guiding principles, project resource needs, project team roles and responsibilities, and training needs.

Essential Testing with Automation	
Area	Scope
Workshops and meetings	<ul style="list-style-type: none">• Test Lead Checkpoints• Program Support• Testing Workstream Kickoff• Introductions• Review Timeline/Project Plan• Test Strategy Review (Checkpoint)• Configuration Unit Test (CUT) Scenario presentation (Checkpoint)

	<ul style="list-style-type: none"> • CUT Execution Kick Off and Jira training • Automation Tool Introduction • End to End Test (E2E) Scenario Workshop • E2E Execution Kick off Meeting • Integration Test Approach • Defect review meeting support • Phase Exit Meetings • Client testers will manually test approximately 20% of the E2E testing volume, and for automation to uniquely test approximately 80% of testing scope. The Client will review, evaluate, and approve the automation testing volume to ensure that the system is fit to operate.
Artifacts	<ul style="list-style-type: none"> • Test Strategy • Test Plan • Weekly Program Test Status Report • Project Plan • CUT Scenario Presentation • Baseline CUT Test Scenarios • Jira Training Presentation • Jira Cheat Sheet • E2E Test Scenario Presentation • Workday Touchpoints • E2E Baseline Scenarios from Automation Tool • Integration Test Approach • Integration Tracker/Schedule Template • Example Integration Test Scenarios • Example Integration communication emails • Weekly Testing Metric email during CUT and End to End • Phase exit workbooks (CUT & E2E) • Summary extract of Jira scenarios & bugs
Jira testing tool support	<ul style="list-style-type: none"> • Set up project • Add Jira dashboards

	<ul style="list-style-type: none"> • Add Executive Summary reports • Add users • Load test scenarios • Load conversion defects • Audit Jira
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Integration Automation Testing – Assumes 55 Integrations

Assumptions:

Plan

- Plan with client and vendors.
- Generate initial testing schedule.

Prepare

- Write scenarios, data entry, run INT, communications.

Execute

- Test management with testers and vendors.
- Fit and format (file layout)
- File transmission to the data partner (to a test location)
- Data mapping from Workday value to data partner's value
- Business Rules
- Business Process transactions (hire, rehire, changes, leaves, terms)

Client involvement:

- Review and sign off on scenarios during Planning
- Review and approve testing schedule per INT
- Sign off on testing effort at the end of testing

CHANGE MANAGEMENT SCOPE

Change management scope is based on the following assumptions:

- Strada will retain leading role/execution of change management activities and deliverables as the overall workstream progresses
- Strada will provide access to tools, templates, consulting support throughout the deployment
- Strada will provide project management support for the change management work, including a detailed plan and review schedule and PMO reporting
- Core communication audiences for Strada-led materials includes business-facing Field HR/Finance Professionals, Managers and Employees; focus is on “enterprise” materials; smaller audiences with unique needs and/or tailoring are client-retained (e.g. “targeted”)
- Client will own the distribution of communications, training, and readiness surveys

- Core training audiences for Strada-led materials includes business-facing Field HR/Finance Professionals, Managers and Employees; excludes super users, project team members, Operating Model/Tier 1 support, back-office teams, etc.
- Job Aids provide step-by-step instructions and are single-sided/created in Word/PDF
 - HCM-specific job aids are two-to-three pages in length
 - Financials-specific job aids are four-to-six pages in length.
- Training/microlearning video is a short (1-3 minutes in length) recording of the system that provides tool navigation overviews. It includes supporting text on the screens, with audio, created in Camtasia.
- Concept deck provides an overview of basic Workday concept(s). It includes up to 15 slides (with speakers notes), created in PowerPoint.
- Strada to provide co-facilitation support for train-the-trainer/instructor-led training of up to 40 hours; client to provide co-facilitation support plus retain ownership for coordinating all logistics (e.g., dis/tribute invites, secure rooms, etc.). Presentation style materials are comprised of a PowerPoint deck (one version), up to 20 slides (plus speakers notes).
- Strada will provide a workstream Subject Matter Expert (SME) to review training and communications content for technical accuracy
- Client will provide SMEs review and approve training and communications materials based on a pre-defined development schedule
- All communication and training materials are subject to a three-draft review/approval process (first, second, final) and are provided in American English; any needs for translation of materials are client-retained
- Change Management is dependent upon a tenant to capture screenshots for communications and training materials
- This solution is targeted for the go-live date; to the extent feasible, training materials will be built with a long-term sustainability lens
- Strada will support the development of the Change Network approach, including development of materials (i.e., up to five sets of; monthly 15 page PowerPoint deck with speakers notes, FAQ). The identification of Change Agents and management of the overall network will be client-retained

HCM Reporting

Module	Module Sub-Group	Functionality	Scope Assumption
HCM	Reports	Complete suite of Workday delivered reports for in-scope Functional Areas as supported by the current commercially available Workday release.	In scope

Module	Module Sub-Group	Functionality	Scope Assumption
		<p>Fit Gap Analysis for Legacy Reporting Requirements -</p> <p>Using Client provided key report inventory and report samples, Strada will work with Client to define custom report needs, hours effort estimates, and priority. Strada will identify which Workday delivered reports can be cloned and modified to meet Client's reporting needs, and when a custom report would be required.</p> <p>Output from this assessment will be a ratified report inventory.</p>	Up to 40 hours
		<p>Reporting Pool Hours - Prior to the development of any custom reports, Strada will conduct a requirement gathering workshop(s) for the identified scope. Client will be responsible for completing Strada's report questionnaire as input to requirements gathering workshop. The Business requirements document will serve as the blueprint for the design and build of each report. Strada will develop custom reports based on priority until any remaining reporting pool hours have been used, if applicable. Any remaining custom reports not covered by the reporting pool hours that the Client would like developed can be included as part of the standard change order procedure.</p> <p>HCM custom reporting pool can be utilized for:</p> <ul style="list-style-type: none"> • Knowledge Transfer to assist Client in building custom reports. • Custom Dashboards including Workday delivered reports or custom reports. • Custom business form layouts delivered via Workday Studio Report Designer (BIRT)* <p>*Custom Business Form Layouts delivered via Workday Studio Report Designer.</p>	260 hours

Finance Reporting

Module	Module Sub-Group	Functionality	Scope Assumption
FINS	Reports	Complete suite of Workday delivered reports for in-scope Functional Areas as supported by the current commercially available Workday release.	In scope
		Fit Gap Analysis for Legacy Reporting Requirements - – Strada will lead a reporting workshop to assess the fit/gap between Client's existing report inventory from current legacy system(s) and that of Workday delivered reports/Strada's Point of View (POV) reports. Client will be responsible for providing current state report inventory to facilitate assessment. Output from this assessment will be a ratified report inventory.	Up to 100 hours
		Custom reporting - Prior to the development of any custom reports, Strada will conduct a requirements gathering workshop(s) for the identified scope. Client will be responsible for completing Strada's report questionnaire as input to requirements gathering workshop. The Business requirements document will serve as the blueprint for the design and build of each report. Strada will develop custom reports based on priority until any remaining reporting pool hours have been used, if applicable. Any remaining custom reports not covered by the reporting pool hours that the Client would like developed can be included as part of the standard change order procedure. Custom reporting pool can be utilized for: <ul style="list-style-type: none"> • Knowledge Transfer to assist Client in building custom reports • Custom Reports and/or Worklets • Custom Dashboards including Workday delivered reports 	500 hours
	Dunning Letters		60 hours
	Financial Statements	Standard Scope includes Balance Sheet, P&L/Income Statement, Trial Balance Report .	In Scope

Client reporting resources are strongly encouraged to complete Workday's Report Writer training class prior to the reporting test phase. Strada does not provide Report Writer training. Client will be responsible for the migration of Custom Reports created by the Client team.

The below table is an estimate of report development hours based on complexity to be used as a guideline for Client's reporting scope requirements. Hours are comprehensive per report and include the effort required for the requirements assistance, design, configuration, and testing of each report.

Complexity	Reporting Scope Description
Low	Low complexity report with a single data type per report (Demographic, Benefits, Payroll, etc.)
Medium	Matrix or Advanced Report
High	Report with more than 1 component (transformation, multiple report consolidation, Pre-defined Excel with formulas, PDF output, etc.). All BIRT and Composite reports.

Client reporting resources are strongly encouraged to complete Workday's Report Writer training class prior to the reporting test phase. Strada does not provide Report Writer training. Client will be responsible for the migration of Custom Reports created by the Client team.

The below table is an estimate of report development hours based on complexity to be used as a guideline for Client's reporting scope requirements. Hours are comprehensive per report and include the effort required for the requirements assistance, design, configuration, and testing of each report.

Complexity	Reporting Scope Description
Low	Low complexity report with a single data type per report (Demographic, Benefits, Payroll, etc.)
Medium	Matrix or Advanced Report
High	Report with more than 1 component (transformation, multiple report consolidation, Pre-defined Excel with formulas, PDF output, etc.). All BIRT and Composite reports.

FUNCTIONAL CONFIGURATION PARAMETERS

This appendix identifies the assumptions associated with the deployment approach. These parameters encompass the recommendations on scope volume or exclusion based on the availability of pre-configuration to accelerate deployment for the initial go live.

Column Definitions

The following table clarifies the columns included in this appendix.

Column Name	Column Description
Functional Area	Functionality provided within Workday or scope groupings such as Modifiable Business Processes (Modifiable BPs), Reporting or Data Conversion. This section also captures “Features Not Deployed as Part of this SOW for Initial Go Live”, which does not preclude the customer from deploying it at a later time, it only limits the functionality from the initial go-live to define a manageable scope that can be configured, tested and deployed within the timeline of the deployment.
Feature Definition	Clarification or definition of Functional Areas or Scope Areas
Scope Assumptions	<p>Values</p> <ul style="list-style-type: none"> • In Scope = will be configured for customer where necessary to meet customer's business requirements within reasonable ranges given the SOW employee count and geography • WD Delivered = Workday Delivered functionality or pre-configuration provided on an as-is basis • Up to = a boundary on configuration volume for the functional area to aid in scoping effort for Strada and Client teams <p>Thresholds in the scope assumptions column are considered maximum scope, actual volumes deployed is based on what is provided by Client. Reducing or increasing volumes in the scope assumptions listed below might not always have a direct impact on cost estimates, depending on the amount of foundation configuration required for the entire area of work. (For example, creating an additional salary plan does not take the same amount of time as creating the first one as it can re-use some of the configuration done previously. Similarly, reducing the scope by 1 salary plan will not have a significant impact on the overall effort, as the foundation configuration needs to be done for the remaining plans anyway. However, the number of Absence or Benefit plans, due to their potentially complex nature, is more likely to have a direct impact on the effort and cost. Hence, any change to scope and its potential impact on the project duration and/or budget will need to be assessed on a case-by-case basis). Delivering less than a declared threshold does not amount to a “service credit” to be used elsewhere.</p>

Foundational Parameters

Functional Area	Feature Definition	Scope Assumptions
Organizational Management	Organizations are groups of resources, workers, costs, and other organizations for business process routing, security, analysis, and reporting. Along with roles and hierarchies, organizations are part of the foundation that provides configurable and contextual security within Workday. The way that organizations are configured influences everything from staffing models and role assignments to physical locations and reporting.	In Scope
Address Localization	Workday formats address based on location	In Scope
Staffing Management	Position Management vs Job Management Staffing model	In Scope
Contact Information	Employee's primary and additional Phone, Address, Work, Email Data	In Scope
Personal Information	DOB, Place of Birth, marital Status, Race Ethnicity, Citizenship	In Scope
Payment Elections	Check, direct deposit information	In Scope
Job and Position Assignment	All workers are assigned to a specific position vs Job Management - no defined quantity	WD Delivered

Functional Area	Feature Definition	Scope Assumptions
Supervisory Organization and Hierarchy	Supervisory Organizations group workers into a management hierarchy. Supervisory Organizations can be a business unit, department, group, or project. Jobs, positions, and compensation structures are associated with supervisory organizations and workers are hired into jobs or positions associated with a supervisory organization. Each worker can only be a part of one supervisory organization.	One Supervisory Hierarchy
Locations and Location Hierarchy	Locations where workers work; Hierarchy is a roll up of the locations with the workers and is used for reporting purposes	Up to 500 Locations in One Location Hierarchy
Companies and Company Hierarchies	Reflect Client's legal entities. There should only be one FEIN per company. Hierarchy is a roll up for reporting purposes.	Up to 25 Companies in One Company Hierarchy
Cost Centers and Cost Center Hierarchy	Cost centers are used to group workers by related revenues and expenses. Track financial transactions and HCM transactions with a financial impact, such as hiring or terminations	Up to 500 Cost Center Organizations in One Cost Center Hierarchy
Custom Organizations and Hierarchy	Additional organization used when WD orgs will not capture client's organizational requirements.	Up to 2 Custom Organizations in One Custom Organization Hierarchy
Currencies	Currency rate types enable Client to establish more than one conversion rate for the same currency pair and time period.	In Scope
Pay Groups	A group of workers defined to have their pay calculated and processed together. Workers in a pay group must share the same period schedule.	Up to 5

Functional Area	Feature Definition	Scope Assumptions
Employee Types	A user-defined type that Client assigns to each employee when the employee is hired. Primarily informational only; Client can search or filter employees by their employee type. However, Client can designate a type as Fixed Term Employees, and employees of that type have fixed end dates of employment.	Up to 7
Contingent Workers	Contractor, Consultant, Vendors, etc.	In Scope
Pre-Packaged Business Processes	Standard business process used by most organization for transactional purposes	Business Process Framework for all orgs, manager, and employee self-service
Language Support (Translations)	This covers the translation of client provided data within the available Workday fields	English Only
Delivered Security Model	Assign security at the top level of the hierarchy, then uses WD's inheritance for visibility and support	WD Delivered
Two Factor Authentication	2 step authentication process for sign on	In Scope
Mobile	Mobile functionality for security groups activated for the following functionality: People Directory with search, Organization Chart, Workfeed Inbox, Self-Service tasks, Announcements, Time Entry, Time Off, Pay slips, Expense Reports, Worker Profile, Personal Notes, Performance Reviews, Delivered Dashboards & reports only	WD Delivered
Standard Notification Templates	When Workday uses an email template, it constructs the message from the specified elements in order	WD Delivered notification configuration

Functional Area	Feature Definition	Scope Assumptions
Standard Dashboards & Analytics	Workday delivers dashboards with worklets that are specific to them.	WD Delivered
Reporting	Reports delivered by Workday as part of their reporting library.	Standard Dashboards & Analytics 500+ Delivered Workday Reports
Data Conversion	Ties the employees to all functional area's configuration data	Scope is defined for each respective functional area below
Workday Today	Workday delivered home page including 4 standard cards.	WD Delivered
Workday Assistant	Delivered digital assistant help for end users within Workday.	WD Delivered
Funds	Funds are used to manage how clients consume their grants. Fund worktags identify the sources of funding when associated with spending activities on awards. These worktags are typically Federal, State, and Other.	Up to 150
Custom Worktags		Up to 9 (6 FINS & 3 Time Tracking)

HCM PARAMETERS

Core Human Capital Management (HCM)

Functional Area	Feature Definition	Scope Assumptions
Core HCM	<p>The Core HCM module includes the following features and functions:</p> <ul style="list-style-type: none"> • HCM Basics • Basic Compensation • Set-up, manage, and report on contact information such as address, phone numbers, and email addresses • Set-up and manage compensation guidelines (grade, grade profiles, grade steps), compensation basis, and eligibility rules • Define job families, job profiles, job classifications, management levels, and other job-related setup data 	In Scope
Organizations (Supervisory, Cost Center, Company, Region, Location) and Associated Hierarchies	<p>Supervisory Organizations - group workers into a management hierarchy.</p> <p>Cost Center - used to group workers by related revenues and expenses.</p> <p>Companies - are the primary organization type used by Workday Financials. A company in Workday equates to a single tax ID within Client's enterprise, based on Client's configuration.</p> <p>Region - Customer-specific regions reflect the area of responsibility for a worker instead of work location.</p> <p>Location - represents a work location that will include the physical address as well as additional details such as email and phone number(s).</p>	Up to 1 Hierarchy per organization structure
Establishments	Establishments support compliance with local regulatory reporting by combining a worker's legal entity and location.	In Scope
Employee and Manager Self-Service	<p>ESS – Phone, Address, Work, Email Data, DOB, Place of Birth, marital Status, Race Ethnicity, Citizenship</p> <p>MSS – Hire, Change Job, Compensation Transaction, Termination, and other processes that pertain to their direct reports</p>	In Scope

Functional Area	Feature Definition	Scope Assumptions
Multiple Jobs	An employee with a primary job or position can be assigned to another job or position. The additional job can have a different supervisory organization, compensation rate, pay rate, scheduled hours, location, or job profile. Employees can have a number of additional jobs. Contingent workers can't have additional jobs.	In Scope
Certifications	Client can create certifications that workers can add on their worker profiles. Client can also access these certifications when Client creates or edits: <ul style="list-style-type: none"> • Job profiles. • Job requisitions. • Positions. • Position restrictions. The combination of issuer name and certification must be unique.	In Scope
Job Catalog	Job Families & Job Family Groups - help to organize and group job profiles, as well as allow Client to use these groupings as criteria in condition rules or compensation eligibility rules. Job profiles can be added to a job family, and job families can be added to job family groups. Job Profiles - enable Client to describe general characteristics of a position and identify special skills, training, or other qualifications. A job profile can be assigned to multiple positions or workers.	Up to 20 Job Family Groups Up to 50 Job Families Up to 300 Job Profiles
Position Management Staffing Model	Position management staffing model is used when a single position is created to be filled. To hire, promote, demote, contract or transfer into a position, there must be an approved and available position as of the worker's start date. Positions can open after a job change and can be moved from one supervisory organization to another as part of a job change. A position can be closed if it is no longer needed.	Up to 5000 Positions for Active Workers
Shifts	Captures employees working within a different time during the day. Often used for reporting.	Up to 5

Functional Area	Feature Definition	Scope Assumptions
Delivered Security Groups, Roles	The security group and role links the assignee allows an employee to view or view and modify access.	WD Delivered
Management Types & Management Level Hierarchy	The management level hierarchy allows a customer to define the hierarchy of management levels such as manager, vice president, and so forth. Management levels can be used for reporting or in the creation of condition rules and business process workflow, as well as eligibility rules.	Up to 9 Management Type values in One Hierarchy
Personal Data, Contact Information, ID Information	Employee personal information	In Scope
Emergency Contact Information	Employee Emergency Contact	In Scope
Employee Photos	Pictures within WD	In Scope
Education	A library of schools, degrees, and fields of study can be set up in Workday, and workers and can use these to manage their education record on the worker profile. Educations can also be assigned on the job profile.	In Scope
Job History	Employee's job history in profile	In Scope
Language Tracking	Enables language proficiency level tracking for employees.	Includes delivered languages, ability types and proficiency levels
Skills Cloud (with ISA Opt In)	Enables tracking of employee's skills leveraging skill cloud functionality with over 55k unique skills. Requires signing of Innovation Services agreement with Workday.	Enable Skill Cloud functionality, excludes setting up tenanted skills
Service Dates	Allow the customer to bridge the gaps between dates of employment.	In Scope
Worker Types	Categorization of worker type for legal purposes	In Scope
Job Requisitions	Is a process used to request a hire	In Scope
Basic Compensation Management	Functionality to support Grades, Grade Profile, Compensation Package, Hourly Plan, Salary Plan and Period Salary.	WD Delivered

Functional Area	Feature Definition	Scope Assumptions
Compensation Package	A compensation package is a grouping of compensation guidelines (grades, grade profiles, and their associated steps) and plans that Client can assign to workers as a set. Packages provide a quick view of the eligible plans for a particular job or group of employees.	Up to 1
Delivered Compensation Basis	A compensation basis groups compensation components to define estimated earnings for different employee populations.	WD Delivered
Salary Plan	Salary plans within Workday are assigned to eligible employees. For amount-based and unit-based plans, Client can include or exclude the prorated compensation for employees assigned to a specific plan based on their full-time equivalent hours percentage (FTE %) as a default on the salary plan. Eligibility rules are created to determine which employees are eligible for the plan.	Up to 1
Hourly Plan	Hourly plans designate compensation for hourly employees. Eligibility rules are created to determine which employees are eligible for the plan.	Up to 1
Allowance Plans	Allowance plans are payments included as part of an employee's pay and could include something as common as car or cell phone allowances to vouchers for movie tickets. The allowance plan can be: <ul style="list-style-type: none"> • Amount based • Percent based • Unit based 	Up to 5, excluding reimbursable allowance plans
One Time Payment Plans	Facilitate ad-hoc payments to Client's employees	Up to 10
Shell Commission Plan	A performance measure, such as sales or gross profits, to determine payout.	Up to 1
Period Salary Plan	A plan that enables Client to assign extra months, weeks, or days of pay to employees.	Up to 2

Functional Area	Feature Definition	Scope Assumptions
Compensation Statements	<p>Wage Theft Prevention Notice: Written notice of wage rates to employees.</p> <p>Total Rewards: Statement that displays a breakdown of base pay, bonuses, health and other benefits, stock, commissions, etc.</p>	<p>1 Delivered Wage Theft Notice and one additional configurable Wage Theft Notice</p> <p>1 simple Total Rewards statement without Payroll results</p>
Union	Unions track and report on union membership for workers.	Up to 14
Collective Agreement	Set up collective agreements as a stand-alone business process or as a sub process of the Change Job business process to specify how local labor laws apply to Client's business.	Up to 8
Modifiable BPs	Use pre-configured BPs	<ul style="list-style-type: none"> • Hire Employee • Terminate Employee • Create and Edit Position • Change Job • Request One Time Payment • Request Compensation Change • Contract Contingent Worker • End Contingent Worker Contract • Propose Compensation Hire • Propose Compensation Change • Job Requisition • Close Job Requisition • Freeze Job Requisition • Set up Job Requisition Reasons
Event Categories and Reasons	Reasons for transactional purposes that can be used for reporting.	In Scope
Tenant Branding	Look and feel of Workday production tenant.	Up to 1 logo, 1 banner, and 1 mobile logo
Announcements	Communication on worker's home page.	Up to 1 for onboarding
Safety Incident Tracking	Set up of Safety Incident tracking in Workday	In Scope

Functional Area	Feature Definition	Scope Assumptions
Data Conversion	Process of applying all organizational, compensation, employee, financial and data configuration to an employee in order to populate the Workday tenant.	<ul style="list-style-type: none"> Up to 3500 Workers Including Associated Personal Data Up to 7,000 Terminated Workers (Using Former Worker Object) Job and Compensation History - Unlimited "History from Previous System (Post production) Includes Loading of Employee Photos No Transactional History Attachment of Third Party Documents out of Scope
Dashboards	A grouping of reports and information accessed on a single view.	Other standard dashboards as delivered by Workday

Onboarding

Functional Area	Feature Definition	Scope Assumptions
Onboarding Setup	Welcomes the new hire and provide them with Helpful Contacts and 'People to Meet' during their first day or week of employment	WD Delivered
Bulletin Worklet for Onboarding	Bulletin worklets deliver tailored messages to different groups of workers. Condition rules can be defined with each message to determine who receives the message.	Up to 10
Custom Onboarding Templates	Gives managers a starting point for engaging new hires onto their teams. Client can create custom templates for different organizations or worker types and match them to new hires based on eligibility rules. Client can then send them to managers so that they can customize the content in the From My Manager and Helpful Contacts worklets.	Up to 10

Functional Area	Feature Definition	Scope Assumptions
I-9 Functionality	The electronic Form I-9 is for newly hired and rehired employees who work in the U.S.	WD Delivered Functionality
Setup I-9	Create electronic Form I-9s for U.S. employment verification.	WD Delivered
Onboarding Dashboard	Configurable dashboard with new hire information	In Scope
Reporting		WD Delivered Reports
Modifiable BPs	Additional validation or condition rules added to multiple steps of a BP for routing purposes	<ul style="list-style-type: none"> Onboarding (30 Documents in Review Step Onboarding Setup
Data Conversion	N/A	Excluded from Scope

Benefits

Functional Area	Feature Definition	Scope Assumptions
Benefit Groups (Including Eligibility Rules)	Benefit Groups are used to define a population of workers who qualify for similar benefits plans, rates, and processing. Workday enables Client to create benefit groups dynamically using eligibility rules to define membership criteria. The workers who meet the criteria specified in a Benefit Group eligibility rule are automatically assigned to that group. For instance, benefit groups can be created based on eligibility rules that assign executive management staff to one group, salaried employees to a second group, and hourly employees to a third group.	Up to 4 for active workers

Functional Area	Feature Definition	Scope Assumptions
Benefit Plans (including all components, such as eligibility rules, coverage tiers, and rates)	Benefits Plans define the coverage levels or amounts available to employees enrolling in an insurance, health care, defined contribution or spending account plan. Benefit Plan also identifies the populations (e.g., employee, employee + spouse, employee + children, etc.) eligible for benefits. Finally, it provides restrictions on the age(s) of the covered dependent(s) as well as plan rates and costs.	Up to 50 plans Retirement Savings Plans - Only for outbound CCB demographic data and/or inbound Elections
Benefit Eligibility rules	Create the condition rules that Workday uses to identify an employee's eligibility for a benefit group, or plan, or dependent's eligibility for benefits.	In Scope Rules based on custom Id's, custom fields or hours worked excluded
Retiree Benefits	Ability to maintain benefit entitlement and eligible for employees who have retired from the organization. A benefit group and the benefit plans dedicated to managing retirees and/or their surviving spouse.	In Scope with up to 5 benefit plans and 1 retiree benefit group
Medicare Tracking/Split Dependents	Tracking Medicare coverage and enrollment information for employees, retirees or eligible dependents to coordinate benefits based on Medicare coverage to determine the primary and secondary payer on medical expenses.	In Scope
Benefit Events (Plus Conversion Events)	An event in the employee's life that gives the employee the opportunity to change benefit elections. These include staffing changes (such as getting hired or promoted) as well as "life events" such as getting married or having a child	Manage Benefit Enrollments Due to Eligibility Changes and Life Events. Pre-configured Staffing Events and Section 125 core events Up to 4 additional events

Functional Area	Feature Definition	Scope Assumptions
Reinstatement Events	An event in the employee's life that gives the employee the opportunity to change benefit elections due to a return from leave or rehire. This configuration can allow rehires/returnees from leave to default into their previously elected benefits.	Up to 3
Passive Events	Passive Events are used to identify employees, or an employee's dependents, which are either gaining or losing benefit plan eligibility because of the passage of time. Client can configure whatever passive events to suit Client's business needs for the milestones that occur.	Up to 5
Enrollment Event Types	An event in the employee's life that gives the employee the opportunity to change benefit elections. These include staffing changes (such as getting hired or promoted) as well as life events such as marriage and childbirth.	Manage Benefit Enrollments Due to Eligibility Changes and Life Events. Pre-configured Staffing Events and Section 125 core events Up to 4 additional events

Functional Area	Feature Definition	Scope Assumptions
Enrollment Event Rule	Enrollment Event Rules are rules that determine how different benefit groups will receive their benefits based on a number of factors including coverage begin/end dates, maximum coverage level or amount increases, waiting periods, evidence of insurability requirements and other differentiating features and conditions of enrollment events among benefits groups. An Enrollment event is any event that results in a gain or loss of benefits coverage. This covers both open enrollment and benefit events such as a new hire and termination.	One Pre-Configured Enrollment rule for Sec 125 events. Client input limited to coverage begin, coverage end, deduction begin, deduction end, and EOI Rules.
Benefit Defaults	Workers may be defaulted into a plan or plans during a benefit event if no active elections are made.	In Scope
Manage COBRA Eligibility	COBRA records can be created for eligible workers and dependents based on configured reasons. These records can be passed to the COBRA provider via integration.	Designations for Participants Who Lose Coverage
Manage Evidence of Insurability	Evidence of Insurability records can be created during applicable benefit events based on configured rules. Benefit Administrators can use a delivered report to track and eventually approve or deny employees pending EOI approval.	In Scope

Functional Area	Feature Definition	Scope Assumptions
Cross Plan Enrollment Rules	Coverage options available to workers during an enrollment event based on their choice of other benefit plans and coverage amounts. For example, Client can limit coverage in a specific plan to a percentage of the total coverage in one or more other benefit plan	Up to 5
Derived Coverage Targets	Coverage targets are automatically determined based on the selected covered dependents during an enrollment.	In Scope
Individual Rates	Individual Rates are included when rates cannot be calculated via a rate table for each individual, and separate rates must be loaded in for each worker's plan cost(s).	Out of Scope
Benefit Annual Rates	Annual amount of compensation for insurance plan calculations	In Scope
Open Enrollment	Benefits enrollment process for employees	Up to 1 Open Enrollment event configured and tested
Enrollment Instructions	Instructions on each page of the enrollment screens to provide worker with additional pertinent information	In Scope

Functional Area	Feature Definition	Scope Assumptions
Core ACA Functionality: ACA Measurement Periods and Eligibility, ACA Dashboard, Setup for 1094-C and 1095-C Reports	ACA eligibility and processing For new hires, Workday uses passive events to determine eligibility for benefits according to the Affordable Care Act standards. Passive events, using the ACA Measurement Period Eligibility Rule type, determine: <ul style="list-style-type: none"> • Whether a measurement period must be recorded. • Whether a worker's hours during a measurement period make the worker full-time. The result is defined in the Qualified As ACA Full-time field. Next, the condition rule called If there is an effect on employee benefits? Determines whether a benefit event is created. For ongoing workers, Workday uses open enrollment to determine eligibility for variable hour, part-time employees. When Client add the Qualified As ACA Full-time field to eligibility rules for the benefit group and plan, those workers are now considered for open enrollment	In Scope Stability Period = 1 Calendar Year aligned with Open Enrollment
Modifiable BPs	Use pre-configured BPs Can add up to 3 steps to the Change Benefits for Life Events BP	<ul style="list-style-type: none"> • Change Benefits for Life Events • Dependent Event • Change Benefits • Passive Event

Functional Area	Feature Definition	Scope Assumptions
Data Conversion	Conversions resources will load Current Benefit Elections, Dependents & Beneficiaries, and Medical History for Current Year for ACA Reporting into testing and production environments. If applicable, Benefit Annual Rates will be loaded. ACA Worker Hours and Wages will be loaded for a maximum of one benefit group and 2 historical medical plans, 1 self-funded & 1 fully insured	<ul style="list-style-type: none"> • Current Benefit Elections • Dependents & Beneficiaries • Medical History for Current Year for ACA Reporting • Benefit Annual Rates • ACA Worker Hours and Wages (ACA historical Setup assumptions - 1 group and 2 plans, 1 self-funded & 1 fully insured)

Absence Management

Functional Area	Feature Definition	Scope Assumptions
Time Off Plans	<p>Track short term time away from work (i.e., Vacation, PTO, and Personal).</p> <p>Non-Accruing Plans: Non-balance tracking plans, zero accruing plans for balance loading/overrides only, no calculated accruals.</p> <p>Accruing Plans: configured accrual calculations and balance tracking</p>	<p>Up to 15 total Time Off Plans (10 Non-Accruing Plans, 5 Accruing Plans)</p> <p>WD Delivered for Days to Include, Balance Periods, Daily Quantity defaults, Lower Limits, Upper Limits, Carryover Limits/Expiration. Excludes Absence Tables; Multi-Year Upper Limit Expirations; Dynamic Calculations</p>
Time Offs	Time off attributes tied to time off plans	<p>15 Time Offs per Accruing Plans 3 Time Off per Non-Accruing Plans</p> <p>WD Delivered time off entry validations and validation messages</p>
Accruals	<p>Calculated accruals for balance tracking time off plans.</p> <p>Low complexity prorations included (days in period, claw back configuration)</p>	<p>5 per Accruing Plans 3 per Non-Accruing Plans</p> <p>WD Delivered prorations and scheduling</p>
Custom Field	Create custom field for opting in to the 9/80 schedule	In Scope

Functional Area	Feature Definition	Scope Assumptions
Related Calculations	Calculations used by the Absence Calculation Engine to return values.	In Scope
Holiday	Statutory/Company Holiday Calendars	Up to 12
Work Schedule Calendars	Specify the days workers are scheduled to work and the start of the work week	Up to 12, with 3 patterns per work schedule
Leaves	<p>Leave plans to track long term time away from work (i.e., Short Term Disability, Long Term Disability, Sabbatical)</p> <p>Basic Leave types for tracking leave of absence events. Basic leave does not have entitlement calculations and is used to track leave type, status, and dates only.</p> <p>Non-Entitlement: configure leave type, leave impacts, leave eligibility only; no calculated entitlements</p> <p>Advanced leave types for tracking leave of absence events. Entitlement: configure basic setup, plus configure entitlement calculations for leave balance tracking, leave additional fields, leave reasons</p>	<p>Up to 10</p> <ul style="list-style-type: none"> Up to 5 Basic Leaves (non-entitlement tracking) Up to 5 Advanced Leaves (entitlement tracking) <p>WD Delivered validations and supporting data.</p>
External Earning Codes	Created when a payroll interface or report requires mapping to send time off data	1 Earning Code per Time Off Plan
Leave Segment Security	Parameters to allow for Leave of Absence security segments	Use Strada Delivered Configuration for ESS, MSS, Partner/Admin
Custom Security	Configuration of Intersection Security for Absence Management	Up to 2 custom security groups to support Employee Self Service and Manager Self Service to restrict Absence to eligible populations only

Functional Area	Feature Definition	Scope Assumptions
Absence Setup	<p>Absence Type Groups act as “folders” and help the user navigate to the appropriate leave or time off plan when requesting.</p> <p>Team Absence is the absence calendar display for managers and their direct reports, as well as employee as self and their coworkers.</p> <p>Absence Manager Dashboard</p>	<p>Strada Delivered Configuration for Absence Type Groups: 3 total</p> <ul style="list-style-type: none"> 1 for Time Off, 1 for Leave of Absence, 1 for Do Not Request (termination payout/adjustment time offs) <p>WD Delivered Dashboards and worklets</p> <p>Team Absence:</p> <ul style="list-style-type: none"> Strada Delivered Configuration; 1 maximum setup for each of the following: manager self-service, employee self-service
Workday Assistant	Workday Assistant for ESS Time Offs	Included with WD Delivered functionality
Unions	Track and report on union membership for workers	14 In Scope
Modifiable BPS	WD Delivered Can add/edit up to 2 steps per process unless otherwise indicated	<ul style="list-style-type: none"> Absence Calendar – initiation step only Correct Time Off Request Time Off Assign Work Schedule Request Leave of Absence Request Return Leave of Absence WD Delivered Business Process Notifications
Data Conversion	Process of loading Time Off Balances and Leave history into the tenant.	<ul style="list-style-type: none"> Time off Balance Conversion Included Active Leaves for the Previous 12 Months Time Off Event Conversions Excluded

Payroll

Functional Area	Feature Definition	Scope Assumptions
Pay Components (Earnings and Deductions)	<p>Earnings and deductions, also known as pay components, are the fundamental building blocks of payroll calculations.</p> <p>Complex earning calculations are defined as anything OUTSIDE the following list: Salary earnings code where rate is pulled from comp, Hours * rate where rate is pulled from comp, group term life imputed income pulling the taxable amount from benefits, and simple pay input where the client calculates the amount of the earning outside of the system and loads it thru EIB or the UI.</p>	<p>Up to 150 earnings and deductions</p> <p>No more than 15 complex earning calculations</p>

Functional Area	Feature Definition	Scope Assumptions
Pay Accumulations, Pay Balances, Pay Component Groups	<p>Pay Accumulations - A pay accumulation is a set of earnings, deductions, pay component-related calculations, pay component groups, or other pay accumulations for which Workday can calculate a total. Client specifies which values to add or subtract.</p> <p>Pay Balances - Over a balance period that includes multiple gross-to-net results (such as quarter-to-date, year-to-date, or fiscal periods), Client can set up pay balances to calculate a combination of:</p> <ul style="list-style-type: none"> • Earnings • Deductions • Pay-component-related calculations • Pay component groups • Pay accumulations <p>Pay Component Groups - These are added to the Earning and Deductions codes in order to accumulate the right amounts on the run categories when running pay calculation. For example, the PCG “Adds to Gross” is added to earnings such as Hourly Pay, Salary Pay, Holiday Pay, etc. and is also added to the run category pay accumulation “Gross.” Anytime a pay calc is run, everything that “Adds to Gross” is calculated, as well as the other PCGs tied to the run category.</p>	<p>Up to 10 pay accumulators, pay balances, custom pay component groups.</p> <p>Up to 2 custom balance periods</p>
Net Pay Validation and Arrears	Net pay validation and arrears tracking and recouping rules in the event of a negative net pay scenario.	In Scope. All employees follow same arrear rules.
Retro Processing	Use Strada POV for supported events	In Scope

Functional Area	Feature Definition	Scope Assumptions
Off-Cycle Payments	<p>Off-cycle payment transactions occur outside of a regularly scheduled (on-cycle) pay run and include:</p> <ul style="list-style-type: none">• Manual payments made to employees outside of Workday Payroll, such as check or cash.• On-demand payments that replace or add to an employee's on-cycle payments.• Reversals that back out of an employee's completed pay calculation.	Up to 10 Reason Codes

Functional Area	Feature Definition	Scope Assumptions
Payroll Involuntary Withholding Orders and Deduction Recipients	<p>Workday provides rules for processing these types of income withholding orders:</p> <ul style="list-style-type: none"> • Bankruptcy • Creditor Garnishments • Federal Administrative Wage Garnishments • Federal Student Loans • Federal Tax levies • State tax Levies • Support (including Lump Sum) • Wage Assignments <p>Workday also supports these types of income withholding orders issued by Puerto Rico when the employee works in a state other than Puerto Rico:</p> <ul style="list-style-type: none"> • Creditor Garnishments • Support Orders <p>Based on state and federal law, Workday:</p> <ul style="list-style-type: none"> • Determines the amount to withhold from the employee's disposable earnings, including arrears and any agency and employer fees. • Applies withholding limits and sets garnishment priorities. • Follows statutory rules to determine what to withhold for each order when: <ul style="list-style-type: none"> o An employee has multiple orders. o The amount to withhold exceeds the limit. <p>Deduction Recipients - Record information for a third-party deduction recipient, including the:</p> <ul style="list-style-type: none"> • Recipient. • Contact information. • Method of payment. • Bank account details. 	WD Delivered configuration, with noted conversion limitations
Pay Groups		Up to 2

Functional Area	Feature Definition	Scope Assumptions
Pay Run Categories		Up to 1, which includes "Regular"
Period Schedules for Payroll	Indicates processing frequency (monthly, biweekly, semi-monthly, etc.), period start and end dates, payment dates, and forward accruals. The period schedule is assigned to the pay group (like the run category).	Up to 2
Fiscal Posting Intervals, Schedules, Summary Schedules, Fiscal Years	The payroll accounting elements required to pass payroll expenses to Workday Financial Management, including accounts, account posting rules, fiscal schedules, and ledger types.	Up to 1 per each payroll, shared by all Companies; calendar year only
Journal Sources, Ledger, Ledger Types, Account Sets, Account Posting Rules	The payroll accounting elements required to pass payroll expenses to Workday Financial Management, including accounts, account posting rules, fiscal schedules, and ledger types.	Up to 1 shared by all Companies. Account posting rules up to 1 Dimension
Labor Costing	Specify how to allocate employee earnings and employer-paid expenses to the organizations and locations Client defines. Workday represents organization types and locations as worktag types (also called dimensions).	Simple Worker Costing Allocations Up to 3 Dimension
Payroll Tax Filing Configuration	Workday can send periodic, quarterly, and annual tax information from Workday Payroll to a third-party service provider using a tax filing integration. Payroll tax for Federal/State/Local Jurisdictions will need to be configured during implementation then maintained by Payroll or Tax administrator.	In Scope, leverage WD Delivered standard configuration

Functional Area	Feature Definition	Scope Assumptions
Companies	The primary organization type for Workday Financial Management. All financial transactions are for a company, and most financial reports are run in the context of a company, such as balance sheets and income statements. Workday recommends that Client creates a separate company for each internal entity with a separate tax ID.	Up to 1 Unique EIN for payroll
Financial Institutions		Up to 2
Bank Accounts	Define the business entities that provide company financial and banking services and have bank accounts, define branches of a financial institution, establish standard bank accounts at a financial institution, and establish petty cash accounts.	Up to 2
Routing Rules	Bank routing rules determine the bank accounts the settlement process uses to route payments that Client initiates in Workday. These rules apply only to payments involving standard bank accounts, and not petty cash accounts.	Up to 2

Functional Area	Feature Definition	Scope Assumptions
Check Layouts	<p>Workday delivers 3 business form layouts for checks and advices. Each layout contains a metadata XSL style sheet that defines the default placement of fields, company logo, and signature on checks and advices. To customize the default configuration, Client can create XSLT check print layouts.</p> <p>The layout that Workday uses at print time depends on whether the printout is a:</p> <ul style="list-style-type: none"> • Financial check. • Payroll check. • Payslip. 	Up to 1- WD Default
Sample Check Images	The image that is displayed when the employee sets up a new banking account. Allows employee to understand where routing and account number can be found on check.	Up to 1, use Strada Delivered Configuration
Prenote	Send banking information over to bank to verify account numbers prior to ACH transactions.	In Scope
Payment Election Rules	<p>Workday allows payment election rules to define choices for receiving and making payments, such as:</p> <ul style="list-style-type: none"> • Methods of payment: check, direct deposit, or manual. • Number of allowed payment methods. • Number of allowed payment split distributions. 	Up to 1
Pay Group Automatic Assignment Rules	Rules to propose a default pay group for worker when assigning a pay group	Up to 2

Functional Area	Feature Definition	Scope Assumptions
Audit Report configuration	Workday allows Client to set up exception audit reports to display exceptions on Workday delivered reports. Also, Client can set up audit reports that compare results across periods, flagging exceptions for further investigation.	WD Delivered
Company Federal, State and Local Payroll Tax Reporting	Workday Periodic, QTD, and Year End reporting can be viewed for Federal, State, and Local taxes via the delivered Tax Filing reports	WD Delivered
Payroll Reporting Codes	Reporting Codes capture Geographic Code, Occupational Code, Branch Code, Location Code, Unit Number, Multi-Unit Number, Unit Code, or Unit Number to be reported for various states on the QTD tax file.	In Scope, leverage WD Delivered Configuration with Client values
W-2 Configuration	Workday provides default W-2 form configuration and a View W-2 Box Configuration report that payroll administrators can use to view and edit the W-2 form configuration for year-end processing. Boxes that are not populated by default will need to be populated by the Payroll Administrator or Partner (earnings, deductions, and pay component-related calculations to calculate and display).	Includes W-2 mapping only, leverage Strada Delivered Configuration
FLSA Work Period Calendar Rules	When Client processes payroll, Workday follows the FLSA work period calendar rules to assign workers to the associated FLSA work period calendars and calculates their FLSA earnings based on those work periods	Leverage Strada Delivered Configuration

Functional Area	Feature Definition	Scope Assumptions
Tax Integrations	<p>Workday can send periodic, quarterly, and annual tax information from Workday Payroll to a third-party service provider using a tax filing integration. Payroll tax for Federal/State/Local Jurisdictions will need to be configured during implementation then maintained by Payroll or Tax administrator. This does not include the actual coding of the integration. See integration section for scope details.</p>	In Scope
Tenant Setup - Payroll	<p>Manage tenant-wide settings for Workday Payroll in these areas:</p> <ul style="list-style-type: none"> • Proration Settings • Costing Allocations • Payroll Accounting • Payroll Commitments • Payslips • Canada Year-End Configuration and Tax Documents Electronic Signature Text • W-2/W-2C Form Alignment Override • US Year End Tax Documents Electronic Signature Text • ID Sequence Generators • Administrator Results 	WD Delivered

Functional Area	Feature Definition	Scope Assumptions
Tenant Setup - Worklets	<p>Client can display reports as worklets on Workday landing pages or in dashboards.</p> <p>Worklets provide quick access to frequently referenced data and tasks common to a specific functional area. There are 2 types of worklets:</p> <ul style="list-style-type: none"> • Custom worklets. Client can create advanced, matrix, nBox, transposed, trending, or composite custom reports, and then enable them as worklets. • Workday-delivered worklets. Client can't copy or modify Workday-delivered worklets. 	WD Delivered
Payroll Compliance Updates Dashboard	<p>The Payroll Compliance dashboard gives Client quick visual insight into the compliance updates that are most important to Client. Client can quickly identify whether a compliance update potentially impacts Client's employees and take appropriate action, such as alerting employees, spot-checking payroll results, or being ready to answer questions. Its drillable worklets enable Client to understand the details of what is changing without guesswork or the need to run weekly reports with various criteria.</p> <p>Can be configured to display 3 worklets:</p> <ul style="list-style-type: none"> • Delivered Last Week • Effective Next Month with Employee Impact • Other Updates Delivered Last Week or Effective Next Month 	WD Delivered

Functional Area	Feature Definition	Scope Assumptions
EIBs for Payroll (Period Schedule, Off-cycle, Payroll Input)	Enterprise Interface Builder - An integration tool that enables Client to create simple, secure, and customizable integrations with Workday. Alternately, an EIB is a simple integration created by the integration tool. An EIB consists of an integration system, an integration data source, an integration transformation, and an integration transport protocol.	WD Delivered
Modifiable BPs	WD Delivered Can add/edit up to 2 steps per process	<ul style="list-style-type: none"> • Settlement Run Event • Payment Release Event • Assign Pay Group • Complete Federal Withholding Elections • Complete State and Local Withholding Elections • Payment Election Enrollment Event • Payment Printing Event • Print Checks Task WD Delivered and Strada POV Business Process Notifications
Data Conversion		<ul style="list-style-type: none"> • Up to 3 test and production loads for quarter-end, go- live • Payroll Balances for Current Year (if go live is on a quarter) • Worker Payment Elections • Worker Tax Elections

Time Tracking

FUNCTIONAL AREA	FEATURE DEFINITION	SCOPE ASSUMPTIONS
GROUPS FOR TIME TRACKING	IDENTIFIES THE TIME ENTRY CODES FOR WHICH WORKERS ARE ELIGIBLE. (EXAMPLE - UNIONS, COLLECTIVE BARGAIN, HOURLY, SALARIED, SALARIED NON-EXEMPT, NON-EXEMPT, ETC.).	UP TO 4 TIME CODE GROUPS WD DELIVERED ELIGIBILITY RULES
TIME ENTRY CODES	TYPES OF TIME THAT WORKERS CAN ENTER	UP TO 20 WD DELIVERED ROUNDING
TIME CALCULATIONS	GENERATE CATEGORIES OF PAYABLE TIME BY APPLYING CALCULATION TAGS SUCH AS OVERTIME AND DOUBLE TIME TO A WORKER'S HOURS.	UP TO 10 EXCLUDES TIME CALCULATIONS BASED ON CUSTOM OBJECTS, TIME OFF PLANS, BENEFITS ELIGIBILITY, AND TARDINESS/ATTENDANCE, TIME DOCKAGE, ROLLING/REQUEST OT CALCULATIONS
TIME CALCULATION GROUPS	SPECIFY WORKER ELIGIBILITY FOR TIME CALCULATIONS	UP TO 4 WD DELIVERED ELIGIBILITY RULES
TIME ENTRY TEMPLATES	CONTROLS THE APPEARANCE OF A WORKER'S TIME ENTRY CALENDAR. IT IDENTIFIES THE DEFAULT TIME ENTRY CODE TO ASSOCIATE WITH REPORTED TIME, VALID WORKTAGS FOR TIME ENTRIES, AND VARIOUS TIME ENTRY OPTIONS.	UP TO 10 WD DELIVERED SHIFTS
TIME VALIDATIONS RULES	USED TO ALERT OR PREVENT WORKERS FROM ENTERING OR SUBMITTING INVALID TIME ENTRIES. CAN BE DEFINED AS ERRORS OR WARNINGS.	UP TO 5 TIME ENTRY VALIDATIONS WD DELIVERED

WORK SCHEDULE CALENDARS	DETERMINE THE DAYS AND HOURS OF THE WORK WEEK ON THE TIME ENTRY CALENDAR.	UP TO 25, WITH UP TO 8 PATTERNS PER WORK SCHEDULE
WORKTAGS	CAPTURE INFORMATION ABOUT A WORKER'S HOURS FOR COSTING AND OTHER PURPOSES (I.E., COST CENTER, PROJECT).	WD DELIVERED, INCLUDING 3 CUSTOM WORKTAG
SECURITY GROUPS TO SUPPORT EMPLOYEE SELF SERVICE AND MANAGER SELF SERVICE	INTERSECTION SECURITY TO CONTROL TIME TRACKING ACCESS	UP TO 2 TO RESTRICT TIME TRACKING TO ELIGIBLE POPULATIONS ONLY
SPECIFIC REPORTS & CALCULATED FIELDS	WORKDAY CUSTOM REPORT PRIORITIZED BY CLIENT	10 CUSTOM REPORTS FROM STRADA DELIVERED CONFIGURATION
ALERTS & REPORTS	ALERTS FOR TIME TRACKING REPORTS	UP TO 3 (1 ALERT PER STRADA DELIVERED REPORT)
TIME TRACKING PERIOD SCHEDULES	THE TIME PERIOD SCHEDULE, IN COMBINATION WITH THE PAY PERIOD SCHEDULE, DETERMINES WHEN EMPLOYEES RECEIVE PAY FOR TIME WORKED. IT DEFINES THE DATES THAT ARE OPEN FOR TIME ENTRY, LOCK DATES TO PREVENT EMPLOYEES FROM ENTERING TIME WHILE PAYROLL IS BEING PROCESSED, AND WHICH TIME ENTRIES (DATES) TO LOAD FOR A PAY PERIOD.	UP TO 3
TIME TRACKING FOR PROJECTS	EMPLOYEES ENTER TIME AGAINST PROJECTS	IN SCOPE
SUBMIT TEXT	MESSAGE DISPLAYED WHEN A WORKER SUBMITS THEIR TIME.	1 SUBMIT TEXT

TIME CLOCK DEVICE INTEGRATION	Integration with a third-party vendor(s) to capture hours from time clocks (non-web based).	Up to 1 (from Number of time clock vendors for integration) WD Partner integration.
TIME TRACKING SETUP	<p>REVIEW TIME IS A REPORT MANAGERS CAN USE TO REVIEW TIME TRACKING HOURS FOR THE WEEK.</p> <p>TIME TRACKING MANAGER DASHBOARD</p>	<p>WD DELIVERED DASHBOARDS AND WORKLETS</p> <p>REVIEW TIME</p> <ul style="list-style-type: none"> 1 delivered totals setup Strada Delivered Configuration; Enable: Include Warning Indicators, Include Count of Incomplete Time Entries, Include Scheduled Weekly Hours <p>TIME TRACKING MANAGER DASHBOARD:</p> <ul style="list-style-type: none"> Team Time is the manager dashboard for when only Time Tracking is in scope. If absence management is also in scope, Time & Absence Dashboard will be utilized instead.
MODIFIABLE BPS	<p>WD DELIVERED</p> <p>CAN ADD UP TO 2 STEPS PER PROCESS.</p>	<ul style="list-style-type: none"> ASSIGN WORK SCHEDULE ENTER TIME REPORTED TIME BATCH EVENT <p>WD DELIVERED BUSINESS PROCESS NOTIFICATIONS</p>
DATA CONVERSION	NOT APPLICABLE	NO DATA CONVERSION INCLUDED

Learning

Functional Area	Feature Definition	Scope Assumptions
Learning: Core Configuration	Setup Learning Domains, Configuration of Business Processes, Security Roles, Topics, Learning Dashboard, Activity Stream	In Scope
Learning Campaigns	You can create campaigns that engage workers in learning activities by promoting course and lesson content to target audiences.	Up to 8 single object campaigns
Learning Programs	Groups learning courses and lessons into a structured curriculum. Review/design use-cases as examples on how to build	Excluded
Audience	Used in campaigns and scheduled distributions. When a user meets the audience requirements for an active campaign or scheduled distribution, Workday sends the notifications according to the defined schedule.	Up to 8
Topics	Topics enable you to categorize courses and stand-alone lessons, improving the learning catalog search and browsing experience for learners.	Up to 10 topics with custom images
Learning Prerequisites	Prerequisites enable you to enforce certain courses being taken prior to others	Enabled
Learning Equivalencies	Equivalencies can be created as a 1:1 or 1: Many rule and can enable employees to find similar content in the catalogue, as well as recognize completion of courses via completion of an equivalent.	Enabled
Learning Validations	Learning validations enable you to create critical stops or soft warnings upon the initiation of Enroll in Course and Drop Learning Enrollment business process	Up to 2

Learning Message Templates	Message templates are used to deliver consistent messages to your audiences such as reminders related to upcoming due dates.	Up to 1
Learning Training Room Creation	Training Rooms can be created as subordinate locations to existing HCM business sites. These would be rooms in which offerings may be scheduled within business sites.	Up to 20
Configurable Security	Custom segmented security groups to control access to course content. Does not include custom user based or role based or intersection security groups.	Up to 4
Mobile	Enable Packaged Content on Mobile	In Scope
User Generated Content	Add Employee as Self and/or Contingent Worker as Self on the Manage Lesson business process policy.	In Scope
Learning Related Integrations		In Scope
Reporting	Workday offers many reports that allow you to summarize information that is contained in the system.	Delivered Workday reports included.
Data Conversion	Conversion of Instructors, Assessors, Digital or Packaged content, Historical Transcripts and Course Catalog: Build out of catalog learning objects which could include: Stand-alone Lesson Instructor Led Training (ILT) Course Instructor Led Training (Web) Course Training Activities Digital Course: Media Digital Course: Survey Digital Course: External Content Offerings Learning Programs	Customer owned, Strada provides EIB Knowledge Transfer and oversight

Recruiting

Functional Area	Feature Definition	Scope Assumptions
Candidate Home	External Candidate will apply to an open position through the candidate home	In Scope
Prospect Management	Someone who has not applied to a position, but Client is following to possibly bring onto Client's team	In Scope
Internal and External Career Sites	<p>Workday provides the ability for Client to create external career sites that enable:</p> <ul style="list-style-type: none"> • Client to publish and market job postings on dedicated and branded career sites. • Candidates to search for job posting opportunities and apply on an intuitive and responsive website. <p>When Client creates an external career site, Workday automatically provides the ability for candidates to register for an account based on their name and email address. When a candidate applies to a job, this enables Client to communicate with a candidate during any stage of the recruiting process. Client can send them a request to:</p> <ul style="list-style-type: none"> • Complete a questionnaire. • Review documents and electronically sign them. • Provide their government or national IDs. • Provide additional personal information. <p>The one account works on all Client's external career sites.</p>	<p>1 Internal Career Site for Employees,</p> <p>1 Internal Career Site for Contingent Workers, and</p> <p>1 External Career Site</p>

Internal and External Questionnaires	Client can configure Workday to have: • An external or internal candidate complete up to 2 questionnaires when they apply for job from an external or internal career site. • An external candidate with a registered Candidate Home account or internal candidate complete one or more questionnaires at any stage in the recruiting process.	2 Internal and 2 External Questionnaires, one questionnaire per job requisition with no more than 25 questions, English only
Internal Application	Current worker application process	Up to 1
Recruiting Standard Reports	Recruiting reports	WD Delivered
Simple Referral Plan	Referring a candidate	Up to 1
Auto Unpost Jobs	Un-posting a position from the candidate site	In Scope
Assessments	Possible Logic or system test for the candidate	In Scope
Auto Disposition Candidate's Other Job Applications	Removing candidate from consideration from other jobs they have applied too	In Scope
Background Check	Checking candidates previous work and criminal history	Up to 5 Packages and Up to 3 Statuses
Duplicate Management	Merging of multiple applications for the same candidate	In Scope
Interview Management	Have the entire recruitment team provide feedback on the candidate	In Scope
Job Requisition Categories and Reason	Reason for creating a job requisition	In Scope
Interview Ratings	Rating candidate after the interview	In Scope
Primary Recruiter Security	Ability to view and modify non WD delivered data	In Scope
Candidate Screening	Initial contact to ensure the candidate is still interested in the job	In Scope

Candidate Grid	Way to manage Client's candidate through the recruitment process. Adjusts the look and feel of the page the recruiter reviews.	In Scope with a maximum of 5 calculated fields
Candidate Review	Provides Client with the opportunity to move the candidate to the next phase recruitment process	In Scope
Evergreen Requisition Management	Specific Job Application for high volume positions always open	In Scope
Job Requisition Management	Job requisitions are the basis for job postings in Workday Recruiting. Client must complete specific recruiting-related requirements so candidates can submit applications to Client's job postings. Use the Manage Job Requisitions report to view all open, pending approval, on hold, and closed job requisitions. Details include job requisition and candidate information. Also, included are the days the requisition has been open, the requested completion date, the close date, and last recruiting stage	WD Delivered
Generated Documents	Clients can create document templates that can be customized and used to dynamically generate documents such as offer letters, benefit summary, or confidentiality agreements.	Up to 1, English only with a maximum of 10 calculated fields and 10 rules
One Time Payment for Offers	Ability to generate a request for a One Time Payment as part of the Offer process.	In Scope
Candidate Endorsement	It enables employees to endorse a candidate's application	In Scope
Candidate Pools	Enable functionality to group candidates.	Up to 2
Recruiting (Core Configuration)		1 consistent candidate & hiring process & approval routing across all business units, geographies, departments,

Modifiable BPs	Editing all Recruiting BP's	<ul style="list-style-type: none"> • Job Application (1 Dynamic Workflow) • Job Requisition • Offer
Data Conversion	Previous system data conversion	<p>100 Open Job Requisitions and Corresponding Open Positions</p> <p>Excluded Items:</p> <ul style="list-style-type: none"> • Prospect Conversion • Open Positions Not Associated with Job Requisitions • Active Candidate Data Conversion • Attachments

Talent Optimization

Functional Area	Feature Definition	Scope Assumptions
Mentor	Employees can establish mentoring relationships	Includes delivered mentor types and close mentorship reasons.
Interests	Employee can designate career interests, Relocation Preferences, Job Interests and Travel Preferences	Includes delivered values for career interests, job interests, relocation areas and travel amounts.
Development Items	Development Items allow workers to track career objectives that are not rated during performance events.	Includes delivered development item categories and completion statuses.
Anytime Feedback	Allow feedback to be given or requested, named or anonymous in free-form at any time	In Scope
Performance Review Templates	Performance Review Templates include configurable sections for self-evaluations by employees, and evaluations by managers and additional reviewers. Rating scales can be added to these templates.	<p>Up to 5 performance review templates.</p> <p>Performance Reviews will have an option of 4 sections: Goals, Competencies and Overall.</p> <p>One rating scale 5 points or less.</p>
Check-Ins	Allows Managers and Employees to document 1:1 sessions.	In Scope

Functional Area	Feature Definition	Scope Assumptions
Goals	Goals are guiding principles or values that Client would like the business or organization to achieve throughout a given period of time and assessed as part of the performance review.	Goal attributes include: description, category, status, and due date. Includes delivered values for status.
Competencies	A set of defined behaviors that provide a structured guide, enabling the identification, evaluation, and development of the behaviors in individual employees. In Workday, worker competencies are rated as part of performance.	Up to 10 competencies that can be mapped to management levels
Performance Improvement Plan Templates	Used to capture and track performance issues	Up to 1
Modifiable BPs	Use pre-configured BPs Can add up to 3 steps to BPs Can add up to 5 custom notifications across BPs	<ul style="list-style-type: none"> • Manage Interests • Give Feedback • Manage Goals • Start Performance Review • Complete Self Evaluation for Performance Review • Complete Manager Evaluation for Performance Review
Succession Planning (for Position Management)	Identify critical roles for succession, create plans and assess readiness on candidates.	Up to 50 Positions for Succession: includes delivered values for readiness
Assess My Team's Potential	Managers and other support roles can assess an employee's potential and retention risk by a supervisory organization.	Includes delivered values for potential and retention risk.
Assess Potential	Managers and other support roles can assess employees' potential, retention risk, loss impact, and achievable level	In Scope
Modifiable BPs	Use pre-configured BPs Up to 2 custom notifications across BPs.	<ul style="list-style-type: none"> • Manage Succession Plan • Assess My Team's Potential • Assess Potential

Functional Area	Feature Definition	Scope Assumptions
Data Conversion	Historical changes to goals, performance reviews, potential, succession, and other talent/performance history.	Out of Scope

Financial Accounting

Functional Area	Feature Definition	Scope Assumptions
Core Financial System of Record	Primary operational financial system	Included
Fiscal Schedule	Fiscal Schedule to be set up in tenant	Up to 1 Fiscal Schedule
Fiscal Schedule Summaries	Fiscal Schedule to be set up in tenant	Quarterly and Annual
Accounting Adjustment	Change Reason codes to reclassify specific accounting transactions	Included
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10
Single Level Allocations (up to 25 Allocations)	Simple single source and simple targets (within the same company, no intercompany; not across multiple cost centers, locations, etc.); simple offsets (i.e., offset against the source account)	Up to 25 Single Source, Single Target
Statistics	Statistics used as the basis for allocations, as well as for reporting based on the Statistics or Statistic Lines report data sources.	Up to 10
Average Daily Balance Rule	Ledger accounts and associated worktags that the client wants to include in average daily balance calculations	Included
Allocation Group Sets	For processing Allocations, group related allocation definitions into allocation group sets	Up to 1

Ledgers	Workday has three ledgers that can be configured: Actuals Encumbrance Pre-encumbrance No customizations	Included
Currency Translation	Account translation methods to determine how you want to calculate fiscal year beginning balance and activity	Included
Year End Closing Rules	Define rules that map source accounts to target accounts at year-end. Rules are applied when you roll forward account balances and close ledger years. If no rule is specified, Workday, by default, rolls account balances forward to the same account during roll-forward and year-close processing.	Included
Currency Rate Types		Delivered (only)
Capital Assets - Work in Progress	Work in progress assets (or assets under construction) for assets as they relate to a capital project.	Included (if Projects SKU is in scope)
Import Journals via Spreadsheet	Delivered EIB's	Delivered
Consolidation		Included
Intercompany Process	Intercompany system generated balancing entries	Included
Alternate Fiscal Schedules for Reporting Only	When companies have different fiscal calendars	Up to 2
Accounting Books and Book Codes	Sets of books such as GASB and Tax	Up to 2
Balancing by Company/Legal Entity and Fund		Included
Single Primary Chart of Accounts Only		Included

Tax Configuration	Local taxes assessed on the value added to goods and services.	Included
Financial Leases (per GASB definition)		Included
Reporting	Workday Delivered reporting that is activated for core financial needs using the Workday delivered "Aliases".	<ul style="list-style-type: none"> • Income Statement • Consolidated Trial balance • Balance Sheet
Modifiable BPs	Workday delivered business processes specific to financials core	<ul style="list-style-type: none"> • Accounting Journal Event • Accounting Adjustment Event • Accounting Journal Unpost Event • Period Close Event • Finalize Allocation Event
Data Conversion		<ul style="list-style-type: none"> • Single Summarized Journal for Each Company Per Period with a Maximum of 2 Years Plus Current YTD • Transactional Journals Not Converted
Excluded Features from Initial Go Live	These additional features will require additional research, alignment sessions, increase in timeline, and require a change order to add additional hours.	<ul style="list-style-type: none"> • Segmentation Security by Ledger Account • Alternative Account Sets • Journal Sequencing • Complex Allocations

Banking

Functional Area	Feature Definition	Scope Assumptions
Bank Account Management	Financial Institutions or banks	Included
Financial Institution	Financial Institutions or banks	Up to 5
Bank Accounts	Bank Accounts linked to banks	Up to 20

Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10
Settlement	Process that facilitates all in-scope payments	Included
First Notice Rules	Automated recording of transactions from bank statement lines	Up to 15
Ad Hoc Payment	Ability to create Ad Hoc Payments	Included Business Process
Delivered Advanced Bank Matching Rules	Delivered Rules only, excludes custom matching rules	Included
Check Printing	Delivered check format only, no custom logic or layout changes	Delivered
Bank Routing Rule	Bank routing rules determine the bank accounts the settlement process uses to route payments that you initiate in Workday	As Needed
Electronic Payments	ACH and Wire Supplier payments	Included (if on integrations list)
Bank Account Transfer for Settlement		Included (if on integrations list)
Ad Hoc Bank Transaction		Included Business Process
Bank Account Signatories and Thresholds for Reporting		Included
Escheatment		Included
Lockbox		Included – Integration is separate Up to 1
Modifiable BPs		<ul style="list-style-type: none"> • Settlement Event • Bank Account Transfer for Settlement • Bank Account Transfer Event • Ad Hoc Payment Event • Ad Hoc Bank Transaction Event
Data Conversion		<ul style="list-style-type: none"> • Beginning Balance - Bank account beginning balances • Unreconciled Open items - Unreconciled Open Bank Account items • Uncashed check conversion

Business Assets

Functional Area	Feature Definition	Scope Assumptions
Asset Accounting	Accounting treatment for registered assets	Included
Multi Asset Book Accounting		Included
Asset Sharing	Asset sharing enables the ability to split asset cost and depreciation across multiple cost centers or other worktags	Included
Depreciation	Workday provided methods of depreciating methods	Up to 10 Profiles (2 hours per profile)
Asset Book Rules	Asset book rules identify capital assets and assign depreciation profiles to depreciable capital assets	Up to 10
Leased Assets from Supplier Contract	Assets tied to a lease from supplier contracts. Procurement must be in scope	Included
Pooled Assets	Assets that consist of a group of similar tangible items that you register as a single asset in Workday	Included
Asset Adjustments	Asset cost & in-service date adjustment events	Included
Asset Tracking	Assets tracked separately without affecting any accounting activities	Included
Asset Transfer	Event that allows for the transfer of assets from one worker, location, or worktag to another	Included
Asset Reclassification	An event that provides the ability to change spend categories and other details for capital assets with posted depreciation, reclassify the spend category	Included
Composite Assets		Included
Work in Progress Capital Assets (Projects - Related)	Assets tied to the capital projects.	Included
Asset Book	For accounting and reporting purposes (i.e., tax or alternate accounting books)	2 Included (1 Accounting and 1 Other for reporting purposes)
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10

Functional Area	Feature Definition	Scope Assumptions
Modifiable BPs		Asset Registration
Data Conversion	Current Assets that are registered within the company. It is best to clean out the registry and not bring over disposed assets	Issued assets and actively depreciating capitalized assets only. Active capitalized assets only up to 10,000 assets.
Excluded Features from Initial Go Live	These additional features will require additional research, alignment sessions, increase in timeline, and require a change order to add additional hours.	<ul style="list-style-type: none"> • Bonus Depreciation • Intangibles

Budgets

Functional Area	Feature Definition	Scope Assumptions
Financial Plan Type	Budget defined in the account system	Included
Plan Worktags	Worktags associated to budgets	Up to 10
Plan Structures	Plan structures are the foundation for plans and budgets in Workday.	Up to 2 for a budget hierarchy
Plan Templates	Plan templates consist of a base workbook and set configuration options to guide creation of future plan workbooks	Up to 2 for the Go-Live year only 1 plan template for each plan structure
Import Budget Spreadsheet	Delivered spreadsheet integration to import budget data	Delivered
Budget Checking	Budget check functionality in Workday automatically checks your transactions against your financial plans	Included
Custom Validations	Defined rules that provide validations during the budgeting process	Excluded
Budget Hierarchy		Up to 1
Reporting	Budget vs actual by cost center (Workday delivered report)	Delivered

Modifiable BPs		<ul style="list-style-type: none">• Budget Approvals & Amendments• Budget Checking
Data Conversion		1 year of Budget data
Excluded Features from Initial Go Live	These additional features will require additional research, alignment sessions, increase in timeline, and require a change order to add additional hours.	<ul style="list-style-type: none">• Position Budget• Historical Budgets

Supplier Accounts

Functional Area	Feature Definition	Scope Assumptions
Supplier Invoice	Physical or electronic documents from vendors providing purchase and payment information	Up to 1 EIB template for all suppliers' invoices
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10
Supplier Contracts	If Procurement is not in scope, then only functionality around Supplier Invoice Scheduling will be available.	Included for Scheduled or Manual Invoice Contract Types Only
Supplier Invoice Request	Create a payment request for goods or service lines in Workday by adding invoice information to the request. After the payment requests are approved, Workday converts them into supplier invoices.	Included
Supplier Invoice Retention	Payment Retention Functionality	Included
1099 Adjustment	Business process to enable updates to 1099's	Included
1099 Suppliers	1099 Suppliers reporting of payment data to the IRS	1099 Suppliers
Supplier Connection	Enables multiple remit-to bank accounts, addresses and name per supplier	Included
Prepaid Spend Amortization	Process and account for prepaid invoices and related amortization within Workday, without the need to outside spreadsheets and manual journal entries	Included
Intercompany Supplier Invoice	Workday generated invoicing of one legal entity from another legal entity under the client's umbrella. Includes direct intercompany and pay-on-behalf of invoicing	Included
Supplier Request	Business process to request a new supplier	Included

Remittance Advice (Standard Format)	Notice of ACH remittance to suppliers	Delivered
Tax Authorities		Up to 5
Tax Rates		Up to 10
Tax Codes		Up to 10
Workday OCR scanning		Workday Delivered
Supplier Portal		Included
Modifiable BPs		<ul style="list-style-type: none"> • Supplier Invoice • Supplier Change Event • Supplier Event • Supplier Request • Supplier Invoice Request
Data Conversion		<ul style="list-style-type: none"> • Suppliers and Supplier Connections with activity within six months preceding the go-live date • Open for Supplier Invoices for Suppliers in scope in transaction currency • 1099 YTD balance (only applies if client is going live in middle of calendar year)
Excluded Features from Initial Go Live	These additional features will require additional research, alignment sessions, increase in timeline, and require a change order to add additional hours.	<ul style="list-style-type: none"> • Integration to 3rd party tax service • Supplier Self-Registration • Supplier Segmented Security

Customers

Functional Area	Feature Definition	Scope Assumptions
Customer Invoice	An electronic or paper document used to charge customers for goods and services.	Up to 1 Customer Invoice Layout (Configured using Delivered Business Form (no customizations))
Customer Payment	An electronic or physical payment by a customer for goods and services	Included
Delivered Auto-Apply Payment Rules Only		Up to 8

Functional Area	Feature Definition	Scope Assumptions
Intercompany Invoice	Ability to raise invoices to affiliated entities not on Workday (or not in client tenant).	Included
Customer Invoice Maintenance		Included
Customer Statement (Standard Layout)	A report that details a customer's open balance, open invoices and payments	Up to 1 Customer Statement Layout [Configured using Delivered Business Form (no customizations)]
Cash Sale	Sales conducted in cash vs electronic payments	Included
Customer Refund	Business process that determine how customer refunds are handled	Included
Deferred Revenue Recognition	Revenue recognition schedule using deferred revenue templates	Included – Delivered functionality unless Customer Contracts is in scope
Customer Deposit	Customer payment deposited on a bank account	Included
Bad Debt Write Off	Method of writing off customer open balances	Included
Receivable Aging	Tracking and reporting of the open customer invoices by time period	Included
Collections and Dispute Activities	Tracking and reporting of customer collections and dispute activities	Included
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10
Tax	Tax codes, rates, & authorities	As outlined in Supplier Accounts
Dunning Letters		In Scope
Modifiable BPs	<ul style="list-style-type: none"> • Customer Invoice Event • Customer Invoice Email Event • Bad Debt Write Off Event • Customer Refund Event • Customer Event 	WD Delivered

Functional Area	Feature Definition	Scope Assumptions
Data Conversion		<ul style="list-style-type: none"> Only Customers with activity within 1 year preceding go-live date. Open Account Receivables Items in transaction currency.
Excluded Features from Initial Go Live	These additional features will require additional research, alignment sessions, increase in timeline, and require a change order to add additional hours.	<ul style="list-style-type: none"> Custom Advanced Payment Application Rules Consolidated Invoice Customer Portal (will be in SpryPoint) 3rd party CRM integration Integration to 3rd party tax service

Procurement

Functional Area	Feature Definition	Scope Assumptions
Requisition	Provides a method for worker to request the purchase of goods/services	In Scope
Purchase Order	Provides a method for sending purchasing document to supplier	In Scope
Change Order	Create change orders for issued purchase orders	In Scope
Receipt Accruals	Configuration to accrue purchase order lines that have been received but not invoiced	In Scope
Punchout Configuration	Catalog capability to access supplier punchout website Note – This is the functional effort. Need to ensure integrations are included in the Integrations section of the SOW.	Up to 3

Functional Area	Feature Definition	Scope Assumptions
Supplier Invoice Matching	Process that determines variances between supplier invoices and related business documents, including supplier invoice lines that exceed quantities or amounts of purchase order lines	In Scope
Supplier Contract	Provides spend vehicle for procuring goods and services. Allows for scheduled and manual purchase orders and supplier invoicing.	In Scope
Lease Contracts	Set up supplier contract that includes Financial and Operating leases	In Scope
Purchase Order (Standard Layout)	Workday delivered Purchase Order layout only	WD Delivered
Receipt	Receive goods and services from Purchase Order lines	In Scope
Sourcing	Requisitions sourced to purchasing documents	In Scope
Return to Supplier	Return goods to suppliers	In Scope
Matching Override	Define reasons for workers to request an override for supplier invoices in match exception	In Scope
Supplier Contract Amendment	Make changes to an existing supplier contract	In Scope
Payment Retention	You can set up payment withholding to capture and track payment amounts using purchase orders and supplier contracts	In Scope
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10

Functional Area	Feature Definition	Scope Assumptions
Modifiable BPs	<ul style="list-style-type: none"> • Requisition Event • Change Order Event • Purchase Order Event • Supplier Accounts Match Event • Supplier Accounts Match Exception Override Event • Supplier Contract Event • Supplier Contract Amendment Event 	WD Delivered
Data Conversion		<ul style="list-style-type: none"> • Up to 1000 Open Purchase Orders (includes both goods and services) • Up to 500 Open Supplier contracts • Receipt for Open Approved Purchases Orders
Excluded Features	These additional features will require additional research, alignment sessions, increase in timeline, and require a change order to add additional hours.	<ul style="list-style-type: none"> • Item Catalogs • Contingent Worker Procurement • Advanced Ship Notice • Requisition Segmented Security • Procurement Cards • Request for Quotes • Internal Service

Projects

Functional Area	Feature Definition	Scope Assumptions
Project	Objects that enable you to effectively plan, track, and manage work	In Scope
Workday Standard Project Reports	Workday provided project reporting	WD Delivered
Task	Tasks are associated to projects	In Scope
Project Resources	Resources that can be assigned to a project	In Scope

Functional Area	Feature Definition	Scope Assumptions
Idea	Task that allows users to submit an idea for work/project that supports an overarching organization goal	In Scope
Standard Cost Rate Sheets		In Scope
Project Cost Rate Rules	Condition rules that will drive costing functionality when using Standard Cost Rate functionality	Low to Medium Complexity up to 3 dimensions
Custom Validations	Defined transactional validations that help workers identify transaction issues	Up to 10
Project Budgets		In Scope
Resource forecasts with Worksheets		In Scope
3 rd Party Project Integrations	<ul style="list-style-type: none"> Integration to baseline projects Integration of Project WBS (Phase/Task) Integration to Project resource Plan (Project Roles) 	In Scope
Modifiable BPs	<ul style="list-style-type: none"> Create Project Verify Capital Project Expense Resource Plan Line 	WD Delivered
Data Conversion		<ul style="list-style-type: none"> Active Projects (up to 500) Project Plan Resource Plan Task Resource
Excluded Features	These additional features will require additional research, alignment sessions, increase in timeline, and require a change order to add additional hours.	<ul style="list-style-type: none"> Fully Burdened Cost Rate Advanced Labor Costing/Time Proration Request Worker Work Management

Funds and Grants

Functional Area	Feature Definition	Scope Assumptions
Sponsors	Sponsors, sponsor types, contact details	In Scope
Object Class Mapping	Mapping of spend categories to sponsor categories for reporting purposes	Up to 2
Award Contracts	Terms and conditions of the awards	In Scope
Letters of Credit	Federal sponsor payment collection method	Up to 1
Billing Schedules	Installment, prepaid or transaction-based billing	In Scope
Award Posting Intervals	Time periods and schedules for awards	In Scope
Spend Restrictions	Ability to allow or disallow spend based on sponsor requirements	In Scope
Subawards and Subrecipients	Entity acts as middleman and awards dollars to a local subrecipient	Up to 3
Facilities and Administration	Indirect spend that will be reimbursed by the sponsor	Up to 3
Import Grant Spreadsheet via	Delivered spreadsheet integration to import grants	WD Delivered
Reporting		WD Delivered
Modifiable BPs	<ul style="list-style-type: none"> Award Award Amendment Award Correction 	WD Delivered
Custom Validations	Restrict/require conditions on transactions	Up to 6 unique
Effort Certification	Certify staff time against grants	In Scope
Grant Budget Structures	Grant budget configuration	Up to 2
Grant Budget Checking	Budget check transactions against grant budget	In Scope
Award Proposals	Pre-award processing	Out of Scope
Data Conversion	Award life to date (LTD) balances	In Scope

Inventory

Functional Area	Feature Definition	Scope Assumptions
Item Master	Total number of inventory and non-inventory items	Up to 60,000
Inventory Sites	Number of perpetual inventories that include perpetual inventory asset value. Example: Main Warehouse, OR, Cath Lab	Up to 75
Number of storage locations	Locations where goods may be stored and transacted On-hand inventory levels maintained at these locations Example: A1/S1/B1	Not included – Only setting up inventory and site level.
PAR Locations	Locations where perpetual inventory balance is not tracked Example: Office Supply Closet	Up to 5
Define put-away rules	Rules to automatically increment OHQ (On-Hand Quantities) for items that exist in corresponding stocking locations.	In Scope
Barcode generation and printing		In Scope
Purchase Item Images		In Scope
Cost Validation Method	Inventory Costing Method	Average
Data Conversion		<ul style="list-style-type: none"> • Purchase Items • Inventory Balances
Excluded Features		<ul style="list-style-type: none"> • Any handheld scanning devices will be procured separately (not included in this scope of work) • Requesting Entities

Expenses

Functional Area	Feature Definition	Scope Assumptions
Expense Reports for Workers	Allows for workers to submit reimbursable and credit card expenses	Included
Mileage Rates	Mileage rates held in a mileage rate table assigned to an expense item	Up to 1
Expense Report Payment	Method of settling expense report payment obligations	Included
Create Delegation	Delegating admin rights to approve and execute expense reports	Included
GST setup and Configuration	Local taxes assessed on the value added to goods and services. There are local rates and local reporting requirements.	Included
Workday Delivered Expense Item Attributes	Workday Delivered attributes tied to a specific expense item	Included
Configurable Expense Item Attributes	Configurable reporting attributes tied to a specific expense item	Up to 5
Expense Report Instructions	Configured user instructions to provide a communication to user during expense report entry (Spend Instructions - Expense Report)	Included
Mobile Enablement	Enable Workday mobile apps for Expenses to collect receipts and submit expense reports	Included
Payment Election	Allows users to enter payment elections utilizing self-service	Included
Expense Report for Pre-Hire	Enable Create Expense Report event to detail expenses incurred by pre-hires to report and analyze company spend	Included
Guest	Enable Create Expense Report event to detail expenses incurred by guests to report and analyze company spend.	Included
Custom Validations	Data validations on Expense Reports	Up to 10 Custom Validations

Expense Rate Table	Expense rate tables are used to determine eligibility and reimbursement amounts for expense items on expense reports, such as a mileage rate tables and per-diems.	Up to 20
Spend Authorizations and Cash Advances		In Scope
Simple Per Diem (non-Travel Journal)		Up to 10
Any Credit Card Integrations in Scope for Expenses related to Worker T&E Expenses Only		If integration is in scope
Modifiable BPs		<ul style="list-style-type: none"> • Expense Report Event • Payment Election Enrollment Event
Data Conversion		Worker Payment Elections for Expense Payments only
Excluded Features from Initial Go Live	These additional features will require additional research, alignment sessions, increase in timeline, and require a change order to add additional hours.	<ul style="list-style-type: none"> • Expense Item Segmented Security • Travel Journal (Complex Per Diem) • Travel Booking • Travel Profile • Expense Protect

Prism

Assumptions:	
1. Use case details will be identified during planning phase	
2. External files will be provided by customer	
3. *one dashboard or scorecard	
4. This is a high-level ROM which will be refined and could change in Discovery	
Below are the proposed use cases Strada believes to use as a starting point from the requirements, these cases can be adjusted to meet requirements of CVWD	
1. Worker History	
2. Payroll Earning and Deductions History	
3. Environmental/Water Resources	
4. Fleet Management	
5. Asset Management	
6. Land Management	
The below technical assumptions apply for each of the 6 use cases in the proposal:	
# Prism Objects/ETL Datasets	6
ETL Complexity	Med (Transformation – case statements, filter, join, union / link to RaaS)
Security Complexity	Med (Row and Column)
# Visualization(s)	2
# Dashboard(s)	1

Accounting Center

	Scope	Scope Description
Accounting Center	External Source and Journal	Up to 3 Data Sources
		Customer will provide required data elements in extracts for Workday Accounting Center to produce journal transaction entries
		Assumes Configuration Accounting Source (same as a use case in Prism)
		Assumes no validation of ingestion data
	Data Transformation	Workday will perform data transformation services in Prism to enable processing in Accounting Center
		Standard Transformation (value mapping, join, grouping)

	Worktag Mapping	Workday will perform up to 5 worktag mappings
		Any additional worktag mappings will be performed by Customer
	Account Posting Rules	Workday will create up to 2 Account Posting Rules
		Any additional Account Posting Rules will be performed by Customer
	Reporting/Discovery Dashboard	Detailed Accounting Report + 1 discovery dashboard
	Integrations Migration	Workday will build one (1) Prism integration for Accounting Center processing to support the (3) source system files (See Integrations section) !!!! CLARIFY E2E, Production

Workday Financial Planning (Workday Phase 2)

Product	Description	Scope
Financial Planning	Structure	Budget and forecast up to 5 years out.
		All planning periods will use a common / single methodology.

Product	Description	Scope
		Planning occurs in time periods of months, quarters or years
		One Chart of Accounts structure, one calendar, and a common set of templates and processes across the organization
		Up to 20 Legal Entities Single Currency
	Revenue	Manual upload of Revenue. - Up to 2 Manual Input Sheets with up to 4 Dimensions each (each Sheet provides a single interface to view, enter, and update data). - No calculations.
	Operating Expense	Operating Expenses - 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 50 total calculations across the 2 supporting schedules and accounts.
	Personnel Expense	Up to 2 Personnel Expense models (current roster and open positions) - With up to 3 Employee Groups: Salary, Hourly and Contingent Labor. - No Labor Unions unless purchased via Additional Scope. - Up to 50 total calculations across the 2 models. (Capitalized labor is not included)

Product	Description	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
		Merit and Bonuses are calculated as a percent of total pay based on role, worker or total company.
	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.
	Balance Sheet	Actuals and Forecast - Up to 7 Balance Sheets accounts forecasted. All other accounts will be able to be projected via manual input or roll forward balances.
	Cash Flow Forecasting	Actuals and Forecast - Indirect method utilizing monthly change in Balance Sheet Accounts. Will support creation of Cash Forecasting.

Product	Description	Scope
	Financials and HCM Workday Data Management	Workday will configure the automation synchronization of the following metadata and data: - Metadata: Accounts - Metadata: Levels - Metadata: Dimensions & Attributes (up to 20) - User Synchronization Workday will define and configure required Advanced Reports and Workday Data Source for the following sources of data within the Customer's Workday Tenant: - GL trial balance - Current personnel roster - Open positions / requisitions - Currency Translation Rates (Average and End of Month only) - Matrix Report for General Ledger Drill Through - Publish of Financials Budget Balances by: Account, Level and Dimension to Workday
	Data Exports	Strada will support creating a data export out of Adaptive to be loaded in separate system. This can be dropped into a hosted SFTP folder by the client automatically.
	Security	Enable security on Levels and configure Dimensional Access Control for up to one additional dimension

Product	Description	Scope
	Financial Statements- Income Statement, Balance Sheet, Cash Flow	In Scope Up to 10 OfficeConnect Reports Up to 8 pages per report.
	Build OfficeConnect Reports (Board Book, Management Reporting)	Up to 10 HTML Browser Based Reports Up to 3 pages per report.
	Build HTML Reports (Analysis Reporting)	Up to 5 Dashboard views. Up to 6 charts/graphs per view.
	Build Dashboards	*A report is classified as a single schedule with related components. Annual Budget reports, ACFRs, Quarterly Financial packages, do not constitute a single report but a combination of multiple reports
	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.
		Post Production support: 4 weeks of support for up to 10 hours per week

Product	Description	Scope
	Not Included	Financial Consolidations (unless purchased via Additional Scope) Payroll or Payroll Costing Allocations as a source

Data Conversion

Conversion Assumptions

- The following Tenant builds, and associated conversions will be completed for this effort:
 - Foundation Tenant build used for Architect activities – Strada owned
 - Configuration build used for Configure and Prototype activities – Strada owned
 - End-to-End Tenant build used for test activities – Strada owned
 - Parallel build used for parallel test activities – Strada owned
 - Gold/Pre-Production Tenant build used for Deploy activities – Strada owned
- Strada personnel will provide guidance to the Client in order for them to complete any legacy system extracts needed to support the scope defined above.
- Client is responsible for providing conversion and configuration data in the required data gathering format. All data extract files will be submitted in the pipe-delimited, UTF8, text file-format. Client acknowledges that provided files that do not meet this format will require additional work and support from the Strada resources. This will result in additional effort to be reviewed and resolved through the Change Control process.
- Client will provide all files in time to support the project timeline and duration. Any source-data errors encountered will be Client's responsibility to correct.
- Data will be transmitted to Strada via secure File Transfer Protocol (sFTP) and will be loaded to an Strada owned secure server. Once conversion into the Workday tenant has completed for the related tenant build the data will be deleted from the secure server within 30 days of conversion completion.
- Client is responsible for data validation of all files converted into the Workday tenant to ensure accuracy.
- All data will be loaded into the tenant utilizing Workday approved web-services. Client is responsible for all non-web-service based conversion activities. This includes but is not limited to any enterprise-interface-builder (EIB) files and manually keyed catch-up transactions. Catch-up transactions include all modifications in client datasets between the extraction point-in-time for the tenant build and the release of the tenant by the Strada team. Strada conversion and functional resources support this effort through answering questions on load nuances and assisting in error resolution.
- No data scrambling will be required to fulfill the effort defined in this Statement of Work.
- The SOW assumes Client ownership of updating invalid data, headers, and file format of submitted conversion files with minimal Strada manipulation of client delivered information. Additionally, by default Strada will not perform reloads of major conversion files after the final data due date for each prototype/sandbox/gold conversions. If such reloads or further data clean-up/reload time are needed, these should be discussed and are subject to a Change Order.

Strada's Data Conversion Pre-Process Solution

Strada's Data Conversion team will provide a data pre-processing solution for customers moving to Workday HCM/FIN which leverages Strada's data conversion experience and technology accelerators.

- Client is responsible for Identifying and aligning client resources with access to and knowledge of source data for conversion
- Strada provides an initial set of data transformation and mapping rules based on experience and best practices.
- Client Reviews and provide input to data transformation and mapping rules. All logical groupings within source systems and data sets are provided in initial requirements sessions.
- The client is responsible for extracting raw data from the source system(s) and providing the data to Strada in a static Excel or CSV formats. These should be Top of Stack, unless otherwise specified
- Strada maps source system values to Workday values using the client-defined mapping rules
- Strada transforms data into Strada's conversion templates using the client-validated transformation and mapping rules
- Strada Identifies and resolves data gaps by updating transformation and mapping rules as needed
- Client provides any missing data required for conversion
- Strada updates transformation and mapping rules as needed based on validation results.
- Client reviews and provides sign-off on transformed/mapped data before data staging for each prototype. Each prototype conversion cannot begin until Client sign-off is received.
- After client sign-off of the transformations/mappings for the End-to-End conversion, all subsequent changes are confined to issue resolution. New requirements will be assessed via the change control process outlined for the project.
- Validated data is input to Strada's proprietary Loadstar data conversion platform.
- Strada performs data integrity checks and produces conversion analytics to evaluate data quality and remediation opportunities for data issues
- Client reviews and provides sign-off on staged data before load to Workday
- Strada Loads data to Workday via API calls from Loadstar
- Client validates data after load into Workday

Key Data Conversion Pre-Process Assumptions

- Extraction of raw data from client source systems is not in scope – except for extraction from Workday for M&A's
- The solution requires a minimum lead time of five (5) weeks from receipt of data to the due date for conversion files.
- The solution and the additional time required has been incorporated into the deployment project plan to allow for an adequate number of prototype and testing cycles.
- The client will collaborate with Strada by responding promptly to all inquiries and validating the data during the pre-process steps and when the data is loaded to Workday.
- Management of vendors hosting source data is not in scope.

Integrations

Integrations Assumptions

1. For inbound integrations (data originates in an external system and is loaded into Workday), Client or related third party will be responsible for providing the data in a Workday-specified format.
2. For outbound integrations (data originates in Workday and is sent to an external system), the integration owner will be responsible for the effort required to extract the data out of Workday into the format required by Client or related third party.
3. For bidirectional integrations both in/out happen within the same integration process and therefore would count as a single integration. The Integration owner and related third party will be responsible for providing the data in a Workday-specified format.
4. Strada and Client will use Strada's proprietary integration tracking tool to capture requirements, store designs, track status and track defects on each integration that is in scope.
5. Client and Strada will finalize the inventory of integrations in the project scope by the completion of the Plan stage. The inventory will identify the integration, the direction of the integration and the integration technology used.
6. Any integration added to scope after the completion of Plan Stage will be documented through the Change Order procedure and will be delivered after the Workday live date at a date identified in the Change Order.
7. For inbound integration, the integration owner will build and unit test each integration during the Architect & Configure Stage based on a mocked-up file. When possible, the integration owner will receive and load a file from the vendor to ensure that it passes basic formatting, transmission and structural needs. If not possible in the Architect & Configure stage, this will be done as part of End-to-End testing.
8. For outbound integrations the integration owner will send a file to the vendor to compare the produced file to ensure that it passes basic formatting, transmission, and structural needs. If not possible in the Architect & Configure stage, this will be done as part of End-to-End testing.
10. Client will be responsible for executing all End-to-End integration testing during the Test stage. End-to-End Testing for integrations is the process of having scenarios flow from entry into Workday through to the creation of data in an outbound file or the inverse of validating that data received in an inbound file for specific scenarios has created the expected results in Workday.
11. Strada will demonstrate to Client how to run the integrations for testing for all Strada owned integrations
12. Strada will support testing during the Test stage for each defect logged. If a defect goes beyond the current documented requirement, an enhancement will be documented and may be delivered after Live Date depending on complexity.
13. Client will provide testing signoff for each integration prior to the end of the Test stage.
14. Strada will facilitate knowledge transfer sessions to transition integrations to the appropriate Client resources during the Deploy stage to validate the customer is able to successfully run integrations and interpret basic results for all Strada owned integrations.
15. All in-scope integrations with approved requirements will be expected to go live within the deployment timeline unless specified directly in this SOW.
16. Client will own and manage all interaction with third party vendors outside of Strada and Workday.
17. Client assumes responsibility for any delays incurred by third party vendor's inability to meet project timelines. Exception will be Sprypoint where Vendor agrees to assume responsibility for any Sprypoint delays.

18. All integrations will be migrated twice, once as part of the End-to End Tenant build, and once as part of the Gold/Pre-Production Tenant build.
19. All integrations are scoped by Strada to be built on the Workday integration platform (e.g., Workday Cloud Connect, Core Connectors, EIB, Studio). In the case where Client wants to build an interface using a different platform, via middleware or otherwise, this decision must be vetted to compare overall cost and timeline and may require a change order to proceed.
20. All integrations are assumed to use Workday's integration framework accelerators and connectors as appropriate. Examples include the HCM change framework and the Workday payroll interface framework. The Workday payroll interface framework returns information sufficient to process the current pay period. The Workday payroll interface framework may consist of full employee extract files or employees' data change files that contain employee demographics, job, organization, compensation, earnings/deductions, and direct deposit data. We also assume Workday Cloud Connect Benefits connectors will be used if available. Any custom interface not accomplished using the framework accelerators may result in additional effort. For Cloud Connect integrations, Strada will be responsible for configuring, testing, and deploying the integrations with build performed by Workday as part of Workday's packaged Cloud Connect network.
21. All integrations will go live with their corresponding functional deployment. Any change in schedule or timeline will be subject to the Change Order Process.
22. If not already conducted, Strada recommends an assessment of all integrations listed to determine if the transaction volumes for each warrant the development of an automated integration.
23. Unless otherwise specified in integration assumptions, Strada is not responsible for loading information directly into the target system or for extracting information directly from the target system.
24. Where a client or the client's vendor will build an API to access Workday data via web service, Strada will provide minimal/basic input on Workday's API framework but expects the client or vendor to have sufficient and applicable expertise around API usage.

Integration Types:

The following table describes the categories of Workday integration templates available for configuration with related type and assumed complexity.

Integration Technology	Integration Type	Integration Complexity	Description
Cloud Connect	Catalog	Low or Medium	Workday's vendor-specific integration templates also referred to as Packaged
Core Connector	Connector	Medium	Workday's generic output integration templates also referred to as Framework
Custom EIB	EIB	Medium to Very High	Workday's custom integration platform templates using the Enterprise Integration Builder (EIB)
Custom Studio	Custom	Medium to Very High	Workday's custom integration platform templates using the Studio development tool, integrations using these templates are not recommended for inclusion in scope and may not be delivered in time for Workday Live Date

Integration Technology	Integration Type	Integration Complexity	Description
Web Service	Custom	Medium to High	Workday's application programming interface (API) services

The following table describes how these integration types relate to assumed development complexity:

Integration Complexity	Estimated Hour Range
Low	20-59
Medium	60-79
High	80-99
Very High	100+

INTEGRATION INVENTORY:

Based on Strada's understanding of Client's requirements, Strada has estimated:

Integration Owner	Integration Count
Strada	55
Shared	0
Client	0
Total Integrations	55

Integrations not explicitly listed in the integration inventory are considered out of scope, the specific integrations in scope are:

Integration #	Integration Name	Vendor system	Direction	Complexity	Owner
1	Cognos Financial Data	Cognos	Outbound	High	Strada
2	Aflac Health	Aflac	Outbound	Medium	Strada
3	ArcGIS Asset Data	ArcGIS	Outbound	Medium	Strada
4	Athem Health Care Benefits	Athem	Outbound	Medium	Strada
5	Bar Code Scanner	TBD	Outbound	Low	Strada
6	BlueBeam Workday Financial foundational data	BlueBeam	Outbound	Medium	Strada
7	CALPERS 457 Employee Demographics	CALPERS	Outbound	High	Strada
8	CALPERS 457 Withholdings	CALPERS	Outbound	High	Strada
9	CALPERS 403b Contributions	CALPERS	Outbound	Medium	Strada
10	CALPERS 403b Elections	CALPERS	Inbound	High	Strada
11	CALPERS 403b Employee Demographics	CALPERS	Outbound	Medium	Strada

12	Colonial Health Benefits	Colonial	Outbound	Medium	Strada
13	Docusign	Docusign	Bi-directional	Low	Strada
14	Droplet Customer Rebate Ad HOC Payments for 1099	Droplet	Inbound	Medium	Strada
15	Everbridge Employee Contact Data	Everbridge	Outbound	Low	Strada
16	Everify	Everify	Outbound	Low	Strada
17	GeoTab Asset Data	GeoTab	Outbound	Medium	Strada
18	HealthEquity HAS	HealthEquity	Outbound	Medium	Strada
19	Kaiser Health Care Benefits	Kaiser	Outbound	Medium	Strada
20	Liabilities from Investment Accounts - BAI2 or Journals	Confirm Bank	Inbound	Low	Strada
21	Lincoln 457	Lincoln	Outbound	Medium	Strada
22	Masterworks Contracts	Masterworks	Inbound	Medium	Strada
23	Masterworks Financial setup data	Masterworks	Outbound	Medium	Strada
24	MasterworksProejcts	Masterworks	Inbound	Medium	Strada
25	Nationwide 403 Contributions	Nationwide	Outbound	Medium	Strada
26	Nationwide 403 Demographics	Nationwide	Outbound	Medium	Strada
27	Nationwide 403 Elections	Nationwide	Inbound	Medium	Strada
28	NEXGEN Work Orders	NEXGEN	Inbound	Low	Strada
29	NEXGEN Employee Demographics	NEXGEN	Outbound	Low	Strada
30	NEXGEN Inventory Adjustments	NEXGEN	Outbound	Low	Strada
31	NEXGEN Payroll Results	NEXGEN	Outbound	Low	Strada
32	NEXGEN Purchase Items	NEXGEN	Outbound	Low	Strada
33	NEXGEN Receipts	NEXGEN	Outbound	Low	Strada
34	NEXGEN Requisitions	NEXGEN	Inbound	Medium	Strada
35	NEXGEN Supplier Invoices	NEXGEN	Outbound	Low	Strada
36	NEXGEN Supplier Payments	NEXGEN	Outbound	Low	Strada
37	NEXGEN Suppliers	NEXGEN	Outbound	Low	Strada
38	NEXGEN Time Tracking	NEXGEN	Inbound	High	Strada
39	PlanetBids Supplier Contract	PlanetBids	Inbound	High	Strada
40	Purchasing Card Load	Visa	Inbound	Low	Strada
41	Single sign-on	Single sign-on	Outbound	Low	Strada
42	SpryPoint Customer Rebate AD HOC Payments for 1099	SprypointCIS	Outbound	Low	Strada
43	SpryPoint Employee Demographics Retirees only	SprypointCIS	Outbound	Low	Strada
44	SpryPoint Financial Foundational Data- Chart of Accounts	SprypointCIS	Outbound	Medium	Strada
45	US Bank Payroll Direct Deposit Payments (ACH PPD)	US Bank	Outbound	Low	Strada

46	US Bank Payroll Pre-Note Payments	US Bank	Outbound	Low	Strada
47	US BANK Positive Pay	US Bank-Positive Pay	Outbound	Low	Strada
48	US Bank Statement	US Bank	Inbound	Low	Strada
49	US Bank Supplier Payments	US Bank	Outbound	Low	Strada
50	Workday Asset	SpryMobile	Outbound	Low	Strada
51	Workday INT1099 INT Filing (NEC, MISC)	IRS	Outbound	Low	Strada
52	Workday Provisioning	Active Directory	Bi-directional	Medium	Strada
53	Workday Recruitment Candidate	NeoGov	Bidirectional	High	Strada
54	Workday to Filenet documents	Filenet	Outbound	Medium	Strada
55	TBD TimeClock New York Life Absence Management	TBD Time Clock	Inbound	Low	Strada
56		New York Life	Outbound	Medium	Strada

Strada Owned Approach

Strada fully owns the requirements gathering, design, building testing and migration of integrations. These integrations will be denoted as “Strada” in the integration table.

Assumption	Description
Ownership of Cloud Connect	The development of Cloud Connect interfaces must be owned by Strada per Workday's guidelines.
Requirements and design	Strada will be responsible for requirements gathering.
Migration of configuration	Strada will migrate in scope integrations for each build.
Development, testing and support	Client will own the development, testing and support of these integrations.

IX. RACI Assumptions

The table below outlines major tasks that are completed during each stage of the Workday implementation. One of our important tools for tracking roles & responsibilities is the Responsibility Assignment Matrix (RACI matrix). RACI stands for:

- Responsible—Who is/will be doing this task? Who is assigned to work on the task?
- Consulted—Anyone who can tell me more about this task? Any stakeholders already identified?
- Informed—Anyone's work depends on this task? Who has to be kept updated on the progress?
- Accountable—Who is responsible if this goes wrong? Who has the authority to make the decision?

PRE-DEPLOYMENT READINESS (10 WEEK GOLD PACKAGE)

Pre-Deployment Readiness Services	Strada	Client	Deliverables
Stakeholder Interviews Conduct up to 10 interviews with key HRIS/IT, operations, and functional leaders to identify potential risks to the project, business concerns, etc.	R/A	C/I	Stakeholder Interview Summary
Project Readiness Conduct up to 5 1.5-hour Readiness workshops covering: resource planning, scope, and timeline, guiding principles, decision making and governance, touch points, foundational decisions, preparing for key activities and your deployment experience.	R/A	C/I	Facilitate readiness meetings with Client core team Session materials and identification of RAID (Risks, Actions, Issues, Decisions) items
Differentiating Use Cases Identification of up to 3 Use Cases and conduct workshops to identify current process and identify the must-haves, nice-to-haves, and future-needs. Using the documented Use Case, demonstrate the process in Workday to perform a deeper dive into the potential end-date solution to ensure design objectives.	R/A	C/I	Facilitate two working session per use case. Session materials and identification of RAID items. Communication of materials to the deployment team.
Workday Fundamentals (Cross-Functional) Functional workshops for modules (up to 4 hours per module) in scope that provide an overview of functionality, key features, and design considerations	R/A	C/I	Facilitate readiness meeting. Session materials and identification of RAID items
Change Management Readiness Workshops Conduct up to 2 1.5-hour Change Management workshop sessions to review Strada's change management approach and framework for Workday deployments. Discuss roles and responsibilities to initiate discussions on early CM priorities.	R/A	C/I	Change Management approach and framework overview material Session materials and identification of RAID items
Change Management Strategy Conduct up to a 2-hr Change Management Strategy session to align overall scope, goals, framework for delivery. Includes high level identification of key stakeholders and risks, along with leadership alignment, communications, change network, and training approaches.	R/A	C/I	Initiating - Overall Change Management Strategy <i>*Overall Change Management Strategy is NOT completed by the end of Pre-deployment stage.</i> *GC*
Data Conversion Approach	R/A	C/I	Data conversion approach

Conduct up to 2 1.5-hour Data Conversion Sessions to discuss data conversion needs associated with deployment and define data conversion approach. Review data elements needed for initial data conversion and current state data sources			Session materials and identification of RAID items *GC**GD*
Conversion Extraction/Transformation Design Conduct a series of collaborative data mapping sessions. Strada and Client will identify the mapping of source systems fields to Workday fields Strada and Client will collaboratively identify the conversion logic and business rules for transforming the source systems data to fit into Workday's data framework.	R/A	C/I	Transformation Logic document Session materials and identification of RAID items *GD*
Foundation Data Conversion Workshops Conduct up to 4 30-minute Data Conversion Using the Strada Workday conversion templates as guide, Strada will support this process in answering questions about the templates and about Workday.	R/A	C/I	Data conversion guidance framework Session materials and identification of RAID items
Data Gathering & Initial Review Conduct up to 4 30-minute data conversion sessions. Accept preliminary workbooks from client and provide feedback and errors review.	R/A	C/I	Data integrity issue log Session materials and identification of RAID items
Integrations Overview and Inventory Alignment Conduct up to 2 2-hour Integrations Overview Session to review integrations delivery approach, integrations inventory, ownership alignment, and identify potential integration risks and opportunities. Create future state integration architecture diagram	R/A	C/I	Integration approach, integrations inventory, and ownership alignment Integration architecture diagram Session materials and identification of RAID items
Integrations Vendor Review Conduct up to 2 1-hour Integrations Vendor Review sessions to review Strada's lessons-learned and production support guidance	R/A	C/I	Integration lessons learned and production support guidance Session materials and identification of RAID items
Reporting Overview and Inventory Approach Conduct up to a 4 1.0-hour Reporting Overview Session to review functionality, best practices, report inventory approach and review, and production support guidance	R/A	C/I	Reporting overview and inventory approach Session materials and identification of RAID items
Production Preparedness Conduct a 1.0-hour session to understand future state support model, governance structure, and the 1-year roadmap	R/A	R/C	Session materials and identification of RAID items

Readiness Summary Summarize action items identified through the Readiness Phase	R/A	C/I	Recommendations and action items across technical and functional workstreams that will extend into Plan stage
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DEPLOYMENT

Plan			
Workstream	Key project tasks & deliverables	Strada	Client
Project Governance	Workday Client onboarding	C/I	R/A
	Identify Client Core Project Team, Client Domain Leads, Key Decision Makers, Steering Committee Members	C/I	R/A
	Schedule and attend Workday Training for Core Project Team	C/I	R/A
	Manage Client resources for project related activities	C/I	R/A
	•		
	Define Project Governance Structure <ul style="list-style-type: none"> A governance model, which is formally established by adoption of the project charter, contains integrated meeting details that establish the frequency, inputs, objectives, outputs and attendees for all levels. Establish the ownership of responsibilities for the team resources at all defined levels, providing clarity on who is responsible for what and that escalation procedures, when required, are agreed upon. 	R/A	C/I
	Draft project plan <ul style="list-style-type: none"> A document that contains the details of the project activities, owners and completion dates. Strada will provide a template that will serve as the project schedule's foundation. 	R/A	C/I
	Establish project repository	R/A	C/I
	Conduct project kickoff meeting <ul style="list-style-type: none"> Verification that both Client and Strada have a consistent understanding of project goals, objectives and timeframes. Executive sponsorship is formalized, and project communication strategy is shared. The Strada Project Manager will educate the Client project team on how to work with Strada and review key artifacts used throughout the project. 	R/A	C
	Develop Tenant Management Plan	R/A	C/I
	Manage Strada resources for project related activities	R/A	C/I
Functional	Provide Initial Prototype Build Data Gathering Workbook	R/A	C/I

	<ul style="list-style-type: none"> A template of the key data elements required to build the Foundation Tenant. 		
	Completed Initial Prototype Build Data Workbook <ul style="list-style-type: none"> Template with all required fields populated by Client with current data from their legacy application and returned to Strada for configuring the Initial Prototype. 	C/I	R/A
	Build Initial Prototype—Foundation Tenant <ul style="list-style-type: none"> Initial Workday Prototype configured using the completed Data Gathering Workbook. This prototype will be used during the project kickoff and requirements workshops. 	R/A	C/I
Integrations	Integration Questionnaires walkthrough <ul style="list-style-type: none"> Prior to the end of Plan, Strada to execute integration questionnaire walkthrough with Client. 	R/A	C/I
	Completed Integration Questionnaires <ul style="list-style-type: none"> Prior to the end of Plan, Client to complete integration questionnaire for the Integration Requirement Finalization sessions. 	C/I	R/A
Note for HCM Custom Reporting rows: System Review and Integrations Ratification (We expect client Integrations SME to participate in this discussion)			
Custom Reporting Fit/Gap	HCM Reporting Workstream Initiation <ul style="list-style-type: none"> Strada provide HCM report inventory template and conduct walkthrough with Client. 	R/A	C/I
	Client adds requested HCM reports and report samples to HCM report inventory .	C/I	R/A
	Strada schedule reporting discovery workshop and fit/gap working session(s).	R/A	C/I
Conversion	Compile and deliver Foundation Tenant data <ul style="list-style-type: none"> A small subset of data for the full population used for demonstration purposes throughout the requirements workshops. 	C/I	R/A
	Convert Foundation Tenant data <ul style="list-style-type: none"> This prototype will be used during the project kickoff and the requirements workshops. 	R/A	C/I
Production Preparedness	Conduct Production Preparedness Kickoff <ul style="list-style-type: none"> Educate the Client project for life in Production and discuss the meetings throughout the project. 	R/A	C/I
Testing Essential with Automation	-Designate a dedicated, full-time Client Testing Lead to manage and oversee Client test deliverables	C/I	R/A
	Prepare Testing Introduction with Unit Test resource estimators	R/A	C/I
	Prepare Testing workstream kick off materials	R/A	C/I
	Conduct Testing workstream kickoff session	R/A	C/I
	Populate Project Plan aligned to key milestone dates	R/A	C/I
	Complete Program Administration tasks - update weekly status report and project plan, attend status meetings	R/A	C/I
	Finalize Project Plan in coordination with Client Testing Lead	R/A	C/I

Change Management – Lead and Execute	Develop overall Workday training plan for testers	C/I	R/A
	Identify Client testing resources (Functional & Integration for Unit Test and End-to-End)	C/I	R/A
	Schedule and run regular Test Lead Planning meetings with Client Test Lead counter-part and Project Managers	R/A	C/I
	Change Management Kickoff <ul style="list-style-type: none"> Review scope and change journey Review of Strada-provided change management artifacts, tools and templates. Alignment on team roles & responsibilities 	R/A	R/C
	Change Management Strategy Establish the overarching framework for the Change Management workstream, including: <ul style="list-style-type: none"> Framework for delivery Success measures Risks to adoption High-level timeline 	R/A	R/C
	Stakeholder Analysis <ul style="list-style-type: none"> Analysis to determine specific stakeholders and stakeholder groups that require regular change management interaction throughout the deployment. Note: <i>Stakeholder Analysis is a living document that will be maintained throughout the course of the project.</i>	R/C	R/A
	Change Management Work Plan Development and ongoing management of work plan for the Change Management workstream.	R/A	R/C

Architect & Configure			
Workstream	Key project tasks & deliverables	Strada	Client
Project Governance	Finalize project plan and project charter	R/A	C/I
Functional	Conduct Foundational Blueprint, Design/Configuration workshops	R/A	C/I
	Populate Configuration Data Gathering Workbooks (Templates) <ul style="list-style-type: none"> The Configuration templates are used to document Configuration being delivered and decisions captured during working sessions. 	C/I	R/A
	Conduct Business Process workshops <ul style="list-style-type: none"> Using Strada POV Workday optimized business processes as a starting point, Strada will conduct Business Process workshops to demonstrate delivered business processes and analyze, optimize and document any changes to the selected 	R/A	C/I

	business processes as described in the Project Scope.		
	Complete Design/Configuration workbooks	C/I	R/A
	Conduct Reporting discussions <ul style="list-style-type: none"> Strada will conduct discussions to review available Workday-delivered and Strada POV-delivered reports. Further discussions will be had to identify what custom reports might be needed in addition to what is already delivered. 	R/A	C/I
	Complete Custom Report Requirement templates <ul style="list-style-type: none"> The Report Requirement templates are used to document the desired criteria, fields and sorting to be used when building the reports. 	C/I	R/A
	Complete Knowledge Transfer plan	R/A	C/I
	Build Configuration Tenant <ul style="list-style-type: none"> Configuration Tenant built based on the information collected in the Requirements Workshops. This build includes configuration data, as well as full worker data provided by Client in the Data Gathering workbooks 	R/A	C/I
	Conduct Unit Test / Client Confirmation sessions <ul style="list-style-type: none"> Facilitated session to review Configuration Tenant Build based on requirements gathered during the Requirements Workshops 	R/A	C/I
	Conduct Unit Testing (Configuration Tenant) <ul style="list-style-type: none"> The Client team is responsible for validating its accuracy using the Foundational Blueprint as a point of reference. 	C/I	R/A
	Identify Required Configuration and Business Process Changes	C/I	R/A
	Payroll Lead - Draft Parallel Testing strategy [BRD(Business Requirement Document)]	R/A	C/I
	Payroll Lead Provides draft Payroll Parallel Schedule and Timeline	R/A	C/I
	Payroll Team finalizes Parallel Testing Plan (BRD) — including plan for catch up transactions, integrations and data load requirements	C/I	R/A
Integrations	Conduct integration requirement finalization workshops <ul style="list-style-type: none"> Strada will schedule and execute Integration Requirements workshops to review completed integration questionnaires and document further required information, including details of the 	R/A	C/I

	integration data endpoints to draft requirements. • Alignment of integration security approach.		
	Draft requirements for Strada-owned and Shared-development integrations documenting the business needs for each integration including data elements, file specifications and affected business processes for requirements approval. • Draft requirements for Client-owned integrations for requirements approval.	R/A	C/I
	Requirements approval and sign-off by Client prior to Strada commencing design of the integration.	C/I	R/A
	Create integration design documents for Strada-owned or integrations designated as Shared-development • For integrations designated as Shared-development, execute design walkthrough with Client.	R/A	C/I
	Identify and migrate PPD integrations from Strada PPD tenant to Client tenant	R/A	I
	Build and Unit Test Integrations Strada-owned • Any Strada-owned integration will be developed, and unit tested by Strada.	R/A	I
	Build and Unit Test Client-owned or Shared-development Integrations • Any Shared-development or Client-owned integrations will be developed, and unit tested by Client.		R/A
	Issue Resolution • Strada may request additional information on integrations during development and unit testing.	R/A	C/I
	Schedule Knowledge Transfer for Strada-owned Integrations for Testing	R/A	C/I
	Execute Knowledge Transfers of Strada-owned integrations for Testing	R/A	C/I
	Perform Integration Migration to Testing Tenant	R/A	I
HCM Custom Reporting Fit/Gap	• Conduct initial Fit/Gap analysis for each report in report inventory	R/A	C/I
	Conduct reporting discovery workshop	R/A	C/I
	Conduct weekly working sessions to review Fit/Gap results to define custom report needs, hours effort estimates, and priority. Report design is not included.	R/A	C/I
	Client provide approval of list of custom reports from working sessions to be added to project scope, as appropriate.	C/I	R/A
	Strada provide reporting questionnaire and conduct walkthrough with Client	R/A	C/I

HCM Custom Reporting Pool	• Client provide completed reporting questionnaire		R/A
	• Conduct reporting requirements deep-dives	R/A	C/I
	• Draft requirements for Strada-owned custom reports and provide to Client	R/A	C/I
	Client provide custom report requirements approval prior to Strada commencing build of the Strada-owned reports	C/I	R/A
	Build and unit test Strada-owned custom reports	R/A	C/I
	Build and unit test Client-owned custom reports	I	R/A
	Conduct weekly Client-owned custom report build support meeting, as required	R/A	C/I
	Perform migration of Strada-owned custom reports to testing tenant	R/A	C/I
	Perform migration of Client-owned custom reports to testing tenant	C/I	R/A
FIN Custom Reporting Fit/Gap	Conduct initial Fit/Gap analysis for each report in report inventory. Fit/Gap working session(s) include the following: <ul style="list-style-type: none"> • Review of each report to determine if it's a Delivered, POV, or Custom Report • Any modifications to the Delivered or POV reports will be a Custom Report 	R/A	C/I
	Conduct reporting discovery workshop	R/A	C/I
	Conduct weekly working sessions to review Fit/Gap results to define custom report needs, hours effort estimates, and priority. Report design is not included.	R/A	C/I
	Client reviews delivered reports from Fit-Gap to determine if they meet requirements.	C/I	R/A
	Client provides approval of list of custom reports from working sessions to be added to project scope, as appropriate.	C/I	R/A
FIN Custom Reporting Pool	Conduct reporting requirements deep-dives	R/A	C/I
	Draft requirements for Strada-owned custom reports and provide to Client	R/A	C/I
	Client provides custom report requirements approval prior to Strada commencing build of the Strada-owned reports	C/I	R/A
	Build, unit test and E2E test Strada-owned custom reports	R/A	C/I
	Build, unit test and E2E test Client-owned custom reports.	I	R/A
Conversion	Conduct Conversion Discovery workshop <ul style="list-style-type: none"> • Strada will run a series of meetings to define scope, walk through the conversion extract templates and outline the conversion file delivery schedule. 	R/A	C/I

	Create Conversion Strategy document <ul style="list-style-type: none">Document that details the data conversion approach and strategy for the project.	R/A	C/I
	Build Conversion extracts	C/I	R/A
	Deliver Conversion extract files	C/I	R/A
	Review of initial draft of Conversion extract files <ul style="list-style-type: none">Strada will review all draft conversion extract files and provide feedback to Client on what data has errors and what data does not meet standards.	R/A	C/I
	Perform Configuration Tenant Conversion	R/A	C/I
	Conduct Configuration Tenant Data Validation kickoff <ul style="list-style-type: none">Strada will facilitate an onsite session to walk Client through data conversion errors and provide a suite of reports to assist in data validation.	R/A	C/I
	Perform Configuration Tenant Data Validation <ul style="list-style-type: none">Client to execute a series of tasks to validate data and either confirm correctness or identify changes for next prototype.	C/I	R/A
Production Preparedness	Conduct Production Preparedness Workshop #1 <ul style="list-style-type: none">Review Support ModelReview Governance Support Model	R/A	C/I
	Conduct Production Preparedness Workshop #2 <ul style="list-style-type: none">Review Planned Support ResourcingReview Governance examples	R/A	C/I
Testing Essential with Automation	-Draft, present, and refine Test Strategy	R/A	C/I
	Review, socialize, provide feedback, approve final Test Strategy	C/I	R/A
	Draft Configuration Unit Test Plan	R/A	C/I
	Deliver Configuration Unit Test Plan workshop	R/A	C/I
	Review and update Unit Test baseline scenarios by 1) replicating scenarios as needed to support testing of unique requirements by country, or business process differences defined in Architect workbooks and 2) assigning testers. Provide final version to Strada to load to Test Management tool (Jira)	C/I	R/A
	Ensure all Unit testers take Workday training	C/I	R/A
	Set-up Jira dashboards & reporting	R/A	C/I
	Load Unit Test scenarios to Jira	R/A	C/I
	Provide Unit Test Jira access and training to testers	R/A	C/I
	Prepare, refine and present Unit Testing kickoff in coordination with Client Testing Lead	R/I	A/C
	Attend Customer Confirmation Sessions	C/I	R/A

	Log and track Customer Confirmation Session issues in Jira	C/I	R/A
	Coordinate Unit testing logistics, meeting rooms, conference call details	C/I	R/A
	Deliver Unit Test execution kick-off and Jira training in joint coordination between Strada and Client testing Leads	R/I	A/C
	Execute Unit Testing	C/I	R/A
	Facilitate periodic Unit Test progress and bug review meetings as needed	C/I	R/A
	Attend and support Unit Test progress and bug review meetings as needed	R/A	C/I
	Log Unit Test results and bugs in Jira	C/I	R/A
	Resolve Unit Test bugs logged in Jira	R/A	C/I
	Support test teams with Unit Test bug logging & escalations	R/A	C/I
	Provide Unit Test metrics and reports	R/A	C/I
	Prepare and deliver Unit Test Exit Workbook for sign off	R/A	C/I
	Review Unit Test Exit Workbook and Sign off on Unit Testing	C/I	R/A
	Deliver End to End Test Plan workshop	R/A	C/I
	Provide End-to-End Planning and baseline scenarios	R/A	C/I
	Review automation End-to-End Test scenarios	C/I	R/A
	Finalize manual End-to-End Test scenarios	C/I	R/A
	Prepare data mining and staging of End-to-End Test population	C/I	R/A
	Data mine and stage End-to-End Test population	R/A	C/I
	Draft User Readiness Plan (optional)	C/I	R/A
	Ensure all End-to-End testers take Workday training	C/I	R/A
	Load End-to-End Test scenarios to Jira	R/A	C/I
	Provide End-to-End Jira access and training to testers	R/A	C/I
	Prepare, refine and present End to End Testing kickoff in coordination with Client Testing Lead	R/A	C/I
Testing Essential (Integration)	– Build and deliver Integration test plan	R/A	C/I
	Build and deliver Integration tracker schedule	C/I	R/A
	Prepare for Integration Test kickoff meetings	C/I	R/A
	Conduct Integration Test kickoff meetings	C/I	R/A
	Kick off Integration Testing approach with vendors and customer internal resources	C/I	R/A
	Build and finalize Integration Test scenarios	C/I	R/A
	Prepare for Integration Test planning meetings	C/I	R/A
	Conduct Integration Test planning meetings	C/I	R/A
	Load Integration Test scenarios to Jira	R/A	C/I

Change Management – Lead and Execute	Impact Analysis <ul style="list-style-type: none"> Develop an organized approach to identifying key variations from current state to future state, including socialization of the process to targeted Client SMEs. Changes may be technical, policy, process, cultural, or organizational in nature. Facilitate the activity, review impacts for clarity <p><input type="checkbox"/> Note: <i>The Impact Analysis is a living document that will be maintained throughout the course of the program.</i></p>	R/A	C/I
	Impact Analysis <ul style="list-style-type: none"> Identification of SMEs to capture change impacts from current state to future state Change impact collection 	C/I	R/A
	End-User Communication and Engagement Plan <ul style="list-style-type: none"> Organized series of communication campaigns designed to build organizational alignment and readiness. Identification of specific deliverables, audiences and timing. Begin development/execution of up to 20 enterprise communication tactics to core audiences. 	R/A	C/I
	End-User Communication and Engagement Plan <ul style="list-style-type: none"> Develop targeted communications to non-enterprise/localized audiences. Facilitate engagement events. Review, approve, and distribute communications. 	C/I	R/A
	Change Network Plan <ul style="list-style-type: none"> Plan to engage with identified change network on a recurring basis Includes development of materials to support Change Network activities 	R/A	C/I
	Change Network Plan <ul style="list-style-type: none"> Identification of participants. Management of change network events and activities, including facilitation. 	C/I	R/A
	End-User Training Deliverable Plan <ul style="list-style-type: none"> Organized series of training deliverables designed to facilitate successful adoption of new ways of working. Identification of specific deliverables (by enterprise audience) including content development timeline and Strada/Client developer assignments. 	R/A	R/C

	<ul style="list-style-type: none"> Finalize design of templates. 		
	Measurement: Business Readiness Execution <ul style="list-style-type: none"> Readiness measurement occurs via mid-project and pre-Live Date assessment, plus post Live Date adoption assessment. Development of pulse surveys, review of findings and strategic recommendations. 	R/A	C/I
	Measurement: Business Readiness Execution <ul style="list-style-type: none"> Deploy business readiness activities, adoption pulse surveys. 	C/I	R/A

Test			
Workstream	Key project tasks & deliverables	Strada	Client
Project Governance	Create Cutover plan <ul style="list-style-type: none"> Plan that contains detailed steps for deploying the Workday Service to production. 	C/I	R/A
Functional	Build End-to-End Tenant <ul style="list-style-type: none"> Configuration (End-to-End) Tenant build based on the information collected in the Architect & Configure stage. This build includes configuration data and full worker data provided by Client in the Data Gathering workbooks. 	R/A	C/I
	Conduct End-to-End Test (End-to-End Tenant) Testing <ul style="list-style-type: none"> The Client team is responsible for validating its accuracy using the Requirements documentation as a point of reference. 	C/I	R/A
	Payroll Lead build Parallel Test Tenant and configure Payroll Parallel comparison tools.	R/A	C/I
	Test Lead updates Jira gadget for tracking Payroll Parallel defects	R/A	C/I
	Provide the appropriate HR, Benefits, Time and Absence Data and all other Payroll legacy data required for the compare.	C/I	R/A
	Perform data entry (Manual, EIB, Inbound, Integrations) to support payroll processing, including any catch-up transactions required to complete subsequent payroll comparison cycles.	C/I	R/A
	Execute integrations, as needed, including performing validation of the integration output files (comparison of Workday and Legacy production systems).	C/I	R/A
	Payroll Lead Execute the comparison process using Strada's custom payroll comparison tools for all cycles until acceptable tolerance levels have been met.	R/A	C/I
	Payroll Lead provide Gross to Net payroll comparison results reporting including Gross, Earnings, Deductions, and Taxes tolerances, acceptable and known differences.	R/A	C/I

	Research any differences and log defects as appropriate in Jira	C/I	R/A
	Payroll Lead schedule, coordinate, and facilitate periodic Payroll Parallel defect review meetings, as necessary.	C/I	R/A
	Payroll Lead resolve Parallel defects logged in Jira	R/A	C/I
	Payroll Lead support Payroll Parallel Testing Escalations	R/A	C/I
	Payroll Lead prepare Delivery Assurance Artifacts	R/A	C/I
	Payroll Lead prepare Sign-Off materials	R/A	C/I
	Sign off Parallel Testing (approved ready for Production)	C/I	R/A
	Kick off Integration Testing Approach with vendors and customer internal resources.	R/A	C/I
Integration	Conduct Integration Test Planning Meetings	C/I	R/A
	Execute and Test integrations	C/I	R/A
	Prepare and present metrics on Integration Test progress	C/I	R/A
	Support test teams with issue logging/escalation	R/A	C/I
	Sign off each Integration (approved ready for Production)	C/I	R/A
	Client conduct report testing	C/I	R/A
HCM Reporting Custom Pool	Support Client testing and provide troubleshooting assistance for Strada-owned custom reports.	R/A	C/I
	Conduct weekly Client-owned custom report testing support meeting, as required.	R/A	C/I
	Client to provide approval that testing is complete	I	R/A
	Perform Tenant Conversion Repeat the conversion activities identified in Architect & Configure to create the End-to-End Tenant (Parallel Tenant, if required).	R/A	C/I
Conversion	<ul style="list-style-type: none"> Provide Jira exports of all Functional and Integration Program Test scenarios with steps, and bugs for audit tracking. 	R/A	C/I
Close	Conduct Production Preparedness Workshop #3 <ul style="list-style-type: none"> Review resourcing and identify gaps Review Governance Support Model and identify gaps Wrap up production preparedness	R/A	C/I
Production Preparedness	<ul style="list-style-type: none"> Attend Tenant Handoff sessions 	C/I	R/A
Testing - Essential with Automation	Prepare, refine and present End-to-End Testing kickoff in coordination with Client Testing Lead.	R/I	A/C
	Coordinate End-to-End Testing logistics and day-to-day testing activities including regularly scheduled bug calls.	C/I	R/A
	Execute automated End-to-End test scenarios	R/A	C/I
	Execute manual End-to-End test scenarios (a selected portion of the E2E testing volume ensuring the client is prepared to sign off and operate at Go-Live).	C/I	R/A

	Support End-to-End Testing escalations	R/A	C/I
	Facilitate periodic End-to-End Testing progress and bug review meetings as needed.	C/I	R/A
	Attend and support End-to-End Testing progress and bug review meetings, as needed.	R/A	C/I
	Log manual End-to-End Test results and bugs in Jira	C/I	R/A
	Resolve End-to-End bugs logged in Jira	R/A	C/I
	Provide End-to-End Test metrics and reports	R/A	C/I
	Review, evaluate, and approve automation End-to-End testing results	C/A	R/I
	Complete User Readiness (optional)	C/I	R/A
	Prepare End-to-End Testing Exit Workbook for sign off	R/A	C/I
	Sign-off manual and automation End-to-End Testing (approved ready for Production).	C/I	R/A
	Provide Jira export of project tests and bugs	R/A	C/I
Close			
Change Management – Lead and Execute	End-User Training Materials Development of training materials to build proficiency, enable adoption; includes up to: <ul style="list-style-type: none"> • 25 job aids • One microlearning video • One concept deck 	R/A	C/I
	End-User Training Deployment & Logistics Plan <ul style="list-style-type: none"> • Determine training deployment approach, course sequencing, and delivery schedule. • Determine strategy for storage and access to end-user training materials (e.g., LMS, intranet site, etc.). Manage training logistics (e.g., distribution of meeting invitations, registration, conference room scheduling, participant tracking, post training follow-ups, etc.).	C/I	R/A
	Train-the-Trainer/Instructor-Led Training <ul style="list-style-type: none"> • Development of presentation-style materials focused on Live Date key concept and process changes; includes speakers notes. 	R/A	C/I
	Measurement: Adoption Measurement Plan <ul style="list-style-type: none"> • Identify key metrics across Workstreams to measure post Live Date adoption. 	R/A	R/C
	Measurement: Adoption Measurement Plan <ul style="list-style-type: none"> • Implement measurement plan post go-live. 	C/I	R/A
	Sustainment Strategy <ul style="list-style-type: none"> • Approach to ensuring the organization is ready to sustain change over time and prepared for ongoing tool releases. 	R/A	R/C

	<ul style="list-style-type: none"> Includes counsel on Workday provided support resources 		
	Sustainment Strategy	C/I	R/A
	Approve and implement Sustainment Strategy.		

Deploy			
Workstream	Key project tasks & deliverables	Strada	Client
Project Governance	Live Date checklist	R/A	C/I
Functional	Facilitate Knowledge Transfer	R/A	C
	Build Gold Tenant <ul style="list-style-type: none"> The final configuration and full data conversion load into the Pre-Production Tenant (Gold) in preparation for Production. 	R/A	C
	Pre-Production (Gold) Tenant <ul style="list-style-type: none"> Verify Client has reviewed and approved all data converted into Pre-Production (Gold) Tenant. Perform any manual configuration changes. Client to enter Catch-up Transactions 	R/A	C
	Validate Pre-Production (Gold Tenant) <ul style="list-style-type: none"> Client will complete final validation and provide sign off that all Configuration and Worker Data Conversion has been completed in the Pre-Production Tenant. 	C/I	R/A
	Manage Project Cutover Plan	C/I	R/A
	Transition to Production Services	C/I	R/A
	Provide Cutover Support	R/A	C
Integrations	Schedule Knowledge Transfer for Strada-owned Integrations for Production Transition.	C/I	R/A
	Execute Knowledge Transfers of Strada-owned integrations for Production Transition.	R/A	C/I
	Confirm Integration Cutover plan dates	C/I	R/A
	Perform Integration Migration to Production Tenant	R/A	C/I
	Production Support for Strada-owned Integrations	R/A	C/I
	Production Support for Client-owned and Shared-development integrations		R/A
	Run Strada transitional integration and share results with client team	R/A	I
	A catalog extract of integrations containing schedule and contact details to be used for Deploy planning.	R/A	C/I
HCM Custom Reporting Pool	Schedule and execute knowledge transfer of Strada-owned custom reports for production transition	R/A	C/I
	Perform migration for Strada-owned custom report to production tenant	R/A	C/I

	Perform migration for Client-owned custom report to production tenant	C/I	R/A
	Production support for Strada-owned custom reports	R/A	C/I
	Production support for Client-owned custom reports	I	R/A
Conversion	Perform Tenant Conversion <ul style="list-style-type: none"> Repeat the conversion activities identified in Architect & Configure for the final tenant. 	R/A	C/I
Testing	Provide Jira exports of all Functional and Integration Program Test scenarios with steps, and bugs for audit tracking (Note: no screenshots or attachments are included in the Jira export.).	R/A	C/I
Change Management – Lead and Execute	End-User Training Materials Deployment of end-user training materials for individual, just-in-time use.	C/I	R/A
	Train-the-Trainer/Instructor-Led Training Co-facilitation of series of train-the-trainer/instructor-led training sessions for target audience(s).	R/A	C/I
	Train-the-Trainer/Instructor-Led Training Co-facilitation of series of train-the-trainer/instructor-led training sessions for target audience(s), coordination of logistics, etc.	C/I	R/A

Recurring			
Workstream	Key project tasks & deliverables	Strada	Client
Project Governance	Project plan maintenance <ul style="list-style-type: none"> Review project plan 	R/A	C/I
	Weekly status meetings/reports	R/A	C/I
	Participate in monthly Steering Committee meeting	R/A	C/I
	Conduct monthly Steering Committee meeting	C/I	R/A
	Own Risk Management Log	R/A	C/I
	Own Issue Management Log	R/A	C/I
	Own resolution of Client-owned issues	C/I	R/A
	Coordinate Delivery Assurance activities	R/A	C/I

Exhibit A: Strada Tools and Functions Served

Function Served	Tool Name	Technology Used	Notes
Project Governance and Collaboration	Client Project Hub	Smartsheet	<ul style="list-style-type: none"> Client Project Hub allocated in Smartsheet upon signing of agreement All project controls originate from project hub, including project plan, issues log, workstream breakout information, and status reporting Personally Identifiable Information (PII) cannot be used on the Project Hub Use of additional project management controls or tools will require change request
Document Sharing and Document Library	Client Project Hub	Smartsheet	<ul style="list-style-type: none"> Document Library created as part of project hub allocated upon signing of agreement Personally Identifiable Information (PII) cannot be used on in the Document Libraries Use of additional document libraries or document repositories will require change request
Meeting Collaboration Technology	Microsoft Teams	Microsoft Teams	<ul style="list-style-type: none"> Strada Microsoft Teams will be used for meeting administration Instant Messaging currently only available for Strada internally; if required, Strada will consider alternatives Changes to meeting collaboration approach requires change request

Data Validation	Strada Data Conversion Accelerator	Proprietary	<ul style="list-style-type: none"> • Data Validation is performed by Strada Data Conversion Accelerator and provides rapid Internal Review of data • Data Validation is non-cloud based and cannot execute in a Virtual Desktop Instance (VDI) environment • Use of VDI, additional Data Validation technologies, or additional data quality management (DQM) tools will require a change request
Integrations Requirements	Strada Development Catalog	Proprietary	<ul style="list-style-type: none"> • Integration requirements and integrations status tracked in Strada's proprietary Strada Development Catalog • Use of Strada Development Catalog is endemic throughout Strada project lifecycle and expediting integrations development • Use of alternate integration requirements gathering mechanisms will require a change request
Security Data Transfer	Strada MFT / Move IT	Proprietary	<ul style="list-style-type: none"> • Sensitive data that includes PII will be transferred between the client and Strada using Strada's Managed File Transfer (MFT) tool • Use of alternative or additional MFT tools will require a change request
Configuration Unit Test Tracking and End-to-End (E2E) Test Tracking	Strada JIRA Instance	Atlassian JIRA	<ul style="list-style-type: none"> • Test tracking will be performed in Strada's instance of JIRA • Strada's testing and implementation methodology for Test phases is deeply connected with use of the JIRA tool • Use of alternative or additional Testing tools will require a change request

Parallel Comparison Tool	Strada Payroll Parallel Comparison Tool	Proprietary	<ul style="list-style-type: none"> • Test tracking will be performed in Strada's instance of JIRA • Strada's parallel payroll approach deeply connected with use of the internal parallel comparison tool • Workday's PROVE tool will not be used • Use of additional parallel comparison tools will require a change request
Project Tool	Hardware	Laptops	<ul style="list-style-type: none"> • Onboarding: Client laptops must be delivered to Strada local office per each resource onboarded to the project • Compatibility: Strada WD tools must have load permissions into the client laptop, e.g., Strada Data Conversion Accelerator, payroll parallel comparison • Productivity and Efficiency: Strada will not use client email or messaging tool • Technical Support: The client must provide technical support for their laptop • Ownership and responsibility: Strada is not responsible for damaged hardware • Licensing: The client is responsible for software licensing needed for the Project • Exit: The client covers shipping costs for all laptop resources and the removal process of all Strada proprietary tools.
Project Tool	Hardware	VPN	<ul style="list-style-type: none"> • Strada uses a secure method of logging into Strada system through VPN • Strada team cannot access tools that house client-specific data without logging in through VPN • Use of client VPN will require a change request and could potentially impact the timeline

GLOSSARY OF TERMS AND BASELINE ASSUMPTIONS

Cloud Service

For purposes of this SOW, “Cloud Service” means the cloud-based software services provided to Client pursuant to a separate and independent agreement between Client and the provider of such cloud-based software services, which will be accessed by Strada in connection with providing the Services. Client shall obtain any licenses and authorizations relating to the Cloud Service to the extent necessary to enable provision of the Services. Strada’s service offering is predicated on using the Cloud Service and any references to the “system” and “platform” herein shall refer to the Cloud Service unless the context clearly indicates otherwise. Client business processes will be implemented within the Cloud Service’s configuration options.

Deliverables

For the purposes of this SOW, “Deliverables” shall mean any configurations of, reporting functionality for data from, and integrations to/from the Cloud Service that are specific to, and created and delivered solely and exclusively for, Client by Strada (determined without regard to any references to “deliverable” in other sections of this SOW).

Baseline Assumptions

1. For purposes of this SOW, Workday is the Cloud Service. Only functionality that is available with the current commercially available Workday release at the reservation date can be considered for deployment. Changes to the Workday Release will be assessed by the Client and Strada PMO for fit into the current project timeline for deployment.
2. Client is responsible for the user experience including but not limited to manager and employee training and user enablement.
3. Except where noted explicitly in the Functional Configuration Parameters described herein:
 - a. WD Setup will be the baseline for configuration,
 - b. WD Setup provides a robust, preconfigured role-based and user-based security group structure. Client will map responsibilities to delivered security groups, with no need for changes to existing structure or creation of custom security groups or roles.
 - c. Strada will enable delivered security for all Workday standard reports related to the SKUs listed in section II, Project Overview / Background.

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CVWD WORKDAY AND SPRYPOINT DEPLOYMENT

Exhibit A – Attachment No. 2
Program Management Overview

Table of Contents

Program Structure.....3

Project Administration3

PMO Roles.....6

Key Project Roles6

PMO Playbook.....7

Tools7

Tracking and Status.....7

Meetings – Tool selected by client.....8

Program Structure

The purpose of this document is to outline how the Strada Workday and SpryPoint deployments will be managed at the PMO level to support overall program status, escalations, key roles and tools. Strada and SpryPoint will follow a separate methodology for system implementation as per each implementer's Statement of Work.

The implementation services provided by Strada and SpryPoint will each be referred to as a "project" and as such each project shall have a Vendor Project Manager to manage the day to day of these projects. Both the Strada and SpryPoint Project Manager will report into the Strada Program Executive to support program reporting and program meetings. Strada will service as the Project Manager for both projects and will serve as the escalation point for issues arising from both the Workday and SpryPoint implementations.

The **Client** has embarked on a program to improve and upgrade their current systems The project will be split into three phases.

Phase 1: SpryPoint Implementation (Separate SOW and deployment Methodology for SpryPoint)

Phase 2: Workday HCM, Payroll and FINS Implementation

Phase 3: Workday Financial Planning

The Program Management Team which consists of the Strada Program Executive, the Strada Project Manager and the SpryPoint Project Manager working in conjunction with the Client Project Manager and, will compile status reports for distribution to both the Client, Strada and SpryPoint management. Weekly/monthly meetings will be held to review overall status, schedule, and open issues noted in the monthly status report.

As the implementation experts Strada and SpryPoint, agree to communicate clearly which issues/tasks are on the critical path and have immediate impact on the project schedule and which issues/tasks are not. For issues that are not on the critical path, the Strada/SpryPoint Program Management Team will monitor these to ensure that these do not become critical path issues/tasks.

Project Administration

1. The Strada Program Executive will serve as the escalation point for issues arising from both the Workday and SpryPoint implementations. The Strada Project Manager will be responsible for management of Strada owned tasks and responsibilities.
The Client Project Manager will be responsible for management of Client owned tasks and responsibilities.
The SpryPoint Project Manager will be responsible for management of SpryPoint owned tasks and responsibilities.
2. The Strada and SpryPoint Project Managers will be responsible for scheduling and setting the agenda for the project status meeting held weekly, not to exceed 60-minutes.
3. The Strada and SpryPoint Project Managers will act as the representative of the Strada and SpryPoint teams for the project status meeting. Additional Strada and SpryPoint personnel will attend the status meeting based on the health of the project, timeline, workstream health or cross-functional escalations. The Project Managers will ensure the status report is updated prior to the status meeting.
4. Strada, SpryPoint and Client resources will be responsible for maintaining the project RAID log, located on the project Smartsheet workspace (Project Hub). Client project manager will be responsible for following up on Client-owned issues as indicated on the RAID log.

5. Client shall permit and arrange for access to Client records requested by Strada and SpryPoint that are reasonably necessary to perform the Services under this SOW. Onsite travel or participation will be governed by the Change Order process.
6. Client will utilize Strada and SpryPoint's respective tools, templates, methodologies, and practices for deployment, including but not limited to: project work repositories, data storage, testing management, and an integrations database. Strada will provide an extract of worksheets and attachments upon completion of the project. A baseline inventory of tools and their purpose is included as Exhibit A. Any deviation from these standard tool set that is required by Client will be subject to a change order to address Strada's and SpryPoint's additional effort and costs associated with using the non-standard tool(s). Tools usage includes but is not limited to the tools identified in Exhibit A.
7. The Strada team will use Strada laptops, and all secured data will leverage Project security data transfer protocols such as Strada MFT / Move IT. Using alternative or client laptops will require a change order and could significantly impact the project timeline.
8. The SpryPoint team will use SpryPoint laptops, and all secured data will leverage Project security data transfer protocols such as Strada MFT / Move IT. Using alternative or client laptops will require a change order and could significantly impact the project timeline.
9. Client is responsible for all aspects Steering Committee meeting including but not limited to scheduling, agenda creation, presentation, and meeting execution. Only the aligned Strada and SpryPoint PMO resource (e.g., Project Manager, or Program Executive) will attend. If additional attendees are required or Strada/ SpryPoint is asked to prepare Steering Committee content, an additional Change Order will be agreed upon between the Client and Strada.
10. If at any time during the project, Client, Strada or SpryPoint determines that the deployment approach is no longer appropriate, an immediate notification should occur to the Project Steering Committee so the effort can be re-planned, re-scoped and re-priced.
11. Any modules and functionality not listed in Scope Assumptions are out of scope. Additionally, any new functionality delivered by Workday or SpryPoint in an update after the Architect & Configure phase of the project has been completed, as indicated by creation of the configuration tenant, is out of scope unless set out in this Statement of Work.
12. Relative to integration approach, Strada will build, and unit test each owned integration during the Architect & Configure stage. For outbound, unit testing is the process of verifying that the output file from the integration matches the requirements and the identified unit test cases are completed successfully. When possible, in the Architect & Configure stage, Strada will send a file for confirmation to the vendor to ensure that it passes basic formatting, transmission and structural needs. If not possible in the Architect & Configure stage, this will be done as part of End-to-End testing. For inbound, unit testing is a verification of the process to import a file to Workday. Securing a sample file from the integration vendor to support this test is the ideal approach. If this is not possible the Strada resource will mock up a test file and testing with the vendor will happen as part of End-to-End testing.
 - a. Client will inform and secure necessary contacts for each in scope integration with the vendor prior to Customer Confirmation sessions.
 - b. Client will provide specifications and answer discovery questionnaires for each interface prior to integration workshops conducted during the Architect & Configure stage.
 - c. Client to provide contacts for all integrations in scope for setting up the initial vendor sessions at the onset of the Plan stage.

- d. Client is responsible for scheduling the initial vendor sessions, coordinating with the Strada integration team.
- e. Strada will conduct integrations workshops in the Architect & Configure stage for each in scope integration.
- f. Client will approve documented requirements during within 5 days of receiving draft documents from Strada.
Strada will generate a design for each integration during the Architect & Configure stage.

PMO Roles

Program Executive – Strada Role

Manages the delivery of the Workday and SpryPoint deployment using appropriate frameworks and collaborating with sponsors to manage scope and risk. Drives continued success by managing service quality and cost and leading delivery. Measures and communicates progress to leadership within committed time frames and budget.

Responsible for end-to-end software development, including analysis and design to development, implementation, testing and support. Lead the effort to design, build and configure applications, acting as the primary point of contact. Focused on assisting the team in pushing projects forward more quickly by removing roadblocks.

Responsibilities Include:

- ✓ Looking for and resolving any issues that might hinder the systems’ development.
- ✓ Taking under control any risks and dependencies.
- ✓ Managing team structure and assigning people to teams.
- ✓ Ensuring the iterative process on deliverables when necessary.
- ✓ Ensuring smooth communication between the client, Strada and SpryPoint team.
- ✓ Overseeing the projects' timelines and budgets.

Project Manager (2) – Strada and SpryPoint Roles

Responsible for overseeing the planning, execution, and delivery of Workday and SpryPoint deployments, respectively. Collaborate with cross functional teams to ensure project success. Monitor project progress and provide regular status updates to the Program Executive and stakeholders. Consistent communication between both PMs to remove any roadblocks during deployment that have impacts to both systems. Ensure project deliverables meet quality standards and stakeholder expectations.

Responsibilities Include:

- ✓ Managing project timelines, budgets, and resources, as well as ensuring project quality and stakeholder satisfaction
- ✓ Develop and maintain detailed project plans, schedules and PMO meetings
- ✓ Maintain Project Hub with risks, actions, key milestone dates and any changes to scope
- ✓ Identify and manage project risks and issues

Key Project Roles

Strada	Integration	Lead
Responsible for readiness and scope confirmation for integrations, reporting, data conversions, Prism, Accounting Center and automated data transfer between Workday and SpryPoint. Accountable for any escalations in the technical workstreams.		

Strada	Prism/Accounting	Center	Lead
Responsible for the scope, requirements gathering, design, build unit test and successful deployment of Prism use cases and the Utility Billing Accounting Center Solution with SpryPoint. Works closely with the SpryPoint CIS Implementation Lead to manage the data transfer between systems.			

Strada and Client Financial Accounting Leads

Work closely with the Prism/Accounting Center Lead and the SpryPoint CIS Implementation Lead to ensure the solution meets the accounting configuration in Workday. Provide guidance on

reporting requirements, analytics and dashboard needed in Workday based on Accounting Center data.

CIS Implementation Lead

Collaborating closely with Strada/ SpryPoint PMO, the CIS Implementation Lead oversees guiding the client through all stages of the CIS Implementation process. They play a central role in the Analysis and mapping phases, actively working with the client to define business processes that will shape the future use of SpryCIS and supporting modules. Their expertise encompasses a thorough understanding of current and future state processes, as well as industry best practices.

CIS Technical Architect

Collaborating with the project team, the individual will offer continuous input on system configuration, aiding in tasks such as data conversion, mapping, and tuning. They will also partner with the dev-ops team to shape design and validate integrations and solution processes.

Data Insights Specialist

Collaborating with the project manager and implementation team the Data Insights Specialist will concentrate on the projects data requirements, Data Insights will focus on tasks such as data extraction, conversion, cleansing and end user report requirements.

PMO Playbook

Tools

- 1) Project Hub
- 2) Meeting Scheduling Tools as requested by the client
- 3) IDB

Tracking and Status

Project Plans – Project Hub

Detailed project plans for Strada and SpryPoint are to be loaded into Strada's Project Hub tool. This includes:

- 1) Project timelines and budgets
- 2) Resource tracker
- 3) Deliverables/activity per phase and SKU and/or Area
- 4) Key milestones and dates per deliverable/activity by owner
- 5) Highlight critical touchpoints/dependencies by systems and activities, configuration and resources involved
- 6) Budgets
- 7) Project Governance Strategy to be housed in Project Hub

RAID Logs – Project Hub

All risks, assumptions, issues and dependencies for the dual deployment must be added to the RAID log in Project Hub. The Raid log is to be updated/maintained by Functional/Technical leads and managed by the Strada and SpryPoint PMs. RAID items per functional area are to be tracked and reviewed during the Weekly PMO call with the client.

Change Orders – Project Hub

Any change orders for Strada and/or SpryPoint must be documented and approved by the client in Project Hub.

Integrations – IDB

Strada developed integrations will be maintained in IDB, including:

- 1) Requirements

- 2) Design
- 3) Specifications and samples
- 4) XSLT documents
- 5) Progress
- 6) Action items
- 7) Client/Strada signoffs by stage
- 8) Integration health status
- 9) Integration reports and tracking

Cutover Plan – Project Hub

Detailed cutover plans must be documented and maintained in Project Hub.

Meetings – Tool selected by client

Meetings to be maintained by Project Analyst. Critical meetings are as follows:

Weekly PMO Meeting

Attendees:

- a. Program Executives (Client, Strada and SpryPoint)
- b. Project Manager (Client, Strada and SpryPoint)
- c. Project Leads (Client, Strada and SpryPoint)

Topics:

PMO activities

- 1) Project status/health
- 2) Timeline
- 3) Prior week progress summary per area
- 4) Key activities, system dependencies and touchpoints for the next 3-month timeline

Functional/Technical Areas

- 5) High-level status per functional/technical area
- 6) Current week objectives
- 7) Key milestones by dates and progress
- 8) RAID items
- 9) Status/health per area based on resources, timeline and deliverables

Functional/Technical Meetings by scope – Multiple per Week

Attendees:

- d. Project Leads (Client, Strada and SpryPoint)
- e. Consultants (Client, Strada and SpryPoint)
- f. SMEs (Client, Strada and SpryPoint)
- g. PM's as needed (Client, Strada and SpryPoint)

Topics:

- 1) Occurs multiple times per week based on project phase and deliverables

- 2) Review scope, activities, configurations, risks, successes, upcoming deliverables, deliverables past due if applicable, key dates and status
- 3) Issue Resolution

SteerCo Meeting – Monthly, or as requested by Client

Attendees:

- h. Client Sponsors/Leadership
- i. Program Executives (Client, Strada and SpryPoint)
- j. Project Managers (Client, Strada and SpryPoint)
- k. Project Leads (Client, Strada and SpryPoint)

Topics:

- 1) Project updates, milestones and key deliverables
- 2) Review critical risks/challenges impacting project deliverables and timeline
- 3) Review any open change orders that require approval

EXHIBIT "B"
TO
PROFESSIONAL SERVICES AGREEMENT
STRADA'S COST PROPOSAL

Milestones Invoicing Schedule:

Payment	Approx Invoice Date	Amount Due	Acceptance
1	December 13, 2024	\$331,062	Readiness Stage Complete
2	February 7, 2025	\$331,062	Planning Stage Complete
3	March 21, 2025	\$331,062	Functional Discovery Complete
4	April 11, 2025	\$331,062	Integration Requirements Gathered
5	May 30, 2025	\$331,062	Architect Complete
6	November 14, 2025	\$331,062	Unit Testing Complete
7	December 12, 2025	\$331,062	Build Activities Complete/Test Planning Complete
8	March 6, 2026	\$331,062	System Testing Complete
9	June 5, 2026	\$331,062	Parallel Testing Complete
10	June 26, 2026	\$331,062	Project Live Date
11	September 18, 2026	\$331,062	Post-Production Complete
12	December 7, 2026	\$331,062	Project Live Date (Financial Planning)
13	January 1, 2027	\$331,062	Retainage
Total:		\$4,303,806	

EXHIBIT "C"
TO
PROFESSIONAL SERVICES AGREEMENT
INSURANCE REQUIREMENTS

1. Time for Compliance. Strada shall not commence Work under this Agreement until it has provided evidence satisfactory to the Coachella Valley Water District ("CVWD") that it has secured all insurance required under this Section. Strada shall require and verify that all subconsultants maintain insurance meeting all the requirements stated herein. Strada shall not allow any subconsultant to commence work on any subcontract until each subconsultant has provided evidence satisfactory to Strada that it has secured all insurance required under this Section.

2. Insurance Requirements. Prior to the beginning, and throughout the duration of services to be performed, Strada shall, at its expense, procure and maintain, insurance against claims arising from Strada's rendering of professional services, including claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Agreement by the Strada, its agents, representatives, employees or subconsultants. Strada shall require all of its subconsultants to procure and maintain insurance appropriate to the services performed by subconsultant for the duration of the Agreement and shall verify subconsultants' compliance as set forth in the Section entitled "Subconsultant Insurance Requirements" below.
 - (A) **Commercial General Liability Insurance** which shall be written on an occurrence basis and be as broad as the latest version of ISO form CG 00 01 with limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Such policy shall include Broad Form Contractual Liability coverage.

 - (B) **Business Automobile Liability insurance** which shall be as broad as ISO form CA 00 01 covering bodily injury and property damage with a combined single limit of \$1,000,000 per accident for all owned, non-owned, and hired automobiles used in connection with the services or operations to be performed under this Agreement.

 - (C) **Workers' Compensation Insurance** with statutory limits, and **Employer's Liability insurance** with limits of—\$1,000,000 per accident or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of CVWD, its directors, officials, officers, employees, and volunteers.

 - (D) **Professional Liability Insurance (Errors & Omissions Liability)** covering the services to be performed under this Agreement with limits of \$5,000,000 per occurrence or claim and \$5,000,000 in the aggregate. This coverage may be written on a claims-made form. If coverage is written on a claims-made form, the provisions set forth in the Section entitled "Provisions Applicable to All Insurance Requirements: Claims-Made Coverage" below shall apply. CVWD reserves the right to require a project-specific endorsement. Strada shall require each of its subconsultants to maintain Professional Liability insurance.

3. Provisions Applicable to All Insurance Requirements.

(a) **Additional Insured Coverage.** Except for the Workers' Compensation and Professional Liability insurance policies, all liability policies shall be endorsed to include CVWD, its directors, officials, officers, employees, ~~agents~~, and volunteers as additional insureds on all primary, umbrella or excess policies for ongoing and completed operations performed by, or on behalf, of Strada, including materials, parts or equipment furnished in connection with such work. Coverage for the additional insured under the Commercial General Liability policy shall be as broad as that provided by ISO CG 20 10 (ongoing operations) and 20 37 (completed operations).

(b) **Acceptability of Insurers.** Unless otherwise reviewed and accepted by CVWD, all required insurance must be placed with insurers with a current A.M. Best rating of ~~not less than~~ A- VII and be admitted to do business in California, or approved by the Surplus Lines Association.

(c) **Verification of Coverage.** Strada shall furnish CVWD with ~~original~~ certificates of insurance and endorsements effecting coverage required by this Agreement on ACORD forms. The certificates of insurance shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by CVWD upon execution of this Agreement. CVWD reserves the right to require complete, certified copies of all required insurance policies, when required by a judicial proceeding. Acceptance of Strada's Certificates of insurance does not relieve Strada of the insurance requirements, nor decrease the liability of Strada under this Agreement. It is Strada's responsibility to ensure its compliance with these insurance requirements. Any actual or alleged failure on the part of CVWD to obtain proof of insurance required under this Agreement shall not in any way be construed to be a waiver of any right or remedy of CVWD, in this or any regard.

(d) **Primary and Noncontributory.** With the exception of the Professional Liability Insurance, the insurance required to be maintained by Strada shall be primary and any insurance or self-insurance maintained by CVWD shall be excess only, and not be required to contribute with it.

(e) **Umbrella or Excess Insurance.** With the exception of the Professional Liability Insurance, any Umbrella or Excess insurance shall also apply on a primary and noncontributory basis for the benefit of CVWD, before CVWD's own primary insurance or self-insurance shall be called upon to protect it as a Named Insured.

(f) **Waiver of Subrogation.** With the exception of the Professional Liability Insurance, Strada shall obtain waiver of subrogation endorsements stating that Strada and its insurers waive any and all rights of recovery against CVWD, its directors, officials, officers, employees, ~~agents~~, and volunteers. Strada shall pay all damages and costs arising out of Strada's failure to provide a waiver of subrogation from its insurers.

(g) **Reserved.**

(h) **Severability of Interest (Cross Liability).** A severability of interest provision must apply for the additional insureds, ensuring that Strada's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the policies' limits.

- (i) **Notices; Cancellation or Reduction of Coverage.** Strada shall notify CVWD in accordance with policy provisions if policies are cancelled.
- (j) **Claims-Made Coverage.** For any coverage provided on a claims-made form the following shall apply:
 - i. The retroactive date must be shown, and must be before the date of this Agreement;
 - ii. Insurance must be maintained and Certificates of Insurance must be provided to CVWD for at least three (3) years after the expiration or earlier termination of this Agreement;
 - iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of this Agreement or commencement of any services or operations related to this Agreement, Strada must purchase an extended reporting period for ~~a minimum~~ of three (3) years after the expiration or earlier termination of this Agreement.
- (k) **Deductibles, Self-Insurance, Self-Insured Retentions.** Strada will be financially responsible for all deductibles or self-insurance retentions under such policies.
- 4. **Subconsultant Insurance Requirements.** If subcontractors are to provide any part of the Services on behalf of Strada, Strada shall ensure that each such subcontractor will maintain insurance coverage as appropriate with the services being performed by such subcontractor. The Contractor and CVWD shall be named as additional insureds on subconsultants' Commercial General Liability insurance.
- 5. **Reservation of Rights.** CVWD reserves the right to negotiate these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances with the Strada.

END OF EXHIBIT C - INSURANCE REQUIREMENTS

EXHIBIT "D"
TO
PROFESSIONAL SERVICES AGREEMENT
AMENDMENT

AMENDMENT NO. **[INSERT NUMBER**]** TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE
COACHELLA VALLEY WATER DISTRICT
AND
AXIOM U.S. PROFESSIONAL SERVICES, LLC**

Parties and Date.

This **[**INSERT NUMBER**]** Amendment to the Professional Services Agreement (“Amendment”) is made and entered into this **[**INSERT DATE**]** day of **[**INSERT MONTH**]**, **[**INSERT YEAR**]** by and between the Coachella Valley Water District (“CVWD”) and Axiom U.S. Professional Services, LLC (“Strada”). CVWD and Strada are sometimes individually referred to as “Party” and collectively as “Parties” in this Amendment.

Recitals.

CVWD and Strada entered into that certain Professional Services Agreement dated **[**INSERT DATE**]** (“Agreement”), whereby Strada agreed to provide **[**INSERT A BRIEF DESCRIPTION OF SERVICES PROVIDED**]**.

CVWD and Strada now desire to amend the Agreement for the **[**INSERT NUMBER**]** time to **[**INSERT DESCRIPTION OF INTENT FOR AMENDMENT (E.G. REVISE SCOPE OF SERVICES OR EXTEND TERM) **]**.

Terms.

*****Use if purpose of amendment is to revise scope or services, otherwise delete*****

Revised Scope of Services. The Services to be provided by Strada shall be revised to include the Services set forth in Exhibit “1” attached hereto and incorporated by this reference.

*****Use if purpose of amendment is to extend term, otherwise delete*****

Contract Extension. The term of the Agreement shall be extended for **[**INSERT TIME EXTENSION (E.G. one (1) year**]** commencing on **[**INSERT EXPIRATION DATE OF EXISTING AGREEMENT**]** and ending on **[**INSERT NEW EXPIRATION DATE**]**.

Compensation. The total compensation shall **[**INSERT increase OR decrease OR remain the same**]** so that the total amount paid for services rendered by Strada under the Agreement shall not exceed the sum of \$**[**INSERT NOT TO EXCEED AMOUNT**]**.

Continuing Effect of Agreement. Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

Adequate Consideration. The Parties stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment. Strada further accepts the terms and conditions of this Amendment as full and final resolution of any and all claims, asserted or otherwise, arising out of or related to the subject of this Amendment and acknowledges that the compensation and/or

additional time, if any, set forth herein is adequate and comprises the total compensation and/or time due for the change(s) included in this Amendment.

Counterparts. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment on the date first herein above written.

COACHELLA VALLEY WATER DISTRICT

**AXIOM U.S. PROFESSIONAL SERVICES,
LLC**

By: _____

By: _____
(Authorized Representative of Strada)

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

**EXHIBIT 1
TO AMENDMENT NO. [**INSERT NUMBER**]**

[INSERT IF THE SCOPE OF SERVICES IS BEING MODIFIED PURSUANT TO THIS
AMENDMENT; OTHERWISE DELETE THIS EXHIBIT]