

**CHANGE ORDER**

Customer Name	Bay County Clerk of Court and Comptroller (“ Customer ”)
Workday Entity Name	Workday, Inc. 6110 Stoneridge Mall Rd., Pleasanton, CA 94588
SOW Effective Date / SOW #	January 18, 2024 / SOW #431195
Change Order Effective Date	The later of the dates beneath the parties’ signature below
Currency	USD
Fee Type	Fixed Fee
Change Order Fees	\$153,510.00

Customer/Partner Project Manager	Katy Nail
Project Name	Platform (“ Project ”)
Project Sponsor	Roman Cortes
Workday Engagement Manager	Mindy Stanley
Billing Contact Email (Required)	knail@baycoclerk.com

Fees:

The Professional Services Fees for this Change Order are \$153,510.00. Customer will be invoiced upon the Change Order Effective Date with fees payable in accordance with the terms of the SOW, or the Agreement to which the SOW is subject, as the case may be.

Change Order Fee Breakdown:

Professional Services	Fee
Payroll Scope Changes	\$26,250.00
Integration Scope Changes	(\$7,560.00)
Project Schedule Extension (5 weeks)	\$126,000.00
Other Changes – See below	\$8,820.00
Total Change Order Fees:	\$153,510.00

Any travel and other expenses associated with the Professional Services set forth in this Change Order are subject to the terms of the SOW or the Agreement to which the SOW is subject, as the case may be.

Amendment:

This Change Order amends the SOW identified above. Except as expressly amended by this Change Order, the terms of the SOW shall remain in full force and effect.

Change Order Reasons:

- Additional project management
- Additional testing/post prod support
- Scope addition: Integration
- Scope reduction: Integration
- Scope addition: Functional
- Scope addition: Data Conversion

CHANGE ORDER**Changes to Tasks in Scope:**

- Payroll Related Changes:
 - Addition of Emergency Services pay schedule includes Configuration, testing and preparations for payroll parallel testing.
 - Emergency Services Payroll Import (First Due current scheduling tool) - Kimberlyn of Workday has provided an EIB template to Bay County to be modified and used as a replacement plan for this functionality. Workday will validate, load files and provide Knowledge Transfer. Bay County will need to pull payroll files out of the First Due system for each of these tasks (E2E, 2 Parallel Payroll, Gold) as well as for every payroll in production and populate the EIB.
 - Additional support for the Emergency Services Live Payrolls – Moved the project schedule out 2 weeks.
 - Up to 1 week of on-site Parallel Payroll testing support (2 consultants).
- Integration Related Changes:
 - Additional Integrations:
 - Addition of 1 Integration: Control Payment File (Also, noting that the Positive Pay File Integration was already built and will be replaced by this integration so, both integrations will remain in scope, the fee for this integration is reduced due to the time Workday had remaining from the Positive Pay File Integration.)
 - Replacing catalyst AHBT integration with Catalyst Accounting Journal.
 - Removing from scope:
 - INT024 CitiView
 - Integrations that may not be completed by the project go live.
 - INT018 MetLife – Bay County is looking to perform this process manually because the vendor has not yet responded, and a replacement plan is necessary.
 - INT019 “Standard” Disability (Outbound) – Vendor was not able to provide support for this integration during the Workday project dates.
- Project schedule extension of 6 weeks.
 - 2 weeks for Emergency Services additional payroll/pay schedule.
 - Support Services for 3 additional weeks.
 - 1 week of Christmas holiday is at no cost.
- Other Changes:
 - Creation of 1 Additional PTO Plan – Military Time Off.
 - Creation of 2 questionnaire/probationary review for 90-day hires.
 - Benefits for Retirees added at no cost to scope.
 - Additional Project Management for scope additions.
 - Note: The Z-fold check format is being worked on to fit in the windowed envelope by Bay County. If Workday Support is needed for this item, a separate change order would be required.



CHANGE ORDER

Changes to Deliverables:

- Integration Assumptions: Technical Services Standards.
 - Technical Services Standards are intended to be implemented with minimal or no need for modification, in lieu of developing a custom integration, because they are preconfigured technical solutions with defined functionality and deployment approach.
 - The functionality of each Technical Services Standard, the extent to which they may be adjusted, and the scope of adjustments, is described in the Technical Services Standards Terms.
 - If any Technical Services Standard specified in this Change Order does not fit the needs of the Customer and/or requires modifications not expressly described in the Technical Services Standards Terms, then a new Change Order will be required removing Technical Services Standard as a Deliverable.
 - Customer will determine the desired configuration of each Technical Services Standard in scope during deployment and complete all applicable Customer tasks required to implement same.
 - Unless expressly agreed by the parties in the SOW and this Change Order, Workday will deliver and deploy the Technical Services Standards to the Tenant; with Customer's written approval, migrate the solution to Production; work with Customer to resolve defects as provided herein; and provide knowledge transfer Services to Customer.

Changes to Project Schedule:

- This Change Order modifies the project schedule set forth in the current project plan as follows:
 - 6 Week extension.

Changes to Go Live Date:

- This Change Order shall extend the Go-Live (Move To Production) Date of the Original SOW from December 9, 2024 to January 27, 2025.

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this Change Order as of the later dates beneath the parties' signatures below.

Bay County Clerk of Court and Comptroller

Workday, Inc.

Signature

Signature

Katy Nail

Name

Name

Chief Financial Officer

Title

Title

Date Signed

Date Signed