

**ADDENDUM - PERFORM & ONBOARD**

<b>Customer:</b> City of Broken Arrow (OK)		<b>Bill To:</b> Attention: Address:  Phone: Email:	
<b>Quote Date:</b>	1/30/17	<b>Valid To:</b>	6/30/17
<b>Requested Service Date:</b>	TBD	<b>Initial Term:</b>	12 Months with annual renewal option

**Order Summary:** A discount off the licenses will be provided if both products are purchased together by 06/30/17.

<u>Line</u>	<u>Description<sup>1</sup></u>	<u>Annual Recurring Cost</u>	<u>Non-Recurring Cost</u>
1.0	Onboard (ON)		
1.1	Subscription License	\$10,298.00	
		\$9,808.00	
1.2	Setup and Implementation		\$2,000.00
1.3	Training		\$2,000.00
2.0	Perform (PE)		
2.1	Subscription License for ~ 727 employees	\$19,482.00	
		\$18,554.00	
2.2	Setup and Implementation		\$3,500.00
2.3	Training		\$2,500.00
<b>Sub Total:</b>		<b>\$28,362.00</b>	<b>\$10,000.00</b>
<b>Order Total:</b>			<b>\$38,362.00</b>

<sup>1</sup>More detailed descriptions of the licenses and/or services are contained in the order detail for each service, which are incorporated herein and made a part hereof by this reference.

Additionally, during the term of any subscription license, the Customer will be provided the following:

Customer Support – Support shall be provided to the Customer both on-line and by telephone Monday – Friday, 6:00 AM – 6:00 PM PT (excluding NEOGOV holidays).

Product Upgrades to Licensed Software - Customer shall receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout.

**Order Detail****1.0 NEOGOV Onboard (ON)****1.1 ON Subscription License**

The annual license for the NEOGOV Onboard Software includes the following:

- Electronic Employee File
- W4
- I9
- Configurable Workflow
- Task Manager
- Employee data upload
- Attachments
- Build your own onboarding forms\*

\*NEOGOV ON includes I9 and W4 standard forms that are updated by NEOGOV. Additional forms or form maintenance is available by NEOGOV Professional services at the following cost:

- Custom forms \$295 per form (Refers to forms with fillable PDF background image.)
- Dynamic Form \$195 per form (Refers to forms with no background image.)
- Updates to existing forms \$200 an hour

**2.0 NEOGOV Perform (PE)****2.1 PE Subscription License**

The annual license for the NEOGOV Performance Evaluation Software includes the following:

- Configurable Performance Evaluations
- Goal Library
- Shareable Competency Content
- Org Charts
- Configurable Workflow
- Form Templates
- Configurable Rating Scales
- Goal Hierarchy
- Writing Assistant

**NEOGOV Setup and Implementation**

The following activities are conducted as part of the NEOGOV implementation:

- Customer to review the project kick off tutorial for information on the project timeline, deliverables, and establish project expectations.
- NEOGOV will provide access to training materials that may be used during training and post-training to allow the Customer to learn the system and begin defining new roles, responsibilities, or activities within the Organization.
- NEOGOV will establish the Customer's production environment.

**NEOGOV Training**

NEOGOV training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Order Form. All customers shall have full access to the associated training for the proposed platform.

NEOGOV's pre-built, online training consists of a series of web courses and hands-on exercises designed to introduce the standard features and functions. All training items may be used as reference material to conduct day-to-day activities. The pre-built, online training includes materials designed to allow Customer led training sessions.

**Order Form Terms and Conditions:**

The Customer agrees that the payment schedule is as follows:

**Provide all required software and licenses**

- One hundred percent (100%) of the annual license price is payable within thirty (30) days of execution of this Order Form and Service Agreement. (\$28,362.00)

**Setup and Implementation**

- One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. (\$5,500.00)

**Training**

- One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. (\$4,500.00)

<u>Customer</u>	<u>NEOGOV, Inc.</u>
Signature: _____	Signature: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Approved as to form:  
