



Devin Carver
Sage Intacct, Inc.
300 Park Ave, Floor Suite 1400
San Jose, CA 95110
(408) 878-0900

Date: 17-Apr-2025
Offer Expires: 15-May-2025
Quote #: Q-735032

Add-on Order Schedule

Prepared For:

Name: Pamela Nabors
Company: CFRWDB Inc.
Address: 390 N Orange Ave, Ste 700
Orlando, FL 32801
Phone: (407) 531-1222 ext. 2005
Email: pputerbaugh@careersourcecf.com

Bill To:

Name: Accounts Payable
Company: CFRWDB Inc.
Address: 390 N Orange Ave, Ste 700
Orlando, FL 32801
Phone: (407) 531-1222 ext. 2005
Email: accountspayable@careersourcecf.com

Subscription Term Length: 10 (months)

Subscription Period: 22-Apr-2025 through 14-Feb-2026

Subscription Invoicing: Subscription fees are invoiced upon execution of this Order Schedule.

Professional Services Payment Terms: See Professional Services terms referenced elsewhere in this Order Schedule.

Subscription Payment Terms: Net 30 from date of invoice.

Products

Sage Intacct Services

Product Name	Description	Quantity	Net Price Each	Total Price
Sage Intacct - Annual Support for System Integrations Solution	Annual Support for Integrations & Customizations delivered by Sage Intacct's Systems Integration Group in accordance with the applicable Statement of Work.	1.00	1,450.00	1,450.00
Sage Intacct Services Total:				USD 1,450.00

One-Time and Other Charges

Product Name	Description	Quantity	Net Price Each	Total Price
Professional Services - Systems Integration Group	Sage Intacct Technical Services to be delivered on a time and expenses basis. Customer will be billed monthly. See attached Statement of Work for complete description of in-scope services.	160.00	200.00	32,000.00
One-Time and Other Charges Total:				USD 32,000.00

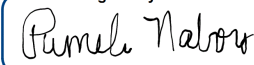
Grand Total: USD 33,450.00

TERMS:

- This Order Schedule is subject to the Agreement between Sage Intacct, Inc. and CFRWDB Inc. with effective date 30-Jun-2022, inclusive of any subsequent modifications. All terms not otherwise defined herein shall have the meaning ascribed to them in the Agreement. Prices shown above do not include any taxes that may apply.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officers or representatives, either by signature below or by electronic signature through DocuSign.

CFRWDB Inc.

DocuSigned by:

C43C0933F33D41A...

(Authorized Signature)

Pamela Nabors

President/CEO

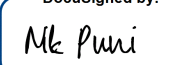
(Printed Name and Title)

4/17/2025 | 12:35 PM PDT

(Signature Date)

pnabors@careersourcecf.com

Sage Intacct, Inc.

DocuSigned by:

A667DC927D5E42C...

(Authorized Signature)

Nik Puni

VP, Global Technical Solutions

(Printed Name and Title)

4/17/2025 | 4:02 PM PDT

(Signature Date)

Nik.Puni@sage.com

Statement of Work

Add-on Services



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Introduction

This Statement of Work (“SOW”) defines the scope of services and deliverables Sage Intacct, Inc.’s Technical Solutions Group (“TSG”) will provide for **CFRWDB Inc.** (“Client”).

This SOW hereby incorporates by reference and is subject to the relevant definitions, terms, and conditions of the attached Order Schedule and all previously signed agreements between Sage Intacct, Inc. (“Intacct”) and Client in place and active upon the signature date of this SOW.

Scope of Project

The services and deliverables TSG will be delivering for this project are shown below.

Client Requirements:

The client requires a custom UI with the ability to process Purchase Order Transactions in bulk (with the ability to merge transaction lines). The client also requires the custom fields from the ‘from’ transaction to carry over to the ‘to’ transaction’.

- Participant Name
- Account Type
- PO Number
- PO Line Number
- Item Name
- Available Amount to Convert
- Converted Amount
- Original Line Amount
- Created By
- Transaction Type
- Vendor

Deliverable # 1: Participant Management Update

TSG will create a custom user interface with the ability to select the ‘From Transaction Definition’ and a ‘To Transaction Definition’.

- The ‘From’ Transaction Types the user will have the ability to select are
 - Participant Voucher
 - Internal PO with Contract
 - Internal PO without Contract
- The ‘To’ Transaction Types the user will have the ability to merge ‘From’ Transaction Types to are
 - **PO Vendor Invoice**
 - Internal PO with Contract
 - Internal PO without Contract
 - **Participant Invoice**
 - Participant Vouchers
 - **Sample Expected Transaction Definition Selection:**

Filters available: (** notes that the field is required)

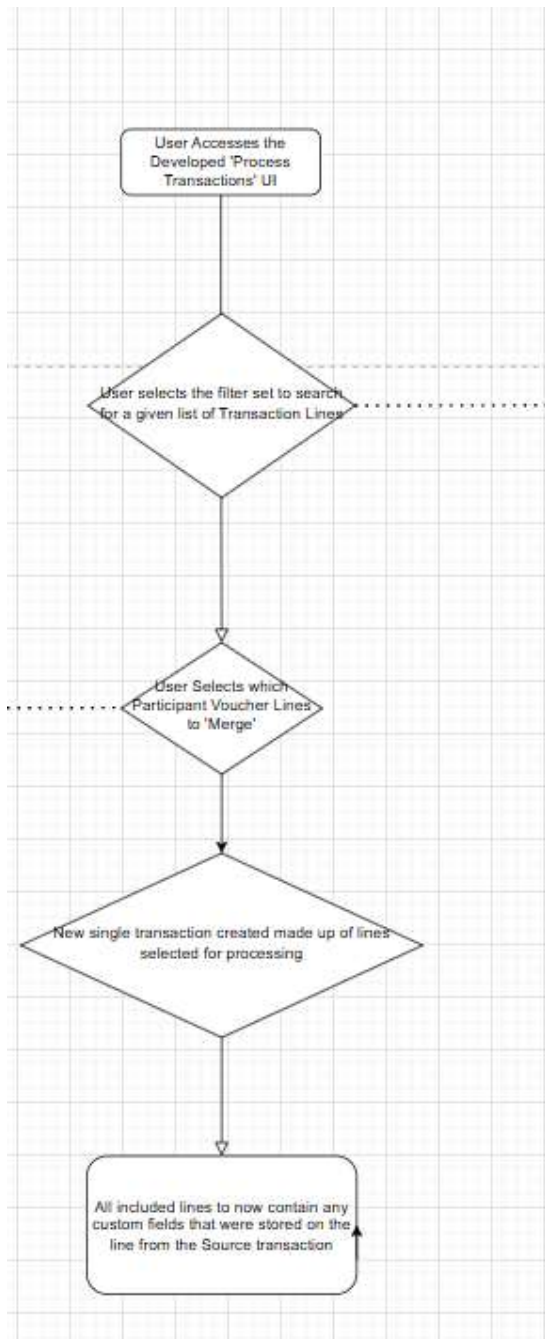
From Transaction Date	<input type="text"/>	To Transaction Date	<input type="text"/>
From Item	<input type="text"/>	To Item	<input type="text"/>
Create Transaction:	<input type="text"/>	From Transaction:	<input type="text"/>
Vendor**	<input type="text"/>		

- After selecting the 'From' and 'To' transaction definitions, the UI will display filters to define the 'from' Transaction lines to display. The filters to provide are the following:
 - Participant Name
 - Account Type
 - PO Number
 - PO Line Number
 - Item Name
 - Available Amount to Convert
 - Converted Amount
 - Original Line Amount
 - Created By
 - Transaction Type
 - Vendor
- Original Line Amount, Remaining Amount and Amount to Convert will have a subtotal for the selected lines below the column.
- Client requires the ability to create their list views (similar to other Sage Intacct Platform Tables).
- Sample UI Mock up of expected data to be returned after filtering:**

Expected data to be returned after filtering:

Doc Number	Date	Item Name	Original Amount \$	Remaining Amount \$	Amount to Convert \$	Location	Participant Name	Account Type	PO Line Number	Item ID	Created By	Transaction Type	Vendor ID	Vendor Name
PO-1234	11/04/2024	Work Expenses - Other	\$1,000	\$1,000	\$1,000	1240 - Seminars	Barry DePersis	Support	1	I-0051	KVillard	Participant Invoice	V-1234	Generate Item Ledger
PO-1234	11/04/2024	Travel - Other	\$2,500	\$2,500	\$2,500	1240 - Seminars	Barry DePersis	Support	2	I-0056	KVillard	Participant Invoice	V-1234	Generate Item Ledger
PO-1234	11/04/2024	Books - Other	\$500	\$500	\$500	1240 - Seminars	Barry DePersis	Support	3	I-0060	KVillard	Participant Invoice	V-1234	Generate Item Ledger
PO-9878	12/15/2024	Work Expenses - Other	\$75	\$15	\$15	1240 - Seminars	Barry DePersis	Training	1	I-0019	BDDePersis	Participant Invoice	V-1234	Generate Item Ledger
PO-7852	12/31/2024	Travel - Other	\$350	\$350	\$250	1240 - Seminars	Violet DePersis	Support	1	I-0056	BDDePersis	Participant Invoice	V-1234	Generate Item Ledger
PO-7852	12/31/2024	Books - Other	\$1.75	\$1.75	\$0.00	1240 - Seminars	Violet DePersis	Support	2	I-0060	BDDePersis	Participant Invoice	V-1234	Generate Item Ledger
PO-8523	01/01/2025	Travel - Other	\$189.00	\$150.00	\$0.00	1240 - Seminars	Micki DePersis	Training	1	I-0056	BDDePersis	Participant Invoice	V-1234	Generate Item Ledger
PO-9874	01/10/2025	Travel - Other	\$50.50	\$50.50	\$0.00	1240 - Seminars	Ernie DePersis	Training	1	I-0056	BDDePersis	Participant Invoice	V-1234	Generate Item Ledger

- Once a user has selected the lines to be merged into a new Purchasing Transaction, there will be an option to 'Generate Transaction' which will trigger the process of creating a new single transaction using all of the selected lines in the process outlined above.
- All custom fields to be mapped from the Participant Voucher to the Participant Invoice will exist on both transaction types. If this field does not exist on one transaction type or the other, the field will not be mapped.
- Each job processed will be stored within a Process and Error log, allowing a user to review the status of jobs that have previously been triggered.
- The user will be able to drill into a processed job which will then provide them a link to any transaction that was generated by the utility.



Assumptions

- It is assumed that the Client will provide detailed use cases, test scenarios, and test plans that accurately represent the functional requirements and expected outcomes of the system before the end of the define phase of the project. This will ensure that the solution meets the Client's expectations and functions as intended in real-world scenarios. Client understands that failure to provide comprehensive use cases and test plans may impact the accuracy of solution and could lead to delays in project and change orders.

- This is estimated at an overall 320-hour project being split by CFRWB and Tampa Bay Workforce Alliance, Inc. DBA CareerSource Tampa Bay. If one or the other company decides to not move forward or cancel the project, the other CareerSource will be liable for the remaining cost.
- The TSG consultants will work remotely to complete work for this engagement.
- As requested by Client, TSG consultants will provide status reports to include a summary of activity to date and remaining activities to complete the project.
- All Test companies utilized for this project will be disabled upon the sooner of thirty (30) days from creation or project completion.
- Estimates for testing and revisions allow for two (2) rounds of testing. Additional rounds of testing may require additional hours and a corresponding Change Order. The solution test and confirmation process is as follows:
 - Round one (1) and two (2)
 - TSG informs Client that solutions are available for testing.
 - Client tests, consolidates user test feedback, and provides results to TSG.
 - TSG resolves issues identified by Client during testing.
 - Client re-tests solutions
 - Client will provide approval to push to production or decide if additional rounds of testing are required.
 - Upon Client approval, TSG proceeds with deployment of solutions to Client's production environment and informs Client once completed.
- If applicable, Technical Solutions Group Hosting costs and setup are covered in Client's Intacct Order Schedule.
- If purchased, Annual Support for deliverables defined herein is covered in Client's Intacct Order Schedule. If Annual Support is not purchased, support beyond *Project Completion* (defined below in the [Client Sign-Offs](#) section of this SOW) will require a separate SOW.

Responsibilities

General

TSG

- TSG will designate a single point of contact to serve as the TSG Project Manager and to be Client's primary contact with TSG. The TSG Project Manager will be responsible for the overall project delivery including:
 - Management of scope
 - Planning, Scheduling, and Project Controls
 - Complete Intacct's activities as specified in this Statement of Work

Client

Client will assign a project resource or team (if needed) for the duration of the project. The project resource or team should include Subject Matter Experts (SMEs) that will contribute to the analysis, design, and solution validation. If a project team is required, the team should include a single point of contact that will function as Client's Project Coordinator and be TSG's primary contact with Client. Client's Project Coordinator should have full authority to act on behalf of Client with respect to:

- Decision and signatory authority (or involve appropriate Client parties)
- 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
- Authorizing payments
- Interfacing with TSG to ensure an efficient exchange of Information and timely decisions are made

- Provide remote access to all software and hardware systems for the project including remote access to Intacct with appropriate privileges.
- Client agrees to the following regarding *Intacct Web Services*:
 - The customizations defined above require the Intacct Web Services API to be enabled. The Web Services costs and setup are covered in Client's Intacct Order Schedule.
 - Client is responsible for any 3rd party Web Services integration packages or solutions.
 - Client's Web Services Sender ID and Password will be used in this integration. (The Web Services Sender ID and Password are provided to Client as part of the Web Services subscription product).
- Client agrees to the following regarding *Customizations*:
 - Client will provide an Intacct company with all combinations of data for development and testing, typically a sandbox copy of Client's production company.
 - Client will be responsible for testing the customization(s) and integration(s) on a representative sample of transactions and processes before signing off and moving to Production.

Change Control

Any changes to this Statement of Work must be mutually agreed upon by both TSG and Client. No verbal agreement between persons involved in the Project will be binding on either TSG 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 Vice President of Client Services is the authorized representative for TSG making changes to this Statement of Work. Change requests for this Project scope must be submitted in writing.

The approval process for change requests is as follows:

- A requirement for change is identified and documented
- The requested change is reviewed and agreed to Client and TSG.
- An amendment to the Statement of Work is composed and agreed to by Client and TSG.
- The amendment is incorporated into the Statement of Work and implemented.

Client Sign-offs

The following are critical Client sign-offs on this project.

- **Project Completion** – Client agrees that the work specified herein has been completed. Project will be considered complete without Client agreement if the estimated hours are used and/or it has been more than ten (10) days since production deployment. TSG will provide a project completion notice to Client upon completion of the project.

Pricing Summary

The estimated effort for the services and deliverables in this SOW is shown below. Billing is based on actual time incurred and billed on a Time & Materials basis.

Item	Hours	Standard Rate	Rate Discount	Bill Rate for this SOW	Estimated Cost
Professional Services – Technical Solutions Group (PS-TECH)	160	\$275	(\$75)	\$200	\$32,000
<i>Total Estimated Cost</i>					<i>\$ 32,000</i>

Terms

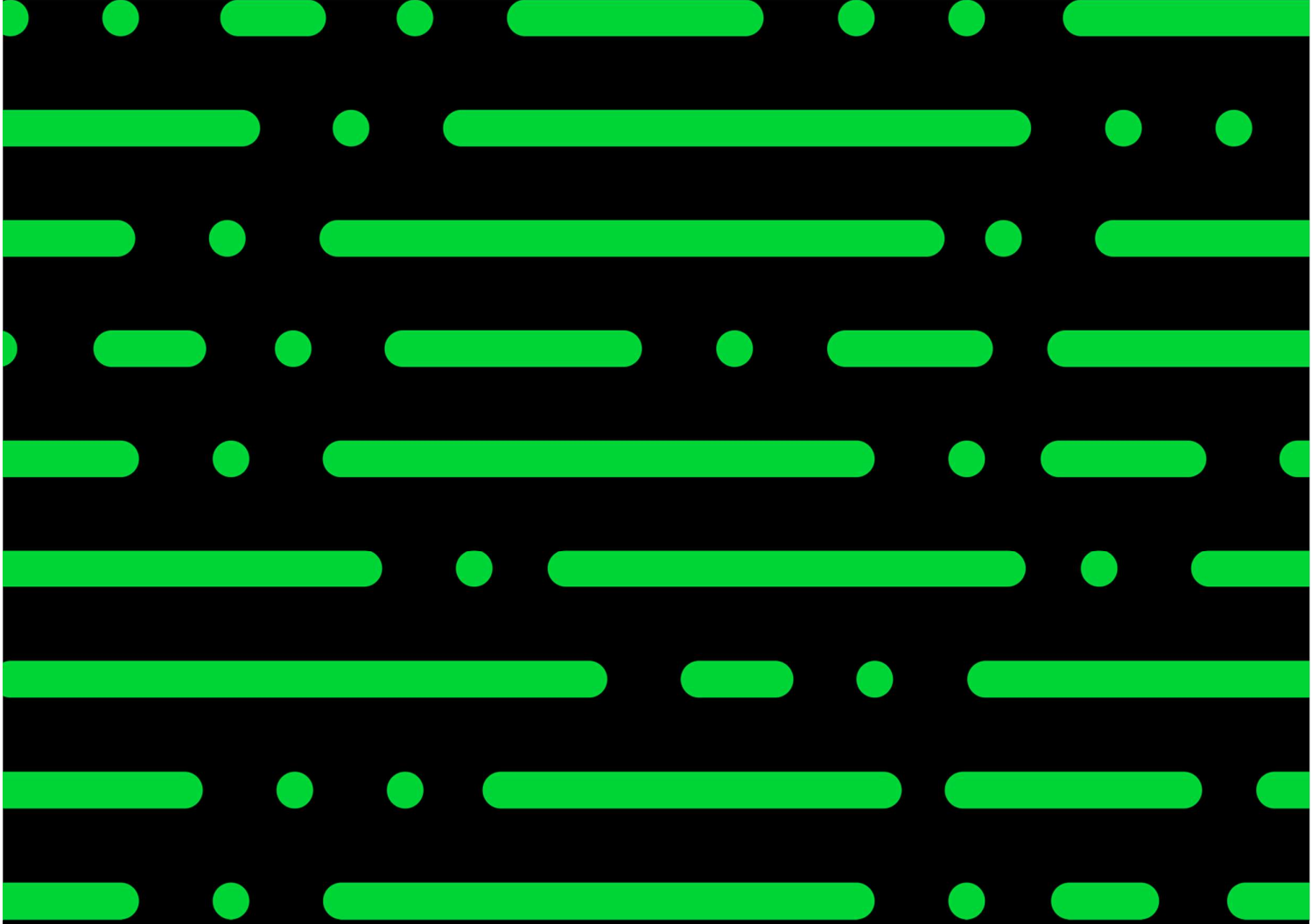
Please refer to the Order Schedule for fees and payment terms.

Estimates provided herein are effective through **April 22, 2025.**

Normal work hours are from 8 am to 5 pm, Monday through Friday, excluding Intacct holidays.

All reasonable actual expenses are reimbursable. If applicable, travel time is billed at half the consultant's normal bill rate. Travel time and expenses (if any) are above and beyond any provided cost estimates and will be submitted for Client approval prior to purchase and/or billing.

All activity and personnel will be scheduled when this Statement of Work is accepted. Some or all of the services and deliverables defined in this SOW may be performed by Intacct or a certified Intacct implementation partner. Intacct remains responsible for all SOW deliverables and delivery quality.



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