Create Opportunities

June 15, 2022
Sage Intacct Scope of Work for:

Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CareerSource Tampa Bay)

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Reference

CliftonLarsonAllen ("CLA") proposes the following implementation services package for **Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CareerSource Tampa Bay)** ("Client").

Objective

The implementation project is designed to help our Clients realize the full value of Sage Intacct's accounting and financial management software. Using our proven methodology, the CLA team will work hand-in-hand with the Client project team to evaluate the requirements and configure the system as specified in this SOW.

Business Requirement

The requirements listed below were mutually determined by CLA and Client, and represent the known requirements at this time. The requirements are intended to capture the Sage Intacct functionality desired by the Client and therefore serve as scope assumptions for the work to be delivered in the Scope of Project section detailed below. Requirements will be further clarified and finalized during the Define phase sessions conducted at the beginning of the project where business processes are reviewed. If the parties, acting reasonably and in good faith, mutually agree at the end of the Define phase sessions that the requirements have materially varied impacting the scope of work and related estimated costs, a mutually agreed written Change Order or additional Statement of Work may be required to deliver the change in requirements.

This project will require assistance from your company, which will primarily consist of providing information to CLA as requested, meeting weekly via conference call to discuss the project, answering questions regarding your needs, providing input on new functionality required in the system, reviewing the formulas logic, providing testing of the model within Sage Intacct, confirming completion of the setup of the Sage Intacct system and attending training when included in the scope of work.

Scope of Project

The services and deliverables the CLA team will be delivering for this project are shown below.

In-scope Applications, Solutions, and Implementation Services

- Sage Intacct Multi-entity, Shared Environment with One (1) Entity
- QuickStart Financial Statements (Financial Statements based on generally accepted accounting principles)
  - Statement of Financial Position (by entity)
  - Statement of Activities
  - Statement of Activities by Dimension
  - Statement of Activities with customized columns
- Sage Intacct Core Modules
  - Company Administration, Dashboards, General Ledger, Accounts Payable, Accounts Receivable, Cash Management, Customization Services
- Grant Tracking & Billing
- Order Entry
- Purchasing
- Nonprofit Spend Management
- Vendor Bill and Employee Expense ACH Payment Service
- Fixed Assets
- Dynamic Allocations
- Sage Intacct Collaborate
- Sage Intacct Platform Services – Standard
- Sage Intacct Web Services – Standard
- 3rd Party Systems:
  - Integrations from other 3rd Party systems will be managed through csv imports (ie. Paylocity)

Optional Applications, Solutions, and Implementation Services

- Time and Expense (Expense only)
- User-defined Dimensions

Out of scope Applications, Solutions, and Implementation Services

- Nonprofit Revenue Management
- Sage Intacct Budgeting and Planning
- Additional Entities
- Integrations with other systems not noted above
- Other modules not noted above

Sage Intacct Environment

CLA will provide the following services related to Client's Sage Intacct environment:

- Enable the following dimensions available on all transactions: Location, Department, Class, Item, Customer, Vendor, and Employee.
- Implement a fiscal year to end on June 30th, with calendar accounting periods.
- Data migration from legacy system utilizing Excel templates. The Client will populate the Excel template and CLA will assist with explaining the template, importing the data to the General Ledger as journal entries and resolving any error messages.
  - **General Ledger**
    - Opening Balance (6/30/20) – Summary beginning balances by GL account, per entity
    - Monthly Trial Balance net changes for fiscal years ending 2021 and 2022 up to go-live date, per entity
  - Open Accounts Payable invoice balances. It is estimated the transactions will be less than 1,000 entries, per entity
  - Open Accounts Receivable invoice balances. It is estimated the transactions will be less than 1,000 entries, per entity

Shared Intacct Company

Setup and Configuration

- Create one (1) Shared Intacct Company with single base currency (USD)
- Create one (1) transactional business entity that is 100% owned, share Chart of Accounts, and use the same accounting calendar periods
- Define Inter-Entity Relationship mapping for each entity

Core Financials System

CLA will provide the following services related to Core Financials within all in-scope entities:

Company

Setup and Configuration

• Configure Company general information, security, preference, accounting, and display settings	• Subscribe to purchased applications
• Review user/role creation process and permission options. Create up to ten (10) roles or user with permission designations. Client is responsible for creating additional role and user permission designations, and assigning permissions to users.	• Create up to five (5) Dimension Groups
• Enable Cash basis accounting method	• Create Document Numbering
• Enable fiscal periods equal to calendar months	

Data Loading

• One (1) set of Locations	• One (1) set of Classes
• One (1) set of Departments	• One (1) set of Allocations

General Ledger

Setup and Configuration

• Configure application and application behavior preference options	• Create transactional and statistical journals
• Deploy QuickStart financial reports and enable Financial Report Writer	• Create one (1) sample template journal entry and recurring journal entry. Client is creating template and recurring journal entries.

Data Loading

• One (1) set of Chart of Accounts	• Beginning balances as of fiscal year-end 2020
• One (1) set of Statistical Accounts	• One (1) set of Statistical account beginning balances as of Go-live date
• One (1) set of Client Reporting Periods	• One (1) set of budgets

Accounts Payable

Setup and Configuration

• Configure application and application behavior preference options	• Create account labels
• Configure transaction batch settings	• Create one (1) sample recurring bill. Client is responsible for creating recurring bills.
• Create AP Terms	• Configure quick checks and pre-payments
• Create default AP aging periods	• Create vendor groups
• Enable the following bill payment methods: Check, Cash, Offline charge card, and Record Transfer	• Assign bill payment approval levels
• Create AP Bill Approval Policy	

Data Loading

• One (1) set of Vendors	• One (1) set of Open AP Bills at Go-live for each in-scope transactional entity
• One (1) set of Vendor 1099 opening balances at Go-live	

Accounts Receivable

Setup and Configuration

• Configure application and application behavior preference options	• Create account labels
• Configure transaction batch settings	• Create one (1) sample recurring invoice. Client is responsible for creating recurring invoices.
• Create AR Terms	• Configure quick deposits and advances
• Create default AR aging periods	• Create customer groups
• Enable the following invoice payment methods: Check, Cash, Offline charge card, and Record Transfer	

Data Loading

• One (1) set of Customers	• One (1) set of Open AR Invoices at Go-live for each in-scope transactional entity

Cash Management

CLA will setup and configure up to three (3) accounts, which can be one or a combination of checking, savings, or credit card accounts. CLA will set-up and configure one (1) checking account with either of the following two check printing options:

1) *Check Printing with Pre-printed Checks*
   - CLA will configure one (1) checking account for printing checks with pre-printed check stock provided by Client. (Check in middle or top position only)

2) *Check Printing with Blank Check Stock*
   - CLA will configure one (1) checking account for printing checks with blank check stock provided by Client.

CLA will also assist with one round of printing alignment correction, defined as reviewing Client-provided feedback to resolve Sage Intacct configuration issues after submission by Client of one (1) test check to Client's bank.

Bank Account Reconciliation
CLA will deliver to Client a guide to assist with the account reconciliation process.

Sage Cloud Services

Setup and Configuration

• Enable bank feeds and bank file payments	• Provide up to one (1) hour of assistance enabling bank feeds for up to five (5) account types (checking, savings, or credit cards)

Dashboards

Setup and Configuration

• Enable Dashboards application and deploy available pre-packaged Dashboards	• Provide up to one (1) hour of assistance creating one (1) dashboard

Checklists

Setup and Configuration

• Enable and setup Checklist categories, Checklist status and Assignment categories and Assignment status	• Provide up to one (1) hour of assistance creating one (1) checklist

Reporting Center

Setup and Configuration

• Enable Reporting Center application	• Create up to one (1) Report Group

Customization Services

Setup and Configuration

• Enable Customization Services application for access to the following functionalities and tools: Custom Reports, Custom	• Create up to ten (10) custom fields as needed to address Client requirements. Additional custom fields may be created although outside the scope of this project.

Documents, Custom Fields, Smart Rules, and Smart Events
• Create up to two (2) smart rules as needed to address Client requirements. Additional smart rules may be created although outside the scope of this project.

Time and Expense (Expense only) (Optional)

CLA will provide the following services related to the Expense Entry portion of the Time and Expense application for use by each transactional entity:

Setup and Configuration

• Configure application for Expenses and application behavior preference options	• Create expense types and payment types
• Create Expense Report terms	• Assign expense approval process flow
• Create default Expense Report aging periods	• Assign expense reimbursement approval levels
• Enable the following expense report reimbursement methods: Check, Cash, and Record Transfer	

Data Loading

• One (1) set of Employees	• One (1) set of Open Employee Expense Reports at Go-live
• One (1) set of Employee 1099 opening balances at Go-live	

Grant Tracking & Billing

CLA will provide the following services related to enabling the Projects application for use by each transactional entity:

Setup and Configuration

• Configure the Projects application and enable billing for fixed fee and expenses (no time and materials billing)	• Create project tasks and items (as required) to enable fixed fee billing from projects
• Enable billing schedules in Order Entry for fixed fee-based project billing and create up to five (5) billing schedule templates for either percent complete or milestone-based fixed fee billing	• Create one (1) Invoice transaction definition in Order Entry that posts the fixed fee and/or expenses billing amounts to the General Ledger and enables building the associated billing schedule
• Configure Accounts Receivable to support aging and customer payment processing for invoice transactions produced in Order Entry	

Order Entry

CLA will provide the following services related to the Order Entry application for use by each transactional entity:

Setup and Configuration

• Configure application and application behavior preference options	• Configure up to one (1) price list
• Deploy Order Entry QuickStart Workflow selected by Client or enable Advanced Order Entry processing with creation and configuration of up to six (6) transaction documents enabling Client to process transactions through the full Intacct Sales Lifecycle (Sales Quote, Sales Order, Shipper, Sales Invoice, Sales Return, and Customer Credit).	• Create sample Product Lines and Item GL Groups. Client is responsible for creating full set of Product Lines and Item GL groups for their business.

Data Loading

- One (1) set of items including the following item types:
  - Non-Inventory
  - Non-Inventory (Sales only)

Purchasing

CLA will provide the following services related to enabling the Purchasing application for use by each transactional entity:

Setup and Configuration

• Configure application and application behavior preference options	• Configure up to one (1) price list
• Deploy Purchasing QuickStart Workflow selected by Client or enable Advanced Purchasing processing with creation and configuration of up to six (6) transaction definitions enabling Client to process transactions through the full Intacct Purchasing Lifecycle (Purchase Requisition, Purchase Order, Receiver, Vendor Invoice/Bill, Purchase Return, and Vendor Debit)	• Create sample Product Lines and Item GL Groups. Client is responsible for creating full set of Product Lines and Item GL groups for their business.
• Create up to one (1) global purchasing approval workflow	• Create up to one (1) approval policy. Client is responsible for creating additional approval policies.

Data Loading

- One (1) set of items including the following item types:
  - Non-Inventory
  - Non-Inventory (Purchase only)

Nonprofit Spend Management

CLA will provide the following services related to enabling Spend Management for use by transactional entity:

Setup and Configuration

• Configure application and application behavior preference options	• Select the dimensions, purchasing documents, and General Ledger accounts to be used in validating transaction spend as directed by Client
• Create one (1) budget for use by Spend Management	• Demonstrate Spend Management usage including validation failure where Purchasing transaction(s) exceed budgeted amount(s)

Data Loading

• One (1) set of General Ledger account budget amounts uploaded to the Spend Management budget

Vendor Bill and Employee Expense ACH Payment Service

CLA will provide the following services related to enabling Vendor Bill and Employee Expense ACH Payment Service for use by each transactional entity:

Setup and Configuration

• Create up to one (1) ACH Bank Configuration in Cash Management application and associate to checking account	• Activate the ACH File Generator enabling Client to manually export Intacct-produced ACH payment files formatted to the National Automated Clearing House Association ("NACHA") standard

Data Loading

• One (1) set of Vendors with Vendor Bank Information for ACH processing	• One (1) set of Employees with Employee Bank Information for ACH processing

Fixed Assets

CLA will provide the following services related to implementing Fixed Assets to be used by all entities and may include the following components:

Setup and Configuration

• Setup and configure Intacct Platform Services, Intacct Web Services, and the Fixed Assets application for use within Accounts Payable on a bill transaction in one (1) Client Intacct Production company o	• Create Financial and Tax depreciation books with the following depreciation method options available per asset class: o Straight-line, 200DB (aka double-declining balance), 200DBHalf, 150DB, and MACRS o
• Setup one (1) Fixed Assets Journal ("FAJ") for recording all journal entry activity from the Fixed Assets application	• Deploy one (1) Fixed Assets dashboard that includes the reports listed above
• Create up to fifteen (15) Asset Classes (excluding Construction in Progress) and five (5) custom fields as required by Client	• Advise on user permission best practices for accessing and using the Fixed Assets application
• Provide Fixed Assets application usage training including one (1) copy of the Fixed Assets user guide	• Optionally enable the Fixed Assets application for use within the Purchasing application on one (1) vendor invoice transaction

- Enable the following line-level data fields for transaction entry and reporting within the Fixed Assets application
  o Entity/Location
  o Department
  o Class
  o Vendor
  o Employee
  o Customer
  o Project
- Item

- Create and deploy the following reports:
  o *Fixed Assets Net Book Value* listing assets with current net book value amount grouped by Asset Class
  o *Fixed Assets by Location* listing assets and amounts grouped by Location
  o *Fixed Assets by Department* listing assets and amounts grouped by Department
  o *Fixed Assets by Employee* listing assets and amounts grouped by Employee
  o *Fixed Assets Roll-forward Report* listing historical costs and accumulated depreciation balances at beginning of period, additions, disposals, and net book value at end of period
  o *Fixed Assets Financial Book Depreciation Forecast* listing Financial Book remaining depreciation balances grouped by Asset Schedule
  Fixed Assets Tax Book Depreciation Forecast listing and/or waterfall graph of Tax Book remaining depreciation balances by Asset Schedule

- Create one (1) asset class entitled Construction in Progress ("CIP") and review best practices managing CIP assets

Data Loading

- One (1) set of Fixed Asset classes
- One (1) set per entity of amortization-in-progress assets (up to 1,000 assets total) and associated schedules with remaining portions to be amortized as of Go-live date

Dynamic Allocations

CLA will provide the following services related to Dynamic Allocations for use by each transactional entity:

Setup and Configuration

- Activate Dynamic Allocations in Client's Production company

- Conduct an overview of using Dynamic Allocations and creating allocation definitions

- Review Client's requirements for up to two (2) allocation scenarios and create up to two (2) allocation definitions in Client's Production company

Sage Intacct Collaborate

CLA will provide the following services related to Sage Intacct Collaborate:

Setup and Configuration

- Enable Sage Intacct Collaborate within Client's Production Sage Intacct company configured as *Sage Intacct Only*.
- Provide general guidance and best practices when using Sage Intacct Collaborate, which is expected to include but not limited to the following: Sage Intacct Collaborate functionality/usage overview, business case recommendations for leveraging Sage Intacct Collaborate, and organization roll-out strategy/planning.

Intacct Web Services and Platform Services

CLA will provide the following services related to enabling Intacct Web Services and Platform Services when subscribed:

Setup and Configuration

- Activate Intacct Web Services within Client's Intacct company
- Activate Intacct Platform Services within Client's Intacct company

User-defined Dimensions (Optional)

CLA will provide the following services related to User-defined Dimensions ("UDD"):

Setup and Configuration

• Create one (1) Application utilizing Intacct Platform Services	• Enable the custom dimension within General Ledger preferences to be available for use within applications
• Create one (1) Object utilizing Intacct Platform Services and enable as a custom dimension	

Data Loading

- One (1) set of dimension values via the Platform data import tools

Assumptions and Responsibilities

General

- CLA will designate a single point of contact to serve as the Project Leader, and to be Client's primary contact with CLA throughout the project. The Project Leader will be responsible for the overall project delivery including:
    - o Assignment of scope
    - o Planning and Scheduling
    - o Conducting Status Meetings
    - o Preparing Status Reports (status reports to include key accomplishments, next steps, updated schedule and project financials - spend to date against baseline plan, project spend through end of project)
    - o Complete CLA's activities as specified in this Statement of Work
- The full project scope will be delivered according to CLA's Implementation Methodology.
- The CLA consultants will work remotely from CLA offices to complete work for this engagement unless otherwise noted in this Statement of Work. Dates for any onsite work by CLA will be mutually agreed upon in advance between Client and CLA.
- This project will utilize CLA's Teamwork Projects for communication, planning, and content management unless otherwise mutually agreed in writing by both parties. User/access to Teamwork project is provided to Client project team members for the duration of the project at no additional charge.
- All defined business processes and configurations will be created once per shared environment and leveraged across all transactional entities.
- Client will assign a dedicated project team that will remain intact for the life of the project. The project team should include Subject Matter Experts (SMEs) that will contribute to the system design and system configuration validation. The project team should also include a single point of contact that will function as Client's Project Manager and be CLA's primary contact with Client. Client's Project Manager will have full authority to act on behalf of Client with respect to:
    - o Decision and signatory authority (or involve appropriate Client parties)
    - o Complete Client's activities as specified in this Statement of Work including managing Client's deliverables for the project and reviewing, accepting, and approving project deliverables
    - o Authorizing payments
    - o Facility and meeting coordination at Client's site (if required)
    - o Interfacing with CLA to ensure there is an efficient exchange of Information and that important and timely decisions are made
- One or more deliverables specified herein require a separate environment (outside of the Sage Intacct Production environment). CLA will provide an environment to execute these processes. The hosting costs and setup are covered in Client's Sage Intacct Order Schedule.
- Client agrees to grant project team access to Client's Sage Intacct Company as required for the project.
- Any unsubscribed Sage Intacct companies utilized for this project will be disabled no later than upon project completion.
- The implementation project is considered complete at the time of project completion sign-off, or 60 days from go-live, whichever is earlier. Consulting services provided after project completion will be billed at the standard hourly rate.

Configuration

- CLA will assist client in creating users and assigning permissions; client is responsible for charges associated with Sage Intacct users.
- Client is responsible for final check printing alignment and bank verification that the check print format is acceptable. Checks can be printed on blank check stock in USD, CAN, and MXN currencies using

commercially available blank check stock of size 8.5 x 11 inches. Checks can be printed on pre-printed check stock in USD currency using Sage Intacct-certified pre-printed check stock. Client is responsible for purchasing and providing all check stock on the project.

- Client is responsible for performing all account reconciliations in the Cash Management application and agrees to complete a minimum of one (1) account reconciliation within 60 days after system Go-live.
- System configurations and approval workflows are limited to the configuration and workflow options available within the Sage Intacct product as of the signed Statement of Work date.

Reports/Dashboards

- Financial reports are produced and available via the General Ledger application and limited to the data and formats available via the Financial Report Writer tool.
- Custom reports are produced and available via the Customization Services application and limited to the data and formats available via the Customization Services Customer Report Writer tool.
- Dashboard component creation is limited to the reports and data available within the system.

Data/Documentation

- Client is responsible for format, layout, and content modifications to printed documents utilizing the Custom Documents tool within the Sage Intacct product including but not limited to customer sales transactions (sales orders and invoices) and vendor purchase transactions (purchase orders and invoices).
- Client is responsible for performing all legacy system data extraction, data cleansing, and data mapping to Sage Intacct accurately populating all data templates for uploading into Sage Intacct according to the specifications and dates in the detailed project plan mutually agreed upon by Client and CLA. One (1) round of validation to assist Client in providing accurate data templates is included with this service. Validation is defined as providing feedback on a data file for missing required field values, invalid field lengths, invalid field values/type mismatches, and invalid dimension ID values (transaction amounts and balances will not be validated and are responsibility of Client). One (1) round is defined as follows:
  - If the file passes the validation, CLA will upload the file, or
  - If the file does not pass validation, CLA will provide feedback and Client repairs the file
  - CLA will validate the repaired file and, if it passes the validation will upload the file.

Training

- Training material is intended for trainees only. Any copies or additional use by Client must be agreed to in writing by CLA.

Intacct Web Services and Platform Services

- Client is responsible for the design, development, training, maintenance, modification, and support of any Marketplace solutions and/or integrations/applications not developed by Intacct.

Fixed Assets

- Fixed asset depreciation schedules created by entering fixed assets via the user interface may use a monthly, quarterly, yearly, mid-month, mid-quarter, mid-year, or half-month depreciation method (half-year and half-quarter are not available). Fixed asset depreciation schedules created via upload use the monthly depreciation method. Schedules can be modified by Client via the user interface after creation.
- Using the Fixed Assets application with the Purchasing application requires one (1) pre-existing Purchasing vendor invoice transaction definition named "Vendor Invoice" that is configured to post to Accounts Payable as a bill.
- Client is responsible for populating Fixed Assets data into Intacct not included in this SOW. CLA will upload up to ten (10) fixed asset records provided by Client for testing and training purposes.

Third-party Integrations via csv file import
- CLA will provide instruction for populating and importing templates and troubleshooting import errors.
- Client is responsible for populating csv template file(s) with representative data for testing to verify import capabilities.

Out of Scope Items
For clarity, the following are considered out-of-scope but can be added in-scope if needed/desired and our estimate is adjusted during the implementation.
- Implementation of any other Sage Intacct, third-party add-on modules, product customization or interfacing systems integration requirements not explicitly listed in the Scope Section.
- Creation of detailed end-user methods and procedures manuals specific to your business processes.
- Data extraction from your legacy system(s), cleansing or enrichment.
- User acceptance testing – Client will be ultimately responsible for verifying all data results in the Sage Intacct system. CLA will ensure the data files we receive import to the Sage Intacct system as part of our data load procedures.
- Technical and functional support sixty (60) days after the solution 'go-live', except for those areas identified in the Scope section.
- Report writing for custom reports.
- Company-specific business process or user documentation.
- Any functionality not in the product as of the signed SOW date is out of scope unless otherwise noted in this SOW. Implementing additional future functionality once generally available in the product may require additional services and costs.

Change Control

Any changes to this Statement of Work must be mutually agreed upon by both CLA and Client. No verbal agreement between persons involved in the Project will be binding on either CLA or Client. Mutually acceptable changes in the scope of work and adjustments in schedule and price will be incorporated as a modification to this Statement of Work or may become the basis of a new, follow-on Statement of Work.

The CliftonLarsonAllen Sage Intacct Practice Manager or Partner is designated as the authorized representative for CLA making changes to this Statement of Work. Change requests for this Project scope must be submitted in writing.

The generic approval process for change requests is as follows:
- A requirement for change is identified and documented
- The requested change is reviewed and agreed to by the appropriate parties
- An amendment to the Statement of Work is composed, negotiated and mutually agreed to by Client and CLA.
- The amendment is incorporated into the Statement of Work and implemented

Methodology
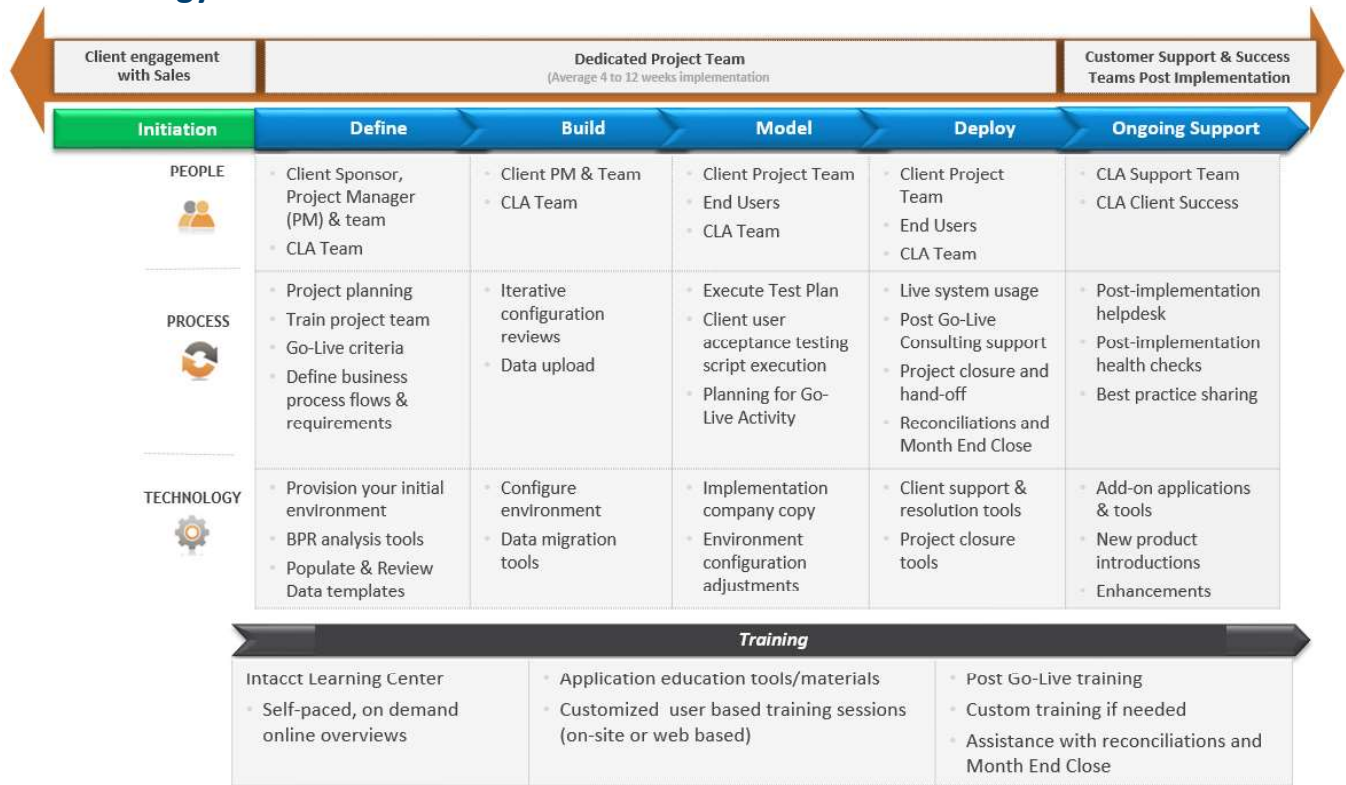
The following high level project milestones are dependent on the project approval date and finalization of Project Plan:

Milestone 1 – Project Kickoff	Week one
Milestone 2 – Completion of Business Process Requirements Gathering	Week 2 – 6
Milestone 3 – Intacct configuration completed and test data migrated	Week 7 – 9
Milestone 4 – User Acceptance testing completed	Week 10-12
Milestone 5 – Go Live for transactions starting 07/01/2022	Week 12
Milestone 6 – Go Live Support	Week 13 - 16

These milestone dates are contingent upon approval of this work order by 1/31/2022. If approval is received after this date, the milestones will be reset based on resource availability.

Successful milestone completions will require the combined efforts of CLA and CareerSource Tampa Bay. It is the responsibility of both CLA's Project Coordinator and CareerSource Tampa Bay's Project Manager to manage the project to milestone deadlines. Milestone dates not met may impact future milestone dates, go-live date, and incur additional fees.

Client Sign-offs

The following are critical Client sign-offs on a project. Sign-off is required before proceeding on a project:

- **Project Start and Go-live Date Agreement** – Mutually agreeable dates to begin the project and go-live on Sage Intacct. First version of the detailed project plan is created by CLA based upon these dates. Client sign-off is acknowledgement that these dates are acceptable and Client will complete project plan tasks as scheduled.

- **Populated data templates** – Client is responsible for populating Sage Intacct data templates with clean data for upload into Sage Intacct. Providing templates to CLA signifies sign-off on the data.

- **Define Phase Acknowledgement** – Client agrees to completion of the Define phase and agrees to on-time completion of tasks assigned on the Project Plan. The Sage Intacct Structure document captures the specific Client requirements to be configured. Changes to the structure or project plan dates after sign-off may require additional professional services fees.

- **Build Phase Acknowledgement** – Client agrees that system setups/configurations have been reviewed and the master data files have been entered/uploaded as per the Sage Intacct Structure document.

- **User Acceptance Testing (UAT)** – Client acknowledges successful completion of their process/workflow testing based on the current system design. Client confirms that they are ready to proceed with go-live on Sage Intacct.

- **Project Completion** – Client agrees that the project has been completed and is ready for transition to support.

Training Plan

Training will be a constant throughout the entire implementation lifecycle and beyond. CLA will provide training tailored to the core Client implementation team as functionality is reviewed, requirements are finalized, and the solution is built. Additionally, general end user training will be available throughout all phases of the project via the Sage Intacct Learning Center online training management system. Most of the Sage Intacct Learning Center online training can be done at a user's own pace and ability. Training will be reinforced with tutorials, comprehensive user guides, and direct-access online help.

It is recommended the core Client implementation team complete Sage Intacct Learning Center training as early as possible to assist with requirements definition, while the general end users should have completed Sage Intacct Learning Center training prior to the Model Phase when they will be applying their knowledge in the configured Sage Intacct implementation company.

Customized training plans for administrators will be more focused on user management and internal controls. Customized training plans for end-users will be more focused on transactional processes and reporting.

Pricing Summary

The effort defined in this Statement of Work will be performed and billed on a Time and Material basis.

Estimated Core Implementation Fees:

Item	Rate per Hour	Hours	Estimated Cost
Intacct Configuration & Training	$210	225-270	$47,250-$56,700 USD

Optional Components (the following items are not required for the core Intacct implementation. Client can choose to move forward with optional components during the initial implementation, after the initial implementation is complete or not at all):

Item	Rate per Hour	Hours	Estimated Cost
Employee Expense Configuration & Training	$210	5-10	$1,050-$2,100 USD
User Defined Dimension Configuration & Training (per UDD)	$210	5-10	$1,050-$2,100 USD
Program User Training & Support	$210	5-10	$1,050-$2,100 USD

Variable Sage Intacct Implementation Activities:

There are areas within the core implementation that cannot be scoped prior to the "Define" phase of the project. Only actual time and materials will be billed at a rate of $210/hour. These items include but are not limited to:

- Chart of Accounts Design Assistance; Process Design Assistance
- Data Management or Manipulation
- Custom Documentation
- Additional Training (including annual close assistance and on-site go live support)
- Platform Services – Including but not limited to creating: Dimensional Relationships, User-defined Books, User-defined Journals
- Custom Reports & Documents/Forms
- Smart Events
- Custom Integrations and Third-party Application Support not listed on this SOW
- Custom Fields and Smart Rules in excess of quantity listed under Customization Services
- Additional Dynamic Allocation Scenarios. Two (2) scenarios are in scope.

Terms

Retainer

In connection with this engagement, we must receive a ==retainer in the initial amount of $9,450,== payable prior to the commencement of any services.

Payment Schedule:

==Our invoices for consulting fees, plus applicable state and local taxes, will be rendered monthly and are payable on presentation.== Fees and reimbursements will be due and payable throughout the project, following the organization's receipt of an invoice from CLA. Compensation for services is due upon receipt. Finance charges of one and one-quarter percent (1.25%) per month will be added to any past due amounts after 30 days from billing date. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed. You will be obligated to reimburse us for all out-of-pocket expenditures through the date of termination. In addition to the professional services fees quoted, CLA charges a five percent (5%) technology and administrative fee.

Payments may be made utilizing checks, Bill.com check, your online banking platform, CLA's electronic payment platform, or any other client initiated payment method approved by CLA. CLA's electronic online bill pay platform (https://www.claconnect.com/billpay) accepts credit card and Automated Clearing House (ACH) payments. Instructions for making direct bank to bank wire transfers or ACH payments will be provided upon request.

The terms of this Statement of Work will expire if the agreement is not executed within **45 days** of the Statement of Work date.

Normal work hours are from 8:30am to 5:30pm ET, Monday through Friday, excluding holidays.
Travel time and expenses (if any) are not included in this services estimate. All reasonable and necessary actual expenses are reimbursable.

Unless otherwise stated, some or all of the services and deliverables defined in this SOW may be performed by CLA Personnel or a certified Sage Intacct implementation partner, acting as subcontractors to CLA hereunder and CLA remains fully and primarily responsible and liable for proper, complete performance of its obligations, to the extent any such Sage Intacct implementation partner fails to do so.

==All activity and personnel will be scheduled when this Statement of Work is mutually signed.== If there is a lag between the scheduled start of work and the a fully executed Statement of Work, personnel may be reassigned to other projects and your project may be delayed until new personnel can be scheduled and CLA will notify Client in advance of same.

Management responsibilities

We will remain independent throughout the engagement. For all accounting services we may provide to you, including these software implementation services, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

Cash Access

Client hereby acknowledges that CLA may inherently have, through administrative system rights, access to the client's Cash Management module and configured cash accounts within various modules during the implementation phase and subsequent post-go-live support phases. CLA will not make any changes to accounts or process any cash related transactions. Client acknowledges oversight responsibility over all its cash accounts, and should put in place procedures that would mitigate the risk of any potential fraudulent activities. Such procedures may include approval workflows for cash related activities, timely review of bank statements, and review of Sage Intacct's built-in audit logs.

Limitation of remedies

Our role is strictly limited to the engagement described in this letter, and we offer no assurance as to the results or ultimate outcomes of this engagement or of any decisions that you may make based upon our communications with, or our reports to, you. Your organization will be solely responsible for making all decisions concerning the contents of our communications and reports, for the adoption of any plans, and for implementing any plans you may develop, including any that we may discuss with you.

You agree that it is appropriate to limit the liability of CLA, its partners, principals, directors, officers, employees, and agents ("we" or "us") and that this limitation of remedies provision is governed by the laws of the state of Minnesota, without giving effect to choice of law principles.

You further agree that you will not hold us liable for any claim, cost, or damage, whether based on warranty, tort, contract, or other law, arising from or related to this agreement, the services provided under this agreement, the work product, or for any plans, actions, or results of this engagement, except to the extent authorized by this agreement. In no event shall we be liable to you for any indirect, special, incidental, consequential, punitive, or exemplary damages, or for loss of profits or loss of goodwill, costs, or attorneys' fees.

The exclusive remedy available to you shall be the right to pursue claims for actual damages that are directly caused by acts or omissions that are breaches by us of our duties under this agreement, but any recovery on any such claims shall not exceed the fees actually paid under this agreement by you to CLA.

Service satisfaction

To ensure that our services remain responsive to your needs, as well as fair to both parties, we will meet with you throughout the term of the agreement and, if necessary, revise or adjust the scope of the services to be provided and the fees to be charged.

Furthermore, it is understood that either party may terminate this agreement at any time, for any reason, by giving written notice to the other party. It is understood that any unpaid fees that are owed or invoices that are outstanding at the date of termination are to be paid in full immediately upon termination.

Other provisions

CLA will not disclose any confidential, proprietary, or privileged information of the organization to any persons without the authorization of organization management.
We will be responsible for our own property and casualty, general liability, and workers compensation insurance, taxes, professional training, and other personnel costs related to the operation of our business.

The relationship of CLA with the organization shall be solely that of an independent contractor and nothing in this agreement shall be construed to create or imply any relationship of employment, agency, partnership, or any relationship other than an independent contractor.

The organization agrees that CLA will not be assuming any fiduciary responsibility on your behalf during the course of this engagement.

Employment provision

In the event that a CLA employee is solicited to work in a position as an employee of your organization, and in the event that the CLA employee accepts the position of employment with your organization, the following conditions will apply:

1. CLA will require a four-week notice period subsequent to the employee's written notice to CLA, and

2. The organization will be required to pay an employment fee of 50% of the employee's current salary to CLA immediately upon receipt of this notice.

If any former CLA employee shall be hired as an employee within 60 days of leaving CLA, there shall be a refutable presumption that the CLA employee was solicited to work as an employee of your organization and the above fee shall be payable to CLA.

Subcontractors

CLA may, at times, use subcontractors to perform services under this agreement, and they may have access to your information and records. Any such subcontractors will be subject to the same restrictions on the use of such information and records as apply to CLA under this agreement. We will be as responsible for any act done by these subcontractors as we are for any act done by a CLA employee under this agreement.

Agreement

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

CliftonLarsonAllen LLP

DocuSigned by:
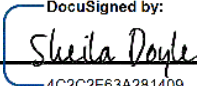
Abraham Mathew

B1C82B6D8322435...

6/18/2022

Abraham Mathew, Principal
abe.mathew@claconnect.com
(703) 825-2176

Response:

This letter correctly sets forth the understanding of **Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CareerSource Tampa Bay).**

Authorized Signature: *Sheila Doyle*

4C2C2F63A281409...

Printed Name: Sheila Doyle

Title: CFO

Date: 6/18/2022

ADDENDUM - ASSURANCES AND CERTIFICATIONS
Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay

The "Assurances and Certifications" ensure the inclusion and acknowledgment of the required Federal and State contracting requirements that must be included in Contractor agreements.

This addendum is part of the attached Agreement by and between **CliftonLarsonAllen** (Contractor) and Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) for the services described in the Agreement dated<u> 6/18/2022 </u> attached hereto. <u>The contract is valued between $47,250 to $56,700</u>. In consideration of the mutual covenant and stipulations set forth in the Agreement and Addendum herein, the parties agree as follows:

1. **Termination for Cause and Convenience [2 CFR 200]**
   a. Either party may request termination upon 60 days prior written notice to the other party. Written notification of termination be by registered mail, return receipt requested.
   b. CSTB may unilaterally terminate or modify this modified agreement, if for any reason the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
   c. CSTB may unilaterally terminate this modified agreement at any time that it is determined that:
      i. Contractor fails to provide any of the service it has contracted to provide; or
      ii. Contractor fails to comply with the provisions of this modified agreement; or
      iii. Such termination is in the best interest of the Board.

   In the event this agreement is terminated for cause, Contractor shall be deemed to be in default and liable for damages sustained for any breach of this agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

2. **Debarment and Suspension [2 CFR 200]**
   In accordance with Executive Orders 12549 and 12689, a contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM) in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension". SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.. The Contractor hereby represents and warrants that it has not been listed on the governmentwide exclusions in the System for Award Management (SAM). SAM Exclusions can be accessed through the Internet, currently at https://www.sam.gov.

3. **Discriminatory Vendor List [287.134, FS]**
   The Contractor/Subcontractor hereby represents and warrants that it has not been listed on the discriminatory vendor list as described in section 287.134, Florida Statutes. Discovery or proof of the contrary will result in immediate contract termination by CSTB.

4. **Public Entity Crimes [287.133, FS]**
   The Contractor hereby represents and warrants that it has not been convicted of a public entity crime and that it is not on the State of Florida's convicted vendor list. The Contractor also

ADDENDUM - ASSURANCES AND CERTIFICATIONS
Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay

represents that it is not prohibited from entering into this Agreement by Section 287.133, Florida Statutes. Discovery or proof of the contrary will result in immediate contract termination by CSTB.

5. **Equal Employment Opportunity [2 CFR 200]**
    Equal Employment Opportunity Act: The contractor shall comply with Executive Order 11246, Equal Employment Opportunity Act, as amended by Executive Order 11375 and others, and as supplemented in Department of Labor regulation 41 CFR, Part 60 and 45 CFR, Part 92, if applicable.

6. **Statutory and National Policy Requirements [2 CFR 200.300]**
    The Contractor or Subrecipient, as applicable, must manage and administer the contract to ensure compliance with the U.S. Constitution, Federal Law, and public policy requirements: Including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination pursuant to 2 CFR § 200.300, EO 13798 Promoting Free Speech and Religious Liberty and EO 13864 Improving Free Inquiry, Transparency, and Accountability at College and Universities.

7. If any provision of this Agreement, whether in whole or in part, is held to be void or unenforceable by a Court of competent jurisdiction, that provision will be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable, and all other provisions will remain in full force and effect.

DocuSign

Certificate Of Completion

Envelope Id: CCDA4AD4111444BAAB07EA70DDB325DD
Subject: Please DocuSign: Tampa Bay Workforce Alliance, Inc._CLA-Sage Intacct Statement of Work
Client Name: Tampa Bay Workforce Alliance, Inc.
Client Number: 064-00000
Source Envelope:
Document Pages: 24
Certificate Pages: 5
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-06:00) Central Time (US & Canada)

Signatures: 2
Initials: 0

Status: Completed

Envelope Originator:
Ashley Hunt
220 S 6th St Ste 300
Minneapolis, MN 55402-1418
Ashley.Hunt@claconnect.com
IP Address: 136.226.54.177

Record Tracking

Status: Original
        6/17/2022 12:18:00 AM

Holder: Ashley Hunt
        Ashley.Hunt@claconnect.com

Location: DocuSign

Signer Events	Signature	Timestamp
Sheila Doyle doyles@careersourcetb.com CFO CareerSource Tampa Bay Security Level: Email, Account Authentication (None)	*Sheila Doyle* 4C2C2F63A281409... Signature Adoption: Pre-selected Style Signed by link sent to doyles@careersourcetb.com Using IP Address: 72.187.227.250	Sent: 6/17/2022 12:23:29 AM Viewed: 6/18/2022 7:35:05 AM Signed: 6/18/2022 2:27:52 PM

Electronic Record and Signature Disclosure:
    Accepted: 6/18/2022 7:35:05 AM
    ID: 837dcf13-7b6a-4318-9891-1719b70a76f5		

Abraham Mathew abe.mathew@claconnect.com Principal CLA Security Level: Email, Account Authentication (None)	*Abraham Mathew* B1C82B6D8322435... Signature Adoption: Pre-selected Style Signed by link sent to abe.mathew@claconnect.com Using IP Address: 172.58.228.29 Signed using mobile	Sent: 6/18/2022 2:27:53 PM Viewed: 6/18/2022 5:23:08 PM Signed: 6/18/2022 5:23:32 PM

Electronic Record and Signature Disclosure:
    Accepted: 6/18/2022 5:23:08 PM
    ID: 67bf128e-e895-47f0-beb8-3c771164273c		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Ashley Hunt ashley.hunt@claconnect.com Business Software Director CLA Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	**COPIED**	Sent: 6/18/2022 5:23:33 PM
Digitalops Digitalops@claconnect.com Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via DocuSign	**COPIED**	Sent: 6/18/2022 5:23:34 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/17/2022 12:23:29 AM
Certified Delivered	Security Checked	6/18/2022 5:23:08 PM
Signing Complete	Security Checked	6/18/2022 5:23:32 PM
Completed	Security Checked	6/18/2022 5:23:34 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CliftonLarsonAllen LLP:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: BusinessTechnology@CLAconnect.com

To advise CliftonLarsonAllen LLP of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at BusinessTechnology@CLAconnect.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CliftonLarsonAllen LLP

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CliftonLarsonAllen LLP

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.