Project Change Order/Request

This Project Change Order amends the Statement of Work (SOW) referenced below and incorporates the terms of the Agreement (defined below). In the event of a conflict in terms between this Change Order and the Agreement, the terms of this Change Order shall prevail.

Effective Date:	Last signature date below.
Client:	City of Lee's Summit
Agreement Title, Date:	Professional Services Agreement, 3/13/24
SOW #, Project Name:	SOW #001; Workday Enterprise Resource Planning System Implementation
Project Change Order #, Name:	CO #004: Scheduling (Parks & Airport); WSS Expert; Assets (IT); Modification in Timeline & Billing Schedule
Prepared By:	Lisa Liedtke

Internal Business Drivers and Reason for Change

The City of Lee's Summit implementation is planning for Phase 1.5, 2, 2.5 and 3 issue resolution and module deployments. The original SOW included multiple additional SKUs for deployment in Phase 2. As the City is completing Phase 1, they are making decisions to spread the original Phase 2 modules over 3 additional phases in an effort to reduce team member stress and time requirements.

A summary of the deployment changes is:

1. The original SOW included a Phase 2 which deployed the following SKUs/modules:
   a. Talent Optimization (Performance)
   b. Learning
   c. Cloud Connect for Learning
   d. Media Cloud
   e. Strategic Sourcing Essentials
   f. Prism
   g. Adaptive Financial Planning
   h. Peakon Employee Voice
2. In the new Phase 1.5, the City would utilize their Avaap AMS contract for post go-live issue resolution and enhancement of Phase 1 items.
3. The revised Phase 2 would deploy the following starting in July 2025:
   a. Adaptive Financial Planning
   b. Position Budget Control (refer to Change Order #002 for hours/costs)
   c. Assets (IT)
   d. Scheduling/Absence/Time Tracking (Police)
4. The newly added Phase 2.5 would deploy the following starting in October 2025:
   a. Scheduling (Parks & Airport)
   b. Talent Optimization (Performance)
   c. Learning
   d. Cloud Connect for Learning
   e. Media Cloud
   f. Workday Strategic Sourcing Expert
5. The newly added Phase 3 would deploy the following starting in January 2026:
   a. Prism
   b. Peakon
   c. CLM/Evisort

Scope of Change

This Change Order includes the following scope changes:

1. **Adaptive Financial Planning**
    a. <u>Cost:</u> No change in hours/cost from original SOW
    b. <u>Current SOW</u>: Scope included in original SOW
    c. <u>Change Description</u>: Scope from original SOW remains intact; the invoicing calendar will be modified from the original SOW based on the revised deployment calendar. Refer to the invoicing calendar in the *Estimated Change Order Implementation Fees* section.

2. **Scheduling (Parks & Airport)**
    a. <u>Cost:</u> $ 60,500.00
    b. <u>Current SOW</u>: Scheduling for Parks and Airport was not included in the original SOW scope.
    c. <u>Change Description</u>: The configuration and deployment of the Scheduling module for Parks and Airport with the following scope:

Scheduling (Parks & Airport)	
	Scope Included or Excluded (as noted)
Assumptions	• Standard WD delivered features will be used. • The configuration will follow the current Supervisory Org structure. • May require 3 Custom Organizations to support different sub-groups within Parks. • Multiple jobs/roles in scope for parks. • May involve Business Process (BP) changes. • A custom security role for display-only access will be created/re-purposed. • Includes one medium-complexity custom report. • Scope for the Airport includes approximately 15 employees, enabled with standard features similar to the current Police setup.
Exclusions/Out of Scope	• Staff Contact Information (HCM, custom reports, or security) • Staff Certification Dates (Learning or HCM) • Messaging functionality (not available)

3. Scheduling/Absence/Time Tracking (Police)

   a. <u>Cost:</u> $ 15,000.00
   b. <u>Current SOW</u>: Scheduling for Police was deployed in Phase 1. The original SOW does not include Scheduling enhancements for Police.
   c. <u>Change Description</u>: The configuration enhancement of the Scheduling, Absence and Time Tracking modules for Police with the following scope.   There was not an opportunity to complete the required detailed requirements discussions for the work estimate. Avaap and Lees Summit agree that after detailed requirements discussions the estimated hours may change.

Scheduling/Absence/Time Racking (Police)	
Functional Area	**Requirements/Issues to be Addressed**
Synchronization of Schedule	- Employees cannot enter time on timesheet - Absence requests would be pushed to schedule and remove "regular" work schedules. Absence overwrites schedule removes time if approved. - Schedule updates time (sync until lockout); time changes need to be synced to schedule and timesheet upon change after initially published. - Absence should overwrite schedule; schedule should overwrite time; and a lockout of changes should be locked down where changes cannot be made (set timeperiod).
Published Schedule	- Regular Time not removed from the schedule. (Time Tracking) - Absence (Sick Day) – when entered and already published - Paid Reg Work - This is manually removed currently; timekeepers must manually identify the change. - Changes to timecards are overwritten by a published schedule; is it possible to configure a sync? - Shifts that span over 2 pay periods are not displayed correctly within the schedule even though it may be calculated correctly; this is an issue for holiday on the schedule - Friday for the following week - One time load - Can it be synced due to changes in WD 84 hrs/early day calculated during active week - Supervisor changes real time

	▪ Currently manual process to update timecard
	
	 • Vacation on split shift does not show calculation correctly to employees. While it may calculate correctly upon end of pay period, employees do not get to see before complete. Supervisors will not sign off until end of the payperiod since it is not presented accurately (eligible for CompTime or OT).
	      o 7:00 – 7:00 across pay shift pay period
	      o Vacation charged 5 hrs
	      o Fri; hours worked 2 hrs on Sat
	      o Sat 12 hrs vacay, 2 hours worked
	 • Manual entry on schedule submitted does not auto-fill time sheet and is wiped out when published. Lose correction
	      o Hard to calc when > 80 and eligible for CT
	      o Want to eliminate manual work/tracking
	 • Employee can enter time on timesheet "field training". If Timekeeper does not see it, will be wiped out by schedule. This may be a permission issue

Labor Demand	• Schedule View need to be able to see demand in week view by start time; currently can view in day and month, but not week • Role Police Officer minimum set but if look at it from demand it shows all roles without a minimum. Not just the role trying to evaluate (e.g. Police Officer) • Other roles applied to all roles without min does there need to be a minimum set or can a view only be shown by role or org • Do not use Labor Demand feature due to impact of presentation of minimum and cannot view by role only • Autofill Time is not updated if shift is changed on the schedule

4. **Talent Optimization (Performance)**
    a. <u>Cost:</u> No change in hours/cost from original SOW
    b. <u>Current SOW</u>: Scope included in original SOW

c. <u>Change Description</u>: Scope from original SOW remains intact; the timeline and invoicing for this SKU is being revised. Instead of starting deployment in Phase 2 in July 2025, this SKU will be deployed in Phase 2.5 with a start date in Oct 2025. As such, the invoicing calendar will be modified from the original SOW based on the revised deployment calendar. Refer to the invoicing calendar in the *Estimated Change Order Implementation Fees* section.

5. **Learning + Cloud Connect for Learning + Media Cloud**
   a. <u>Cost:</u> No change in hours/cost from original SOW
   b. <u>Current SOW</u>: Scope included in original SOW
   c. <u>Change Description</u>: Scope from original SOW remains intact; the timeline and invoicing for this SKU is being revised. Instead of starting deployment in Phase 2 in July 2025, this SKU will be deployed in Phase 2.5 with a start date in Oct 2025. As such, the invoicing calendar will be modified from the original SOW based on the revised deployment calendar. Refer to the invoicing calendar in the *Estimated Change Order Implementation Fees* section.

6. **Assets for IT**
   a. <u>Cost:</u> $ 72,550.00
   b. <u>Current SOW</u>:   Assets for IT was not included in the original SOW scope.
   c. <u>**Change Description**</u>: The configuration and deployment of Assets for IT with the following scope:

Assets (IT)	
Functional Area	**Scope Included or Excluded (as noted)**
Business Assets	Review of Phase 1 configuration and updates as required for IT Asset inclusion
Asset Books	Review of Phase 1 configuration and updates as required for IT Asset inclusion
Asset Book Rules	Review of Phase 1 configuration and updates as required for IT Asset inclusion
Asset Types	Review of Phase 1 configuration and updates as required for IT Asset inclusion
Asset Classes	Review of Phase 1 configuration and updates as required for IT Asset inclusion
Depreciation Profiles	Review of Phase 1 configuration and updates as required for IT Asset inclusion
Asset Pooling Rules	Review of Phase 1 configuration and updates as required for IT Asset inclusion

Assets (IT)	
Functional Area	**Scope Included or Excluded (as noted)**
Asset Custodianship	Review of Phase 1 configuration and updates as required for IT Asset inclusion
Issue Assets to Workers	Review of Phase 1 configuration and updates as required for IT Asset inclusion
Custom Validations	Review of Phase 1 configuration and updates as required for IT Asset inclusion
Custom Objects	Review of Phase 1 configuration and updates as required for IT Asset inclusion
Modifiable Business Processes	Review of Phase 1 configuration and updates as required for IT Asset inclusion
Conversion	Up to 500 active IT assets; capital and non-capital only, no leased assets.
Integrations	• 2-way integration with Manage Engine Service Desk • DELL Punchout (Outbound integration) • DELL PO Invoicing (Inbound integration)

7. **Workday Strategic Sourcing (WSS) Expert**
   a. <u>Cost:</u> $ 62,625.00
   b. <u>Current SOW</u>: The scope in the original SOW for Phase 2 was the deployment of Strategic Sourcing Essentials
   c. <u>Change Description</u>: The configuration and deployment of the Workday Strategic Sourcing Expert products with the following scope:

Strategic Sourcing - Expert	
Product	**Scope Included**
Suppliers	• Custom filed groups and up to 10 custom fields required for Supplier Profile
Sourcing	• Configured RFx Template(s), including the description, questionnaires & worksheets • 3 RFx templates for Expert
Intake	• Intake Routing Rules (Projects and/or Contracts) • Configured fields included on Intake per Project and/or Contract type • Configured up to 20 Intake Routing Rules
Pipeline Projects	• Edit default fields and configure custom field groups & up to 10 custom fields • Configured up to 3 Pipeline Project Types

Strategic Sourcing - Expert	
Product	**Scope Included**
	• Configured Financial Details settings
Supplier Management (SRM)	• Configure Standard Onboarding form. In Scope for Unified Supplier Onboarding (Supplier Connector) only. • Up to 2 custom form templates • Form Approval Groups • Form-to-profile data mapping • Customized Supplier Onboarding Project layout, incl. up to 10 custom fields • Performance Review master template & up to 2 SPM event templates • Customized Performance Review Project layout, incl. up to 10 custom fields
Sourcing Contracts	• Up to 4 Contract Types • Custom field groups; up to 10 custom fields • Up to 10 Approval Groups & up to 20 Approval Rules • Up to 10 Contract Document templates
Customer Data Conversion	• Customer is responsible for data conversion for projects or contracts using the WSS Data Importer and self-service instructions on Workday Community. Assistance on the process can be provided by the Functional Consultant if added as Additional Scope to the SOW. The same is true for Supplier conversion when the Supplier Connector is not in scope (Supplier Connector syncs suppliers from WD supplier master into WSS)
INT6180 – Strategic Sourcing Supplier Synchronization	• The Supplier Connector synchronizes suppliers between Strategic Sourcing and Workday Supplier Accounts.
INT6206 – Contracts Connector	• The Contracts Connector synchronizes Contracts between Strategic Sourcing and Workday Contracts.
INT6162 – Award to Requisition Connector	• The Contracts Connector synchronizes Contracts between Strategic Sourcing and Workday Contracts.

8. **Phase 2.5 Project Oversight**
    a. <u>Cost:</u> $ 104,500.00
    b. <u>Current SOW</u>: The current SOW includes Project Oversight hours for management of a non-overlapping additional phase deployment up to 12/31/25.

c. <u>Change Description</u>: The change includes Project Oversight for management of overlapping SKUs and additional products with a higher level of oversight across tenants, issues management and Delivery Assurance Reviews.

9. **Prism**
   a. <u>Cost:</u> No change in hours/cost from original SOW
   b. <u>Current SOW</u>: Scope included in original SOW
   c. <u>Change Description</u>: Scope from original SOW remains intact; the timeline and invoicing for this SKU is being revised. Instead of starting deployment in Phase 2 in July 2025, this SKU will be deployed in Phase 3 with a start date in January 2026. As such, the invoicing calendar will be modified from the original SOW based on the revised deployment calendar. Refer to the invoicing calendar in the *Estimated Change Order Implementation Fees* section.

10. **Peakon**
    a. <u>Cost:</u> No change in hours/cost from original SOW
    b. <u>Current SOW</u>: Scope included in original SOW
    c. <u>Change Description</u>: Scope from original SOW remains intact; the timeline and invoicing for this SKU is being revised. Instead of starting deployment in Phase 2 in July 2025, this SKU will be deployed in Phase 3 with a start date in January 2026. As such, the invoicing calendar will be modified from the original SOW based on the revised deployment calendar. Refer to the invoicing calendar in the *Estimated Change Order Implementation Fees* section.

11. **CLM/Evisort**
    a. <u>Cost:</u> $74,250.00
    b. <u>Current SOW</u>: The current SOW does not include Scope to deploy CLM/Evisort
    c. <u>Change Description</u>: The SOW will be modified to inlcude Scope to deploy CLM/Evirsort. Since the CLM product/SKU is new to Workday, the hours/cost estimated is to the best of our knowledge at this point in time. As we get closer to the start of the deployment, Workday will have more guidance available and we may need to adjust the hours/cost estimate.

CLM/Evisort	
Product	**Scope Included**
CLM/Evisort	• Up to 3000 documents • 5 X-Ray models of medium complexity (same as AI models)

CLM/Evisort	
Product	**Scope Included**
	• 3 workflows of standard complexity

12. **Phase 3 Project Oversight**
    a. <u>Cost:</u> $ 205,750.00
    b. <u>Current SOW</u>: The current SOW does not include any Project Oversight hours after 12/31/25.
    c. <u>Change Description</u>: The change will deliver Project Oversight hours for Phase 3 of the deployment in 2026. The oversight includes an average of 12 hours/week of Engagement Manager time and an average of 1 hour/week of Program Director time.

Timeline for Change

The changes would occur from July 2025 through December 2026; spanning across 3 Phases (2, 2.5 and 3).

Change Analysis

- The changes are dispersing existing scope across a longer timeframe to support Lees Summit resource availability based on the Phase 1 go-live support and acclimation.
- The changes are adding deployment assistance for additional scope and/or functionality.
- The changes are adding project oversight assistance for the elongated and more complex timeline.
- The changes are aligning the remaining invoicing timeline to the deployment timeline.

Assumptions

- Client may need to modify some configuration from the initial deployment
- Client will provide appropriate access to an implementation Workday tenant(s) for the deployment of additional features related to the initial deployment; Workday only provides implementation tenants for deployment of new SKUs. The additional features that Workday will not provide implementation tenant(s) for includes: Assets (IT), Scheduling (Parks), Scheduling (Airport), Position Budget Control.
- Client will provide collaboration tools, such as Teams, Sharepoint, Smartsheet, if the client does not want to utilize Avaap's collaboration tools.
- Client will ensure the timely availability of its resources who may be required to provide input, review, and approve the deliverables specified in this SOW.

- CLM/Evisort estimated hours are based on the current guidance available and may require a review and updates closer to the start of the deployment.

Items Out of Scope

The following items shall be considered outside the scope of this statement of work. Avaap can provide these services, pending execution of a project change request.

- Organizational Change Management
- Delivery of new or updated training materials

Estimated Change Order Implementation Fees

Avaap shall perform and complete the Services described in this change order for an additional $595,175.00 as outlined in the table below.

Workstream	Total
Scheduling (Parks & Airport)	$60,500.00
Scheduling/Absence/Time Tracking (Police)	$15,000.00
Assets (IT) including Punchout & Integrations	$72,550.00
Workday Strategic Sourcing Expert	$62,625.00
Phase 2.5 Project Oversight	$104,500.00
CLM/Evisort	$74,250.00
Phase 3 Project Oversight	$205,750.00
Change Order Total	**$595,175.00**

Avaap shall perform and complete all of the Services described in Phase 2 of the SOW plus the services described in this Change Order #004 for an aggregate fee, exclusive of applicable tax and out-of-pocket expenses, equal to USD $860,175.00 (the "Fees"). Avaap will bill and invoice the Client for the Fees in the following invoice schedule; note this schedule also reflects the invoicing schedule from the separately executed Change Order #002 (Position Budget Management), which is not included in the $860,175.00:

Invoice Date	Invoice Amount	Invoice Description or Milestone
Est 7/29/25	$18,266.00	CO #002 – Pymt 1
8/1/25	$24,030.86	CO #004 – Pymt 1 (Phase 2)
Est 8/30/25	$12,791.00	CO #002 – Pymt 2
9/1/25	$24,030.86	CO #004 – Pymt 2 (Phase 2)
Est 9/30/25	$9,109.00	CO #002 – Pymt 3
10/1/25	$24,030.86	CO #004 – Pymt 3 (Phase 2)
Est 10/31/25	$4,554.00	CO #002 – Pymt 4

11/1/25	$69,802.60	CO #004 – Pymt 4 (Phase 2 & Phase 2.5)
Est 11/30/25	$2,742.00	CO #002 – Pymt 5
12/1/25	$69,802.60	CO #004 – Pymt 5 (Phase 2 & Phase 2.5)
Est 12/31/25	$988.00	CO #002 – Pymt 6
1/1/26	$69,802.60	CO #004 – Pymt 6 (Phase 2 & Phase 2.5)
2/1/26	$108,409.37	CO #004 – Pymt 7 (Phase 2, Phase 2 Holdback, Phase 2.5 & Pase 3)
3/1/26	$71,717.12	CO #004 – Pymt 8 (Phase 2.5 & Phase 3)
4/1/26	$71,717.12	CO #004 – Pymt 9 (Phase 2.5 & Phase 3)
5/1/26	$95,833.38	CO #004 – Pymt 10 (Phase 2.5, Phase 2.5 Holdback & Phase 3)
6/1/26	$25,945.38	CO #004 – Pymt 11 (Phase 3)
7/1/26	$25,945.38	CO #004 – Pymt 12 (Phase 3)
8/1/26	$25,945.38	CO #004 – Pymt 13 (Phase 3)
9/1/26	$25,945.38	CO #004 – Pymt 14 (Phase 3)
10/1/26	$25,945.38	CO #004 – Pymt 15 (Phase 3)
11/1/26	$25,945.38	CO #004 – Pymt 16 (Phase 3)
12/1/26	$25,945.38	CO #004 – Pymt 17 (Phase 3)
1/1/27	$49,379.94	CO #004 – Pymt 18 (Phase 3 & Phase 3 Holdback)

Assumptions

- The Project Change Order estimate is valid for 30 calendar days from submission to Client for approval, unless otherwise agreed to by both parties.
- The Scheduling/Absence/Time Tracking cost may change based on more detailed requirements sessions.
- The CLM product/SKU is new to Workday, the hours/cost estimated is to the best of our knowledge at this point in time. As we get closer to the start of the deployment, Workday will have more guidance available and we may need to adjust the hours/cost estimate.

Approval to Proceed

IN WITNESS WHEREOF, Avaap and Client have caused this Project Change Order to be executed and delivered by their respective duly authorized representatives as of the date set forth below.

Client: **Avaap U.S.A. LLC:**

By: _____   By: _____

Name _____   Name: _____

Title: _____   Title: _____

Date _____   Date _____