



### CHANGE ORDER

<b>Customer Name</b>	State of Maine
<b>Workday Entity Name</b>	Workday, Inc.
<b>Name of Agreement</b>	NASPO Valuepoint Cooperative Participating Addendum
<b>Agreement Effective Date</b>	October 18, 2018
<b>SOW Effective Date / SOW #</b>	SOW #162752 / October 18, 2018
<b>Change Order Effective Date</b>	The later of the dates beneath the parties' signature below
<b>Target Change Order Close Date</b>	December 30, 2019
<b>Currency</b>	USD
<b>Fee Type</b>	Fixed Fee

<b>Customer/Partner Project Manager</b>	Nicole Drisko
<b>Project Name</b>	Workday HCM/PAY
<b>Project Sponsor</b>	Heather Perrault
<b>Workday Engagement Manager</b>	Bill Hansen
<b>Summary of Change Type</b>	Move Go-Live Date to March 23, 2020
<b>Impact Assessed by</b>	N/A
<b>Workday Region</b>	E&G

**Fees:**

The Professional Services Fees for this Change Order are \$1,250,000.00. Customer will be invoiced in accordance with the payment schedule below and 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.

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

The Payment Schedule outlined below has been updated to reflect the move of the Go-Live date to March 23, 2020 and will include the addition of two new payment milestones (Delivery of Payroll Parallel Simulation Tenant and Completion of Payroll Parallel Simulation Tenant). Invoice Date and Amounts for Payment Milestones #12-17 have been updated.

**The Updated Payment Schedule:**

	<b>Payment #1</b>	<b>Payment #2</b>	<b>Payment #3</b>	<b>Payment #4</b>	<b>Payment #5</b>	<b>Payment #6</b>
<b>Stage</b>	<b>Plan</b>	<b>Plan</b>	<b>Plan</b>	<b>Architect</b>	<b>Architect</b>	<b>Architect</b>
<b>Deliverable(s)</b>	Delivery of Initial State of Maine Tenant	Delivery of Change Management Plan	Completion of Project Initiation Delivery Assurance Checkpoint	Completion of Architecture Workshops	Delivery of Finalized Project Plan	Completion of Configuration Prototype Tenant Build
<b>Invoice Date</b>	10/15/2018	12/03/2018	1/14/2019	02/18/2019	3/24/2019	04/17/2019
<b>Percent of Total</b>	.2%	3.7%	4.7%	6.7%	6.7%	9.0%
<b>Professional Services Fee</b>	\$15,360	\$311,359	\$403,389	\$567,998	\$567,998	\$763,806



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	<b>Payment #7</b>	<b>Payment #8</b>	<b>Payment #9</b>	<b>Payment #10</b>	<b>Payment #11</b>	<b>Payment #12</b>
<b>Stage</b>	<b>Configure &amp; Prototype</b>	<b>Configure &amp; Prototype</b>	<b>Configure &amp; Prototype</b>	<b>Test</b>	<b>Test</b>	<b>Test</b>
Deliverable(s)	Completion of Customer Confirmation Workshops	Completion of Unit Testing	Delivery of End-to-End Test Tenant	Completion of Training Plan	Completion of End-to-End Testing	Delivery of Payroll Parallel Simulation Tenant
Invoice Date	07/1/2019	07/15/2019	8/4/2019	9/1/2019	10/06/2019	11/25/2019
Percent of Total	12.6%	3.8%	4.6%	5.8%	7.3%	5.9%
Professional Services Fee	\$1,070,077	\$326,123	\$390,079	\$495,358	\$619,198	\$493,775

	<b>Payment #13</b>	<b>Payment #14</b>	<b>Payment #15</b>	<b>Payment #16</b>	<b>Payment #17</b>	<b>Total Fees</b>
<b>Stage</b>	<b>Test</b>	<b>Test</b>	<b>Test</b>	<b>Deploy</b>	<b>Production Support</b>	
Deliverable(s)	Completion of Payroll Simulation Testing	Delivery of Payroll Parallel Test Tenant	Completion of Payroll Parallel Testing	Complete HCM Final Configuration Delivery Assurance Checkpoint	Completion of Post - Production Support	
Invoice Date	12/16/2019	1/27/2020	3/18/2020	4/1/2020	5/8/2020	
Percent of Total	5.8%	5.8%	5.8%	5.8%	5.8%	100%
Professional Services Fee	\$493,768	\$493,768	\$493,768	\$493,768	\$493,768	\$8,493,360

**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 Reason(s):**

- Additional project management services
- Additional post-production support services
- Additional Test Cycle for Payroll Parallel Simulation
- Scope addition: Data conversion

**Changes to Tasks in Scope:**

- This Change Order adds new tasks and consulting activities.

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- Workday support for an additional full Data Conversion build will be added to scope for a Payroll Parallel Simulation process. The conversion for Payroll Parallel Simulation will be a full prototype tenant build and will include the migration of configurations from the End-to-End tenant and loading of all new data files provided by the customer. This conversion will also include additional EIBs (Payroll History EIB and Import Payroll Input EIB) to support running payroll for 100 employees.
- An additional testing cycle will be added to scope for Payroll Parallel Simulation testing. The testing cycle will be utilized to validate payroll results for 100 employees between Workday and the customer's legacy payroll system. This Change Order assumes the testing cycle will be conducted over a two-week period and completed within that time frame. Configurations across Payroll, Benefits, HCM, Comp, Absence and Time Tracking may be adjusted to account for differences in payroll results generated for the 100 employees.
- The conversion of legacy Customer Quarterly Payroll History will be required for Payroll Parallel Testing and the Gold build to support this change order's revised quarter end Go-Live. Quarterly balances for Payroll History will need to be extracted from in-scope legacy Customer data sources to load earnings and deductions to support the quarter end Go-Live.
- The division of responsibilities between Workday and Customer for the new Payroll Parallel Simulation will be the same as identified for the Payroll Parallel activities in SOW Appendix A, Section 3.4 Methodology/Test Stage (see Payroll Parallel: Testing responsibilities) Agreement #00162752.0 appropriately abbreviated for both parties and effective for the reduced scope of the 100 employee pay simulation scope.
- Notwithstanding the addition of the Payroll Parallel Simulation prototype tenant build as identified by this change order, all provisions and assumptions as specified in SOW Appendix A, Section 5.4 Data Conversion in Agreement #00162752.0 and Change Order Agreement #181977 (Removal of Job Requisitions and Candidates from data conversion) in effect for all conversion and tenant build activities. This Change Order will also make the following changes SOW Appendix A, Section 5.4 Data Conversion in Agreement #00162752.0:
  - Scope of Termination Population: the population for Terminated employees will now be for calendar year 2019 and 2020. There will be 2018 people where a payment was settled in 2019.
  - One year of Compensation Changes: this is not required for data conversion and will be removed from scope
- Workday support of Organizational Change Management and Training activities will continue at current levels for the extended timeline from February 1, 2020 to the Go-Live on March 23, 2020 with the timing of those activities adjusted as appropriate per the revised project plan for a March 23, 2020 Go-live.
- A third knowledge transfer assessment will be conducted by each Customer workstream lead. If a workstream's assessment score is still below "intermediate" level in any area from the second and third assessment, the Workday workstream lead will facilitate a review of the third assessment with the Customer workstream lead to determine next steps. The knowledge transfer sessions will continue to be conducted for each of the functional workstreams and will be conducted onsite and remote.

### Changes to Deliverables:

- N/A

### Changes to Project Schedule:

- This Change Order modifies the project schedule set forth in the current plan as follows:
  - End-to-End Testing will be extended from 10 weeks to 14 weeks
  - Payroll Parallel Simulation Build and Test Cycle will be added to the schedule for a total duration of 8 weeks
  - Production Support will be extended from 4 weeks to 7 weeks

### Changes to Go Live Date:

- This Change Order shall extend the Go-Live Date of the Original SOW from January 1, 2020 to March 23, 2020.



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**Impact Assessment:**

<b>Project Activities Affected</b>	Change in Go-Live and Additional Scope, Data Conversion and Test Cycle
<b>Tasks removed from Original SOW</b>	N/A
<b>Tasks modified from Original SOW</b>	Additional Data Conversion and Functional Scope
<b>Project Schedule Impact</b>	Extend Test Timeline and Move Go-Live Date
<b>Estimated Level of Effort (Hours):</b>	N/A
<b>Estimated Fees</b>	\$1,250,000.00

<b>Customer Contact Information</b>	<b>Billing Contact</b>	<b>Project Contact</b>
<b>Contact Name</b>	Phillip Platt	Nicole Drisko
<b>Street Address City, State /Province, Zip</b>	45 Commerce Drive Suite 13 Augusta, ME 0433	45 Commerce Drive Suite 13 Augusta, ME 0433
<b>Phone/Fax #</b>	207.624.7399	207.287.8730
<b>Email</b>	<a href="mailto:phillip.platt@maine.gov">phillip.platt@maine.gov</a>	<a href="mailto:Nicole.Drisko@maine.gov">Nicole.Drisko@maine.gov</a>



### CHANGE ORDER

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

**STATE OF MAINE**

**WORKDAY, INC.**

*Frederick Brittain*  
Frederick Brittain (Jan 24, 2020)

*Michael J. Lopez*  
Michael J. Lopez (Jan 24, 2020)

Signature

Signature

Frederick Brittain

Michael J. Lopez

Name

Name

Chief Info. Officer

VP of Services

Title

Title

Jan 24, 2020

Jan 24, 2020

Date Signed

Date Signed

**STATE OF MAINE**

*Heather L. Perreault*  
Heather L. Perreault (Jan 27, 2020)

Signature

Heather L. Perreault

Name

Deputy Commissioner of Finance, DAFS

Title

Jan 27, 2020

Date Signed