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

Date: 10-Dec-2025
Offer Expires: 12-Dec-2025
Quote #: Q-846156

Order Schedule

Prepared For:
Name: Robin Gintner
Company: Oregon Coast Community College
Address: 400 SE College Way
Newport, OR 97366
Phone: (541) 867-8516
Email: robin.gintner@oregoncoastcc.org

Bill To:
Name: Sharon Hahn
Company: Oregon Coast Community College
Address: 400 SE College Way
Newport, OR 97366
Phone: (541) 867-8504
Email: sharon.hahn@oregoncoastcc.org

Subscription Period Length: 36 (months)

Billing Period: 31-Dec-2025 through 30-Dec-2026

Subscription Invoicing: Annual subscription fees begin on the start date of your paid subscription period, with such fees invoiced annually at the beginning of each billing period.

Professional Services Payment Terms: Professional Services fees are invoiced 50% upon execution of this Order Schedule and 50% thirty (30) days after System Go-Live Date or Project Completion Date, whichever occurs first. All invoices are due upon invoice date.

Subscription Payment Terms: Net 30 from date of invoice.

Products

Sage Intacct Services

Product Name	Description	Quantity	Net Price Each	Total Price
Sage for Nonprofits - Standard	Sage for Nonprofits - Standard includes the following: General Ledger, Cash Management, Purchase Order, Order Entry, Accounts Receivable, Accounts Payable, the User Defined Dimensions pack, Basic Project Tracking, Basic Time and Expenses, Core Reporting and Dashboards, Electronic Payments, Multi-Entity Insight, Budget Reporting, Customization Services, Standard Platform Services, a Support Package, Sage Intacct Planning - License, Sage Intacct Planning Integration, Interactive Visual Explorer - Single Explorer, Spend Management, Sage Fixed Assets Management Tier 1 - up to 250 Fixed Assets, AP Bill Automation - up to 50 Invoices / Month, a Performance Tier for Sage Intacct, Three (3) Business Users, Two (2) Additional Entities, One (1) Sage Intacct Planning - Creator, One (1) Employee User Ten (10) Pack, and Sage Intacct Learning Membership.	1.00	0.00	30,900.00

Product Name	Description	Quantity	Net Price Each	Total Price
Essentials Support	Essentials Support is included as part of the Sage Intacct Financials subscription for all direct customers. Support hours are Monday to Friday, 6am to 6pm (Sage local time). For P1 cases, support is available after-hours and during local holidays. Support may be accessed online or by phone for two (2) Designated Support Users; those users will provide first level support to Company's other users. All submitted cases will receive an acknowledgement through case comments, email notification, or phone call as follows: P1, within 1 business hour; P2, within 4 business hours; and P3, within 8 business hours. Company may purchase three (3) additional Designated Support Users.	1.00	0.00	0.00
Sage Intacct API Performance Tier 1	API transactions for modules of the Sage Intacct Services, FinTech partners that we recommend to you, and Third-Party Services that we resell to you on our Order Schedules are included at no additional cost. Under Performance Tier 1 for Sage Intacct, API transactions for any custom integrations, ETL integrations with our Marketplace Partners, and partners that exit our Marketplace Partner program require a Web Services - Developer License and are also included at no additional cost until the number of API transactions exceed 100,000 API transactions per month. Monthly overage fees will apply if you exceed this use. You may upgrade to a higher tier at any time, but once you upgrade you may not downgrade to a lower tier until the next annual subscription period.	1.00	0.00	0.00
Sage Intacct Buy With Confidence Program	The Sage Intacct Buy With Confidence program includes guaranteed system uptime and disaster recovery for the Sage Intacct Services. Details of the Buy With Confidence program, including the specific Sage Intacct Services in scope and our service level commitments, are available at www.sage.com/us/legal/sage-intacct/sla/.	1.00	0.00	0.00
Sage Intacct Grants Tracking and Billing Upgrade	Extend Project Tracking to fuller Grants Tracking and Billing. Allows you to create records with descriptive elements and tag select financial transactions with specific grant information for reimbursement request generation, invoicing if needed, analysis, and reporting. Allows for resource skill and certification tracking, resource analysis and assignment, utilization and forecasting. Includes Basic Project tracking, Sage Intelligent Time for AI-powered web and mobile timekeeping with suggested time entries and Time & Expense.	1.00	4,860.00	4,860.00
User License - Business User	Users with unlimited access rights to all applications. Can be restricted based on permissions assigned by an Administrator.	3.00	4,020.00	12,060.00
Sage Intacct Employee User 10 Pack	Ten (10) employee user pack with limited access rights which include: read only access to the Dashboard; ability to enter/approve expense reports, timesheets and/or purchase requisitions. Also includes read only access to any additional applications built on the Sage Intacct Platform.	1.00	2,160.00	2,160.00
AP Bill Automation - Up to 250 Invoices/ Month Upgrade	Upgrade to 250 invoices per month tier of AP Bill Automation. The annual subscription to this tier includes up to 250 invoices per month. Monthly overage fees will apply if you exceed this use. You may upgrade to a higher tier at any time, but may not downgrade to a lower tier until the next annual subscription period.	1.00	840.00	840.00
			Sage Intacct Services Total:	USD 50,820.00

One-Time and Other Charges

Product Name	Description	Quantity	Net Price Each	Total Price
Sage Intacct API Overage	If you conduct more monthly API transactions than the amount included in your performance tier, then the following overage fees apply to each API transaction you conduct over those limits. The overage fees for API transactions are calculated here per pack of 10 API transactions and will be billed on a monthly basis.	0.00	0.17	0.00
Sage Intacct Professional Services Fixed Bids	Sage Intacct Professional Services to be delivered at a fixed price. See attached Statement of Work for complete description of in-scope services.	1.00	53,000.00	53,000.00
One-Time Services Promotion - Sage Intacct paper	The Professional Services Promotional Pricing Discount is a one-time discount available only for the initial subscription period and cannot be applied to prices for any future subscription periods. The discount amount is intended to offset a portion of the professional services fees for implementing Sage Intacct.	1.00	-12,705.00	-12,705.00
			One-Time and Other Charges Total:	USD 40,295.00

Monthly Services

Product Name	Description	Quantity	Net Price Each	Total Price
AP Bill Automation - Overage	If you exceed your usage based fees, then the following overage fees apply for that month.	0.00	0.50	0.00
			Monthly Services Total:	USD 0.00

Grand Total: USD 91,115.00

TERMS:

This Order Schedule is subject to the Terms of Service located at https://www.sageintacct.com/customer-terms-us/tos, as amended from time to time ("Terms"), which are incorporated herein by this reference with the same force and effect as if they were given in full text. Company represents that it has reviewed the Terms and expressly agrees to them as of the Effective Date and in their then-current form on the date of any renewal of 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.

Oregon Coast Community College	**Sage Intacct, Inc.**
______________________________	______________________________
(Authorized Signature)	**(Authorized Signature)**
______________________________	______________________________
(Printed Name and Title)	**(Printed Name and Title)**
______________________________	______________________________
(Signature Date)	**(Signature Date)**

Exhibit A
Additional Terms and Conditions
The following terms are added to, and in the event of a conflict prevail over, the Terms:

- By signing this Order Schedule, the Company authorizes Sage Intacct to access the Company's instance to provision the items purchased on this Order Schedule.

- Any agreement between the parties concerning the Health Insurance Portability and Accountability Act (HIPAA) shall not apply to the Sage Intacct Planning Services.

- By signing this Order Schedule, the Company authorizes Sage Intacct to access the Company's instance to provision the items purchased on this Order Schedule.

- During the subscription period of this Order Schedule, we may increase the pricing of your subscriptions one time annually by up to five percent (5%). We will provide you with at least 30 days' written notice of any such increase and such increase will only apply at the beginning of the next annual billing period (i.e., year 2 and year 3 of the subscription period of this Order Schedule).

- Sage Intacct Financial Management includes up to two hundred (200) bank account connections through bank feeds. Bank feeds provide electronic access to thousands of financial institutions for bank reconciliations and matching payments to invoices.

- AP Bill Automation overage payment terms: If your usage of AP Bill Automation exceeds the purchased volume, then overage charges will accrue based on the number of invoices processed above the purchased volume in a given month. Payment is due 30 days from the date of invoice.

Statement of Work

Sage Professional Services

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Reference

The professional services organization of Sage Intacct, Inc. ("Sage") proposes the following services and deliverables for **Oregon Coast Community College** ("Client") with respect to the Sage Intacct software application and any related software applications specifically referred to herein. This Statement of Work ("SOW") hereby incorporates by reference and is subject to the relevant definitions, terms, and conditions of the Order Schedule to which this SOW is attached.

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 PS 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 PS 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 PS 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 PS team will be delivering for this project are shown below. More detailed information about the scope of work is set forth in the appendices to this Statement of Work. Appendix A details the Sage Intacct environment overview, Data Migration, Module configuration, setup, and data loading. Appendix B details the assumptions and responsibilities of PS and Client. Appendix A and B constitute additional attachments to and are hereby incorporated by reference into this agreement.

In-scope Applications, Solutions, and Implementation Services

- Sage Intacct Multi-entity, Shared Environment with One (1) entity
- Seven (7) Business Users
- Two (2) Employee User Ten (10) Packs
- Sage Intacct Core Modules
  - Company Administration, Dashboards, General Ledger, Accounts Payable, Accounts Receivable, Cash Management, Basic Project Tracking, Sage Cloud Services, Dashboards, Checklists, Reporting Center and Customization Services
- Order Entry
- Purchasing
- Vendor Bill and Employee Expense ACH Payment Service
- AP Bill Automation
- Grant Tracking & Billing
- Time & Expense (Expense Only)
- Interactive Visual Explorer – Deploy only
- Sage Intacct Collaborate
- Sage Intacct Platform Servies – Standard
- Sage Intacct Web Services – Standard
- 3rd Party Systems (Integration with Intacct is owned and configured by 3rd party provider)
  - Paylocity
  - Integrations from other 3rd Party systems will be managed through csv imports

Optional Applications, Solutions, and Implementation Services

- Sage Intacct Planning
- Spend Management
- Custom Report Writing
- User Defined Dimensions

Out of scope Applications, Solutions, and Implementation Services

- Allocations
- Time & Expense (Timesheets)
- Sage Intacct Lease Accounting
- Additional entities
- Digital Readiness Assessment
- Integrations with other systems not noted above
- Other modules not noted above

Historical Data Loading
Data migration from legacy system utilizing Excel templates. The Client will populate the Excel template and PS will assist with explaining the template, importing the data to the General Ledger as journal entries and resolving any error messages. For each in-scope entity:

- Opening Balance June 30, 2023 - Summary beginning balances by GL account
- Monthly Trial Balance net changes (no general ledger details) for fiscal years ending 2024 thru 2026 up to go-live date
- Up to one (1) csv file up to 20MB prior to go-live. Additional files will be billed hourly as incurred; one (1) round of data validation included, additional rounds will be billed hourly as incurred
- Up to one (1) csv file up to 20MB post go-live. Additional files will be billed hourly as incurred; one (1) round of data validation included, additional rounds will be billed hourly as incurred
- Open Accounts Payable invoice balances. It is estimated the transactions will be less than 1,000 entries
- Open Accounts Receivable invoice balances. It is estimated the transactions will be less than 1,000 entries

Change Control

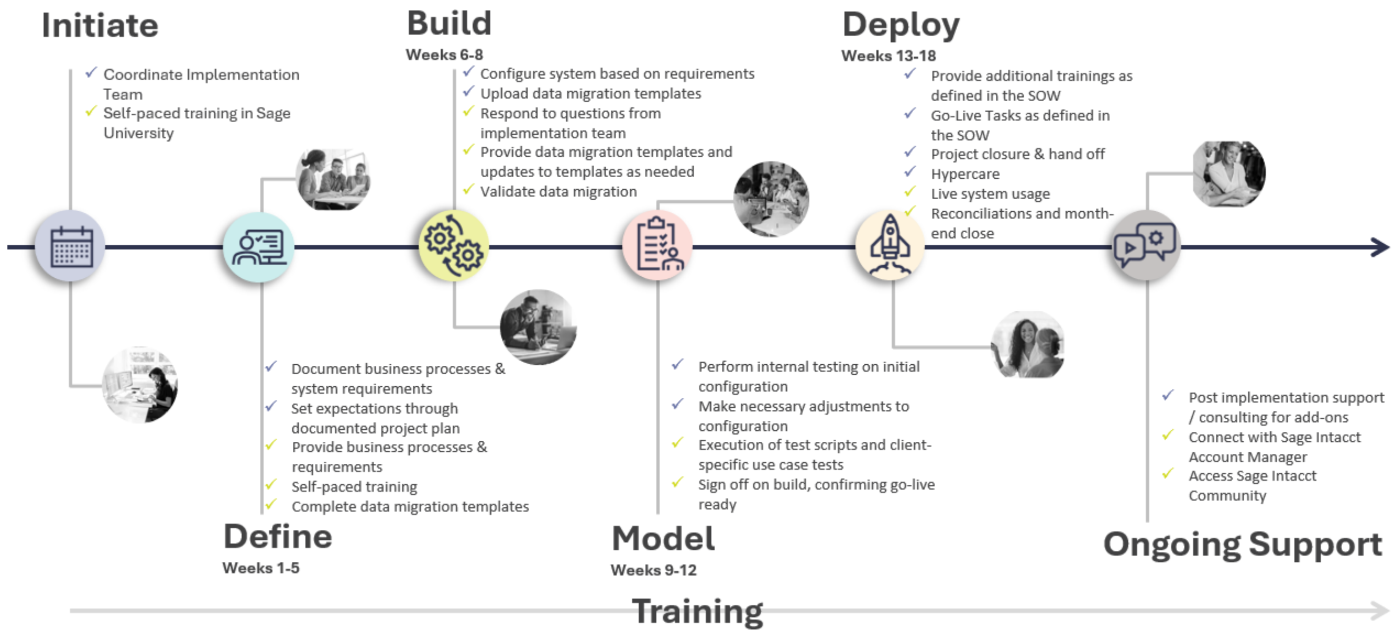
Any changes to this Statement of Work must be mutually agreed in writing and signed by the Client. No verbal agreement between persons involved in the Project will be binding on either PS or Client. Mutually acceptable changes in the scope of work and adjustments in schedule and price will be incorporated as a modification to this Statement of Work.

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 or Change Request to the Statement of Work is composed, negotiated and mutually agreed and signed by Client.
- The amendment is incorporated into the Statement of Work and implemented

For services to be provided by PS that are not covered by this SOW or related change orders, PS will require a separate statement of work be signed by both the Client and PS.

Methodology and Timeline



Note: This is a sample timeline. Your implementation timeline will be mutually agreed upon prior to the Define Phase.

Client agrees to start the project after signature/execution of this SOW on a mutually agreed upon date, pending schedule and resource availability. The estimated project duration is 18 weeks (12 week implementation and 6 weeks post go-live). The estimated go-live date and project completion date will be mutually agreed upon prior to the Define Phase.

The project milestones are dependent on the project approval date and finalization of Project Plan. Successful milestone completions will require the combined efforts of PS and Client. It is the responsibility of both PS' Project Coordinator and Client's Project Manager to manage the project to milestone deadlines. Milestone dates not met may impact future milestone dates, go-live date, incur additional fees and issuance of a Change Order.

Client's Go-Live Date is defined as the sooner of the first date of entry in the production environment or the day PS informs Client that the Production Company within Sage Intacct is ready to accept live transactions.

Post Go-Live Services

The following are considered In-scope Services provided after Go-Live:

- **Trainings**
  - Report Writer Training (if not completed prior to Go Live)
  - Bank Reconciliation Training (to be completed up to 5 weeks after Go Live)
- **Data Uploads**
  - General Ledger historical balances (up to 30 days after Go Live)
  - Opening balances for Accounts Receivable, Accounts Payable and Bank Transactions (up to 30 days after Go Live)
  - 1099 balances
- **Other In-Scope Services**
  - Assistance with bank feed connections (up to 14 days after Go Live)
  - Up to six (6) 30 minute project status calls
  - Items specifically defined in the SOW as post Go Live activities

Hypercare

The following are considered Out-of-Scope Services provided after Go Live and are billed as "Hypercare" on a time and materials basis at a rate of $275/hour:

- **Trainings**
  - Additional Trainings or Re-Trainings (unless specifically defined in the SOW)
- **Data Uploads**
  - General Ledger historical balances (if provided 30+ days after Go Live)
  - Opening balances for Accounts Receivable, Accounts Payable and Bank Transactions (if provided 30+ days after Go Live)
- **Creation of and Updates to the Data and System**
  - Creation of and updates to users and roles, custom reports, Custom Fields, Smart Rules and Smart Events, Dimension Relationships, User Defined Books and Journals, etc.
  - Updates to Configuration (Including workflows) and Templates (Invoices, Purchase Orders, etc.)
- **Other Go-Live Services**
  - Assistance with bank feed connections (14+ days after Go Live)
  - Additional workshop or project status calls beyond what is defined as in-scope
  - All other items not specifically defined in the SOW

Customer Signoffs

The following are critical Client sign-offs 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 PS 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 PS 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.

Sign-off is required before proceeding to the next milestone or phase of the project. Decisions need to be made timely to keep the Project on schedule and avoid delays or re-work.

Training Plan

Training will be a constant throughout the entire implementation lifecycle and beyond. PS will provide training tailored to the Business Users included on 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 University online training management system. Most of the Sage University online training can be done at a user’s own pace and ability.   Training will be reinforced with tutorials, comprehensive online user guides, and direct-access online help.

It is recommended the core Client implementation team complete the Sage University training as early as possible to assist with requirements definition, while the general end users should have completed Sage University 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.

If client elects to have PS provide hands-on end user training for the Employee Users, a change order will be required.

Pricing Summary

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

Estimated Implementation Fees:

Item	Estimated Cost
Professional Services (PS-IFM-FB)	$53,000 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	Estimated Fees
Professional Services (PS-IFM-FB) – Sage Intacct Planning	$6,000 USD
Professional Services (PS-IFM-FB) – Spend Management	$2,550 USD
Professional Services (PS-IFM-FB) – Custom Report Writing	$400-$1,800 USD
Professional Services (PS-IFM-FB) – User-Defined Dimension (per UDD)	$2,365 USD
Professional Services (PS-IFM-TANDE) – Hypercare, Time & Materials and Out of Scope Services (billed hourly as incurred)	$275 per hour

Pricing Assumptions

- Hourly rates quoted in this SOW are valid thru the project completion date. Consulting services provided after the project completion date will be billed in accordance with the rates specified in the Assumptions and Responsibilities section of this SOW
- PS will configure the core modules (General Ledger, Cash Management, Accounts Payable, and Accounts Receivable) with recommended "best practices," resulting in a reduced implementation cost. If best practices are not accepted by Client, a change order will need to be issued to support additional custom design time.

Variable Sage Intacct Implementation Activities:

There are areas within the core implementation that cannot be scoped prior to the “Define” phase of the project. Any variable activities requested by the Client will require a Change Order and will be billed at a rate of $275/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)
- Additional Purchasing or Order Entry Workflows. Additional Allocation scenarios.
- Custom Reports & Documents/Forms
- Smart Events
- Custom Integrations and Third-party Application Support not listed on this SOW

- Platform Services – Including but not limited to creating: Dimensional Relationships, User-defined Books, User-defined Journals
- Sage Intacct Planning – Additional assistance including building models/scenarios, loading data, etc.
- Custom Fields and Smart Rules in excess of quantity listed under Customization Services

Terms

- Please refer to the Order Schedule for fees and payment terms.
- Estimates provided herein are effective through **[12/19/2025]**
- Billing rates indicated in this SOW are applicable to this SOW only.
- 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 PS 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. PS 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.
- Go-live is defined as the sooner of the date indicated in the most recently approved project plan and/or the day Sage informs Client that the Production Company within Sage Intacct is ready to accept live transactions.
- The services delivered as part of this SOW will be considered complete upon the sooner of (i) forty-five calendar days after the Go-live date and (ii) once the estimated hours are fully used. Sage will provide a project completion notice to Client upon completion of the services. Additional services are available upon request after this project is complete and require a separate Statement of Work.
- Any unsubscribed companies utilized for this project for testing, demonstration, and/or implementation activities will be disabled no later than project completion or, in the case of a delay or hold on the project by Client, within thirty days of start of said delay.
- Should Client fail to arrive at a scheduled meeting within ten minutes of the start time and/or cancel less then twenty-four hours from the scheduled start time, the meeting is thereby cancelled, and Client will be billed thirty minutes for every hour the meeting was planned.
- Should the services as part of this SOW be delayed or put on hold by Client for six consecutive months, then this SOW is immediately canceled, and a new Statement of Work will be required to proceed with any services.
- 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 SOW is signed by Client. Some or all the services and deliverables described in this SOW may be performed by Sage or, at Sage's election, a subcontractor or certified Sage implementation partner. Notwithstanding any such election, Sage remains responsible to Client for all SOW deliverables and delivery quality.

Appendix A

Sage Intacct Environment

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

- Enable the following dimensions available on all transactions: Location, Department, Class, Project (Grant), Item, Customer, Vendor, and Employee.
- Implement a fiscal year to end on June 30th with calendar accounting periods.

<u>Shared Intacct Company</u>

Setup and Configuration

• Create one (1) Shared Intacct Company with single base currency (USD)
• Create one (1) Transactional business entity that is 100% owned, shares Chart of Accounts, and uses the same accounting calendar periods

Core Financials System

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

<u>Company</u>

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 Accrual 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

<u>General Ledger</u>

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
• 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 and Vendor Approval Policy	• AP Bill Automation – Review all the methods for importing AP bills, how the imported bills appear in the system, and the default email addresses when importing bills via email (AP Automation streamlines bill entry by automatically creating draft bills from imported bill documents).

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

PS will setup and configure up to three (3) accounts, which can be one or a combination of checking, savings, or credit card accounts. PS 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*
   - PS 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*
   - PS will configure one (1) checking account for printing checks with blank check stock provided by Client.

PS 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.

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) and/or financial institutions

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
• Provide up to four (4) hours of financial report training	

Customization Services

Setup and Configuration

• Enable Customization Services application for access to the following functionalities and tools: Custom Reports, Custom Documents, Custom Fields, Smart Rules, and Smart Events	• 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.
• 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.	

Employee Dimension

Setup and Configuration

• Activate Employee dimension for use within all applications

Data Loading

• One (1) set of Employees

Time and Expense (Expense only)

PS 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	

Basic Project Tracking

PS will provide the following services related to the Accounts Receivable application for use by each transactional entity:

Setup and Configuration

• Enable Projects within Accounts Receivable application for use as a dimension on transactions	• Create Project types and statuses

Data Loading

• One (1) set of Projects open at Go-live

Grant Tracking & Billing

PS 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

PS 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 one (1) Advanced Order Entry Workflow 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) with no sales tax.	• 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

PS 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 one (1) Advanced Purchasing Workflow 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)

Spend Management - OPTIONAL

PS 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

PS 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

Sage Intacct Planning - OPTIONAL

PS will register the Client to Digital Learning for self-directed training that will educate Client on the following topics related to using Sage Intacct Planning ("SIP"):

SIP Education and Learning

• General overview of SIP features/functions and the SIP self-service education tools	• Accessing the reports and dashboards included with SIP
• Creating the budget structure and budgets in SIP, and sharing budgets with other users	• Executing the integration between SIP and Intacct
• Understanding what models are, how to create them, and when to use them with a budget	

The Digital Learning sessions are designed to be interactive. Upon completion of the interactive learning sessions, PS will provide up to five one-hour workshops to Client to support them in effectively managing budgeting within SIP.

Interactive Visual Explorer (IVE) – Deploy Only

PS will provide the following services related to enabling Interactive Visual Explorer (IVE) module when subscribed:

Setup and Configuration

• Activate IVE within Client's Intacct company

Sage Intacct Collaborate

PS 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

PS 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

PS 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

Appendix B

Assumptions and Responsibilities

General

- PS will designate a single point of contact to serve as the Project Leader, and to be Client's primary contact with PS throughout the project. The Project Leader will be responsible for the overall project delivery including:
  - Assignment of scope
  - Planning and Scheduling
  - Conducting Status Meetings
  - Preparing Status Reports, if requested (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)
  - Complete PS' activities as specified in this Statement of Work
- The full project scope will be delivered according to PS' Implementation Methodology.
- The PS consultants will work remotely from PS offices to complete work for this engagement unless otherwise noted in this Statement of Work. Dates for any onsite work by PS will be mutually agreed upon in advance between Client and PS.
- This project will utilize PS' 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 PS' primary contact with Client. Client's Project Manager will 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
  - Facility and meeting coordination at Client's site (if required)
  - Interfacing with PS 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). PS 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 forty-five (45) days from go live, whichever is earlier. **Consulting services provided after project completion date will be billed at $275 per hour, unless otherwise agreed upon.**
- This SOW is valid for one (1) year from the SOW date. If the project is not complete after one (1) year, PS will issue a new statement of work, including estimated costs, for any remaining items to be completed.

Configuration

- PS 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 45 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.
- Without subscribing to Advanced Audit Trail, Sage Intacct will *not* sign a Business Associate Agreement. Please consult with your legal counsel to determine if any data that is subject to HIPAA regulations will be stored in Sage Intacct.

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 PS. 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, PS will upload the file, or
    - If the file does not pass validation, PS will provide feedback and Client repairs the file
    - PS will validate the repaired file and, if it passes the validation will upload the file.
- A "set" of data is defined as one (1) upload file containing all data to be uploaded. A PS provided data upload template provides the format by which Client will populate data for upload. One (1) upload file means populating a template once with all data for upload. As an example, if Client has 99 departments to upload, one (1) set is considered one (1) file with 99 locations (as opposed to three (3) separate files with 33 departments in each file).

Training

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

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.

Sage Intacct Planning - OPTIONAL

- Client SIP budgets are created using "my Sage Intacct data" via the wizard

Interactive Visual Explorer (IVE)

- Standard version of Platform Services required
- Client is responsible for providing an experienced user who understands formulas and advanced functions similar to excel

Bank Feeds

- Automated delivery of bank statement data to Sage Intacct is available for banks and financial institutions that support connection via Plaid, FISPAN, or direct integrations (created by your bank). If your bank does not support these methods, connections may be available via AccessPay or a custom connection for an additional fee, which is not included in our SOW. Please note that PS is not responsible for Client bank not being accessible or any fees charged by your bank or Sage Intacct in conjunction with bank feeds.

Third-party Integrations via csv file import

- PS 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.

Intacct Marketplace Partner Solutions

Client is implementing Intacct Marketplace Partner ("IMP") to integrate the following with Intacct:

- Paylocity

PS will provide the following services to assist Client with the above implementations:

- Collaborate with Client and/or IMPs to schedule solution deployment in alignment with the tasks and timings in the project plan for this project.
- Activate Intacct Web Services and/or Intacct Platform Services within Client's Intacct company as required for IMP solutions to function.
- Collaborate with Client and/or IMPs to analyze configuration requirements (if any) within Intacct for IMP solutions to function.
- Collaborate with Client and/or IMPs to analyze data flow, data mapping, and ongoing data entry requirements (if any) for IMP solutions to function.

PS is not the publisher of the IMP solutions specified above. As such, all functionality and features are limited to those features and functionality as provided and allowed by Sage Intacct and the IMP solution as publishers of their software and are subject to each companies' respective terms of service.

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. PS will ensure the data files we receive import to the Sage Intacct system as part of our data load procedures.
- Technical and functional support forty-five (45) 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.