

**Solicitation Number: RFP #060624****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Precision Task Group, Inc., 9801 Westheimer Road, Suite 803, Houston, TX 77042 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Software Solutions and Related Services for Public Sector and Education Administration from which Supplier was awarded a contract in Categories 1 and 2.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.

EXPIRATION DATE AND EXTENSION. This Contract expires October 25, 2028, unless it is cancelled sooner pursuant to Article 22. This Contract allows up to three additional one-year extensions upon the request of Sourcewell and written agreement by Supplier. Sourcewell retains the right to consider additional extensions beyond seven years as required under exceptional circumstances.

B. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier's Equipment, Products, and Services offered hereunder include warranties, disclaimers and remedies as described in the applicable end user agreements (e.g. End User Subscription Agreement, Professional Services Agreement, and Order Forms). Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally provides substandard or inferior Services or Products.

A. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

B. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. **PARTICIPATION.** Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. **PUBLIC FACILITIES.** Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. **ORDERS AND PAYMENT.** To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. **ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements),

or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcwell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. **TERMINATION OF ORDERS.** Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased after seeking such funding for any subscription-related purchases in good faith; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. **PRIMARY ACCOUNT REPRESENTATIVE.** Supplier will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. **BUSINESS REVIEWS.** Supplier must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. **CONTRACT SALES ACTIVITY REPORT.** Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. **ADMINISTRATIVE FEE.** In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in

any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcwell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcwell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcwell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract. For clarity, this requirement shall not apply to the software manufacturer, Workday, which is not a party to this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities ("Losses"), arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees, except to the extent the Losses arise out of the negligence, willful misconduct, or direction of the Participating Entity; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract. For clarify, this requirement shall not apply to the software manufacturer, Workday, which is not a party to this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
 - a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
 - b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.
3. *Use; Quality Control.*

- a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
- b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. **ENDORSEMENT.** The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

For clarity, a Participating Entity's termination of an order for default relating to the Services shall not permit the termination of the Product subscription whether the purchase of Services and Products are under the same or separate order.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for products liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Professional/Technical, Errors and Omissions, and/or Miscellaneous Professional Liability.* During the term of this Contract, Supplier will maintain coverage for all claims the Supplier may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to Supplier's professional services required under this Contract.

Minimum Limits:

\$2,000,000 per claim or event

\$2,000,000 – annual aggregate

6. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the applicable laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve

the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 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 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 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. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for

debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a

satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

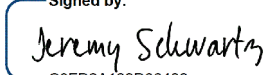
T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

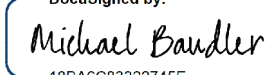
22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

Precision Task Group, Inc.

Signed by:

By: C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 11/26/2024 | 12:38 PM CST

DocuSigned by:

By: 18BA6C83322745E...
Michael Baudler
Title: Chief Financial Officer
Date: 11/26/2024 | 12:28 PM CST

RFP 060624 - Software Solutions and Related Services for Public Sector and Education Administration

Vendor Details

Company Name: Precision Task Group, Inc.
Does your company conduct business under any other name? If yes, please state: PTG
Address: 9801 Westheimer
Suite 803
Houston, Texas 77042
Contact: Michael Baudler
Email: michael.baudler@ptg.com
Phone: 713-787-1112
Fax: 713-787-1112
HST#: 74-2131973

Submission Details

Created On: Wednesday May 15, 2024 11:14:47
Submitted On: Wednesday June 19, 2024 11:21:19
Submitted By: Jesus Rios
Email: jesus.rios@ptg.com
Transaction #: a3d2d7df-6c62-4adf-90cf-dccc85d454f6
Submitter's IP Address: 98.200.36.223

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	Precision Task Group, Inc.
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	None.
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	Precision Task Group, Inc. is also referred to as "PTG"
4	Provide your CAGE code or Unique Entity Identifier (SAM):	Cage: 046V0 Unique Entity ID (SAM): HYQVUT26WXM9
5	Proposer Physical Address:	9801 Westheimer Road, Suite 803, Houston, Texas 77042
6	Proposer website address (or addresses):	https://www.ptg.com/
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Michael Baudler Chief Financial Officer 9801 Westheimer Road, Suite 803, Houston, Texas 77042 michael.baudler@ptg.com 713-787-1112
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Michael Baudler Chief Financial Officer 9801 Westheimer Road, Suite 803, Houston, Texas 77042 michael.baudler@ptg.com 713-787-1112
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Vera Merritt, MBA, CPSM Contracts & Proposal Manager 9801 Westheimer Road, Suite 803, Houston, Texas 77042 vera.merritt@ptg.com 713-496-2240

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
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<p>10</p>	<p>Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.</p>	<p>PTG is an information technology (IT) services, solutions and integration firm headquartered in Houston, Texas. PTG has successfully provided integrated technology solutions and services to public sector and education clients since 1980.</p> <p>Our company is laser focused on the values of transparency, integrity, innovation and excellence. Our business philosophy is that we're more than a vendor. Our success is directly tied to our customers' success in their digital transformation. Whether we're performing the deployment or supporting on the client side or only involved in the resale of the software, we keep the customer first. We have maintained industry longevity as the IT software and solutions industry has scaled into new heights over the past ten years.</p> <p>PTG has been supporting ERP deployments for over 20 years and cloud implementations for over 10 years. We recognized our customers' constraints around their legacy on-premise systems and focused on offering the best-in-class Software-as-a-Service ERP solution for their needs. At this time, there is no better cloud ERP offering than Workday. Our vision is to become the leading Workday Partner in the public sector. PTG began a formal partnership with Workday as an Advisory Partner and Certified Reseller. We then quickly rose to an Application Managed Services Partner. Today, we are full Workday Service Implementation Partner and Reseller. In 2023, PTG participated in 25% of all net new Workday SaaS subscription sales to Government clients.</p> <ul style="list-style-type: none"> • Cooperative Contracts for Workday Software and Services - PTG is very familiar with cooperative procurement process and has extensive experience navigating the complex procurement regulations of public sector organizations. Unlike any other Workday partner, PTG, being Workday's Reseller and Services Partner, is uniquely positioned with the ability to provide both the Workday Software subscription and implementation services under several cooperative contracts, including Texas Department of Information Resources, California Software License Program, and OMNIA Partners. We have held IT cooperative contracts since the 2000, and we recognize the great value of cooperative contract vehicles and how our customers value and seek them. Our public sector customers enjoy pre-negotiated terms and pricing and save a considerable amount of time and resources using our cooperative contracts as compared to the traditional bid process. We promote the cooperative procurement approach in every client engagement. • Expertise in Workday Deployment - Our certified Workday consultants are very experienced with an average of more than five years in the Workday ecosystem. Collectively, PTG Workday consultants have completed over 80 Workday implementations. This expertise ensures we are able to guide clients through most situations they will encounter during implementation, and this is why we are so effective in providing our Workday Deployment services. We understand the Workday system and client's business needs and give guidance to provide the best solutions for our customers. Being Workday's certified Services Partner, we follow Workday's prescribed standard implementation approach ensuring consistency in every project execution. • Expertise in Public Sector - PTG started working with Texas agencies as a HUB vendor in the early 1990's. One of our first engagements in the public sector was the project for the Texas Controller of Public Accounts. PTG then continued its involvement in the public sector by supporting the Texas Workforce Commission in cooperation with large IT firms like IBM and Unisys. After gaining a track record of successful project execution, PTG started responding to the State of Texas Department of Information Resources ("DIR") RFPs and received a number of direct awards from Texas government clients, such as the Office of Attorney General, and subcontracts from other IT prime contractors. Our first DIR contract award dates back to 2000. We have scaled into new cooperative contracts vehicles because we understand the importance of compliance with procurement regulations and the desire of our customers to have options, even preferences. We have our operations around the highest standards of ethical conduct, transparency, and accountability. We provide a team that has extensive Workday knowledge and experience servicing clients in the public sector. We are flexible to work with our customer organizations and support them in the pre-award phase of their projects and during project execution. • Advisory Experience – We have a senior team of consultants and we have successfully provided Advisory services using Workday's methodology. Our advisory team has a wealth of knowledge, including industry-specific experience, and we will guide your team on best practices from the project's start throughout deployment. Because of this valuable experience our team brings to the table, we are able to assist our customers on industry-based configuration, streamlined test scenarios, etc. We also take into consideration any specific needs our clients have to make sure the Workday system works successfully for them. • Collaborative Approach - Our solutions are scalable and meet the unique needs of each of our public sector clients. PTG stands ready to help you achieve your mission in the shortest amount of time with the greatest possible benefit for your organization and the communities you serve. Our team members are approachable and focus on understanding your organization's concerns that will help remove barriers. We listen and invest in the time to learn about you and your team to create an environment that fosters support and success. We have defined our value through responsiveness, vision, quality, and collaboration in every client engagement. • Minority Business - PTG is a 100% minority owned, small and disadvantaged business, and a Minority Business Enterprise/Historically Underutilized Business (HUB) in 31 states. We help our public sector and education customers achieve their diversity goals by providing Workday SaaS subscription and services under the MBE/HUB status. • Relationships – PTG has built amazing relationships in the Workday ecosystem, from clients to partners. We have a healthy pool of prospective customers awaiting their turn to the cloud. We have impeccable relationships with Workday, itself, to resale their software and their Professional Services team. We act as a mediator to find resolution between our customers and Workday for a successful deal. We also have great relationships with other Workday partners. If a Workday partner has a project with a client, we assist in steering them through the resale of the Workday Service and the deployment through a cooperative contract vehicle.
<p>11</p>	<p>What are your company's expectations in the event of an award?</p>	<p>In the event of an award, PTG envisions providing over \$100 million of Workday SaaS subscriptions and implementation services to public sector organizations, as described further below, throughout the United States utilizing our Sourcewell contract. PTG regularly markets our cooperative contracts, and we are excited for the potential to market a Sourcewell contract to a public sector market eager for cooperative contracts to streamline their purchasing of an ERP system to take them from a legacy, outdated and manual process into a digital transformation to today's best in class ERP cloud product. If awarded, PTG will market and seek to achieve a highly impactful resale of the Workday Service, Ancillary Services, such as Training and Workday Success Program, and the related services, including the entire deployment and post-services, to the U.S. participating entities in the following categories:</p> <ul style="list-style-type: none"> • State Government & Agencies • Local Government and its Related Entities • Higher Education • K-12
<p>12</p>	<p>Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.</p>	<p>PTG is financially stable with over \$7.5 million in working capital, \$2 million in equity and has been in existence for over 40 years. We have provided Dun & Bradstreet Report and a summary of company financials in the attachments.</p>
<p>13</p>	<p>What is your US market share for the solutions that you are proposing?</p>	<p>PTG's US market share for the Workday solutions proposed are the following entity groups in the United States:</p> <ul style="list-style-type: none"> • State Government & Agencies • Local Government and its Related Entities • Higher Education • K-12 <p>This market consists of net new customers seeking to transform their legacy systems into a best-in-class ERP system, such as Workday, as well as current Workday customers seeking post-implementation support such as Application Managed Services or Phase X deployments.</p> <p>In 2023, PTG participated in 25% of all net new Workday SaaS subscription sales to Government clients. PTG also provided existing public sector customers with additional Workday functionality by providing customers with additional subscription SKUs. Additionally, PTG provides public sector customers with implementation services. Workday continues to grow at 20% year over year which provides additional opportunity for PTG to increase in all US public sector market share.</p>

14	What is your Canadian market share for the solutions that you are proposing?	PTG is not currently providing Workday SaaS and services in Canada.	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No.	*
16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Value-Added Reseller. Precision Task Group, Inc. is an authorized reseller of Workday, Inc. PTG's written authorization letter from Workday is submitted in the Sourcewell Portal. However, we are much more than a Reseller. As a Value-Added Reseller, we help our customers realize the complete value of their Workday investment. We offer turn-key services for our customers as a Workday Certified Services Partner. PTG provides Workday implementation services throughout a customer's Workday journey. By being a Reseller and Services Partner, PTG can provide public sector customers with both Workday subscriptions and implementation services under one contract. We are able to resell the software, deploy the software, provide post-Go Live services and guide the customer through new Workday product purchases in Phase X deployments. PTG has a very extensive relationship with Workday public sector sales and executive sales employees. PTG sales and delivery employees are aligned with the Workday public sector sales team and collectively pursue new customer opportunities.	*
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Precision Task Group, Inc. is an authorized Reseller and Service Partner of Workday. Our consultants are required to have certifications to configure the Workday Service. On average, our Workday specialists hold 4 certifications per person, including: <ul style="list-style-type: none"> • Workday HCM • Workday Financials • Workday PATT (Payroll & Time Tracking) • Workday Launch • Technology - Integrations, Prism, Reporting • Project Management Office • Organizational Change and Training 	*
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	None. There is no suspension and debarment information related to PTG.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
19	Describe any relevant industry awards or recognition that your company has received in the past five years	2023 – Workday Co-Sell Partner 2023 – Workday Certified Services Partner 2021 – Largest Workday Financials Transaction 2020 – Workday Application Management Services Partner	*
20	What percentage of your sales are to the governmental sector in the past three years	80%	*
21	What percentage of your sales are to the education sector in the past three years	18%	*
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	California Software License Program Contract ID # SLP-19-70-0281A for Workday cloud software and services. - \$400,000 New York Office of General Services Umbrella Contract for Workday software. - \$0 State of Rhode Island Contract for Workday cloud software, training and delivery assurance. - \$2 million State of Texas Department of Information Resources Contract #DIR-TSO-4242 for Workday cloud software and services. - \$18 million State of Texas Department of Information Resources Contract #DIR-CPO-4588 for IT Staff Augmentation. - \$2 million State of Texas Department of Information Resources Contract #DIR-CPO-5007 for Deliverables Based IT Services.- \$100,000 State of Texas Department of Information Resources Contract #DIR-CPO-5058 for ServiceNow cloud software and services. - \$3 million OMNIA Partners Contract Number: 01-119 for Workday and ServiceNow cloud software and services. - \$5 million OMNIA Partners Contract Number: 01-140 for Workday, ServiceNow and SpryPoint cloud software and services. - \$0	*
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	GSA Contract # GS-35F-035GA - \$50,000	*

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Dallas Area Rapid Transit	Daniel Marti	214-749-2652	*
Bexar County	Mary Beth Stolte	210-758-9696	*
City of Olathe	Allie Wadsworth	913-971-8618	*
City of Dallas	Tomy Mollas	945-301-6985	
Tarrant Regional Water District	Claudia Diaz	817-720-4447	

Table 5: Top Five Government or Education Customers

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *
Harris County	Government	Texas - TX	ServiceNow 311 Implementation	\$12 Million	\$12 Million
City of Austin	Government	Texas - TX	Workday Subscription and Services	\$15 Million	\$4.8 Million
City of Philadelphia	Government	Pennsylvania - PA	Workday Subscription and Services	\$14 Million	\$6.9 Million
Jackson County	Government	Missouri - MO	Workday Subscription and Advisory Services	\$14 Million	\$6 Million
State of Nebraska	Government	Nebraska - NE	Workday Subscriptions and Services	\$8 Million	\$8 Million

Table 6: Ability to Sell and Deliver Service

Describe your company’s capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable.

Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
26	Sales force.	<p>PTG’s sales force is comprised of direct employees and Workday employees as indicated in the chart below. The PTG and Workday sales force are located throughout the US. The PTG sales team is aligned with the Workday sales team to provide coverage throughout all locations in the US. PTG has sold and closed to over 35 net new Workday customers with this collaborative approach which combined resulted in over \$250 million in total contract value. Additionally, the PTG sales team collaborates with the Workday’s customer base team of over 15 employees to provide existing Workday customers with additional Workday functionality by selling Workday SKUs not acquired by the customer on their initial purchase.</p> <p>Government – 3 PTG Direct Employees & 40 Workday Employees – 43 Total Higher Education – 3 PTG Direct Employees & 40 Workday Employees – 43 Total</p> <p>PTG’s Workday service/delivery organization of 10 direct employees is an extension of the combined sales team and is involved in the sales cycle alongside the Workday’s service/delivery team of hundreds to develop and cultivate the implementation plan (Statement of Work) for the Workday SKUs sold to PTG’s Workday customers. In addition to the combined sales team, there are many PTG/Workday team members that perform additional sales cycle functions including providing customers with demonstrations, security overviews and contract preparation.</p> <p>Throughout the sales cycle PTG’s legal/contracts team works with both the customer’s and Workday’s legal teams to negotiate contract terms and conditions that align with both the Workday contracting model and the purchasing and legal requirements of the customer. PTG has successfully provided customers with both Workday Subscription and Services through this sales model for over 6 years.</p> <p>PTG’s Workday service/delivery operations organization of 10 direct employees are also involved in the sales and services cycle, whether its pre-sales, contract negotiation, change order support, and post contract functions. Our service/delivery operations team cultivates the implementation plan (Statement of Work) along side the customers for the Workday SKUs sold to PTG’s Workday customers.</p>
27	Dealer network or other distribution methods.	<p>There is no dealer or distribution network established in the Workday ecosystem. As PTG and Workday develop the state, local and education (SLED) Workday go to market strategy, PTG will participate in future channel methods. There is no dealer or distribution network established in the Workday ecosystem. As PTG and Workday develop the state, local and education (SLED) Workday go to market strategy, PTG will participate in future channel methods.</p>

<p>28</p>	<p>Service force.</p>	<p>As a Certified Workday Services Partner we assist our clients with generating the maximum value by supporting their Workday implementation process. PTG offers support services that include, but are not limited to, Workday deployment, end-user training, data conversion, change management, project management, and post-deployment optimization, and application management services (AMS).</p> <p>PTS leverages our Propel Methodology which is a culmination of years of expertise in Workday deployments, refined into a proven, optimized strategy that prioritizes education and preparedness. With Propel, we take a prescriptive path that leverages Workday's recommended best practices and aims for a smooth implementation process, while laying the foundation for customers' long-term success and self-sufficiency in Workday management. The Propel Methodology is designed to foster an environment where education and support lead to an empowered customer team, capable of sustaining and optimizing Workday long after the initial go-live. This approach ensures that customers not only navigate the implementation with ease but also thrives in the evolving landscape of workforce management technology.</p> <p>PTG has experienced, competent and qualified Workday consultants to meet the project requirements. Consultants will be dedicated to the project as necessary during the appropriate project stages for those resources to perform their assigned or specified duties. Our certified consultants are located throughout the United States and will be largely working remotely with the customers. PTG project team may travel to the site for "moments that matter" if required.</p> <p>PTG team members have years of Workday implementation experience, hold numerous Workday certifications, and have access to utilize Workday tools, technical services, training, marketing, and many more resources to allow our clients to implement and utilize the best solution available. Collectively, PTG has over 50 Workday experts who have completed over 100 Workday implementations and have, on average, over 5 years of Workday experience per consultant. Below are some highlights of the depth and breadth of our Workday resources:</p> <p>PTG's Center of Excellence – PTG Workday Consultant Certifications</p> <p>WORKDAY HCM Workday Core HCM – 14 Workday Compensation/Advance Comp – 2 Workday Benefits – 2 Workday Recruiting – 3 Workday Talent – 4 Workday Learning – 2 Workday PEX – 1</p> <p>WORKDAY PATT Workday Payroll – 9 Workday Absence – 2 Workday Time Tracking – 2</p> <p>WORKDAY FINANCIALS Workday Banking – 2 Workday Business Assets – 3 Workday Projects – 2 Workday Grants – 2 Workday Expenses – 2 Workday Contract to Cash – 3 Workday Procure to Pay – 3 Workday Record to Report – 3</p> <p>WORKDAY STUDENT Workday Student – 1</p> <p>TECHNOLOGY Integrations – 5 Prism – 1 Reporting – 6</p> <p>PROJECT MANAGEMENT OFFICE Workday Engagement Manager – 6</p> <p>ORGANIZATIONAL CHANGE MANAGEMENT & TRAINING PRACTICE Change Leadership Training Strategy Organizational Communication Training Development</p> <p>WORKDAY LAUNCH Launch – 19</p> <p>PTG has an average of 4 Workday Certifications per consultant.</p>
<p>29</p>	<p>Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.</p>	<p>PTG, a Workday authorized Reseller and Services Partner, acts as the prime contractor for both software and implementation services. PTG processes orders directly from customers and enters into Order Form contracts and associated end-user agreements for Workday SaaS subscription. If implementation or other consulting services are required, PTG enters into a professional services agreement with the customer. At times, PTG also partners with Workday Services or other Workday certified services partners and acts as a subcontractor to fulfill certain consulting roles or, alternatively, subcontracts Workday's or partner's resources.</p> <p>Our approach is very flexible. We have excellent relationships with Workday and other Workday services partners, and this allows us to meet the specific needs of every public sector customer.</p> <p>We process all new software subscription orders through the corporate office in Houston, Texas. We also process all subscription renewals and any changes required by our existing customers, such as additional software functionality and changes in the number of users. Our processes are simple, flexible and predictable, our public sector customers enjoy working with the same team of PTG representatives who are easy to approach and resolve any issue timely and efficiently.</p> <p>Throughout the ordering process our team works in tandem with Workday Deals Desk and account executives to deliver a quality purchasing experience for our customers and future partners. Should there be a showstopper, PTG leaders advocate for acceptable resolution. As a result of this collaboration and our facilitating role in closing transactions, especially through our cooperative contracts, we have been able to execute orders on an excellent timely basis. After execution of orders, whether general questions or warranty requests, PTG serves as the customer's go-to liaison.</p> <p>As a Value-Added Reseller and Certified Services Partner with the understanding of what makes our customers successful, we express customers' concerns with Workday and bring in the appropriate Workday personnel to resolve the matter.</p>

<p>30</p>	<p>Describe your strategy related to implementation, integration, and use of implementation partners.</p>	<p>PTG supports Workday implementation projects in a variety of roles depending on customer needs. As a Workday Services Partner, PTG provides the full lifecycle of Workday services from Workday Initial Deployment, Phase X Deployment and project management to organizational change management, training, Application Management Services, integrations support, and post-production services.</p> <p>Being Workday's authorized Services Partner, PTG utilizes Workday's standard implementation methodology. Following the standardized and proven Workday's process for the implementation is the best way to ensure project success. When customers deviate from Workday Methodology their projects often encounter issues and delays. PTG, being Workday's Services Partner, adheres to Workday's best practices and recommendations. PTG's consultants hold multiple Workday certifications and are well experienced in leading customers through the process.</p> <p>PTG has also developed its customized implementation approach which is an enhanced version of Workday's standard implementation methodology. This approach is the culmination of years of expertise in Workday deployments, refined into a proven, optimized strategy that prioritizes education and preparedness. With this approach, we take a prescriptive path that leverages Workday's recommended best practices and aims for a smooth implementation process, while laying the foundation for customer's long-term success and self-sufficiency in Workday management. PTG's methodology is designed to foster an environment where education and support lead to an empowered customer team, capable of sustaining and optimizing Workday long after the initial go-live. This approach ensures that our public sector customers not only navigate the implementation with ease but also thrive in the evolving landscape of enterprise management system technology.</p> <p>Our recommended approach to integration is for customers and PTG to share integration development responsibilities. This approach is designed to support knowledge sharing between PTG and customers and help them become self-sufficient with the Workday system and integration tools by go-live. PTG works together with customer teams throughout their projects. Our consultants can provide assistance to customer integration developers as they are learning Workday technology. During the Plan Stage of the implementation process our consultants present a strategy for identifying and documenting current integrations and leveraging customer's existing documentation of integrations. This integration strategy helps PTG's integrations team develop an understanding of the current integrations and where Workday can help optimize the new system. Customer team will create an integration inventory based on the current legacy system, which will be used to create a requirements document for the Workday design sessions. Customer team members attend Workday technical training to support their understanding of integration maintenance. All integrations that are developed have a Knowledge Transfer (KT) session before Deployment to ensure understanding of integrations' configuration and identifying any future updates required.</p> <p>Workday provides different integration tools that support different integration strategies including Service Oriented Architecture (SOA), Event Driven Architecture (EDA), and batch processing. The Workday integration tools are:</p> <ul style="list-style-type: none"> • Web Services APIs – Workday Web Services (WWS) provide a programmatic public API to support real-time inbound and outbound integrations. The API provides a large array of out of the box business services that can be utilized by a Service Oriented Architecture (SOA). • Workday Studio – Workday Studio is an integration development tool that enables technical users to build customizable integrations to and from Workday. • Enterprise Interface Builder – the Enterprise Interface Builder (EIB) provides a graphical and guided interface to define inbound and outbound integrations without requiring any programming. EIBs are used for inbound and outbound batch integrations.
<p>31</p>	<p>Describe in detail the process and procedure of your customer service program, if applicable.</p> <p>Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.</p>	<p>Workday provides its customer with 24X7 technical assistance in accordance with the Support and Service Availability Policy stated in our SLA (service level availability). Customers who need to interact with Workday open cases via our case management system. New cases require a description of the problem, the customer's assessment of impact, along with the affected system environments (Production, Sandbox, or Implementation). A case is assigned to a Workday Support Analyst for response, analysis, and resolution. Customers receive a unique case number and confirmation email for each case opened. Workday provides advance notice on the Workday Community site of scheduled downtime due to weekly, monthly, and quarterly scheduled maintenance (see SLA). Upcoming scheduled downtime are also proactively displayed within the Workday User Interface. Note that customers often maintain their own case management system for internal use; the Workday platform is not for use in managing internal cases.</p> <p>As part of Workday implementation services PTG Deployment teams continue to support customers ensuring a smooth sail during the post-production support period for approximately 6-8 weeks depending on the customer requirements. This ensures PTG is there to support customers through at least 2 payroll cycles and a month end close of financials. This support underscores our commitment to not just reach the finish line but to cross it together, setting the stage for the customer's continued success with Workday. Additionally, as an optional service, PTG also offers AMS (Application Management Services) so that customers may rely on PTG for sustaining and augmenting the value of their Workday investment through continuous operational support and consulting.</p> <p>Workday's Service Availability for a given calendar month is 99.9%.</p> <p>Workday's service level commitments are set out in the Workday Production Support and Service Level Availability Policy (SLA) (located at https://www.workday.com/content/dam/web/en-us/documents/legal/workday-productsupport-SLA.pdf). The current version of the policy is provided in the supplemental documents for your convenience.</p> <p>In the event that Workday fails to meet the Service Availability and Service Response minimums as set forth in the SLA, as Customer's sole and exclusive remedy, at Customer's request, Workday shall provide service credits in accordance with Service Credit terms of the Workday End User Subscription Agreement.</p> <p>Notwithstanding the above, a goal and core value of Workday is customer satisfaction. Therefore, meeting our SLAs is fundamental to Workday's Customer Success Management. Customer Success Management surrounds our entire Customer Service Operations delivery model. Workday's Customer Success Management group will be your conduit, providing key information regarding support related concerns.</p> <p>SLA metrics are measured per customer, Workday expects the Customer to review their SLA metrics and request a credit as applicable. Workday's business focus is on maintaining the Service as opposed to the administrative task of verifying the SLA metrics on a monthly basis for all customers to see if an SLA credit is due and payable. The reports are provided to Customer upon request, so that each Customer has the ability to handle the administration for its organization.</p> <p>Since January 2014, Workday has met or exceeded the uptime SLA every month, with one exception in December 2018 in which a date-related system setting was triggered during the December 1 service update (The issue occurred at approximately 2:15 am PT). This attempted to access a feature that was not in production, which resulted in the system not starting up correctly. Once the issue was resolved, Workday immediately performed a Root Cause Analysis assessment and published that on the Workday Community customer portal.</p>

32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	<p>Precision Task Group, Inc. is able and willing to provide Workday subscription and services to Sourcewell participating entities in the United States.</p> <p>Through an awarded contract, PTG will deploy our experienced sales force to market and promote the contract to our existing and net new public sector customers. Currently, PTG provides products and services to a large number of public sector agencies utilizing our cooperative contracts (U.S. General Services Administration IT Services Contract; State of Texas Department of Information Resources; California Software License Program; OMNIA Partners). Our target markets within the United States for this contract are all eligible entities to buy products and/or services off of a Sourcewell contract, including but not limited to the following participating entities:</p> <ul style="list-style-type: none"> • State Government and its Agencies • Local Government • Higher Education • K-12 <p>Because PTG does business throughout the United States of America as a Value-Added Reseller of Workday, we are uniquely positioned as a Workday Reseller and Certified Services Provider to service Participating Entities across the United States of America.</p> <p>While we are based in Texas, PTG is nimble ready to support customers outside of the State of Texas. Our employees are nationwide. Our Workday-related customers range across the United States from the State of Rhode Island to the State of Nebraska to South Texas College, the City of Austin and the City of Dallas, to College of Lake County (IL) to Orange County Transportation Authority, California and the California Office of Emergency Services. We also support a large Independent School District outside of our Workday Practice.</p>
33	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	PTG would be willing to provide the proposed products and services to entities in Canada; however, we are only a US-based certified reseller at this time.
34	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	At this time, PTG is only eligible to provide the proposed cloud offerings to customers in the United States.
35	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	<p>We can service all Sourcewell participating entity sectors in the United States. We cannot serve entities in Canada as we are only a US-based certified reseller at this time.</p> <p>PTG is eligible to service public sector entities in the United State of America. We are not limited to a regional presence nor have cooperative contract restrictions that would prevent PTG from promoting our Sourcewell contract. We have employees across the country and are sales, support and services abilities span throughout the country.</p>
36	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	PTG does not have any restrictions that would prevent PTG from servicing public sector customers in these states and territories.

Table 7: Marketing Plan

Line Item	Question	Response *
37	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	<p>Marketing Strategy: PTG's core business is focused on the public sector domain. Our target audience covers all US public sector clients, such as state agencies, higher education institutions, local governments, assistance organizations, public hospitals and public institutions. PTG is very familiar with cooperative procurement process and has extensive experience navigating the complex procurement processes of public sector organizations. Unlike any other Workday partner, PTG, being Workday's Reseller and Services Partner, is uniquely positioned with the ability to provide both the Workday Software subscription and implementation services under several cooperative contracts. Many of our proposals leverage these cooperative contracts, but we have not yet held a Sourcewell contract (the "Sourcewell Contract").</p> <p>Sourcewell is mentioned from time to time in our prospective customer RFP's as an option for the prospective customer to procure the Workday software and/or services. It would be highly impactful to offer Sourcewell on all of our proposals, especially in those that our prospective customers ask for Sourcewell. We recognize the great value of cooperative contract vehicles. Our public sector customers enjoy pre-negotiated terms and pricing and save a considerable amount of time and resources using our cooperative contracts as compared to the traditional bid process. We promote the cooperative procurement approach in every client engagement.</p> <p>In 2023, PTG participated in 25% of all net new Workday SaaS subscription sales to Government clients, most of them through our current cooperative contracts.</p> <p>Long-Term Goal for PTG Workday Practice: Become the leading Workday Partner in the public sector.</p> <p>5-year Targets for a Sourcewell Contract:</p> <ul style="list-style-type: none"> • Grow our share of new Workday Government market sales to 50%. • Grow our share of new Workday Higher Education market sales to 20%. • Promote the Sourcewell Contract as the first and best vehicle to procure Workday SaaS and related services. • In 2022, Workday set a goal to provide its current customers with additional or expanded Workday functionality. PTG has aligned its internal marketing strategy with Workday's goals to work closely with our existing public sector customers, analyze their needs for additional services and functions within Workday software and promote cooperative contracts, such as an awarded Sourcewell Contract, as the vehicle to procure. <p>Marketing Plan: Our success would not have been possible without the effective marketing plan we have been executing to promote our cooperative contracts to prospective customers. If awarded the Sourcewell Contract, we will continue to grow our Workday sales using the multifaceted Marketing Plan outlined below:</p> <ol style="list-style-type: none"> 1. Proactively identify eligible customer solicitations to sell Workday products and services under the Sourcewell Contract and take every opportunity to offer the Sourcewell Contract as an effective way to procure Workday and related services to prospective public sector customers. 2. Expand pre-sales activities with potential customers, including educational demonstrations of Workday capabilities and valuation analyses where we can also demonstrate the benefits of purchasing through the Sourcewell Contract: favorable pricing, pre-negotiated terms, shorter time to close transaction, potential to eliminate RFP process for customers. 3. Cooperate closely with Workday to identify and develop new customers. PTG has established an excellent relationship with Workday's business development team. We promote the benefits of cooperative contracts, and will do so for an awarded Sourcewell Contract, within their organization. As a result of this continuous effort, Workday recognizes the efficiencies of procuring under the cooperative contracts for public sector customers and promotes PTG to their potential clients. 4. Continue growing our Workday implementation services to increase sales through our cooperative contracts. 5. Market the Sourcewell Contract on our website and through social media, including new eligible customers. 6. Support business growth by expanding our sales team, hiring consultants to support new projects, and administrative personnel to effectively manage the contracts and purchase orders. 7. Leverage relationships with the Sourcewell programs sponsors for guidance on eligible sales, customers and legal developments for public sector software purchases so we can properly navigate customer sales. 8. Proactively work with our current public sector customers to identify needs for improvement and/or additional software functionality. 9. Extend our post-production Application Managed Services (AMS) to eligible public sector customers for procurement of the AMS services through the Sourcewell Contract. 10. Promote our project management, organizational change management, and Workday training services to eligible public sector customers for procurement of these services through the Sourcewell Contract. <p>PTG Marketing Plan is attached in supplemental documents.</p>

38	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	<p>PTG currently offers a catalog of products and services available at www.ptg.com along with the cooperative agencies' website. Our catalog includes description of services, contact information, products and services, pricing, instructions for obtaining quotes and placing purchase orders, warranty policies, return policies, cooperative contract numbers with hyperlinks, and cooperative agencies' logos. We replicate and refine individual webpages for each new cooperative contract vehicle. If we were awarded a Sourcewell contract, the webpage would be designed accordingly. PTG ensures that the information is accurate and complies with the contract requirements. PTG's website is reviewed and updated throughout the year. With general oversight from PTG's General Counsel and Chief Operating Officer, our Account Executives regularly manage the PTG Website Store and update according to the contract requirements and specifications.</p> <p>PTG also uses digital media to promote our contract vehicles. Our LinkedIn social media site, for example, is a frequently visited webpage by Workday, its customers and partners. We understand that there are contractual requirements for certain customers and contract vehicles that would require written consent of the other party before we can post about the contract. In these cases, we follow the contractual requirements before posting and promoting the contract.</p>
39	<p>In your view, what is Sourcewell's role in promoting contracts arising out of this RFP?</p> <p>How will you integrate a Sourcewell-awarded contract into your sales process?</p>	<p>If we are awarded a Sourcewell contract, we would like to meet with Sourcewell marketing department to receive best in practice Sourcewell guidelines on how to promote the contract. We would also like to access all existing participating agencies through Sourcewell public website and receive updates on additional initiatives that Sourcewell may have in the future. That being said, we expect that Sourcewell will publish our contract on the Sourcewell website, which would also include our company information, the products and services we offer, our PTG Account Executives' contact information for sales inquiries, how to order through the awarded contract, and ensure that the information is up to date for the prospective customers. If Sourcewell holds trade conferences focused on ERP software and services for prospective participating entities' buyers, we would love to promote our contract alongside Sourcewell. We view Sourcewell's participation in promoting our contract as a definite and strong revenue stream for the contract. Sourcewell knows its buyers best, and the buyers are enlisted into utilizing Sourcewell for its needs in the marketplace. We would enjoy learning about Sourcewell's best and frequently replicated promotional practices, in addition to our marketing plan, for a successful Sourcewell contract.</p> <p>We will include the contract information on the PTG website with a link to the contract document, pricing and description of ordering process. We will also include the Sourcewell logo on our marketing materials. When we meet with new prospective customers we will check if they are a participating agency with Sourcewell and if yes, this would be a great opportunity to offer this contracting channel. If not, we would introduce the contract as an efficient vehicle to procure our products and services. We will integrate the Sourcewell-awarded contract into PTG's entire sales cycle commencing at customer introductions through final contract signatures incorporating the terms, conditions and pricing of the Sourcewell Contract.</p>
40	<p>Are your products or services available through an e-procurement ordering process?</p> <p>If so, describe your e-procurement system and how governmental and educational customers have used it.</p>	<p>PTG does not have a B2B electronic procurement system for registered users to procure Workday software and services. However, we have a user-friendly website that streamlines the process of contacting, initiating a purchase and finalizing a purchase through electronic means, such as email and phone. If awarded a contract, PTG will publish a webpage that includes the Sourcewell contract number, a brief description of the available products and services, pricing, and ordering process.</p> <p>PTG's website provides how our prospective and current customers can procure the Workday solution and services online. We have detailed information about the contract vehicle, pricing, warranties, and ordering process available online. While our current customers contact PTG's Account Executives to initiate new orders, PTG's prospective customers often contact us through finding the solution they desire on our website or the cooperative contract's website. The website includes our contact information and how to order the desired solutions. We have excellent turn-around time and meet our customer's needs for planning and contractual agreements.</p>

Table 8: Value-Added Attributes

Line Item	Question	Response *
41	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities.	<p>Through this proposal and an awarded contract, PTG offers Workday's Software-as-a-Service, Ancillary Services and Professional Services to Sourcewell participating entities.</p> <p>The public sector plays a critical role in delivering constituent services, ensuring the health and safety of the community, and managing taxpayer dollars. Even before the COVID-19 pandemic, public sector organizations were under constant political and public pressure to do more with less. As organizations quickly shifted to a work-from-home model, continuity of operations plans were put to the ultimate test. Setting up remote end user access, ensuring data security, and finding ways to conduct business from afar proved to be particularly challenging for organizations with disparate and on-premises finance, HR, and payroll systems.</p> <p>Not surprisingly, the technology used for the direct delivery of citizen services takes precedence over IT budget requests to modernize their administrative systems. However, most of the financial, human resources, and payroll systems in use today are at or near the end of their lifespan, having been implemented decades ago. Many are patched together with bulky integrations and have been highly customized, making it difficult for the organization to grow and change.</p> <p>Workday is a leading provider of enterprise cloud applications for finance, procurement, human resources, and student helping customers adapt and thrive in a changing world. Workday applications for financial management, human resources, planning, spend management, and analytics are built with artificial intelligence (AI) and machine learning (ML) at the core to help organizations embrace how the future works. Workday is used by more than 10,000 organizations and across industries – from small cities and counties to more than 50% of the Fortune 500. Workday enables you to make confident decisions faster, drive flawless financial operations, and empowers your people for maximum performance. Here's an overview of the Workday Enterprise Management Cloud offering and we welcome you to visit workday.com for more information.</p> <p>Human Resources (HR)</p> <ul style="list-style-type: none"> • Workday Human Capital Management (HCM): Workday HCM is built as one system with a single source for data, single security model, and single user experience. It offers organizations a cloud-based system that evolves to meet changing business objectives in a changing world. Now, HR teams can focus on the things that matter: talent strategy, employee experience, and long-term growth. Workday HCM delivers information and transaction flexibility to employees, managers, and executives, and provides the infrastructure to improve an organization's effectiveness and efficiency. • Workday Payroll: Workday Payroll provides customers with a single platform that houses a combination of the best local and international services and technology, making payroll management a simple and efficient process. • Workday Benefits: Workday Benefits empowers your HR organization to evaluate, select, and offer the most appropriate benefits plans for your workforce, all while providing a personalized and transparent experience for employees. • Workday Time and Absence: Workday Time Tracking and Absence Management are designed for organizations to collect, process and distribute time and absence data to manage time and labor for their workforces, eliminating manual processes and streamlining time consuming tasks so that customers increase productivity, reduce labor costs, and minimize compliance risks. • Workday Recruiting: Modern, end-to-end talent acquisition capability. It is designed to help hiring managers and recruiters identify, hire and onboard the right talent for your organization. Workday Recruiting supports the hiring process, including pipeline management, requisition management, job posting distribution, interview management, offer management, as well local data compliance and pre-employment activities. Workday Recruiting also offers hiring teams tools to proactively source, nurture and track internal and external prospective candidates throughout the recruiting process. • Workday Talent Optimization: Talent Optimization includes a configurable template for tracking disciplinary actions. Actions can be initiated by a manager, can follow your defined business process, and can include required steps and notifications, as well as e-signatures by the employee and manager.

- **Workday Learning:** Unified with Workday HCM, Workday Learning is designed to be a continuous and meaningful educational experience, enabling the employee at every step throughout their career. Workday Learning combines the capabilities of an enterprise grade learning system with modern on-demand content sharing and curation in one engaging platform that employees will love to use. Workday Learning empowers employees to capture and share their knowledge anywhere, at any time and on any device. From required training to rich streaming video that is now so pervasive in the consumer world, Workday enables employees to take their learning everywhere and drive deeper engagement to material that can help them do their jobs of today, but also develop them for career opportunities in the future.

Finance

- **Workday Financial Management:** Workday Financial Management is for accounting and finance organizations who aspire to be more strategic and who are dissatisfied with the limitations and complexity of their current ERP solution. Workday delivers a native cloud financial management solution, combining in-memory accounting and analytics with a consumer-friendly user experience and innovative technologies like machine learning. Built on a platform that uniquely addresses the complex and evolving regulatory requirements of IFRS/GAAP, Workday enables decisive and sustainable growth today and into the future. The Workday Financial Management offering includes a broad range of capabilities including GL, AP, AR, Cash Management, Revenue Management, Asset Management, as well as reporting and analytics.
- **Workday Adaptive Financial Planning:** Workday Planning provides the ability for Customers to create financial planning models for the purpose of supporting the financial planning process. Workers may interact with the financial planning model for the purposes of data entry, forecasting, reporting and analysis.
- **Workday Projects:** Workday Projects is part of our Professional Services Automation solution, which captures all activity by project for billable projects, is ideal for service-based organizations who require a strategic solution and consolidated platform to manage their projects, people and finances. However, Workday Projects can also be used by any organization, including product-based businesses to track projects across their enterprise. Workday Projects is a native cloud solution that combines in-memory computing and analytics with a consumer-friendly user experience and innovative technologies like machine learning. Built on a foundation that addresses project management requirements, Workday enables decisive insight and control and facilitates sustainable growth into the future.
- **Workday Prism Analytics:** Workday Prism Analytics enables customers to bring together data from outside of Workday and ingest, transform, and blend it with Workday's people and financial information, empowering finance and human resources teams to guide the organization with secure, self-service access to the insights they need.
- **Workday Procurement:** Workday Procurement is a modern, user-friendly enterprise solution that is unified with the suite of Workday applications to support the unique requirements of indirect procurement. With powerful embedded reporting and analytics based on real-time data, Workday Procurement provides visibility across the entire procure-to-pay (P2P) process to help purchasing departments strategically manage costs, minimize out-of-policy spend, and optimize purchasing power.
- **Workday Grants Management:** Unifies with HCM, Payroll, and Financials to eliminate manual hand-offs and integration points, leading to improved data accuracy and efficiencies. Includes a robust engine to calculate facility and administration costs for you to recognize and ultimately bill the sponsor. The facility and administration engine enables you to create rules to govern how to calculate costs. You can modify these rules when necessary. Once you calculate these costs, Grants Management shares them with Workday Financial Management so you can recognize the total revenue for the grant.

Finance

- **Workday Financial Management:** Workday Financial Management is for accounting and finance organizations who aspire to be more strategic and who are dissatisfied with the limitations and complexity of their current ERP solution. Workday delivers a native cloud financial management solution, combining in-memory accounting and analytics with a consumer-friendly user experience and innovative technologies like machine learning. Built on a platform that uniquely addresses the complex and evolving regulatory requirements of IFRS/GAAP, Workday enables decisive and sustainable growth today and into the future. The Workday Financial Management offering includes a broad range of capabilities including GL, AP, AR, Cash Management, Revenue Management, Asset Management, as well as reporting and analytics.
- **Workday Adaptive Financial Planning:** Workday Planning provides the ability for Customers to create financial planning models for the purpose of supporting the financial planning process. Workers may interact with the financial planning model for the purposes of data entry, forecasting, reporting and analysis.
- **Workday Projects:** Workday Projects is part of our Professional Services Automation solution, which captures all activity by project for billable projects, is ideal for service-based organizations who require a strategic solution and consolidated platform to manage their projects, people and finances. However, Workday Projects can also be used by any organization, including product-based businesses to track projects across their enterprise. Workday Projects is a native cloud solution that combines in-memory computing and analytics with a consumer-friendly user experience and innovative technologies like machine learning. Built on a foundation that addresses project management requirements, Workday enables decisive insight and control and facilitates sustainable growth into the future.
- **Workday Prism Analytics:** Workday Prism Analytics enables customers to bring together data from outside of Workday and ingest, transform, and blend it with Workday's people and financial information, empowering finance and human resources teams to guide the organization with secure, self-service access to the insights they need.
- **Workday Procurement:** Workday Procurement is a modern, user-friendly enterprise solution that is unified with the suite of Workday applications to support the unique requirements of indirect procurement. With powerful embedded reporting and analytics based on real-time data, Workday Procurement provides visibility across the entire procure-to-pay (P2P) process to help purchasing departments strategically manage costs, minimize out-of-policy spend, and optimize purchasing power.
- **Workday Grants Management:** Unifies with HCM, Payroll, and Financials to eliminate manual hand-offs and integration points, leading to improved data accuracy and efficiencies. Includes a robust engine to calculate facility and administration costs for you to recognize and ultimately bill the sponsor. The facility and administration engine enables you to create rules to govern how to calculate costs. You can modify these rules when necessary. Once you calculate these costs, Grants Management shares them with Workday Financial Management so you can recognize the total revenue for the grant.

Workday Student

- **Workday Student Admissions** is a critical component of the recruitment/admissions ecosystem on campus. It makes the admissions process fast and easy for enrollment leaders and students alike. Engage prospects, manage admissions applications, financial aid action items, preliminary transfer credit evaluations, and guide students on their academic journeys – all within a single system.
- **Workday Curriculum Management** refers to the business processes related to the creation and maintenance of the inventory of courses or learning units that are or have been offered at an institution. It also includes the creation of a schedule of course offerings—complete with days, times, locations and instructor names, and other details, as needed—that are available for enrollment.
- **Workday Student Records** gives institutions the ability to support enrolled and former students, faculty, and administrative units for all processes and data related to student academic records. Student Records manages all enrollment-related activities, including various methods of registration, assessment of learning, and completion of educational objectives. This component of Workday Student houses all the documentation related to a student's academic history and manages certification of program completion and conferral of related credentials.
- **Workday Student Advising** helps students find their right path to academic completion and keeps them on track. With easy-to-use academic planning functions and insight into degree requirements and eligibility, you can continuously keep students informed of their progress. All student profile data is contained within a single system and guided by robust security rules, eliminating the need to access separate systems, pages, or tools for a student's history, grades, academic plan, financial, and other information.
- **Workday Student Financial Aid** assists with the administration of aid programs from federal, state, institutional, and private fund sources, with the ultimate goal being education accessibility and success for students toward their educational objectives.
- **Workday Student Financials** provides the ability to charge tuition and fees to students, apply payments from a variety of payers, and analyze data using Core Financials to meet the objectives of the bursar, accounting, and finance offices. The unified platform gives accounting and finance departments insight and visibility into details that may have previously been difficult to access, such as calculating the profitability of a campaign or reporting the revenue associated with a specific program of study.

Workday has additional functionality that is both differentiated from other providers as well as critical for public sector organizations, including:

- Flexibility: The importance of agility and flexibility has never been more apparent than during the COVID-19 pandemic, when organizations with cloud-based systems responded more quickly and easily to the shifting conditions and to the needs of a newly remote workforce. Workday's flexibility and ease of use accommodates changes in business delivery models, organizational structures, reporting relationships, regulations and mandates, and countless other changes that impact operations.
- Security: Application security is a critical core competency and access security is provided at all levels of Workday's applications. We purposefully architected the security framework to reduce risk at all points in the system, and with audit always on as a standard feature, there is never any doubt about who did what within Workday.
- Strong mobile capabilities and self-service: Today's workers in almost every industry are expecting a certain level of self-service and mobility for their day-to-day administrative tasks. In government agencies, workers in the field should be able to focus on their job rather than being tied down to or trying to find a computer to perform day-to-day tasks such as checking benefits, filing expense reports, submitting time, and updating their personal information. Workday's strategy of "mobile first" allows for self-service, business transactions, reporting, and more—all from a smartphone or tablet.
- Support for ACA: Workday provides the tools to help you manage the Employee Mandate provisions related to the Affordable Care Act (ACA). This is particularly important when employees perform multiple jobs or work overtime, which can then cause unanticipated high benefit costs if not caught ahead of time.

Incorporated in the Workday SaaS product overview above is continuous SaaS maintenance which is included at no extra cost to customers. This maintenance includes among other items, weekly bug fixes and twice a year functionally upgrades/improvements.

Workday offers an array of training options for customers including specific customer subject matter expert training for the customer implementation team. Customer employees also can become Workday certified in their area of expertise through various training programs. PTG will offer customers training options for end user training throughout the implementation process.

Industry Challenge: Attracting and Retaining Workers with Needed Skills

Workday Solution:

Workforce issues are nothing new to public sector organizations. Many of the challenges they face today are the same ones they've been experiencing for years: an aging workforce set for retirement, competition for talent from the private sector, long and complex hiring processes, and difficulty filling certain positions. The pandemic exacerbated these challenges, and prompted organizations to start rethinking how they recruit, hire, and develop their talent. Workday reduces the time it takes to hire and onboard new employees and helps achieve true visibility across the entire talent acquisition and management process. For recruiting, Workday provides greater visibility, configurable workflows, and a positive candidate experience. The intuitive mobile interface enables optimal collaboration and communication between human resources and managers to accelerate the hiring process, all while ensuring the appropriate checks and controls unique to your organization are followed.

Once hired, new employees have access to comprehensive onboarding, learning and performance management tools and automated business processes that significantly reduce (or eliminate) paperwork and manual tasks. With Workday:

- Employees are engaged with career opportunity planning and have visibility into and control over their own information, minimizing errors and streamlining request and approval times.
- Internal and external data can help managers analyze talent and retention risk to gain a better understanding of the potential impact and cost of losing their most effective employees. Armed with this information, they can take immediate action to retain them.

With Workday, agencies can define and implement the right strategies to achieve their goals—all from a single, unified application with a modern, easy-to-use interface.

Industry Challenge: Supporting a Hybrid Work Model and Ensuring Continuity of Operations in a Post-Pandemic World

Workday Solution:

At the onset of the pandemic, organizations without cloud technologies had a more challenging time shifting to remote work and all that entailed—running payroll, paying invoices, maintaining security, gauging employee productivity and sentiment, and more. Additionally, today's employees are asking for more flexible work arrangements, and many public sector organizations are responding by offering regular telework, fluid work schedules, and job sharing. This makes the need to gauge productivity, gather employee sentiment, and engage the workforce from afar even more critical.

- Measure productivity in a work-from-anywhere world, with delivered reports and dashboards, visibility into business process activity, and user logins
- Provide appropriate guidance to all employees through journeys, alerts, help, and notifications and gauge sentiment with pulse surveys and anytime feedback
- Ensure business continuity in any situation with a cloud-based, configurable technology infrastructure that can grow and adapt along with the organization's needs

Industry Challenge: Managing with Fluctuating Funding and Revenue Streams

Workday Solution:

Many organizations are grappling with fluctuations in revenue, from federal assistance funding and infrastructure grants to shifts in tax and fee collection. They're also dealing with a surplus of funds and trying to determine the best way forward in this changing environment. Unfortunately, critical data often resides in silos, budgeting and planning on spreadsheets is too slow and prone to error, and grant management systems aren't linked to payroll, time tracking, and other cost-related business areas.

Workday replaces paper-driven, labor-intensive business processes with configurable, automated workflow, making it easier to submit and track changes, ensure consistency and transparency, and make better decisions using complete, accurate, real-time data. Unlike legacy workflow tools that are typically complex, rigid and difficult to maintain and upgrade, Workday's embedded business process framework is easily configured by end users to meet a wide range of unique needs and requirements.

Industry Challenge: Making Timely, Fact-Based Decisions with Limited Data Access and Visibility

Workday Solution:

Workday built reporting functionality into the core, minimizing the need for a data warehouse and for juggling multiple (often expensive) third-party applications to reconcile data across disparate security schemas. It allows data to be pulled from multiple sources, delivering rich insight into the entire organization and making it easier to remain accountable to granting agencies, constituents and other stakeholders. Executives and managers can review and drill into personalized dashboards on their mobile devices and act directly from reports.

In addition, Workday's scorecard functionality enables viewing, comparing, and analyzing both third-party external data and internal data within the system. Workday delivers ad hoc custom reporting tools designed for end users (as opposed to requiring IT intervention) and all custom reports are preserved through Workday's two annual updates.

Industry Challenge: Managing the Funding Complexities for Infrastructure Updates and Other Capital Projects

Workday Solution:

Now that funds from the Infrastructure Act and elsewhere have moved into state and local governments, organizations are picking up projects paused during COVID and starting new ones to address long-needed upgrades and repairs to facilities, roadways, and community spaces, etc. The challenge is these funds usually come with stringent spending requirements and are subject to detailed audits. If not handled appropriately, these funds might need to be returned or penalties might be levied.

Workday's flexible accounting structure, built-in regulatory and compliance controls, and comprehensive grants management capabilities help organizations eliminate errors, avoid over- and under-spending of funds, and track and manage assistance funding (CARES Act, FEMA, ARPA, etc.). Workday also has advanced sourcing and vendor management capabilities to help organizations better manage suppliers, contractors, and contingent labor.

Industry Challenge: Struggling with Aging Technology

Workday Solution:

Workday eliminates the worry about being left behind by your legacy vendor when they release time-consuming and expensive upgrades. Workday manages all the traditional IT-related aspects of your administrative applications—

upgrades, patches, integrations, data security, application availability, backup, disaster recovery, performance tuning, operating system, database, network, storage, and maintenance. IT teams can then spend more time focusing on strategic technology initiatives for the organization.
 Workday removes the cost and complexity associated with traditional upgrades by delivering easy-to-adopt, twice-yearly, automated updates. This multi-tenant cloud delivery model opens the door for faster innovation, easily consumable enhancements, and shared best practices.

Industry Challenge: Student Recruitment and Admissions

Workday Solution:

Workday helps institutions understand the attributes of their successful students, from which high school they attended to their level of interest prior to applying and any combination thereof. Armed with this information, admissions directors can define recruitment goals and strategies and recruiters can direct their time and attention appropriately. Using their desktop, smartphone or tablet, recruitment officers and administrators can:

- Set recruiting goals that focus efforts on specific profiles of students who are considered the best fit for the institution's unique culture and brand
- Use data to determine recruitment criteria that would help fill new or emerging programs of study
- Evaluate campaigns through dashboards and reports to determine success toward recruitment goals, effectiveness of events, and net yield of prospects and applicants.
- Track spend against budget for campaigns and events
- Manage the details associated with campaigns and events and ensure seamless movement of prospects through the admissions process

Industry Challenge: Student Retention and Completion

Workday Solution:

With persistence and completion being tied to funding and, in some cases, institutional ratings, colleges and universities are continually seeking ways to keep students on track and on time. Research shows that continuous and personalized engagement with students contributes to their overall success at the institution. Workday's embedded system of engagement goes beyond the baseline functionality found in legacy systems to provide dynamic reminders, alerts, and communications throughout the advising process. Students seldom realize the impact of choosing a course that's not aligned with their academic plan. With Workday, whenever a student takes a step in a direction that would take them off the path to completion, they are automatically alerted of the potential impact, allowing them to course-correct immediately. Unlike legacy systems in place today, Workday keeps a laser focus on matching the right courses at the right time with each student based on his or her program of study, ensuring a smooth pathway to graduation or other academic objective.

Industry Challenge: Education to Occupation

Workday Solution:

Workday has deconstructed the traditional college course so students can clearly understand what skills and competencies are acquired throughout their academic plan. In addition, learning outcomes will allow students to showcase explicit levels of achievement of a competency or subject matter expertise. A deeper understanding of competencies and learning outcomes will enable students to better map their career aspirations, addressing current employer concerns of a noticeable "skills gap" between education and industry.

Industry Challenge: Limited Data Visibility with Inability to Reconcile Data Across the Institution

Workday Solution:

Workday built reporting functionality into the core to create a single embedded analytic framework, minimizing the need for a data warehouse and for juggling multiple (often expensive) third-party applications to reconcile data across disparate security schemas. It allows data to be pulled from multiple sources, delivering rich insight into the entire institution and making it easier to remain accountable to granting agencies, board members, trustees and other stakeholders. Executives, administrators, and faculty can review and drill into personalized dashboards on their mobile devices and act directly from reports.

In addition, Workday's scorecard functionality enables viewing, comparing, and analyzing third-party external data within the system. Workday delivers ad hoc custom reporting tools designed for end users (as opposed to requiring IT intervention) and all custom reports are preserved through Workday's two annual updates.

<p>42</p>	<p>Describe any technological advances that your proposed products or services offer.</p>	<p>True Cloud – Built for the Future Workday decided in the very beginning that our applications needed to be built rapidly to accommodate change, whether it was in the form of new technology innovations, new rules and regulations, or new requirements from our customers. And our applications and underlying architecture needed to be able to evolve independent of each other to ensure our customers would never have to re-purchase or re-implement a new version of our software in order to take advantage of new innovations.</p> <p>We designed Workday to ensure our user experience, application logic, and technology layers are fully abstracted and insulated from each other, so a change at one level does not require or effect a change at another level. As an example, this approach has allowed us to move from HTML to Flash to HTML5 over the years without having to rewrite our application logic. It's also allowed us to evolve the underlying technology services from relying on a monolithic transaction processing service to multiple read/write services to many micro services that allow us to manage, maintain, scale and evolve, and scale different parts of the platform independently. And it's because of this approach that we can apply newer technologies such as machine learning, conversational user interfaces with natural language processing, augmented analytics, and blockchain and incorporate these technologies in our platform without rewriting our applications or our underlying platform.</p> <p>Our ability to evolve our applications and underlying technology independent from each other, so a change at one layer does not impact the others, is what keeps our customers benefiting from continuous technology innovation and is why our applications will never go stale.</p> <p>Workday Technology Organizations today operate in constant change, impacting the nature of work and accelerating the pace at which new technology and innovation is introduced. Organizations must be able to adapt to business and process changes rapidly and operate at scale while balancing needs for operational continuity and resiliency. And these needs apply to both the organization itself, its people, finances and operations, and the digital systems that support them. Digital enterprise management applications that support agile operations and sustained business continuity are based on a highly adaptable architecture—an architecture that enables continuous recalibration—the ability to plan, execute and analyze in real-time with insight and automation to accelerate cycle times and make the right decisions at speed. A well-architected digital enterprise management solution is in the cloud, but not just any cloud solution, it needs to be a true Enterprise Management Cloud. What does this look like?</p> <ol style="list-style-type: none"> 1. A true Enterprise Management Cloud is architected so that the IT and business teams that support it have confidence from excellent service delivery that scales with their needs, delivers predictable economics, embedded security and continuous delivery of fixes and innovations with minimal disruption to the organization. 2. A true Enterprise Management Cloud puts your data to work to deliver the complete picture of your organization - it's people, finances and operations. It supports the free flow of data, breaking down silos between data sets and transactions that can get in the way of surfacing dynamic, contextual insights needed to drive collaboration, inform decisions and ultimately transform strategies and actions. 3. A true Enterprise Management Cloud is built on process, transactional, organizational and reporting frameworks that adapt, enabling a business-first approach, providing more power to the organization while enabling tight IT governance and security. With a business-first approach, users can configure, change and extend core business processes, data and transactional models and reports rapidly and durably, while tight IT governance ensures enforcement and integrity of events with full auditability. 4. A true Enterprise Management Cloud elevates the user's experience, is role aware, provides context and streamlines work so that the focus can be on the work itself, rather than navigating a complex set of systems, rules and interfaces. 5. A true Enterprise Management Cloud continuously and reliably scales while it integrates with the rest of the IT environment to support the fluid exchange of data and cross-system orchestration of workflows. It becomes the intelligent core of operations while remaining open and extensible to meet unique organizational needs now and in the future. 6. A true Enterprise Management Cloud is architected with machine learning and AI in the core that learn from data, actions and outcomes of operations and decisions. This embedded intelligence can streamline processes and serve up timely insights and targeted predictions to increase the value of human decision making to refine and optimize how the organization builds talent; applies resources; responds to competitive, regulatory and external events; and invests for growth.
<p>43</p>	<p>Please describe your software innovation maturity related to the following technology areas:</p> <ul style="list-style-type: none"> o Machine learning o Natural language processing o Virtual assistants/chatbots o Predictive analytics o Big data analytics o AI/Generative AI 	<p>Workday's platform-first approach ensures AI and ML is embedded within its core applications technology, providing a uniform data model, robust security framework and seamless user experience. With Workday, customers will operate on a frictionless foundation, see the complete picture, empower the organization to drive change, and enable continuous recalibration to deliver with speed and agility.</p> <p>Since our founding, we've expressed that Workday is built from a clean sheet of paper. Workday's adaptable architecture and technology solves the problems previously impacting ERP systems. By addressing legacy design issues, rethinking the components that make up the foundation of the Workday Enterprise Management Cloud and building them into the core, Workday's technology fosters a better experience for our customers. How?</p> <ul style="list-style-type: none"> • A Frictionless Foundation – To run better every day. • Workday delivers a Frictionless Foundation – To run better every day. • An Intelligent Data Core – For the complete picture. • A Platform for Continuous Recalibration. • The Workday Advantage – A true cloud for a customer-first experience. <p>It all starts with a Frictionless Foundation. Think modern automation. Transactions driven by machine learning, embedded security, and more. And Workday integrates seamlessly into your IT ecosystem. So, you run better, every day:</p> <ul style="list-style-type: none"> • A Frictionless Foundation lets the application do the work: modern automation powers Workday's full application portfolio, covering all the bases from core accounting, planning, procurement, project management, HR, payroll, and more. • It delivers continuous innovation: Workday's ever-evolving stream of enhancements and advanced functionality means you're always on the latest technology with no painful upgrades. • It increases productivity: touchless, ML-driven transactions free your people from manual effort, enable better decisions, and drive execution excellence. • It elevates employee experience: simplified, role-aware UX provides context, streamlines work and drives user engagement and adoption. • And it works with what you have: open and connected architecture means seamless coexistence with your IT ecosystem.
<p>44</p>	<p>Describe connectivity and integration capabilities between your offered solution(s) and other software systems.</p>	<p>Integration for an Open and Connected Enterprise Management Cloud</p> <p>At Workday, we believe connectivity to your other systems should be a core capability and as simple as possible. Workday is committed to easing the burden of integration with the Workday Integration Cloud, a comprehensive solution that enables customers and partners to build, test, deploy, schedule and manage integrations in the Workday Cloud without the need for any bolt-on middleware.</p> <p>With the Workday Integration Cloud, you can:</p> <ul style="list-style-type: none"> • Reduce the time and cost of building, testing, deploying, and managing integrations to and from Workday. • Provide both your IT and business users with tools designed to address a range of simple and complex integration use cases. • Deploy, test, schedule and manage all integrations in the Workday Cloud. • Leverage a continuously expanding ecosystem of connectors built, supported, and maintained by both Workday and our certified partners. <p>Workday Integration Cloud</p> <p>Workday Integration Cloud is a proven embedded Integration Platform-as-a-Service (iPaaS) for building, configuring, scheduling, deploying, and managing integrations to and from Workday. All integrations are deployed to and run in the Workday Cloud without the need for additional middleware. Workday's cloud-based approach to integration includes</p>

the following capabilities:

- Enterprise Interface Builder (EIB): An easy-to-use, configuration-based integration tool built into Workday that enables business users to configure import of data into or export of data out of Workday with transformation.
- Connectors: A broad and expanding set of pre-built integrations designed, implemented, and supported by both Workday and Workday's certified partners. Connectors provide the processing logic, data transformation, and error-handling routines required to integrate a third-party system with Workday. All connectors are configurable to accommodate differences in customer situations and run in the Workday Cloud, removing the need to maintain a separate integration infrastructure.
- API-based Custom Integration Support: At the core of Workday are open, standards-based REST and SOAP APIs that provide programmatic access to Workday business operations, processes and data. Custom integrations leveraging APIs can be built using Workday Studio, an integration development environment, and run in the Workday Cloud, or in your development environment of choice. Custom reports may also be exposed as web services for simple access to a composite set of data in Workday. All integrations built using Workday Studio are then surfaced for seamless use inside Workday applications.

Workday Connectors

Workday and our certified partners maintain a wide array of connectors that provide the processing logic, data transformation, and error-handling routines required to integrate a third-party system with Workday. For a complete and up-to-date list of Certified third-party connectors, please refer to Workday Marketplace.

Workday Cloud Connect for Third-Party Payroll

With Cloud Connect for Third-Party Payroll, organizations can rest easy knowing their data will be securely, accurately, and efficiently sent to their third-party payroll systems. In addition, Cloud Connect for Third-Party Payroll reduces the costs associated with deploying, integrating, and managing third-party payroll solutions.

Using the Workday Integration Cloud, a small business services customer was able to build integrations more than 70 percent faster, while a medium-sized healthcare customer realized a 90 percent reduction in the cost to build integrations.

Workday Cloud Connect for Third-Party Payroll refers to a suite of integration capabilities that enables customers and partners to build and deploy any number of third-party payroll applications including global payroll providers to the Workday Cloud providing seamless bi-directional data transfers.

Workday provides the ability to integrate to third-party payroll providers around the world and offers the following capabilities:

- Payroll Interface
 - Inbound integration for external payroll results
 - Inbound integration for external payslips
- Payroll Effective Change Interface
- Worker Effective Change Interface

Cloud Connect for Third-Party Payroll Functionality

Payroll Interface

- Build and deploy integrations to any third-party payroll provider or leverage Workday's pre-built connectors to Payroll Cloud Partners in 100+ countries
- Connect bi-directionally to any third-party payroll system
- Automatically notify users of payroll errors
- Bring external third-party payslips and year-end tax documents back into Workday and the Workday mobile application for viewing
- Reconcile headcount information and payroll related information between Workday and third-party payroll systems (Currently only available with ADP GlobalView)
- Bring external payroll results back into Workday HCM, providing a comprehensive view of payroll data across the workforce
- Define up to 75 distinct earnings and deductions that can be brought back into Workday
- Includes Workday Human Capital Management (HCM) features that support data models required by external payroll systems
- Web services identify and transfer only the Workday HCM events that affect payroll
- Restrict the amount of data transferred to the changes that occur within a time increment for a specific employee pay group
- Format and validate that data conforms to the payroll system requirements
- Run a payroll data audit to see exactly what data was captured, selected, and sent to payroll
- View third-party payslips natively in the Workday mobile application
- Import data into Workday HCM from third-party payroll systems for analysis to support more effective decision making around:
 - Improving cash forecasting
 - Comparing actual to budget
 - Optimizing pay ranges
 - Managing allowances and overtime policies
 - Better understanding of the true cost of labor
- Blends native Workday Payroll and third-party payroll results into a single data source for easier, more in-depth reporting on payroll costs

Payroll Effective Change Interface (PECI)

PECI enables customers to extract all Workday events with effective dates in the sequence in which the events occurred in Workday, improving data integrity due to no lost transactions. This simplifies integrations to ERPs and other systems that leverage effective date records, reducing implementation costs and ensuring data integrity.

Event Driven Integrations for Third-Party Payroll

- Hire
 - Set up the Hire Business Process to send new hires to your third-party payroll provider in real time.
 - If there are any errors with the information entered, payroll admins will get immediate feedback at the worker level

Payroll Reconciliation

- Configure, collaborate, and reconcile worker payroll related information between Workday and your third-party payroll system.

Payroll Integration Processing Errors in Workday

- Provide a seamless experience by allowing customers to view payroll integration processing errors generated by the third-party payroll system in Workday

Worker Effective Change Interface (WECI)

- WECI provides customers with a prepackaged connector for worker data with an effective date for changes to worker data such as: hire, promotion, transfers, terminations, etc. This connector supports worker data changes related to correction, rescinds, indirect, retroactive, or future dated transactions.

Workday Cloud Connect for Benefits

Cloud Connect for Benefits provides a catalog of prebuilt integrations to more than 300 benefits providers, giving human resource organizations the ability to evaluate, select and offer the most appropriate plans for their workforce. Workday works closely with partners to understand current and anticipated requirements. Organizations can reduce the amount of time, cost and complexity that would ordinarily be expected to create and maintain the appropriate integrations to individual benefits providers.

	<p>With Cloud Connect for Benefits, you can:</p> <ul style="list-style-type: none"> • Select from a wide catalog of providers across all benefit types <ul style="list-style-type: none"> Medical, Dental and Vision Flexible Spending Accounts Retirement Savings Plans Life Insurance and AD&D Health Savings Accounts COBRA Administrators • Simplify the integration process to popular benefits providers • Rely on Workday to maintain working connections to included providers • Redeploy IT to focus on more strategic activities rather than building benefits integrations
<p>45</p>	<p>Describe your migration, customization, configuration, and upgrade processes.</p> <p>A Business Outcome-First Approach</p> <p>Every organization is unique, and your applications need to accommodate your specific requirements now and as your needs change over time. Many enterprise applications are "customized" only through code extensions or data model changes making it resource-intensive and expensive to maintain. The flexibility to accommodate change or take advantage of the latest innovations can be minimal at best. Workday's approach and adaptable architecture enables you to tailor Workday to your needs primarily through configuration, not code, and without heavy involvement from IT specialists. All your specific configurations become durable when Workday is updated, enabling you to take advantage of the latest innovations without requiring re-work, resulting in delay, or unanticipated costs. Through configuration-based extensibility, your teams can address current and future requirements and adapt for growth. And when additional extensibility is needed for a unique organizational or business need, apps and extensions built with Workday Extend also retain the Workday benefit of durability.</p> <p>With Workday you can:</p> <ul style="list-style-type: none"> • Configure Workday to accommodate unique data or process requirements that are durable to updates. • Tailor the terminology in Workday to align with your organizational culture. • Configure business processes to align, run and document the way your organization runs without customization from IT specialists. • Rapidly create and localize custom reports and dashboards to tailor insights to your needs. • Adhere to data quality standards in your organization through custom validations for field entries. • Create security models that support your different organizational structures and policies in a single place that fully apply across all Workday applications. <p>Configurable</p> <ul style="list-style-type: none"> • Workday requires no additional software or hardware to buy, install, or maintain to support configuration. • Core configurability in Workday does not require coding. Create modifications using a declarative user-friendly experience. • Configuration capabilities are pervasive throughout Workday applications. <p>Flexible</p> <ul style="list-style-type: none"> • Workday is user centric, and while no heavy involvement from IT is required for core configurability, Workday fosters collaboration across the organization. • With Workday, organizations and users can accommodate real-time changes in business requirements through an easy-to-use point-and-click interface. • With Workday, your teams can achieve rapid time-to-value for changes. <p>Business Process Framework</p> <p>Behind almost everything you do within Workday is a business process. The Workday Business Process Framework is designed to work with other frameworks to support organizational structure changes and increase operational efficiency through built-in mass operations. We also designed it such that you can establish and leverage business processes that meet your organization's unique requirements without heavy involvement from IT. Since its dynamic execution takes advantage of the single security and single data model of Workday, no further IT customization becomes necessary when implementing business-driven changes.</p> <p>With the Workday Business Process Framework, you can:</p> <ul style="list-style-type: none"> • Immediately use hundreds of predefined business processes to help accelerate implementations and provide a starting point for additional configuration. • Reconfigure processes whenever and wherever needed. Add or remove steps from an established business process without writing any code. Apply a process to an entire enterprise or configure a process to meet the needs of a specific organization within an enterprise. • Accommodate non-disruptive process changes. Users assigned to a process task can add approval steps to the process as an additional parallel step without restarting the process. These ad hoc approval steps affect only the current process instance the user is assigned and are fully traceable. • Easily maintain rules, roles, routings, and policy documents. Business rules, approval paths, roles, and document attachments, including support for e-signatures, all help ensure proper routing and review in each step of a business process. • Take advantage of Workday Organization Management. Any adjustments to organization structures take effect in real time, with changes to roles and reporting structures incorporated instantly into all defined business processes and workflows. • Reduce bottlenecks to get operations moving. Users can see their business process-related information directly on their Workday homepages when they log in and participate in business processes via mobile devices. When configured, users will receive mobile home page and email notifications to alert them of actions or events requiring their attention. Workday also supports inbox delegation to one or multiple delegates. • Business Process Administrators have control over who has rights to reassign tasks that appear as email notifications as part of a business process. • Get real-time visibility into process status, what processes are still awaiting action and those that are complete across the organization. • Apply business processes and acts at large scale. Initiate and manage actions across a large number of objects using the Mass Operations Management capability. • Easily get analytical information on supported business process tasks so end users can make the most informed decision. • Have continuous auditability of all business processes completed and in flight. <p>By enabling your organization to design and then configure business processes that work best for you and address your organization's specific needs, the Workday Business Process Framework can be an integral part of making your organization more efficient and agile. It is the fundamental backbone for our seamless onboarding experience within our core HCM functionality, for Workday Recruiting, for handling terminations, and in Workday Expenses.</p> <p>Workday's Approach to Delivery</p> <p>With Workday, everyone is on the same version of our applications—all customers and our own internal development organization.</p> <p>All Customers on the Same Application Version</p> <p>Workday develops and supports a single version of our applications, so all customers and internal Workday development resources are on that same version. This enables Workday to concentrate greater development and testing firepower on that single version, avoiding the dilution of effort inherent in supporting multiple versions of each application. And, because everyone is on the same version, all enhancements, security fixes, and new innovations built into the applications immediately benefit all customers at the same time. Vendors that utilize a traditional development methodology and/or maintain multiple versions, must carry the costs of supporting multiple application versions, and their customers that fall behind must go through costly sets of updates to take advantage of new innovations, or incur quality and security issues from delayed fixes.</p>

Continuous Development and Delivery

Workday has invested heavily over the years to utilize a fully agile development process supporting continuous development and quality, enabled with extensive functional, performance and application security test automation. This allows Workday to deliver production-quality enhancements at any point in time, not just during a major update process a few times each year. Workday delivers weekly builds where bug fixes, patches, and new features are made available to all customers in a preview tenant. Customers maintain control over when they choose to light-up new features, using the preview tenant to review and test new features using their own data. Customers then decide when to move them into the production environment. Twice a year, Workday has a major release where all new features provided in the preview tenant, since the last major release, are all moved to production for all customers. New features still come in a turned off state, so customers can decide when the right time is for them to adopt a new capability. The benefit to you is that you can innovate faster but at a pace optimized for your users. You no longer need to wait 6-18 months for the new features you need now nor are you forced to adopt new features on a prescribed interval before your organization is ready.

The benefits of continuous development and delivery include:

- **Greater Collaboration on New Features:** An important part of continuous development has been the addition of a "Preview Tenant" for customers. Workday customers have always had their own production tenant—the live Workday tenant used at their organizations every day—as well as a sandbox tenant where they can test reconfigurations (such as the rerouting of a business approval process) to see how they will look and work prior to going into production. Preview Tenants can be used to test newly developed product features using a copy of your own data and to provide Workday with feedback. Through the introduction of the Preview Tenant, customer feedback has increased in quality and quantity as customers can immediately see and evaluate the impact of new features in the context of their unique configurations and data. Because we update these tenants every week, we can iterate at a rapid pace. In addition, the Preview Tenants (which come with updated documentation and translations) have allowed customers to get a jump on training and job aids prior to new features becoming available in production, easing adoption hurdles that often arise when users work with new feature sets.
- **Faster Response to Regulatory and Compliance Changes:** Continuous development and delivery helps Workday respond quickly to changes in government regulations and compliance requirements. We deliver updates to support new and changing laws in the preview tenant, verify with customers, and then turn on those changes in production.
- **Reduced Downtime:** All necessary conversions during updates run in a background mode, enabling Workday to significantly reduce downtime for customers when they move from one Workday feature release to the next.
- **Delivery of New Features Off Cycle without Disruption:** Our continuous delivery model enables us to release key new features to our customers off cycle (between our numbered Workday major feature releases) when it makes sense to do so. When making decisions on what to deliver off cycle, we balance customers' desires for new functionality as soon as it's available against the potential disruption of absorbing those features.
- **More Time Spent Innovating:** This model allows us to focus product management, development, and QA effort on delivering continuous innovation to our customers instead of maintaining multiple application versions. This provides us more time to process requests for product enhancements and new functionality that our customers propose via our Brainstorm process in Workday Community.

Non-Disruptive Updates

Workday enables organizations to leverage technology for competitive advantage by lowering the barrier for its adoption. With Workday, you are always on the current release of the software, with the latest technology and innovation to advance your competitive advantage.

With Workday, you can:

- Eliminate costly, resource intensive and disruptive upgrade cycles
- Free up IT budget and resources for strategic projects
- Continually innovate at your pace
- Collaborate with the Workday Community

Vendor-managed updates means that Workday automatically updates a customer's application (and supporting infrastructure) and migrates their data as part of a subscription. The cloud delivery model replaces the traditional legacy model of costly, highly disruptive upgrades with automatic, behind-the-scenes, zero-cost non-events.

The frequency, schedule, and content of updates follow a published calendar available to all customers on the Workday Community website. New functionality is delivered switched off to ensure no disruption to operations. The combination of an up-to-date and detailed roadmap with a predictable update schedule allows our customers to execute on their own application delivery plans with confidence.

This delivery model offers many advantages:

- **Eliminate costly, resource intensive and disruptive upgrade cycles:** Traditionally, system updates are costly and typically take many months to complete with dozens of internal staff and external consultants. Workday updates are rapidly performed over weekends with typically just one internal resource who monitors the transition.
- **Free up IT budget and resources for strategic projects:** With Workday, IT doesn't have to worry about managing the upgrade process; they can focus on plans to leverage new features.
- **Always on the latest release:** Leverage the best business practices and technology—from mobile to machine learning to embedded analytics—without the costs of upgrading to a new version.
- **Continually innovate at your pace:** With other solutions, the vendor dictates your service delivery roadmap through their own product roadmap, typically releasing a new version every 6-18 months, or longer. In contrast, Workday utilizes a continuous delivery model with weekly builds. This allows Workday to release new innovations faster and simultaneously respond to customer requests.

<p>46</p>	<p>Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.</p>	<p>PTG and Workday are committed to "green" initiatives for the betterment of our planet and all organisms.</p> <p>PTG is committed to sustainability efforts. At PTG, we ask that all of our employees cooperate in making our office and environment a cleaner and greener place. PTG's Recycling Program is one way PTG and our employees work together for our environment. We have recycling bins in our offices and in our break/lunchroom. PTG does not have Styrofoam cups in our office. We require our employees to bring their own cups and mugs for drinks and also provide items for our employee's use.</p> <p>PTG is Workday SaaS Reseller and Services Partner. We are proud to present a leading cloud ERP software provider committed to a sustainable future. In addition to the information above, you can review Workday 2023 Global Impact Report at this link: https://www.workday.com/content/dam/web/en-us/documents/other/workday-global-impact-report.pdf</p> <p>Workday measures its success not only in financial terms, but also by how it operates in the world. This is why Workday builds sustainability into everything it does. As a leading provider of enterprise cloud applications, Workday's approach to sustainability focuses on the areas where they can make the most impact.</p> <p>Workday actively reduces its carbon footprint, making investments in renewable energy, promoting climate policy, reducing and responsibly disposing of e-waste, and encouraging its employees to adopt sustainable practices. Workday has set science-based emissions reduction targets that are consistent with keeping global warming to 1.5°C above pre-industrial levels. Workday is aligning its sustainability journey with the transition to a net-zero future. Workday joined Frontier, a \$1 billion advance market commitment to buy permanent carbon removal. We also made a \$1 million investment to aid mangrove reforestation in Mexico and Kenya—a natural climate solution.</p> <p>Workday is always looking for ways to create a more sustainable future. Here are some of the efforts and policies they've enacted to ensure we do their part:</p> <ul style="list-style-type: none"> • Workday uses renewable electricity - their offices and data centers use 100% renewable electricity. And they procure high-quality carbon credits to offset 100% of their natural gas, data center cooling, and business travel emissions. • Workday signed the first clean energy deal of its kind - Workday joined Bloomberg, Cox Enterprises, Gap Inc., and Salesforce to create the first-ever small aggregation clean energy deal. • Workday developed a climate policy statement - Since the creation of Workday's climate policy statement, Workday accelerated their participation in the climate policy making process to drive meaningful action. • Workday responsibly dispose of what they can't recycle - Workday adheres to strict e-Stewards standards for e-waste disposal. • Workday Workmates pitch in, too - We're not in it alone. Workday employees know that what they do every day matters and are committed to small actions that have a big impact. 86% of Workday employees are passionate about the environment. 55+ employee Green Teams spearhead sustainability efforts around the world. <p>The following recent third-party issued eco-labels, ratings or certifications have been received by Workday:</p> <ul style="list-style-type: none"> • US Environmental Protection Agency Green Power Partner – 100% Green Power Purchaser Status every year since 2008. • Gold-Level Certification to Events Industry Council's Sustainable Event Standards for Workday's annual customer Workday Rising conference. • The 100 Most Sustainable Corporations of 2022 by Corporate Knights. An index of the world's greenest firms.
<p>47</p>	<p>Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.</p>	<p>Workday is committed to caring for our people and the planet and focuses on sustainability efforts that support commitments to stakeholders and align with their core values. As a leading provider of enterprise cloud applications for finance and HR, Workday's approach to environmental sustainability focuses on minimizing their climate impact through renewable energy, carbon reduction and removal efforts, climate policy, water footprint management, and employee engagement through their Green Teams.</p> <p>In FY23, Workday:</p> <ul style="list-style-type: none"> • Sourced 100% renewable electricity for our offices and data centers globally through 2023 in line with our science-based targets • Achieved net-zero carbon emissions across our offices, data centers and public cloud, and business travel • Joined innovative partnerships such as Frontier to transition toward permanent carbon removal strategies <p>The following recent third-party issued eco-labels, ratings or certifications have been received by Workday:</p> <ul style="list-style-type: none"> • US Environmental Protection Agency Green Power Partner – 100% Green Power Purchaser Status every year since 2008. • Gold-Level Certification to Events Industry Council's Sustainable Event Standards for Workday's annual customer Workday Rising conference. • The 100 Most Sustainable Corporations of 2022 by Corporate Knights. An index of the world's greenest firms. <p>The following memberships and environmental sustainability standards are met by Workday:</p> <ul style="list-style-type: none"> • Frontier (Membership). Frontier is a \$1 billion advance market commitment to buy permanent carbon removal. It was founded by Stripe, Alphabet, Shopify, Meta, and McKinsey Sustainability. Five Workday is proud to be a part of a community of leading companies working with the Science Based Targets initiative (SBTi) to set and commit to science-based emissions reduction targets that are consistent with keeping global warming to 1.5 degrees Celsius. • LevelTen Energy (Membership). A newly pioneered Clean Energy Deal between Workday, Bloomberg, Cox Enterprises, Gap Inc., and Salesforce that signals a shift in corporate renewable energy procurement. • e-Stewards (Adherence). Workday adheres to strict e-Stewards standards for e-waste disposal. Workday responsibly dispose of electronic waste while prioritizing reuse, resale, or donation to nonprofit partners before recycling through disposition partners that carry strong environmental certifications for electronic waste disposition.
<p>48</p>	<p>Describe your strategy related to ecosystem partners for additional functionalities or capabilities.</p>	<p>PTG collaborates and achieves success with a variety of partners. We originally began our trail into the Workday ecosystem as a subcontractor of Big 4 consulting companies working on projects for the largest institutions in the State of Texas. As we continued to blaze through the ecosystem, from an Advisory Partner to a Reseller to an AMS Partner to now a certified Deployment Partner, we garnered numerous partner relationships. Today, we have subcontracts with Workday, itself, and many other top tier public sector Workday Implementation Partners that enable us to assist them in deals where a customer would like to utilize their services under a Sourcewell contract. Our subcontracts are already negotiated, and we can make changes to them in a statement of work with the partners. Generally, it is our partners that would come to us with a project for an identified customer of their own. However, there are times where we realize that a larger project would be best suited with another Workday/Workday partner and PTG to team and achieve success for the large scale customer. In such a situation, PTG performs due diligence and determines what partner would be best for the customer. Pricing, deployment experience, size and more attributes and capabilities factor in what partner is best for the engagement.</p>

<p>49</p>	<p>Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or HUB partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.</p>	<p>PTG is a 100% Minority (Hispanic) owned private corporation and holds numerous MBE/DBE certifications around the country. It is not practical to upload all certifications because of their number. Below is the list of our current certifications. We have provided Minnesota Unified Certification Committee DBE Certification and the North Central Texas Regional Certification Agency MBE Certification. Upon your request we will submit additional certificates.</p> <p>Current Certifications: State – Agency - Status:</p> <ul style="list-style-type: none"> • State of North Carolina - NCDOT - DBE • Washington METRO – WMATA - SBE • State of Arkansas - Arkansas UCP- DBE • State of Ohio - Ohio UCP - DBE • State of Pennsylvania - PA UCP - DBE • State of TX - State of Texas - CMBL • State of Florida - Florida UCP - DBE • State of Rhode Island - RI ODEO - MBE • State of Indiana - Indiana DOT - DBE • State of New York - New York State - MBE • State of Wisconsin - Wisconsin UCP - DBE • City of Houston - City of Houston - DBE • City of Philadelphia – OEO - MBE • Houston MSDC – HMSDC - MBE • State of California - CA PUC/Supplier Clearinghouse - MBE • Eastern MSDC – EMSDC - MBE • NY&NJ MSDC - NY&NJMSDC - MBE • State of North Carolina - State of NC SWUC -HUB • Port of Houston - Port of Houston - SBE • State of Michigan - MDOT/MUCP - DBE • State of Arizona - Arizona DOT - DBE • State of California - CALTRANS (CADOT)/CAUCP - DBE • State of Iowa - Iowa DOT - DBE • State of Minnesota - MNDOT/MNUCP - DBE • State of Vermont - DBE • Maryland DOT – MDOT - MBE • State of Utah - Utah UCP - DBE • State of New Mexico - NM DOT/NMUCP - DBE • State of Oklahoma - OKDOT/UCP - DBE • North Central TX - NCTRCA - MBE • State of Oregon - Oregon COBID - DBE • South Central TX – SCTRCA - MBE • Houston Metro Transit Authority - SBE • Austin Community College - SLBE • CA/Santa Clara VTA - MBE • State of Massachusetts - MBE • City of Houston - MBE • City of Milwaukee - City of Milwaukee Certification - SBE • City of New York - MBE • City of Austin - MBE • State of Texas DOT - DBE • State of Vermont - MBE <p>IN-PROCESS applications and renewals: State – Agency - Status:</p> <ul style="list-style-type: none"> • State of Virginia - VUCP - DBE • State of Georgia - Georgia MARTA/GUCP - DBE • State of Washington - WA/OMWBE - DBE • State of Illinois - ILDOT/IL UCP - DBE • State of Tennessee - TDOT/TUCP - DBE • State of Missouri - MBE • State of Texas - HUB • Illinois CMS - Illinois CMS BEP - MBE • Louisiana/MSDC – SRMSDC - MBE
<p>50</p>	<p>What unique attributes does your company, your products, or your services offer to Sourcwell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcwell participating entities?</p>	<p>PTG is an information technology (IT) services, solutions, and integration firm headquartered in Houston, Texas. PTG has successfully provided integrated technology solutions and information technology services to public sector and commercial clients since 1980. We are 100% minority owned Historically Underutilized Business in the State of Texas and hold numerous federal and state diversity certifications.</p> <p>PTG, as a Workday Services Partner and a Workday Value-Added Reseller, is continuously selected by our clients and strategic partners for an exemplary record of delivering innovative and cost-effective solutions, we offer a broad range of services including Workday implementation, Phase X Deployment, advisory, training, data conversion, integrations support, project management, change management, testing, security, and post-deployment optimization & AMS support.</p> <p>What makes PTG unique is our strong relationship with Workday in serving public sector customers. Being a Workday Services Partner, we have been brought in to support institutions ranging from agencies and municipalities to cities, counties, states and institutions of higher education.</p> <p>Our customers find a variety of reasons that set PTG apart from the competition:</p> <ul style="list-style-type: none"> • Cooperative Contracts for Workday Software and Services – Unlike any other Workday partner, PTG, being Workday's Reseller and Services Partner, is uniquely positioned with the ability to provide Workday through cooperative contracts. PTG is the only minority certified organization that can offer Workday Subscriptions and Implementation services under a single contract. A Sourcwell Contract will enable our customers to utilize Sourcwell, which we find many times requested in the RFP's we bid on in the public sector. • Expertise in Public Sector - PTG has extensive experience navigating the complex procurement processes of state and local government and educational organizations. PTG started working with Texas agencies as a HUB vendor in the early 1990s. Our company understands procurement processes, best practices, and regulations that our public sector clients must follow. We provide a team that has extensive Workday knowledge and experience servicing clients in the Public Sector. We are flexible to work with our customer organizations and support them in the pre-award phase of their projects and during project execution. • Expertise in Workday Deployment - Our certified Workday consultants are very experienced with an average of more than 5 years in the Workday ecosystem. This expertise ensures we are able to guide clients through most situations they will encounter during implementation, and this is why we are so effective in providing our Workday Deployment services. We understand the Workday system and client's business needs and give our clients towards the best solutions. Being Workday's certified Services Partner, we follow Workday's prescribed standard implementation approach ensuring consistency in every project execution. • Advisory Experience – We have a senior team of consultants and we have successfully provided Advisory services using Workday's methodology. Our advisory team has a wealth of knowledge, including industry-specific experience, and we will guide your team on best practices from the project's start throughout deployment. Because of this valuable experience our team brings to the table, we are able to assist our customers with industry-based configuration, streamlined test scenarios, etc. We also take into consideration any specific needs our clients have to make sure the Workday system works successfully for them. • Collaborative Approach - Our solutions are scalable and meet the unique needs of each of our public sector clients. PTG stands ready to help you achieve your mission in the shortest amount of time with the greatest possible benefit for your organization and the communities you serve. Our team members are approachable and focus on understanding your organization's concerns that will help remove barriers. We listen and invest in the time to learn about you and your team to create an environment that fosters support and success. We have defined our value through responsiveness, vision, quality, and collaboration in every client engagement.

Workday was founded on the idea of creating a completely different type of enterprise application experience: One that is built in the cloud, designed to be continuously innovative, and offer a "consumer-like" simple and intuitive user experience. In addition, Workday's core values include delivering the industry-best customer experience. All of these founding principles result in a number of unique competitive advantages.

5 Things that make Workday different:

1. How Workday Organizes Data - Relational Database vs. Object Model
2. Business Process Framework - DNA of Workday
 - Not a bolt-on or afterthought
 - Beyond just workflow
 - Empowers users to modify processes without technical coding "clicks not code"
 - 600+ preconfigured processes that can extend outside of Workday
 - Audit, Audit, Audit Always On.... 100% of transactions/processes audited
 - Full visibility to process history and process bottlenecks across platform
3. Reporting and Security - One reporting and security model
 - Drill down reporting and dashboards within the solution
 - One security model for Access, Reporting, Configuration, etc.
4. Mobile at the Core - One mobile solution
5. 320+ Public Sector Customers – All on the Same Version

"Workday is the second most used Business application on the planet" Source: OKTA. Business at Work Report. Feb 2023.

We have seen customers achieve both strategic and economic value through the optimal use of Workday, including:

- Value to IT/Total Cost of Ownership (TCO): Organizations have experienced lower TCO through decommissioning existing systems; eliminating costs associated with hardware, hosting, upgrades, report writing/tools, and mobile applications; and increasing IT productivity. Examples include:
 - 10-50% improvement in HRIS staffing ratios
 - 75-80% decrease in the amount of paper being used
 - 70-90% reduction in time to create new reports
 - 50-100% increase in self-service adoption
- Value to Administrative Functions: Administrative departments have shifted from purely transactional to a more strategic focus and are leveraging processes and technology to save money and scale more effectively. For example:
 - 10-20% improvement in functional productivity within HR, payroll and finance
- Value to Organizational Operations: Organizational leaders can use different insights and recommendations within Workday to drive decision making. Examples of value realized include:
 - 1-5% reduction in voluntary turnover
 - 5% optimized total cost of work
 - 5-40% increase in human capital ROI

On day one, we made the decision to become a different kind of technology company—one that would serve as a true partner working alongside our customers to achieve success. This dedication and commitment to our customers has not wavered in the years since the company was founded. As a Workday customer, your success is our success, and we are committed to providing the technology, solutions, and services that enable you to carry out your mission and meet your goals.

With an innovative, fresh foundation, Workday can grow and adapt with your organization in ways your legacy or patchwork hybrid systems will never be able to do. In short, Workday has reinvented administrative applications to help public sector organizations run more efficiently and effectively.

Agile Cloud Architecture: Workday is different by design, with an architecture that enables Workday to evolve continuously with support for the newest innovative technologies and key application features without disruption or cost-producing upgrades. To date, we've delivered weekly updates and 41 major releases seamlessly and simultaneously to all Workday customers, while maintaining a 95%+ customer satisfaction rating on Workday core products. Advantages include:

- A User Experience that is intuitive, encourages self-service, has industry-leading accessibility, and is consistent across both Web and Mobile.
- A Cloud Service that is faster to deploy, configure and adapt to changing business processes and organizational structures.
- A Cloud Service that requires less capital and staffing and requires less IT involvement to implement and maintain.
- A Cloud Service that enables customers to stay current with the latest software updates and enhancements.
- A Cloud Service that delivers functionality at a significantly lower Total Cost of Ownership compared to traditional ERP systems.

Privacy by Design: At Workday, Security and Data Privacy are job #1. From our unique and proven single security model to our full-stack security from data centers, to network security to application security, we are using the best technologies and practices.

Workday also provides complete transparency when Workday innovations, such as machine learning and Data-as-a-service require access to customer data. We disclose what data is being used, how it is being used, what outcomes customers should expect, and how we test for and mitigate bias, where appropriate.

A Unique and Trusted Approach to Innovation: Besides our continuous delivery model - with all customers on the same version of Workday applications, which ensures that new innovations are available for all without disruption - we have four unique principles that guide our innovation:

1. We innovate at the intersection of technology and business value. What this means is that we continuously design and test our innovations to deliver rapid and measurable business value.
2. This leads to our second Innovation differentiation - At Workday, we build innovation into our core, not as a bolt on product or tool set. These innovations include Machine Learning, Natural Language Processing and Augmented Analytics.
3. We innovate ethically, safeguarding fairness and trust - Throughout Workday's Innovation efforts, we continuously ensure data use is transparent, data is kept private, and outcomes remain aligned with ethics and avoid bias.
4. Finally, at Workday we believe Innovation comes from our community as well as our own Research and Development. We have the industry's highest level of release enhancements coming from customer Brainstorms. We average more than 40% of new features derived directly from our customers.

51	<p>If applicable, how does your solution facilitate increased citizen engagement and feedback in public sector processes?</p>	<p>PTG, through Workday, encourages citizen engagement and feedback in public sector processes through Workday Community. Workday Community is Workday's partner and customer-only environment that permits our public sector customers to post inquiries online for Workday and its services partners to assist these customers in their use of the Workday Service and ancillary services.</p> <p>The Workday Community is where Workday customers, partners and Workday employees collaborate around the globe to share content, best practices and real-time information about Workday applications. Whether you need to prepare for an upcoming release, access documentation for APIs, ask and answer Workday functionality questions, propose a brainstorm for a future enhancement, or share and leverage best practices, the Workday Community provides a large ecosystem of persons to collaborate with and get your questions answered.</p> <p>With Workday everyone is on the same version of the application with no code-level customizations. Workday customers share their common experiences and solutions online and collaborate on everything from deploying new feature sets to popular report templates to change management best practices.</p> <p>With the support of the Workday Community, you can:</p> <ul style="list-style-type: none"> Engage a large ecosystem with thousands of professionals that can share information. Have an open channel to submit new ideas and product enhancements and interact with Workday's Product Management and Development teams. Be continuously up to date when Workday shares news and improvements to its offering.
52	<p>How does your solution support digital transformation initiatives within the public sector, including cloud adoption, mobile access, and digital service delivery?</p>	<p>Now that the industry at large has seen the broad acceptance of cloud computing, we've seen that architecture matters. Enterprise Applications built with cloud-native, service-oriented architecture are proven to boost IT adaptability and operational responsiveness. Enterprise Applications with legacy architectures, running on-premises or "lifted-and-shifted" to the cloud, bring significant IT costs for deployment, testing, backups, upgrades, and more. In contrast, a cloud-native solution built on an adaptable architecture requires much less IT overhead and frees up IT and administrative resources to focus on more strategic projects.</p> <p>CIOs and their IT teams should evaluate cloud enterprise management applications and identify those that support continuous innovation, organizational agility and the best ownership experience across implementation, support, availability, performance, security and data privacy.</p> <p>A best-in-class cloud solution scales with minimal overhead and provides a trusted stream of data combined with automated and secure business processes enabling the foundation for continuous recalibration. Continuous recalibration is supported with a cloud solution that delivers ready and insightful analysis, rapid action and better decision making. As more users interact and transact, the data grows and when combined with innovations included in the software, including machine learning, artificial intelligence, and augmented analytics, your organization has a continuously adapting, improving platform of operational insight and action.</p> <p>Workday is that well-architected Enterprise Management Cloud. Workday brings in data from different sources and creates data from the actions of a network with more than 55 million workers, turning data into the insights and predictions that fuels the engine of continuous recalibration. And Workday embodies the optimal IT architecture patterns of a digitally-transformed cloud solution: an adaptable service-oriented architecture, open APIs, a right-time user experience, the strongest foundation for digital trust, and an intelligent data core infused with machine learning.</p> <p>When you choose Workday, you gain a trusted partner founded with core values of customer satisfaction and innovation. We believe with technology, it's not just what we deliver, but how we deliver it that matters. We focus on the complete customer experience in how we introduce, implement, deliver, service and support our customers through their adoption of new technology and how we surface its benefits to advance rather than disrupt the business of our customers and partners. And we take the second "S" in SaaS seriously, constantly working to improve on our 97 percent customer satisfaction rating.</p> <p>In short, with Workday, you can:</p> <ul style="list-style-type: none"> Greatly reduce time, cost, and risk of implementing and updating enterprise applications for finance, HR, , procurement and planning through Workday's native cloud architecture, and proven resiliency and scalability Gain ongoing value from your investment through continuously (weekly) delivered and immediately available updates without forcing lengthy and costly upgrades. Give agility to the organization: rewire business processes in days not weeks and respond to organizational change with adaptable frameworks easily configured by end users as well as IT. Provide IT confidence with secure access for all users, process governance, and auditability as well as continuous data privacy protection. Seamlessly and cost-effectively integrate with existing IT applications and data adding value to Workday data and processes for people, finance and operations. Support your employees through an elevated employee experience that brings work to where it happens, enables moments that matter, encourages growth and increases engagement. Recalibrate in midst of change and support growth with an Enterprise Management Cloud that supports a shift to a continuous planning cycle, real-time actions and insight-fueled analysis. Free up your IT budget and resources from infrastructure and enterprise application management and maintenance to focus on strategic and transformative initiatives.

Table 9A: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure.

You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
53	Do your warranties cover all products, parts, and labor?	<p>Yes. For clarity, as a cloud solution, Workday does not have parts, and there are two separate warranties: First, the Workday cloud software Service warranty. Second, the Professional Service warranties.</p> <p>PTG offers both the standard Workday Service warranties found in the Workday End User Subscription Agreement and Professional Service warranties found in the Professional Services Agreement for Workday Services.</p> <p>As for the Workday Service, Workday warrants that during the applicable subscription Order Term: (a) the overall Service (1) will not be materially decreased; and (2) will perform materially in accordance with the feature descriptions in the Documentation; and (b) to the best of Workday's knowledge, the Service does not contain, and Workday will not knowingly introduce, any Malicious Code.</p> <p>To configure the pre-existing Workday Service, the customer receives a Professional Services warranty. Our Professional Services Agreement requires PTG to re-perform any found deficiencies, and if re-performance is not successful, then PTG provides a refund for the affected service.</p>
54	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	No. The Workday Service and Professional Services warranties do not impose usage restrictions or other limitations that adversely affect coverage. It is worth noting that commercially reasonable and industry standard disclaimers apply to the software and services warranties in their respective transaction documents.
55	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Yes, because all warranty claims can be handled remotely. Workday's reporting system for Service warranties is handled all remotely. Workday Professional Services can also be performed fully remotely. However, we recognize that our customers do seek on-site presence from time-to-time. If a customer requests on-site performance relating to a warranty claim, PTG would bill the travel related expenses to the customer.
56	<p>Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs?</p> <p>How will Sourcewell participating entities in these regions be provided service for warranty repair?</p>	<p>PTG is eligible to provide certified consultants to perform warranty re-performance in anywhere in the United States. At this time, PTG is only eligible to provide the proposed cloud offerings to customers in the United States. We do not currently have reseller rights in Canada.</p> <p>As a Value-Added Reseller of Workday, our customers have a first line of communication prior to navigating Workday's easy to use warranty claim system. For all Workday Service related warranty claims, participating entities would contact PTG with their concern. If it is an issue that will be resolved through Workday's warranty claim system, PTG would assist our customer in properly submitting the warranty notice. If it is a warranty issue related to our services, PTG and the customer would work through the warranty claim pursuant to the Professional Services Agreement.</p> <p>In both cases, the warranty claim would be filed and PTG or Workday, respectively, would re-perform in order to remedy the issue. This can be handled remotely, but if the Customer sought to have us in-person, PTG could be there. Workday handles its warranty claims remotely. We would re-perform, and if re-performance was not successfully completed, then PTG would refund the amounts paid for the affected service.</p>
57	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Yes for PTG's Professional Services. These types of services are the implementation services to configure the customer's Workday Service or services after Go-Live, such as Application Managed Services and Phase X Deployments. For these Professional Services, PTG directly offers our customers the services warranties and remedies. On the other hand, Workday's Software-as-a-Service warranties that are reported by a customer in Workday's Software-as-a-Service's error reporting system are handled by the software vendor, Workday.
58	What are your proposed exchange and return programs and policies?	The Workday Service is a pre-existing SaaS solution that is not subject to exchange and return programs and policies. However, PTG's Professional Services warranties do permit the customer to provide notice of a deficiency in the service and requires PTG to re-perform. If re-performance is ultimately unsuccessful, then PTG will refund the amounts paid for the applicable deficient service.
59	Describe any service contract options for the items included in your proposal.	<p>Through PTG's Professional Services Agreement, PTG offers customers initial Workday Implementation Services for the Subscription functionality as well as post implementation Application Managed Services ("AMS") through an AMS Statement of Work.</p> <p>The PTG initial implementation will be developed based on the individual customer requirements and will be clearly documented in an agreed upon statement of work. Customers have implementation options that range from the development of a customized implementation approach (My Way) to a very prescriptive best in class business process approach to implement Workday.</p> <p>Post go-live, the customer and PTG will plan an AMS Statement of Work that provides for either a number of hours for PTG to support the customer existing needs or specific deliverables that the customer is seeking. Generally, PTG's AMS consultants work limited hours per week to support the customer. While PTG's implementation services work to ensure that our customers are trained and able to maintain their Workday tenant after Go Live, PTG's AMS Services offers customers ongoing support for client operational needs after the customer is successfully Live on Workday.</p>

Table 9B: Performance Standards or Guarantees

Describe in detail your performance standards or guarantees, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your performance materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
60	Describe any performance standards or guarantees that apply to your services	<p>Workday's SLA Commitments and Standards. Workday's Software as a Service ("Service") is based on a multi-tenanted operating model that applies common, consistent management practices for all customers using the service. This common operating model allows Workday to provide the high level of service reflected in our business agreements. Workday's Production Support and Service Level Availability Policy ("SLA") conveys its service level availability and production support commitments to its customers. As described in the SLA, which is submitted in this Proposal, Workday will provide Customer with support 24x7x365 (24 hours a day, 7 days a week, 365 days a year) in accordance with the SLA. As Workday continues to innovate its Service, the SLA is updated from time to time.</p> <p>Workday's Other Service Commitments and Standards. Workday commits to comply with all laws in connection with its performance of the Agreement. It will also perform materially in accordance with the Workday Documentation, the functionality will not decrease during the term of the subscription, and, to the best of Workday's knowledge, the Service does not contain any malicious code.</p> <p>PTG's Professional Services Commitments and Standards. Similarly, PTG shall comply with all laws applicable to our Professional Services, including those related to data privacy, international communications and the transmission of technical or personal data. PTG (i) shall perform the obligations described in each Statement of Work in a professional and workmanlike manner; (ii) to the best of PTG's knowledge, the Deliverable(s) does not contain any Malicious Code; and (iii) will not knowingly introduce any Malicious Code into the Deliverable(s).</p>

<p>61</p>	<p>Describe any service standards or guarantees that apply to your services (policies, metrics, KPIs, etc.)</p>	<p>PTG's Professional Services standards and commitments are described below per category.</p> <p>Project Management</p> <p>Our approach is based on time-tested Project Management processes and includes principles of effective project governance and close cooperation between our Project Managers and Customer's Steering Committees and Project Management teams. This cooperation results in centralized and coordinated project oversight and management with activities that include establishing project vision, monitoring compliance with project standards, project health reporting, risk and issue management, resource management, coaching and mentoring, and quality management services.</p> <p>PTG Project Teams engage Customers to jointly manage Project Plans, schedule, resources, and possible scope changes. Following established project management principles, we develop Project Plans, confirm project scope, and review and confirm the key strategies to maintain on-going project team communication, and risk and change management. The approved Project Plan and Project Statement of Work are the mechanism by which the project management team monitors project progress and serve as the baseline against which we identify any potential changes in the scope of services. The Project Plan also identifies assigned resources, deliverables, and timing of the key deliverables.</p> <p>Scope change management is concerned with influencing the factors that ensure changes are beneficial, justified, and budgeted. Potential changes can be initiated from a variety of areas including business, human resource, technology, and schedule. If these changes are not effectively managed and controlled, "scope creep" will be certain to occur and will prevent the Project Team from meeting the agreed schedule. Unplanned increases in scope may also impact on the established budget.</p> <p>In order to maintain the integrity of the scope, schedule, budget, and performance baselines that have been established, all change requests flow through PTG's formal Scope Change Management Process which includes the following activities:</p> <ul style="list-style-type: none"> • Scope Change Requests (SCRs) are reviewed initially with the Project Manager to assess the overall impact on the project and the need to complete a more thorough analysis and escalate if required. • If additional information is needed, Project Manager conducts a more thorough Impact Assessment to gather the required information to complete the SCR form, then bring it to the next weekly project review meeting or immediately escalate to Project Sponsor, depending on time sensitivity. • Once SCR is completed, Customer's Project Sponsor (or their delegate) either approves or rejects the request and the project plans are adjusted accordingly. <p>Customer's Executive Sponsor(s) establish a Steering Committee for the Project that serves as the escalation point for proposed changes in scope. PTG and Executive Sponsor(s) participate on the Steering Committee. If a change in scope, resources, or timeline is requested, the suggested change is first reviewed and analyzed by the PTG's and Customer's Project Managers. Based on this analysis, the PTG Project Manager develops options that can be taken and their potential impacts on the project. The options are presented to the Steering Committee. The Steering Committee makes the final decision and signs off on the change order if that is determined to be the appropriate course of action. PTG documents all changes in scope, resources, or timelines even if they do not result in a price change.</p> <p>Communication and transparency are critical to the success of Workday deployments. PTG team holds recurring meetings with Customer to facilitate effective communication. These meetings include weekly project team meetings, weekly meetings for each specific functional team, integrations teams, and data teams. The Steering Committee holds monthly meetings during the first stages of the project and then moves to bi-weekly or weekly during the Test Stage and closer to Go-Live. PTG and Customer publish meeting agendas and minutes for all meetings.</p> <p>PTG is utilizing PTG Project Portal based on Smartsheet®, a web-based application that can be run from any internet browser. PTG Project Portal has been developed for Workday deployments and organizes the files by project stage, functional area and provides functionality for team calendars, integration inventory and status, test scenario tracking and reporting. The Portal offers easy access to all project resources and communication, such as detailed project schedules, plans, reports, and supplementary dashboards.</p> <p>Risk Management</p> <p>PTG's project teams follow a structured approach to identify, record, report, and escalate project issues. Deployment Leads report issues and risks to the Project Managers on a weekly basis. All issues are entered into an Issue Log and the progress is tracked until the issue is resolved or closed. The Project Managers discuss options for minimizing the unfavorable impact of identified issues and take appropriate action. The Project Managers may also escalate issues to risk status when the project issues and impacts are not or cannot be resolved. A summary of reported issues is incorporated into the monthly status reports and are discussed in detail during the weekly project status meetings. Project communication is key to risk management. Issue and risks must be documented and addressed as soon as they surface. Transparency is important as risks must be brought out and discussed within the appropriate teams to ensure they are mitigated. We also continually focus on the anticipation of project risks so we can curtail them before they even occur.</p> <p>Quality Management</p> <p>At PTG, we believe the ultimate measure of success is customer satisfaction. PTG's Quality Management System focuses on proactively defining objective measures of customer success and requires that all services are provided by PTG consistently utilizing exceptional standards. These standards assure uniformity in the development and production of our services. The quality system is in place from the time an opportunity is identified until the customer's requirements have been met, resulting in a service that meets or exceeds the expectations of all our customers.</p> <p>Quality assurance and peer reviews play a crucial role during the implementation by ensuring that each phase of the project meets the highest standards, thereby significantly reducing errors and improving the end product's reliability. Due to the inherent cross-functional implications within Workday, quality assurance and peer reviews help drive overall success by ensuring our team has guided the client through decisions holistically and not via individual silos.</p> <p>Key to ensuring quality with our customer implementations is to prepare and train each customer-facing employee with information about the latest features. Because Workday is highly configurable, it is important that we ensure the quality of our implementations via audit and oversight. Our implementation process includes verification steps where the team reviews the system configuration before going into production.</p> <p>We also believe it is integral to Workday's success to involve customers in every step of our Development and Delivery processes. Customer teams are required to sign-off after each Stage in the project to ensure that all requirements are configured and tested. Each Stage will be documented with the deliverables as outlined in the Implementation Methodology.</p>
<p>62</p>	<p>Describe your data integrity and protection standards, data backup, recovery, and secure storage solutions.</p>	<p>To protect customer data, Workday has detailed operating policies, procedures, and processes for their data centers, network, and applications.</p> <p>DATA CENTERS</p> <p>Workday applications are hosted in state-of-the-art data centers with fully redundant subsystems and compartmentalized security zones. The data centers adhere to strict physical and environmental security measures. The facilities require multiple levels of authentication to access critical infrastructure.</p> <p>Camera surveillance systems are located at critical internal and external entry points, while security personnel monitor the data centers 24/7. The data centers have implemented redundant environmental safeguards and backup power management systems including fire suppression, power management, heating, ventilation, and air-conditioning, setup in a minimum N+1 redundancy.</p> <p>Both the SOC 1 and the SOC 2 audits, as described further below, validate Workday's physical and environmental safeguards for production data centers, backup and recovery procedures, software development processes, and logical</p>

security controls.

NETWORK SECURITY

Workday's network is secured through proven policies, procedures, and processes, such as perimeter defense, threat prevention, and threat detection tools that monitor for atypical network patterns in the customer environment as well as traffic between tiers and services. Workday also maintains a global Security Operations Center 24/7/365.

Multiple external vulnerability assessments conducted by third-party experts scan internet-facing assets, including firewalls, routers, and web servers, for unauthorized access. In addition, Workday uses an authenticated internal vulnerability network and system assessment to identify potential weaknesses and inconsistencies with general system security policies.

APPLICATION SECURITY

Every step in Workday's application development, testing, and deployment process is designed to secure their products. Workday's Product and Technology teams employ enterprise Secure Software Development Life Cycle (SSDLC) as well as DevSecOps accountability practices. Workday's development process includes an in-depth security risk assessment and review of Workday features. Static and dynamic source code analyses help integrate enterprise security into the development lifecycle. The development process is further enhanced by application security training for developers and penetration testing of the application.

Prior to each major release, a leading third-party security firm performs an application-level security vulnerability assessment of Workday's web and mobile application to identify potential vulnerabilities. The third-party firm performs testing procedures to identify standard and advanced web application security vulnerabilities.

DATA ENCRYPTION

Workday uses powerful encryption technologies to protect customer data at rest and in transit. Workday relies on the Advanced Encryption Standard (AES) algorithm with a key size of 256 bits for encryption at rest. Transport Layer Security (TLS) protects user access via the internet, helping to secure network traffic from passive eavesdropping, active tampering, or message forgery. File-based integrations can be encrypted via PGP or a public/private key pair generated by Workday, using a customer-generated certificate. WS-Security is also supported for web services integrations to the Workday API.

The Workday Key Management Service (KMS) covers the full lifecycle management of cryptographic keys used to encrypt and decrypt customer data at rest. Additionally, customers have the option to implement bring-your-own-key capability to retain full control of their root encryption keys.

AUDITING

Workday provides an extensive set of reports available to auditors and administrators on how their users are using the Workday tenant. The audit trail, user activity logs, and sign-on reports are favorites among Workday customers and auditors. Workday allows customers to monitor all of their business transactions and easily see their historical data and configuration changes.

LOGICAL SECURITY

Authentication. Workday has procedures in place to authenticate each user or system accessing the platform. Workday allows customers to create end-user identities within Workday or integrate them into Workday from external systems, such as active directory. Workday security access is role-based, supporting SAML for single sign-on and x509 certificate authentication for both user and web services integrations.

Single-sign-on support. SAML allows for a seamless, single-sign-on experience between the customer's internal web portal and Workday. Workday also supports OpenID Connect.

Workday native login. Workday's native login for Workday Enterprise Products only stores the password in the form of a secure hash as opposed to the password itself. Unsuccessful login attempts and successful log in/log out activities are logged for audit purposes. Inactive user sessions are automatically timed out after a specified time, which is customer configurable by user. Customer configurable password rules include length, complexity, expiration, and forgotten password challenge questions.

Configurable security. Your Workday security administrator can control what data users can access and the actions they can perform in each customer tenant. Tools such as roles, security groups, and business process configurations allow administrators to implement your company's security policies and update them as you scale.

DATA BACKUPS

Workday's master production database is replicated in real-time to a slave database maintained at an offsite data center. A full backup is taken from this slave database each day and stored at the offsite data center facility. Workday's database backup policy requires database backups and transaction logs to be implemented so that a database may be recovered with the loss of as few committed transactions as is commercially practicable. Transaction logs are retained until there are two backups of the data after the last entry in the transaction log. Database backups of systems that implement interfaces must be available as long as necessary to support the interfacing systems. This period will vary by system. Backups of the database and transaction logs are encrypted for any database which contains customer data.

CLOUD DATA AND DISASTER RECOVERY

Workday warrants its service to its standard Service Level Agreement (SLA). The SLA includes a Disaster Recovery (DR) plan for the Workday Production Service with a Recovery Time Objective (RTO) of 12 hours and a Recovery Point Objective (RPO) of one hour. The Recovery Time Objective is measured from the time the Workday Production Service becomes unavailable until it is available again. The Recovery Point Objective is measured from the time that the first transaction is lost until the Workday Production Service became unavailable. To ensure Workday maintains these SLA commitments, Workday maintains a DR environment with a complete replication of the production environment. In the event of an unscheduled outage where the outage is estimated to be greater than a predefined duration, Workday executes its DR plan. The MySQL database is replicated to the DR data center, new OMS instances are started in the DR data center, and customers are redirected to the DR data center. The DR Plan is tested at least every six months.

COMPLIANCE STANDARDS

Workday's strict compliance program consists of third-party audits and international certifications specifically designed to provide data security and privacy, protect against security threats or data breaches, and prevent unauthorized access to your data. Workday holds the following compliance reports and accreditations:

SOC 1

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday VNDLY
Service Organization Controls (SOC) 1 reports provide information about a service organization's control environment that may be relevant to the customer's internal controls over financial reporting. Our SOC 1 Type II report is issued in accordance the International Standard on Assurance Engagements (ISAE) 3402 (Assurance Reports on Controls at a Service Organization). The SOC 1 report covers the design and operating effectiveness of controls relevant to Workday enterprise cloud applications.

SOC 2

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing, Workday Peakon Employee Voice, Workday VNDLY
The SOC 2 Type II report is an independent assessment of our control environment performed by a third party. The SOC 2 report is based on the AICPA's Trust Services Criteria and is issued annually in accordance with the AICPA's AT Section 101 (Attest Engagements). The SOC 2 report details the design and operating effectiveness of controls relevant to any system containing customer data as part of Workday applications. The Workday Enterprise Products SOC 2 report addresses all of the Trust Services Criteria (Security, Availability, Confidentiality, Processing Integrity, and Privacy). Additionally, the report addresses the NIST Cybersecurity Framework and NIST 800-171 as part

of the SOC 2+ Additional Subject Matter process, which includes an audited mapping of Workday controls against these frameworks.

SOC 3

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Peakon Employee Voice, Workday Strategic Sourcing
The American Institute of Certified Public Accountants (AICPA) has developed the SOC 3 framework for safeguarding the confidentiality and privacy of information that is stored and processed in the cloud.
The SOC 3 report, an independent assessment of our control environment performed by a third party, is publicly available and provides a summary of our control environment relevant to the security, availability, confidentiality, processing integrity, and privacy of customer data.

ISO 27001

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing, Workday VNDLY
Our Information Security Management System (ISMS) meets the requirements set forth by this globally recognized, standards-based approach to security.
See our consolidated ISO 27001 certificate for Workday Enterprise Products, Workday Adaptive Planning, and Workday Strategic Sourcing.

ISO 27017

Applies to: Workday Enterprise Products, Workday Adaptive Planning
This standard provides controls and implementation guidance for information security controls applicable to the provision and use of cloud services.

ISO 27018

Applies to: Workday Enterprise Products, Workday Adaptive Planning
This standard contains guidelines applicable to cloud service providers that process personal data.

ISO 27701

Applies to: Workday Enterprise Products, Workday Adaptive Planning
This standard provides the requirements and guidelines for the implementation and continuous improvement of an organization's Privacy Information Management System (PIMS) as an extension to ISO/IEC 27001.

TRUSTe Enterprise Privacy and Data Governance Certification

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing
Workday is a participant under the TRUSTe Enterprise Privacy & Data Governance Practices Program.
This program is designed to enable organizations such as Workday to demonstrate that their privacy and data governance practices for personal information comply with standards based on recognized laws and regulatory standards, including the OECD Privacy Guidelines, the APEC Privacy Framework, the EU General Data Protection Regulation (GDPR), the U.S. Health Insurance Portability and Accountability Act (HIPAA), ISO 27001 International Standard for Information Security Management Systems and other privacy laws and regulations globally.
See our TRUSTe certification status.

SIG Questionnaire

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing, Workday Peakon Employee Voice, Workday VNDLY
The Standardized Information Gathering (SIG) questionnaire is an industry-standard compilation of questions used to assess information technology and data security across a broad spectrum of risk control areas.
The SIG is issued by Shared Assessments, a global organization dedicated to third party risk assurance. Workday self-assesses against the SIG annually, providing our customers with an in-depth view of our control environment against a standardized set of inquiries. Customers can access the SIG questionnaire on Workday Community.

NIST CSF and NIST 800-171

Applies to: Workday Enterprise Products
The NIST Cybersecurity Framework (CSF) provides guidance for organizations on how to improve their ability to prevent, detect, and respond to cybersecurity risks. The NIST Privacy Framework provides guidance on measuring and improving an organization's Privacy program. The NIST 800-171 standard relates to protecting Controlled Unclassified Information in non-federal Information Systems and Organizations.
Workday has mapped our relevant SOC 2 controls to the NIST CSF, NIST PF, and NIST 800-171 standards. This mapping has been audited as part of the Workday SOC 2+ report.

TrustArc and Privacy Shield

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing
Workday is an active Privacy Shield participant. TRUSTe is Workday's third-party verification agent for the Privacy Shield.

EU Cloud Code of Conduct

Applies to: Workday Enterprise Products, Workday Adaptive Planning
The EU Cloud Code of Conduct (CCoC) consists of a set of requirements that enable cloud service providers (CSPs) to demonstrate their capability to comply with GDPR.

HIPAA

Applies to: Workday Enterprise Products
Workday has completed a Health Insurance Portability and Accountability Act (HIPAA) third-party attestation for the Workday Enterprise Products, which provides assurance that Workday has a HIPAA-compliance program with adequate measures for saving, accessing, and sharing individual medical and personal information.

FedRAMP Moderate

Applies to: Workday Enterprise Products
The Federal Risk and Authorization Management Program, or FedRAMP, is a U.S.-government program that enables federal agencies to adopt cloud-based systems into their IT environments. FedRAMP provides a standardized approach to security and risk assessment for cloud technologies and federal agencies to make sure that federal data is continuously protected at the highest level in the cloud.
Workday is FedRAMP Authorized status at the Moderate security impact level for Workday Government Cloud.

G-Cloud

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Peakon Employee Voice
The G-Cloud framework is an agreement between the UK government and cloud-based service providers.
G-Cloud enables cloud-based service providers to apply and, once accepted, sell their cloud services to UK public sector organizations. The G-Cloud framework is updated annually by the governing body, Crown Commercial Services (CCS).
UK public sector organizations can currently purchase Workday service offerings via the CCS Digital Marketplace.

Cyber Essentials

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing, Workday Peakon Employee Voice, Workday VNDLY
Cyber Essentials is a UK-government-backed scheme to help organizations protect against cyber-security threats by setting out baseline technical controls.

Australian IRAP

Applies to: Workday Enterprise Products, Workday Adaptive Planning
The Australian Government maintains security documentation relating to the usage of ICT services, including cloud services. This is represented through the Information Security Manual (ISM) and the Protective Security Policy Framework (PSPF). The Infosec Registered Assessors Program (IRAP), maintained by the Australian Cyber Security

Centre (ACSC), endorses individual assessors to review an organization's effectiveness against controls in the ISM and PSPF.
Workday engages a third-party assessor to perform an IRAP assessment of the suitability of the controls in the ISM and PSPF against Workday Production environments at the PROTECTED level.

CSA STAR Self-Assessment

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing, Workday Peakon Employee Voice, Workday VNDLY

The Cloud Security Alliance (CSA) Security, Trust & Assurance Registry (STAR) Consensus Assessments Initiative Questionnaire (CAIQ) Self-Assessment consolidates current information regarding security risks and controls into one industry-standard questionnaire (CSA STAR CAIQ).

Workday self-assesses against the CSA STAR CAIQ biennially, providing our customers with an in-depth view of our control environment. This document provides Workday customers with an in-depth view of the Workday control environment.

TISAX

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing

The Trusted Information Security Assessment Exchange (TISAX) is administered by the ENX Association on behalf of the German Association of the Automotive Industry. This standard provides the European automotive industry with a consistent, standardized approach to information security systems.

CCCS CSP ITS Assessment

Applies to: Workday Enterprise Products

The Canadian Centre for Cyber Security (CCCS) established the Cloud Service Provider (CSP) Information Technology Security (ITS) Assessment Program to assist Government of Canada (GC) departments and agencies in their evaluation of CSP services. CCCS provides advice and guidance on the technical, operational, and procedural ITS capabilities of CSPs. The assessment determines if security processes and controls meet the GC public cloud security requirements for information and services up to Protected B, Medium Integrity, and Medium Availability (PB/MM) as published by the Treasury Board of Canada Secretariat.

TX-RAMP

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing, Workday Peakon Employee Voice, Workday VNDLY

The Texas Risk and Authorization Management Program (TX-RAMP) is a DIR program that provides review of security measures taken by cloud products and services that transmit data to Texas state agencies. Cloud providers must comply with an established DIR framework and continuous compliance to be accepted. TX-RAMP was established from requirements put forth in Senate Bill 475.

Workday is certified at TX-RAMP Level 2.

PTG, as a Value-Added Reseller, also commits to comply with all laws applicable to our Professional Services, including those related to data privacy, international communications and the transmission of technical or personal data.

<p>63</p>	<p>What are your policies and governance features regarding large language models and generative AI?</p>	<p>In 2019 Workday committed to an ethical AI approach. Workday was an early adopter of large language models (LLMs), the technology that has enabled Generative AI, and Workday uses them in production today. As the market and Workday's customers' understanding of AI has matured, so too have the details of Workday's approach. Workday's commitment to ethical AI is a reflection of Workday's core values, including a focus on their employees, customer service, innovation, and integrity. Workday provides transparency into Workday's AI models through clear documentation to customers that describes how their AI solutions are built, how they work, how they are trained and tested, and how they are monitored through our ongoing testing and evaluation practices. Workday continues to learn and improve by exploring innovative research in algorithmic fairness and explainability.</p> <p>In Workday's effort to develop responsible and trustworthy AI, they aspire to achieve the following goals.</p> <ul style="list-style-type: none"> • Amplify Human Potential • Positively Impact Society • Champion Transparency and Fairness • Commitment to Data Privacy and Protection <p>Workday's Commitment to Data Privacy and Protection</p> <p>Data privacy and protection is foundational to trustworthy AI. Workday's Privacy Principles apply to all of their products and services, including Workday's AI technologies. Workday embraces good data stewardship, governance processes, and privacy-by-design principles. Workday respects user agency and gives customers control over whether their data is used in our AI solutions. Data access to build Workday's AI solutions is controlled and audited. Workday remains focused on their customers and the evolving privacy needs of their employees as Workday works to determine how they can be best served.</p> <p>Workday continues to work with diverse and cross-functional experts to fully operationalize these principles through clear policies and documented practices. In alignment with Workday's core value of integrity, Workday says what Workday means, mean what they say, and stick to their commitments. These ethical AI principles guide Workday as they address their customers' evolving needs through innovating the business of enterprise cloud applications in the face of a rapidly changing and complex regulatory environment.</p> <p>Workday engages U.S. federal, state, and local governments, the European Union, and other governments around the world to advocate for workable, risk-based regulatory approaches that build trust in AI technology and enable innovation. As Workday's development process continues to evolve to account for new best practices and emerging regulatory frameworks, Workday remains committed to supporting the delivery of trustworthy AI solutions that provide value to our customers, the workforce, and society.</p> <p>As a Value-Added of Reseller, we at PTG understand and can convey to customers that only Workday has AI built in at the core, so customers can leverage it right where they're working. We understand that Workday's AI and machine learning (ML) are at the core of their platform. And as part of each customer's workflow, they're powering intelligent predictions and automation like no one else can. From identifying learning and growth opportunities for each customer's employees to recruiting top talent faster—and everything in between. To modernize finance, we understand that teams need to eliminate manual, repetitive tasks to free up time for strategic work. Only Workday embeds AI into our applications to provide intelligent automation and AI-assisted recommendations. For AI technologies to be trustworthy, trust must be built into them. Workday is transparent about how their models are designed, and how all Workday customers' data is used to train them. Workday's vision is to use AI to elevate human capabilities and improve the way our customers work everywhere by making finance and HR more intelligent.</p> <p>Unlimited Possibilities for Generative AI</p> <p>There are unlimited possibilities to how AI and ML will impact the future of work, especially now with Generative AI. As mentioned above, Workday was an early adopter of large language models (LLMs), the technology that has enabled Generative AI, and Workday uses them in production today. Workday started adopting Generative AI to solve a host of additional customer challenges. A canonical case for LLMs is content creation, and Workday can see how drafting performance reviews, job descriptions, and a host of other documents will be transformed by this approach. Workday is going to continue to identify key use cases where Generative AI can add value to Workday customers and develop unique models that leverage both Workday data and external data sets.</p> <p>Delivering Confident Decisions With Trustworthy AI</p> <p>We believe that for AI and ML to really deliver on the possibilities it offers, it must be trustworthy and it must augment humans, not displace them. In order for AI and ML to be trustworthy, trust must be designed into the very foundation. As one of the world's most ethical companies, Workday is committed to responsible AI. Workday and PTG provide our customers with a clear understanding of how our ML products are developed and assessed in order to help mitigate any risks associated with their use. Our key ethical AI and ML principles serve as the cornerstone of our work in this space, and guide us in the development of AI and ML technologies that drive positive societal outcomes and expand growth opportunities for our customers and their employees.</p> <p>With a guiding principle to keep humans at the center, no decision is fully automated by Workday's AI and ML technology, and practices ensure that people are the final decision-makers.</p> <p>Alongside Workday, we commit to maintaining our human-in-the-center approach, using AI and ML to make people more productive, better informed, and enabling them to solve problems they didn't think they could solve before. This is the promise of AI and ML, and Workday is just getting started with imagining how it will shape the future of how we work.</p>
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64	<p>User Accessibility: How does your software ensure accessibility for all users, including those with disabilities, in compliance with standards?</p>	<p>Workday is built to work for everyone, on every device and every platform. Workday's accessibility team guides updates, partners with customers on enhancements, and collaborates on design and development. Workday also tests and validates functionalities with subject matter experts before making them available to customers.</p> <p>What Workday delivers:</p> <ul style="list-style-type: none"> • A single inclusive experience for all users regardless of abilities • Accessibility support in Android and iOS apps • Technology updates with accessibility in mind • A foundation for our designers to create accessible experiences <p>Not every user of assistive technology will choose to disclose their specific needs. They deserve technology that works for them, all the same.</p> <p>To support every ability, Workday offers:</p> <ul style="list-style-type: none"> • Screen reader support for the visually impaired • Focus indication and keyboard support for non-mouse users • Appropriate use of color and sufficient contrast for people with lower perception of color. <p>Workday continually adds automation to our development pipeline. By automatically evaluating accessibility criteria against an established rule set, Workday can validate code consistency as enhancements are delivered. And it gives evaluators the ability to focus on more complex usability needs.</p> <p>The Web Content Accessibility Guidelines (WCAG) forms the foundation for the inclusion of digital content across the globe. Workday assesses criteria from WCAG version 2.1 level A and AA using multiple methodologies, including a combination of automated and manual testing with those familiar with assistive technology.</p> <p>Workday evaluates its products against WCAG 2.1 A /AA standards, Section 508, and EN 301 549. Workday does not warrant compliance with WCAG 2.1 A /AA standards, Section 508, and EN 301 549 or any other jurisdictional standards.</p> <p>Workday documentation includes the "Accessibility in Workday Applications" documents, which summarize the Service's support for the standards promulgated under WCAG 2.1 A / AA, Section 508, and EN 301 549. And Workday updates this documentation as needed to reflect changes in the Service.</p>
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Table 10: Payment Terms and Financing Options

Line Item	Question	Response *
65	Describe your payment terms and accepted payment methods.	<p>PTG's payment terms are NET 30 from the date of invoice; however, we understand that some customers are bound by statutory payment terms that are different from our standard payment terms. We work with our customers to understand these terms and include them in our Master Agreement. Payment terms for our Professional Services can be through fixed fee or time and materials. Expenses are also billed to our customers that require onsite assistance. Our resale of subscription based software and SKU's are also NET 30 and are billed annually pursuant to an applicable order form. As for payment methods, PTG prefers ACH payment. Other forms of electronic payments are acceptable. Some clients also require their first payment be through a check, which we are able to work with these customers on their requests.</p>
66	Describe any leasing or financing options available for use by educational or governmental entities.	<p>PTG offers financing options through a third party to finance customer's Workday subscription, as well as for the necessary implementation services. The exact financial option is customized for the specific customer, however most financing plans are for a 5-7-year period and the financing charge is approximately at the current prime interest rate. PTG resells the Workday Service through a software subscription. This is a model that allows users to pay a fee for the applicable worker or student count for a period of at least three years. Unlike a lease where there is a particular identified asset, a customer does not commit an asset for a purchase of the subscription of the Workday Service.</p>
67	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	<p>A typical order initiated by a customer seeking to procure Workday through Precision Task Group, Inc. as a reseller. The process begins with a collaborative planning discussion to understand the customer's current challenges and their desired needs for transformation. Once the desired Workday product ("SKU's") are ascertained, PTG will develop the necessary transaction documents: the Master Agreement, the Workday End User Subscription Agreement, the Workday Subscription Order Form, and the Workday Training Order Form. The End User Subscription Agreement includes terms relating to the standard Workday Service Level Agreement, Credits, Universal Security Exhibit, and Universal Data Processing Exhibit. The Workday Subscription Order Form describes the subscription effective date, the duration of the subscription term, the total worker or student counts, and the terms and descriptions of the ordered SKU's. The Training Order Form includes the order effective date, the duration of the order, the training products being purchased and the training terms. Up until last month, PTG regularly produced a Workday Delivery Assurance Order Form, but it is being phased out. At times, a Customer will request a US Access Policy or Business Associate Exhibit. These forms are quickly developed and turned around to the customer. The PTG Account Executive will provide these transaction documents to the customer for their review. If the Customer also seeks PTG's implementation services, PTG will include the PTG Professional Services Agreement for Workday Services ("PSA"). Samples of standard order forms and agreements are submitted with this proposal. The Statement of Work is not submitted because it is developed in collaboration with the customer after submission of the PSA.</p>
68	<p>Do you accept the P-card procurement and payment process?</p> <p>If so, is there any additional cost to Sourcewell participating entities for using this process?</p>	<p>No. PTG does not offer P-card procurement and payment processes.</p>

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcwell Price and Product Change Request Form.

Line Item	Question	Response *
69	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcwell discounted price) on all of the items that you want Sourcwell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	For the Workday SaaS subscription, PTG is offering bundled pricing options for various Workday functionalities. This pricing is based on the customer's Full-Service Equivalent ("FSE") or in other words, workers. In addition to providing Sourcwell customers with a discount off the list price, PTG also offers additional discounts for customers with high levels of FSEs. These discounts are reflected in our proposed pricing. For implementation services, PTG provides all Sourcwell customer with discounts off of the list price. This discounted pricing for both Subscription and Services is the maximum amount that a customer would be charged and often given the customer's specific situation additional discounts are provided to the customer. For the Workday Subscription of the Workday Software-as-Service, the discount is 20% off the list price excluding Extend, additional users for Strategic Sourcing, Messaging and Accounting Center (which are not discounted by Workday entirely across the Workday ecosystem). The Workday SKU's are bundled, and as indicated previously the customer enjoys a greater discount based on the increase in the FSE levels being acquired. All of these discounts are incorporated into our proposed pricing. In our pricing attachment to this proposal, you will see these SaaS SKU packages for Human Capital Management, Financials, Student, Adaptive Planning Strategic Sourcing, Extend, Messaging, and Workday Accounting Center, for example. For the Workday Training products SKU's for Training Credits, Learn on Demand, and Adoption Kit, Workday does not offer discounts off of these training options. The Workday Training is not discounted at all across the Workday ecosystem. For Delivery Assurance, in our pricing attachment, you will see the Workday Delivery Assurance packages, for example SKU DA-PKG-1-HCM, has a 20% discount. Of course, though, PTG's customer end user training is discounted as offered in the implementation services. For implementation services PTG is proposing 5% off of Workday's list price. Please refer to the updated pricing document for standard list pricing as well as Sourcwell discounted pricing, which is uploaded to this proposal in our pricing materials. The pricing data is split into three main groups: Subscription, Implementation and Training.
70	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	The pricing discount proposed to Sourcwell represents a percentage off Workday's list price. For subscriptions the discount is 20% off of the list price and as indicated previously the customer enjoys a greater discount based on the increase in the FSE levels being acquired. All of these discounts are incorporated into our proposed pricing. For implementation services PTG is proposing 5% off of Workday's list price. Workday Training is offered at list price as Workday does not offer discounts off of their training options. Of course, PTG's customer end user training is discounted as offered in the implementation services.
71	Describe any quantity or volume discounts or rebate programs that you offer.	For subscriptions, quantity or volume discounts are offered for increased levels of FSEs that a customer purchases. These discounts are reflected in our proposed pricing as indicated in the various FSE ranges denoted in the pricing table. For context, the Workday Financials SaaS packages range for up to 1,000 positions, then 1,001 to 3,000 total positions, then 3,001 to 5,000 positions, then 5,001 to 10,000 positions, then to 10,001 to 20,000, with further discounts for 20,001 to 30,000, and finally to over 30,000 total positions. On the Workday Human Capital Management SKU ("HCM") packages, have higher ranges from up to 1,000 total positions to 1,001 to 3,000 total positions to 3,001 to 5,000 to 5,001 to 10,000 to 10,001 to 20,000 to 20,001 to 30,000 to over 30,000 total positions. Like HCM's and Financials' scale past over 30,000 total positions, the Full Suite bundle purchases also offer the elevating discounts for these increased level of FSE's.
72	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	If PTG can offer products or services beyond those presented in our pricing document, then PTG will supply a quote to the customer for each request. We often work with Workday on its innovative, new offerings, to get these offerings to become available on our cooperative contracts for the benefit of our customers and net new customers. In doing so, we also work with the applicable contract managers at the cooperative contracting agencies to have these products and pricing timely available for the customer's purchase.
73	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	There is no additional cost of acquisition that is not being presented in our response. Of course, if customers request on site services the actual preapproved travel cost will be charged at the actual cost of travel.
74	If freight, delivery, or shipping is an additional cost to the Sourcwell participating entity, describe in detail the complete freight, shipping, and delivery program.	N/A. Freight, delivery and shipping are not applicable to the pre-existing cloud solutions. The proposed cloud solutions are available on the Effective Date of the subscription following the spin up of the tenant.
75	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	N/A. Freight, delivery and shipping are not applicable to the pre-existing cloud solutions. The proposed cloud solutions are available on the Effective Date of the subscription following the spin up of the tenant.
76	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Customers are able to acquire their cloud solutions without the wait of a distribution or delivery model for other software. Purchasing Workday through PTG, a certified reseller of the proposed cloud solutions, is available at the Order Form's Effective Date once Workday spins up of the customer's tenant.

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
77	b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	PTG's pricing offered in our proposal is the same as PTG typically offers to GPOs, cooperative procurement organizations and state purchasing departments.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *
78	<p>Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell.</p> <p>This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.</p> <p>Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.</p>	<p>PTG has a process to ensure that customers will receive the Sourcewell pricing as well as the Sourcewell terms in the contract. Our CFO regularly works with Workday's alliance team to ensure that pricing is timely available and correct for our proposals. This pricing is the pricing that is offered to our customers, although PTG has the liberty to offer better discounts and pricing to our customers. For any given deal, the pricing is given by Workday to PTG. PTG prepares our pricing to the customer. Generally, a PTG Account Executive utilizes our tools to create the pricing, which is approved by our CFO. All pricing is reviewed and audited by PTG's CFO to ensure that the pricing presented to the customer is in accordance with the Sourcewell Contract.</p> <p>Customer invoices for all Workday subscription and services will reference our Sourcewell contract and at the time of submission to the customer a copy of the invoice will be saved under a Sourcewell report file in PTG's system.</p> <p>The quarterly reports will be prepared using these saved invoices and PTG will remit the required report and associated administrative fee in accordance with the timeline required by PTG's Sourcewell contract. We regularly perform these actions on our existing cooperative contracts. Our experienced PTG Accounting team, led by our CFO, understands these contractual requirements under our cooperative contracts.</p>
79	<p>If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.</p>	<p>PTG will track established metrics associated with our anticipated Sourcewell contract. These internal metrics associated with our Sourcewell contract will include but are not limited to:</p> <ul style="list-style-type: none"> • Number of new customers using the Sourcewell contract • Total Subscription revenue for net new customers • Total Services revenue for net new customers • Total Training revenue for net new customers • Number of sales and associated Subscription, Services and Training revenue to existing PTG Sourcewell customers <p>PTG's values include accountability. Our Proposal Manager seeks support from a variety of team members to create our proposals, such as our CFO, General Counsel, Associate Counsel, Workday Subject Matter Experts, Human Resources, and others, to create our proposals. PTG invests time and effort into the development of proposals like this one, and, if awarded, we work to ensure the contracts are successful through metrics like those identified above.</p>
80	<p>Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods.</p> <p>(See the RFP and template Contract for additional details.)</p>	<p>PTG proposes paying a 1% fee to Sourcewell on all subscription and implementation services under the Sourcewell contract, except for the following subscription SKU's: SRCSR-1 – SCRSR-6, XTND, MSG and ACC because Workday does not offer a discount to these SKU's and PTG generates no revenue for the resale of these SKU's. Similarly, PTG proposes no fee for Workday associated training as Workday does not discount training and PTG does not generate any revenue from the resale of Training.</p>

Table 14: Depth and Breadth of Offered Equipment Products and Services

Proposers including solutions offered within the scope of Categories 1, 2, 3, and 4 within its singular proposal must designate they are seeking award in **Category 5** in the Sourcewell Procurement Portal. Proposers seeking award in Category 1, 2, 3, or 4, as defined herein must make that designation below. Proposers may only receive an award within the Category(-ies) they designate. Sourcewell reserves the right to re-categorize any designation as it deems appropriate.

Line Item	Category Selection	Offering *
81	Category 1: Core Administrative Systems	<input checked="" type="radio"/> Yes <input type="radio"/> No
82	Category 2: Education and Public Sector Information and Work Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
83	Category 3: Asset and Risk Management	<input type="radio"/> Yes <input checked="" type="radio"/> No
84	Category 4: Public Engagement and Specialized Services	<input type="radio"/> Yes <input checked="" type="radio"/> No
85	Category 5: Integrated Enterprise Solutions	<input type="radio"/> Yes <input checked="" type="radio"/> No

Table 15: Category 1 - Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types of software are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Proposers submitting a proposal in Category 1 will be submitting in the broad category that includes Core Administrative Systems. See RFP Section II. B. 1 for details.

We will not be submitting for Table 15: Category 1 - Depth and Breadth of Offered Equipment Products and Services

Line Item	Category or Type	Offered *	Comments
86	Human Resources Software	<input checked="" type="radio"/> Yes <input type="radio"/> No	Workday Core Human Capital Management, Recruiting, Benefits and Cloud Connect for Benefits, Time Tracking and Absence Management, Payroll for United States
87	Financial Performance, Spend, or Expense Management Software	<input checked="" type="radio"/> Yes <input type="radio"/> No	Workday Core Financials, Financial Planning, Expenses
88	Accounts Payable, Accounts Receivable, Billing, or Revenue Collection Solutions	<input checked="" type="radio"/> Yes <input type="radio"/> No	Workday Core Financials, Procurement
89	Procure-to-Pay and Contract Management Systems	<input checked="" type="radio"/> Yes <input type="radio"/> No	Workday Procurement, Strategic Sourcing

Table 16: Category 2 - Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types of software are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Proposers submitting a proposal in Category 2 will be submitting in the broad category that includes Education and Public Sector Information and Work Management. See RFP Section II. B. 1 for details.

We will not be submitting for Table 16: Category 2 - Depth and Breadth of Offered Equipment Products and Services

Line Item	Category or Type	Offered *	Comments
90	Student Information System (SIS)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Workday Student
91	Learning Management System (LMS)	<input checked="" type="radio"/> Yes <input type="radio"/> No	Workday Student – Curriculum Management, Workday Learning
92	Work Management Software	<input checked="" type="radio"/> Yes <input type="radio"/> No	Workday Workforce Management
93	Enterprise Content Management/Records Management	<input checked="" type="radio"/> Yes <input type="radio"/> No	Workday Prism Analytics
94	Enrollment Management Systems	<input checked="" type="radio"/> Yes <input type="radio"/> No	Workday Student – Admissions

Table 17: Category 3 - Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types of software are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Proposers submitting a proposal in Category 3 will be submitting in the broad category that includes Asset and Risk Management. See RFP Section II. B. 1 for details.

We will not be submitting for Table 17: Category 3 - Depth and Breadth of Offered Equipment Products and Services

Line Item	Category or Type	Offered *	Comments
95	Computerized Maintenance Management System (CMMS)	<input type="radio"/> Yes <input type="radio"/> No	
96	Facility Management Software	<input type="radio"/> Yes <input type="radio"/> No	
97	Energy Management Software	<input type="radio"/> Yes <input type="radio"/> No	
98	Insurance and Risk Management	<input type="radio"/> Yes <input type="radio"/> No	
99	Environmental, Health, and Safety (EHS) management	<input type="radio"/> Yes <input type="radio"/> No	

Table 18: Category 4 - Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types of software are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Proposers submitting a proposal in Category 4 will be submitting in the broad category that includes Public Engagement and Specialized Services . See RFP Section II. B. 1 for details.

We will not be submitting for Table 18: Category 4 - Depth and Breadth of Offered Equipment Products and Services

Line Item	Category or Type	Offered *	Comments
100	Court, Corrections, and Justice System	<input type="radio"/> Yes <input type="radio"/> No	
101	Municipal Services, Inspections, Licensing, Grants, Tax, and Permitting Management Solutions	<input type="radio"/> Yes <input type="radio"/> No	
102	Parks and Recreation Software	<input type="radio"/> Yes <input type="radio"/> No	
103	Citizen Relationship/Engagement Management	<input type="radio"/> Yes <input type="radio"/> No	

Table 19: Category 5 - Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types of software are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Proposers submitting a proposal in Category 5 will be submitting in the broad category that includes Integrated Enterprise Solutions. See RFP Section II. B. 1 for details.

We will not be submitting for Table 19: Category 5 - Depth and Breadth of Offered Equipment Products and Services

Line Item	Category or Type	Offered *	Comments
104	Comprehensive suites that encompass Enterprise Resource Planning (ERP) and at least one solution from EACH category 1-4 above	<input type="radio"/> Yes <input type="radio"/> No	

Table 20: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
105	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	PTG offers Workday Cloud SaaS suite of applications which spans finance, human capital management, payroll, grants, student, budgeting, and analytics to bring the entire organization together under one modern, agile, easy-to-use system delivered in the cloud. PTG also offers Workday related services including Workday deployment, end-user training, data conversion, integration, change management, project management, and post-deployment optimization, and Application Managed Services (AMS). Workday functionality details are provided below.

Workday Financial Management:

Workday Financial Management is a single, comprehensive accounting and finance solution built on a flexible foundation to help you easily and efficiently manage your financial processes. With unique features, robust security capabilities, a fully auditable workflow framework, and data model that captures rich data that enables dynamic, multi-dimensional reporting, Workday can provide your organization with unprecedented controls and insight into the performance of your operations.

Workday Financial Management product areas include:

Accounting and Finance

- Core Accounting & General Ledger
- Financial Reporting & Analytics
- Accounts Payable
- Accounts Receivable
- Cash Management
- Fixed Asset Management
- Audit and Controls

Revenue Management

- Contracts
- Billing
- Revenue Recognition
- Customer Relationship Management (CRM) Integration

Management Reporting**Grants Management**

Workday Financial Management is unified with the entire suite of Workday cloud applications including Human Capital Management (HCM), Planning, Expenses, Procurement, Inventory, Professional Services Automation (PSA) (i.e., Projects/Project Billing), Accounting Center, Payroll and Time Tracking.

Workday Enterprise Human Resource Management:

Workday's Core Human Capital Management (HCM) allows organizations to go beyond a system of record to a system of capabilities. With an adaptable foundation, Workday HCM is designed to address the challenges your organization faces today and to prepare you for whatever the future brings.

Workday HCM supports organizations with key capabilities including:

- **Flexible Staffing Management:** Workday core human resources features begin with establishing and managing staffing at any level in the organization. Workday HCM manages open positions through the use of position, headcount or job management and manages the transition of any worker from applicant to employee or contingent worker. Workday provides the flexibility to define an organization's staffing approach for individual divisions, units, or the entire organization, including:

• **Position Management:** Hiring managers fill only specific approved positions. Compensation packages may optionally be assigned to unfilled positions.

• **Job Management:** Hiring managers hire as they see fit with no specific target, subject only to the hiring guidelines defined for the organization.

- **Comprehensive Worker Profile:** With Workday, organizations can track more than basic worker information. Shifting from a system of record for workforce management, to a system of capabilities, Workday enables organizations to track key worker information including skills, worker experience, education, languages, certifications, training, achievements, professional affiliations, job history, internal projects, and more. Armed with a complete picture of your workforce capabilities, your organization is empowered to make strategic decisions to support the changing world.

• **Foundational Skills Management:** When it comes to tracking workforce capabilities for your organization, Workday provides a business-centric approach to skills management with skills count and an ontology of tens of thousands of skills with our Skills Cloud. This gives workers the ability to not only track their skills but also provides an enhanced search experience to streamline skills reporting and updates throughout the worker lifecycle. Organizations armed with analytics and insights can highlight top skills, perform gap analysis, and empower leaders to help develop internal talent, or focus recruitment efforts externally. Machine learning functionality in skills cloud can help identify workers with best-match skills as well as recommend candidates, enabling organizations to meet crucial hiring initiatives.

• **Seamless Onboarding and Cross-boarding Experiences:** Onboarding helps organizations set the first impression of their organization. Provide workers with the world-class experience they expect by extending a warm welcome to new and pre-hires, connecting them with managers and co-workers, and providing them the information they seek in a familiar interface. Organizations can reduce administration effort and cost by streamlining and automating the tasks and to do's while also helping new workers quickly feel at home at your organization. The automation of new-hire business processes, forms management, and checklists ensure greater first day worker productivity, improved HR productivity, and greater visibility into the transitioning of new hires. Extend the same welcoming experience to your workforce during times of transitions such as returning to the workplace, job changes or promotions to ensure an engaging experience while helping set the worker up for success in their return or new role.

• **Configurable Business Process Framework:** The business process framework allows you to easily configure, copy, and change process flows, consider conditional logic, or embed information throughout the process. All of this happens without IT or consulting resources, so you don't have to deal with the delays and costs that are typical of process changes.

• **Innovative Security Methodology:** Security is a core part of what makes Workday HCM flexible and easy to use. Secure data rather than fields. Set up security once and it governs the data across all of Workday HCM no matter how it's accessed—via browser or mobile app.

• **Mobile First Design:** Meet your workforce where they are with a mobile-first design approach with Workday, fostering straightforward, relevant interactions. A single application provides access to all of Workday HCM where it's always in sync, so changes made on the mobile app instantly appear in the browser version and vice versa. This makes it possible to fluidly move between mobile and desktop, meeting your workers anytime, anywhere.

• **Native Reporting, Analytics, and Dashboards:** Reporting and analytics are native to Workday HCM and inherit the security configurations you set up around data. Reports, dashboards, and scorecards are easy to configure, change, update, and publish. And because transactional and analytical data are in the same system, you can drill into data and act on it from anywhere within Workday HCM. Removing the separation between transactions and analytics means that you can manage your organization fluidly, in real time, and with full confidence in data integrity.

Workday Spend Management

Workday provides a comprehensive cloud spend management suite to help you streamline operations and control indirect spend. Through collaborative and easy to use solutions, actionable insights, and increased efficiencies within the full Source to Pay process, Workday is uniquely positioned to help Procurement and Finance teams digitally transform to improve the bottom line.

Workday Strategic Sourcing: It's no secret that sourcing and procurement play critical roles in the operation of modern organizations. So, why are many of these organizations still wading through spreadsheets and disparate emails? To compete in today's world, sourcing and procurement professionals need a platform that streamlines supplier workflows, breaks down departmental silos, and makes it easy for business users to engage and align with sourcing across the enterprise. Workday Strategic Sourcing is a collaborative, cloud-based solution that provides greater visibility throughout the entire sourcing and supplier engagement process. Over 300,000 users in 155+ countries have chosen this award-winning platform to reduce unmanaged spend and drive value for their organizations.

Workday Procurement: Workday Procurement is a modern, user-friendly enterprise solution that is unified with the suite of Workday applications to support the unique requirements of indirect procurement. With powerful embedded reporting and analytics based on real-time data, Workday Procurement provides visibility across the entire procure-to-pay (P2P) process to help purchasing departments strategically manage costs, minimize out-of-policy spend, and optimize purchasing power.

Workday Inventory: Workday Inventory is a true cloud application that addresses the internal inventory management needs

of today's organizations. Workday Inventory brings a fresh approach to traditional internal materials management with a modern user experience, flexible framework, and mobile accessibility to provide users with the ability to perform a number of transactions, whether on the floor or on the go. When used with Workday Procurement, it provides visibility across your internal supply chain to decrease costs, optimize stock levels and support growth initiatives.

Workday Expenses: Our vision for Expenses is to make the employee experience touchless by eliminating manual entry and approvals and help organizations move to a trust-but-verify model. By creating a culture of trust, you can leapfrog ahead of stand-alone expense systems that were built independently from finance or HR systems and often fail to achieve your objectives of controlling organizational spend. And we have built machine learning into our core solution to make receipt capture simple and proactively audit each expense report to mitigate risk, and eventually make the employee expense process touchless. By eliminating manual entry and approvals and providing 100% audit over all reports, we believe we can help organizations move to a trust-but-verify model.

Workday Enterprise Planning

Workday Adaptive Planning: Workday Adaptive Planning is a flexible and scalable platform that enables and empowers planning, forecasting, and budgeting processes, including modeling, scenario planning, monitoring, reporting, and analysis. We have designed Workday Adaptive Planning to enable our customers to build comprehensive models that capture details in real time and gain critical insights from this data, allowing them to rapidly adapt to changes in their environments.

Additions to Your Workday Solutions:

Workday Projects: With Workday Projects, you can plan, staff, track, manage, and analyze projects and talents to optimize efficiency and profitability. Whether those projects are internal non-billable initiatives or external billable services, Workday's agile and robust system helps you to achieve your key goals.

Workday Grants Management: Grants are an important funding source for many organizations. At the same time, organizations that provide grants—whether they are government agencies or non-profit institutions—are placing more scrutiny on the use of these funds as well as demanding greater transparency. In this environment, fully featured grants management solutions are vital to an organization's fiscal well-being. Built with our strategic design partners in education and government, Workday Grants Management can handle administration requirements for a range of organizations. Unified with Workday HCM, Payroll, and Financial Management, Workday Grants Management reduces the number of manual hand-offs and integration points to improve accuracy, visibility, and compliance. The application provides a central location for submitted proposals, award budgets and contracts, automated post-award processing, and effort certification compliance.

Workday Accounting Center: By 2025, it's estimated that 463 exabytes of data will be created each day globally (World Economic Forum: <https://www.weforum.org/agenda/2019/04/how-much-data-is-generated-each-day-cf4bddf29f/>). Despite exponential data growth, finance must be able to quickly synthesize information into meaningful and trusted insight. The Workday Accounting Center has taken the complex process of transforming operational data and business events into accounting and simplified it. Designed specifically for finance and built on an analytic foundation, the Workday Accounting Center ingests high volume operational data, enriches the data and transforms it into accounting all in one system. The entire process is controlled by the accounting team. By bringing all accounting into one system, you can simplify reconciliation and enable a faster and more confident close. In addition, customers can blend additional operational data together with detailed accounting, setting a new industry standard by providing deeper insight into financial operations.

Workday Payroll: Workday offers native payroll solutions for the U.S., Canada, the UK, and France along with the ability to integrate to any third-party payroll provider around the world via our cloud-based integration platform. Designed with a robust calculation engine and a focus on flexibility, control and actionable insight, Workday Payroll enables users to manage payroll efficiently and accurately. Workday's continuous calculation engine and flexible architecture lets users define earnings, deductions, accumulations, and balances streamlining the payroll process and improving efficiency. Additionally, the role-based security model fosters collaboration with key business partners outside the payroll department while ensuring sensitive employee data is safeguarded.

Workday Cloud Connect for Third-Party Payroll: With Cloud Connect for Third-Party Payroll, organizations can rest easy knowing their data will be securely, accurately, and efficiently sent to their third-party payroll systems. In addition, Cloud Connect for Third-Party Payroll reduces the costs associated with deploying, integrating, and managing third-party payroll solutions. Using the Workday Integration Cloud, a small business services customer was able to build integrations more than 70 percent faster, while a medium-sized healthcare customer realized a 90 percent reduction in the cost to build integrations. Workday Cloud Connect for Third-Party Payroll refers to a suite of integration capabilities that enables customers and partners to build and deploy any number of third-party payroll applications including global payroll providers to the Workday Cloud providing seamless bi-directional data transfers.

Workday Time Tracking: Workday leads enterprise application innovation with its consumer-driven time and attendance application, Workday Time Tracking. Simply unified, this cloud application works seamlessly with Workday Human Capital Management (HCM), Scheduling, Payroll, and Projects to provide organizations a simplified user experience accessible via the Internet and mobile devices. Workday Time Tracking is designed with a powerful calculation engine and rules framework to provide flexibility, configurability and control for your entire workforce, anytime, anywhere. Organizations are now able to reduce labor costs, minimize compliance risks, and increase worker productivity.

Workday Scheduling: Workday Scheduling is an intelligent, AI-based, worker-first scheduling solution that generates optimized schedules by matching customer provided labor demand with skills-based worker qualifications, worker availability, worker preferences, and business and regulatory rules to automatically optimize shift and shift assignments for both workers and the organization so the right workers are doing the right work at the right time in the right place. Frontline managers, operations leads, and schedulers can dynamically and flexibly manage schedules for their teams based on changing business needs week over week and can measure their schedules with Workday's unique Scheduling Score. Validations alert schedulers to potential regulatory or configurable policy violations. Workday's Time & Scheduling Hub provides a cohesive and unified frontline manager experience across Workday Time Tracking, Absence Management, and Scheduling with delivered cards and analytics, such as team attendance and scheduled vs. actual hours and cost, which provide immediate, real-time information.

Workday Cloud Connect for Benefits: Cloud Connect for Benefits provides a catalog of prebuilt integrations to more than 300 benefits providers, giving human resource organizations the ability to evaluate, select and offer the most appropriate plans for their workforce. Workday works closely with partners to understand current and anticipated requirements. Organizations can reduce the amount of time, cost and complexity that would ordinarily be expected to create and maintain the appropriate integrations to individual benefits providers.

Workday Recruiting: Workday Recruiting is designed to help recruiting leaders become talent advisors by building hiring processes that are more agile, more intelligent and ultimately more human. Seamlessly unified with Core HCM, Workday Recruiting allows you to manage the entire talent lifecycle from initial workforce planning, to sourcing, screening, interviewing, hiring, onboarding, through performance and succession planning. Designed to be an end-to-end talent acquisition application, Workday Recruiting aims to make recruiting simpler, faster and smarter. Recruiting teams are busier than ever and simple navigation and a personalized workspace are required to empower recruiters as they work across multiple job requisitions. The Recruiter Hub is a central place for recruiters to start their day enabling them to gain visibility into their candidate pipeline, view tasks awaiting their action and access recruiting from anywhere within Workday.

Workday Messaging:

- Expands channels of communication for seamless employee engagement: Workday Messaging enables HR and recruiting leads to seamlessly communicate, through the popular SMS mechanism for rapid notification. The first use case enables workers and candidates to opt-in to receive recruiting messages, including: Invite candidates to apply for a position, Notify candidates of outstanding tasks, Reminders of upcoming events (i.e., interviews).
- Essential communication for front-line workers: SMS capabilities are an essential form of communication for most organizations, particularly when it comes to supporting frontline workers. Many frontline workers do not have email addresses or computers available to them, making native messaging capability supporting SMS a necessity.
- Efficient form of mass communication: With Workday Messaging, HR and recruiting administrators gain the ability to

send ad-hoc mass messages and invite candidates to apply via SMS. It will also include the ability to send task notifications via SMS and enable candidates and users to opt-in and opt-out of SMS messages, simplifying administration and engagement with recruiting communication.

Workday Learning: Consumer technologies and expectations have changed learning forever. With the proliferation of “how to” videos, as well as the Netflix-type experience of surfacing personalized content recommendations for users, employees now expect a digital, tailored and real-time experience from their learning solution. At the same time, employees are seeking ways to develop new skills and grow within their roles. Employees want to easily find and consume relevant content. But they also want to share their own knowledge with their peers. Learning administrators want to leverage the latest advances in learning content and technology, but the traditional learning management systems not only limit the use of rich media such as video, but also tend to be inflexible in process administration and costly for storage and streaming.

Workday Talent Optimization: Talent Optimization works seamlessly with Workday’s Human Resource Management to enable you to develop your talent, identify top leaders and nurture a culture of excellence. Workday’s Talent Optimization solution leverages the Skills Cloud foundation to define, assess, and track worker skills, interests, strengths and opportunities.

Workday People Experience:

- **Workday HR Service Delivery – Workday Help** - gives your team the ability to find the answers they need faster with Workday Help, a native-built, integrated, self-service approach to knowledge and case management.
- **Workday Employee Experience Design – Workday Journeys** - allows organizations to design and deliver exceptional employee experiences in the moments that matter (job change, onboarding, leave of absence) and broader moments of education or communication such as emergency response or belonging and inclusivity efforts. Journey paths and card insights allow organizations to present information and content from inside and outside of Workday.

Workday People Analytics: Workday People Analytics leverages augmented analytics technology to analyze millions of data points to identify and surface top insights and opportunities across different topic areas:

- **Diversity and Inclusion** – Explores business questions related to understanding the current demographic of an organization and where to make improvements in the different segments of diversity within an organization. A business question you may find answered on this tab is: How can we improve promotion diversity?
- **Organization Composition** – Explores business questions related to the structure of an organization. A business question you may find answered on this tab is: What are the outliers in span of control?
- **Retention and Attrition** – Explores business questions related to why workers are leaving and how to better improve retention of workers in an organization. A business question you may find answered on this tab is: What are key turnover trends?
- **Hiring** – Explores business questions related to candidates and requisitions for hiring. A business question you may find answered on this tab is: What are key trends in hiring?
- **Talent and Performance** – Explores business questions related to talent and performance of workers. A business question you may find answered on this tab is: Where can we focus to improve performance?
- **VIBE Index:** The VIBE index is a scorecard that measures parity across different intersectional identity groups across the entire employee lifecycle and is designed to transparently and objectively measure an organization’s relative performance of belonging and diversity.

Workday Peakon Employee Voice: Workday Peakon Employee Voice enables organizations the critical ability to listen to the voice of employees, understand what matters most to them, and take swift action that helps deliver meaningful employee experiences for all. Workday Peakon Employee Voice gives visibility to the true employee sentiment around engagement, diversity, equity and inclusion, and well-being. It empowers organizations to take measurable actions, foster a more equitable environment for all and cultivate a sense of belonging in the workplace. Powered by its unique Intelligent Listening technology, it delivers personalized recommended actions and contextual learning resources based on individual needs, leading to greater collaboration and productivity that create meaningful employee experiences.

Workday Success Plans: In today’s changing world, your business needs are constantly evolving – with many planned and unplanned hurdles on the path to success. Whether you’re a finance, HR or IT leader, the right plan and support can make all the difference in helping you respond to change and achieve your defined business goals. Workday Success Plans is a subscription-based service that provides exclusive education, tools and expertise to help your teams get the most out of Workday.

VNDLY: VNDLY’s cloud-native workforce management system enables you to easily and effectively manage the entire lifecycle from talent acquisition to offboarding. The system is designed for hiring managers and vendor account management teams to come together on a common platform for end-to-end external labor recruiting, SOW negotiation, external labor onboarding, time/deliverable compliance and billing. VNDLY offers four modules to support extended workforce management, statement of work, total acquisition, and independent contractor management.

Workday Student - A New Student System to Transform the Market

In Workday’s eyes, the ideal student system would fully support an institution’s mission of teaching, learning, and research; offer visibility, insight, and prescriptive engagement into every student’s path toward fluid or defined educational objectives; and handle diverse and flexible curricula and degree programs. It would include mobile and self-service capability, built-in business intelligence, and executive dashboards. It would be configurable, modern, easy-to-use, and delivered in the cloud. And it would work seamlessly with Workday Financial Management, HCM, Payroll, and Grants Management.

Workday Student is the only higher education-focused application built in this century and designed for today’s mobile generation. Every component of this end-to-end student and faculty lifecycle information system works seamlessly with Workday Financial Management, Adaptive Planning, HCM, Payroll, and Grants Management to bring the entire campus together under one modern, agile, easy-to-use application. Workday Student simplifies service and communication across campus, helping to recruit, admit, award, enroll, bill, advise, and retain students. With Workday Student, your institution can:

- Reduce costs with a true cloud delivery model
- Improve visibility into students’ needs to ensure their success
- Maximize student engagement and provide an intuitive student experience
- Empower students, faculty, staff, and executives through native reporting tools and dashboards

Admissions: Workday Student Admissions is a critical component of the recruitment/admissions ecosystem on campus. It makes the admissions process fast and easy for enrollment leaders and students alike. Engage prospects, manage admissions applications, financial aid action items, preliminary transfer credit evaluations, and guide students on their academic journeys – all within a single system.

Curriculum Management: Curriculum Management refers to the business processes related to the creation and maintenance of the inventory of courses or learning units that are or have been offered at an institution. It also includes the creation of a schedule of course offerings—complete with days, times, locations and instructor names, and other details, as needed—that are available for enrollment.

Student Records: Workday Student Records gives institutions the ability to support enrolled and former students, faculty, and administrative units for all processes and data related to student academic records. Student Records manages all enrollment-related activities, including various methods of registration, assessment of learning, and completion of educational objectives. This component of Workday Student houses all the documentation related to a student’s academic history and manages certification of program completion and conferral of related credentials.

Advising: Workday Student Advising helps students find their right path to academic completion and keeps them on track. With easy-to-use academic planning functions and insight into degree requirements and eligibility, you can continuously keep students informed of their progress. All student profile data is contained within a single system and guided by robust security rules, eliminating the need to access separate systems, pages, or tools for a student’s history, grades, academic plan, financial, and other information.

Financial Aid: Workday Student Financial Aid assists with the administration of aid programs from federal, state, institutional, and private fund sources, with the ultimate goal being education accessibility and success for students toward

		<p>their educational objectives.</p> <p>Student Financials: Workday Student Financials provides the ability to charge tuition and fees to students, apply payments from a variety of payers, and analyze data using Core Financials to meet the objectives of the bursar, accounting, and finance offices. The unified platform gives accounting and finance departments insight and visibility into details that may have previously been difficult to access, such as calculating the profitability of a campaign or reporting the revenue associated with a specific program of study.</p> <p>Product and Platform Extensions</p> <p>Workday Extend: Workday Extend is designed to be the cornerstone of the new cloud world where organizations operate seamlessly across multiple applications, delivered by Workday and built by their own organization or even by third parties. Workday Extend enables customers to use the Workday platform to build their own custom apps as extensions to delivered Workday applications. This capability allows Workday customers to tailor their Workday environment to best fit their individual needs while still retaining the benefits of the same core Workday architectural principles—familiar user experience, one source for data, single security model—available to all Workday products to address people and financial use cases across the organization. Workday Extend puts our technology into your hands and uses the same services that power our HCM, financials and student applications. Apps built with Workday Extend receive the latest Workday innovations while keeping everything secure within the Workday security framework and in an upgrade safe model.</p> <p>Workday Prism Analytics: Workday Prism Analytics extends the core reporting and analytics capabilities of Workday, empowering decision makers with even deeper insights into their people and financial data. Now, operational insights can be generated from any data source, all within Workday, and securely distributed to the entire organization. With Workday Prism Analytics, users can bring any data source into Workday; govern non-Workday data according to Workday's single security model; enrich people and financial analytics with operational, historical, and ecosystem data; and distribute insights directly to users via reports and dashboards. Workday Prism Analytics is built natively into the Workday technology platform and includes big data infrastructure to support massive amounts of data. It has an intuitive, consumerized user experience and self-service tools that empower users to create and share their own insights, while providing organization-wide access to insights and data through the Workday application.</p> <p>Workday Data-as-a-Service:</p> <p>Workday Benchmarking: Workday Benchmarking is the first product from Workday Data-as-a-Service (DaaS), a Workday platform that provides centralized data sets to Workday customers. Workday Benchmarking allows Workday customers to contribute de-identified data to a secure and aggregated dataset, in exchange for access to benchmark metrics that allow them to effectively measure performance against their peers.</p> <p>Workday Public Data: Workday Public Data is a new offering from Workday Data-as-a-Service (DaaS) that delivers high-value external data directly to your tenant. Through this service, Workday has done the heavy lifting to ensure the data is secure, ready to use, and up to date. You can run reports and perform analysis on public data sources just as you typically would with an internal Workday data source.</p>
<p>106</p>	<p>Equipment and accessories related to the offering of systems or solutions described in subsections categories 1-5 above, including but not limited to, hardware, peripherals, and accessories</p>	<p>Workday is a cloud Software-as-a-Service ERP system and does not include hardware, peripherals, and accessories. We are not proposing equipment and accessories as they are not necessary in the resale of the Workday Service and provision of services.</p>
<p>107</p>	<p>Services related to the offering of systems or solutions described in categories 1-5, including, but not limited to, hosting, cloud migration, modernization, customization, integration, implementation, installation, maintenance, training, data collection, import, export and backup, record-keeping and reporting, mobile, cloud, and web-based applications or platforms, customer service, auditing, compliance, security, and technical and user support</p>	<p>As part of our Workday-related services offerings, PTG offers services that enable our customers to achieve the digital transformation which they seek when they come to PTG for the Workday Solution.</p> <p>Cloud. A subscription to Workday permits participating entities to transform their current environments into a pre-existing cloud Software-as-a-Service. Workday provides unified finance, human resources and student/faculty lifecycle management cloud applications designed for the way people work in today's organizations. Workday combines a lower cost of ownership with an innovative approach to enterprise applications. Workday offers advantages that are not possible with rigid, on-premise systems.</p> <ul style="list-style-type: none"> • Unified suite of applications – Built from the ground up as a unified suite, Workday delivers a seamless user and administrative experience across financials, HR, talent, payroll, analytics and more. • Lower total cost of ownership – With a cloud-delivery model, there is no hardware, software, middleware or database to buy, install or maintain. You can access Workday anytime, anywhere. Workday eliminates the cost and burden of managing underlying IT infrastructure and operations. • Rapid deployment and faster time to value – Workday deployments can start immediately and are delivered on time and on budget. Workday applications are more cost-effective and faster to deploy than legacy applications. • Continuous innovation and adoption – Workday eliminates the cost and complexity associated with traditional upgrades by delivering easy-to-adopt automated updates. There's no risk of becoming locked in by old software. • Safety from the start – Workday is a trusted partner for some of the world's largest companies and best-known brands. It passes the industry's toughest third-party security audits and certifications, including ISO 27001 and SSAE 16 Type II. It self-certifies to the Safe Harbor privacy framework annually. From a world-class data center, Workday maintains rigorous security in all aspects, from the physical network to the application and data levels. You can be sure that your sensitive data is safe. <p>Modernization. Legacy systems and applications, whether on premises or a "lift-and-shift," follow a traditional architectural approach that commonly results in technical debt by binding the application logic to specific technologies. As new technology innovations arise, these applications are unable to take advantage of them without a complete rewrite. The Workday approach is different. We've created an abstraction layer between our technology and application logic by using metadata, enabling us to constantly evolve the technology and the application logic independent of each other. We don't have to rewrite the application logic to account for shifts in technology. Conversely, the application logic can also evolve without having to unwind the underlying technology or user interface. This approach has significant implications to security and privacy, where our practices of "privacy by design" and "privacy by default" ensure that security is built in from the outset rather than bolted on, and system updates default to the most secure approach. We explain these important concepts more below. We are always delighted that our customers, previously with manual and tried ways using legacy systems, are able to break free of the challenges they incur on a daily basis through a configuration of the Workday Service to meet their needs.</p> <p>Data Conversion. PTG offers data conversion services that permits customers to convert their data in their legacy systems into data eligible to be input into Workday. This time and cost-saving exercise assists customers in quickly realizing their timeline to use Workday.</p> <p>Maintenance. Maintenance is a part of the Workday Service, and is not like a typical legacy system. Maintenance is scheduled pursuant to the Workday SLA. Customers are not required to pay for maintenance.</p> <p>Data Import, Export and Backups. Workday permits its customers to input data and export data at their own leisure. Workday backups all data without the customer required to do so, itself.</p> <p>Mobile. Workday is available for managers, employees and students all on their computer or their mobile device.</p> <p>Customer Service. Workday provides its customer with 24X7 technical assistance in accordance with the Support and Service Availability Policy stated in our SLA (service level availability). Customers who need to interact with Workday open cases via our case management system. New cases require a description of the problem, the customer's assessment of impact, along with the affected system environments (Production, Sandbox, or Implementation). A case is assigned to a Workday Support Analyst for response, analysis, and resolution. Customers receive a unique case number and confirmation email for each case opened. Workday provides advance notice on the Workday Community site of scheduled downtime due to weekly, monthly, and quarterly scheduled maintenance (see SLA). Upcoming scheduled downtime are also proactively displayed within the Workday User Interface. Note that customers often maintain their own case management system for internal use; the Workday platform is not for use in managing internal cases. As part of Workday implementation services PTG Deployment teams continue to support customers ensuring a smooth sail during the post-production support period for approximately 6-8 weeks. This ensures PTG is there to support customers through at least 2 payroll cycles and a month end close of financials. This support underscores our commitment to not just reach</p>

the finish line but to cross it together, setting the stage for the customer's continued success with Workday. Additionally, as an optional service, PTG also offers AMS (Application Management Services) so that customers may rely on PTG for sustaining and augmenting the value of their Workday investment through continuous operational support and consulting.

Auditing. Workday's Service has an amazing auditing ability. With Workday, customers get always-on auditing and built-in compliance support so the customer can spend less time gathering audit evidence and more on new and strategic initiatives. Unlike the competition, Workday built its control frameworks into the foundation. Workday provides workflows and controls to make sure every transaction is properly vetted and documented. But if a customer needs to adjust their controls or processes, Workday's flexible framework lets them do so quickly.

Compliance. Workday's strict compliance program consists of third-party audits and international certifications specifically designed to provide data security and privacy, protect against security threats or data breaches, and prevent unauthorized access to customer data.

SOC 1

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday VNDLY
Service Organization Controls (SOC) 1 reports provide information about a service organization's control environment that may be relevant to the customer's internal controls over financial reporting.

Our SOC 1 Type II report is issued in accordance the International Standard on Assurance Engagements (ISAE) 3402 (Assurance Reports on Controls at a Service Organization). The SOC 1 report covers the design and operating effectiveness of controls relevant to Workday enterprise cloud applications.

SOC 2

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing, Workday Peakon Employee Voice, Workday VNDLY

The SOC 2 Type II report is an independent assessment of our control environment performed by a third party.

The SOC 2 report is based on the AICPA's Trust Services Criteria and is issued annually in accordance with the AICPA's AT Section 101 (Attest Engagements). The SOC 2 report details the design and operating effectiveness of controls relevant to any system containing customer data as part of Workday applications. The Workday Enterprise Products SOC 2 report addresses all of the Trust Services Criteria (Security, Availability, Confidentiality, Processing Integrity, and Privacy). Additionally, the report addresses the NIST Cybersecurity Framework and NIST 800-171 as part of the SOC 2+ Additional Subject Matter process, which includes an audited mapping of Workday controls against these frameworks.

SOC 3

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Peakon Employee Voice, Workday Strategic Sourcing

The American Institute of Certified Public Accountants (AICPA) has developed the SOC 3 framework for safeguarding the confidentiality and privacy of information that is stored and processed in the cloud.

The SOC 3 report, an independent assessment of our control environment performed by a third party, is publicly available and provides a summary of our control environment relevant to the security, availability, confidentiality, processing integrity, and privacy of customer data.

ISO 27001

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing, Workday VNDLY
Our Information Security Management System (ISMS) meets the requirements set forth by this globally recognized, standards-based approach to security.

SO 27017

Applies to: Workday Enterprise Products, Workday Adaptive Planning

This standard provides controls and implementation guidance for information security controls applicable to the provision and use of cloud services.

SO 27018

Applies to: Workday Enterprise Products, Workday Adaptive Planning

This standard contains guidelines applicable to cloud service providers that process personal data.

ISO 27701

Applies to: Workday Enterprise Products, Workday Adaptive Planning

TRUSTe Enterprise Privacy and Data Governance Certification

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing
Workday is a participant under the TRUSTe Enterprise Privacy & Data Governance Practices Program.

This program is designed to enable organizations such as Workday to demonstrate that their privacy and data governance practices for personal information comply with standards based on recognized laws and regulatory standards, including the OECD Privacy Guidelines, the APEC Privacy Framework, the EU General Data Protection Regulation (GDPR), the U.S. Health Insurance Portability and Accountability Act (HIPAA), ISO 27001 International Standard for Information Security Management Systems and other privacy laws and regulations globally.

SIG Questionnaire

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing, Workday Peakon Employee Voice, Workday VNDLY

The Standardized Information Gathering (SIG) questionnaire is an industry-standard compilation of questions used to assess information technology and data security across a broad spectrum of risk control areas.

The SIG is issued by Shared Assessments, a global organization dedicated to third party risk assurance. Workday self-assesses against the SIG annually, providing our customers with an in-depth view of our control environment against a standardized set of inquiries.

NIST CSF and NIST 800-171

Applies to: Workday Enterprise Products

The NIST Cybersecurity Framework (CSF) provides guidance for organizations on how to improve their ability to prevent, detect, and respond to cybersecurity risks. The NIST Privacy Framework provides guidance on measuring and improving an organization's Privacy program. The NIST 800-171 standard relates to protecting Controlled Unclassified Information in non-federal Information Systems and Organizations.

Workday has mapped our relevant SOC 2 controls to the NIST CSF, NIST PF, and NIST 800-171 standards. This mapping has been audited as part of the Workday SOC 2+ report.

TrustArc and Privacy Shield

Applies to: Workday Enterprise Products, Workday Adaptive Planning, Workday Strategic Sourcing

Workday is an active Privacy Shield participant. TRUSTe is Workday's third-party verification agent for the Privacy Shield.

EU Cloud Code of Conduct

Applies to: Workday Enterprise Products, Workday Adaptive Planning

The EU Cloud Code of Conduct (CCoC) consists of a set of requirements that enable cloud service providers (CSPs) to demonstrate their capability to comply with GDPR.

Security. As described above, security is of utmost importance to Workday and they seek to obtain compliance certifications that establish trust with Workday's security protocols. Our customers also expect this level of trust when using Workday. Workday is committed to protecting customer data and communicating transparently. Workday employs rigorous measures across their people, processes, and technology to safeguard your data, applications, and infrastructure.

- Data Centers. Workday applications are hosted in state-of-the-art data centers with fully redundant subsystems and

compartmentalized security zones. The data centers adhere to strict physical and environmental security measures. The facilities require multiple levels of authentication to access critical infrastructure. Camera surveillance systems are located at critical internal and external entry points, while security personnel monitor the data centers 24/7. The data centers have implemented redundant environmental safeguards and backup power management systems including fire suppression, power management, heating, ventilation, and air-conditioning, setup in a minimum N+1 redundancy.

- Network Security. Workday secures their network through proven policies, procedures, and processes, such as perimeter defense, threat prevention, and threat detection tools that monitor for atypical network patterns in the customer environment as well as traffic between tiers and services. Workday also maintains a global Security Operations Center 24/7/365. Multiple external vulnerability assessments conducted by third-party experts scan internet-facing assets, including firewalls, routers, and web servers, for unauthorized access. In addition, Workday uses an authenticated internal vulnerability network and system assessment to identify potential weaknesses and inconsistencies with general system security policies.

- Application Security. Every step in Workday's application development, testing, and deployment process is designed to secure their products. Workday's Product and Technology teams employ enterprise Secure Software Development Life Cycle (SSDLC) as well as DevSecOps accountability practices. Workday's development process includes an in-depth security risk assessment and review of Workday features. Static and dynamic source code analyses help integrate enterprise security into the development lifecycle. The development process is further enhanced by application security training for developers and penetration testing of the application. Prior to each major release, a leading third-party security firm performs an application-level security vulnerability assessment of our web and mobile application to identify potential vulnerabilities. The third-party firm performs testing procedures to identify standard and advanced web application security vulnerabilities.

- Data Encryption. Workday uses powerful encryption technologies to protect customer data at rest and in transit. Workday relies on the Advanced Encryption Standard (AES) algorithm with a key size of 256 bits for encryption at rest. Transport Layer Security (TLS) protects user access via the internet, helping to secure network traffic from passive eavesdropping, active tampering, or message forgery. File-based integrations can be encrypted via PGP or a public/private key pair generated by Workday, using a customer-generated certificate. WS-Security is also supported for web services integrations to the Workday API. The Workday Key Management Service (KMS) covers the full lifecycle management of cryptographic keys used to encrypt and decrypt customer data at rest. Additionally, customers have the option to implement bring-your-own-key capability to retain full control of their root encryption keys.

- Auditing. Workday provides an extensive set of reports available to auditors and administrators on how their users are using the Workday tenant. The audit trail, user activity logs, and sign-on reports are favorites among Workday customers and auditors. Workday allows you to monitor all your business transactions and easily see your historical data and configuration changes.

Logical Security.

- Authentication. Workday has procedures in place to authenticate each user or system accessing the platform. Workday allows customers to create end-user identities within Workday or integrate them into Workday from external systems, such as active directory. Workday security access is role-based, supporting SAML for single sign-on and x509 certificate authentication for both user and web services integrations.
- Single-sign-on support. SAML allows for a seamless, single-sign-on experience between the customer's internal web portal and Workday. Workday also supports OpenID Connect.
- Workday native login. Our native login for Workday Enterprise Products only stores the password in the form of a secure hash as opposed to the password itself. Unsuccessful login attempts and successful log in/log out activities are logged for audit purposes. Inactive user sessions are automatically timed out after a specified time, which is customer configurable by user. Customer configurable password rules include length, complexity, expiration, and forgotten password challenge questions.
- Configurable security. Your Workday security administrator can control what data users can access and the actions they can perform in your customer tenant. Tools such as roles, security groups, and business process configurations allow administrators to implement your company's security policies and update them as you scale.

Technical & End User Support. Customer-centric support at Workday means we show up the way that works best for you. Request online support with our expert product support specialists quickly via the Workday Community single-sign-on hub. Want to talk live? Workday will call the customer. Workday's response time commitment is contractual in our Service Level Agreement, and Workday holds strongly to this 99.76 percent of the time. Customer priorities are our priorities. If you tell us you have a severity 1 issue, we're on it—immediately. Any severity 1 issue that's not resolved within an hour is automatically escalated to our top priority and attention. And we won't close your case until you tell us the issue is resolved to your absolute satisfaction. All Workday customers can count on reliable availability and response times from support teams located around the world who are here for you 24 hours a day, 5 days a week, at minimum. With our subscription-based Workday Success Plans, support is available globally 24/7/365 for all severity levels. If any severity 1 issues arise, we're available 24/7 for all customers. You'll know PTG and Workday are always there when you need us most. Key benefits include:

- You dictate your case severity
- 24/7 support for severity 1 issues
- One software solution solves the issue for all customers
- One location to submit, escalate, and track issues
- Support requests drive product fixes and enhancements
- Advice and support based on your configured tenant
- Cases closed only when you're completely satisfied

Please also refer to Tables 8 and 20 for a detailed description of Workday functionality, highlights of which are further below due to character limitations.

Workday is a leading provider of enterprise cloud applications for finance, procurement, human resources, and student helping customers adapt and thrive in a changing world. Workday applications for financial management, human resources, planning, spend management, and analytics are built with artificial intelligence (AI) and machine learning (ML) at the core to help organizations embrace how the future works. Workday is used by more than 10,000 organizations and across industries – from small cities and counties to more than 50% of the Fortune 500. Workday enables you to make confident decisions faster, drive flawless financial operations, and empowers your people for maximum performance. Here's an overview of the Workday Enterprise Management Cloud offering and we welcome you to visit workday.com for more information.

Human Resources (HR)

- Workday Human Capital Management (HCM): Workday HCM is built as one system with a single source for data, single security model, and single user experience. It offers organizations a cloud-based system that evolves to meet changing business objectives in a changing world. Now, HR teams can focus on the things that matter: talent strategy, employee experience, and long-term growth. Workday HCM delivers information and transaction flexibility to employees, managers, and executives, and provides the infrastructure to improve an organization's effectiveness and efficiency.
- Workday Payroll: Workday Payroll provides customers with a single platform that houses a combination of the best local and international services and technology, making payroll management a simple and efficient process.
- Workday Benefits: Workday Benefits empowers your HR organization to evaluate, select, and offer the most appropriate benefits plans for your workforce, all while providing a personalized and transparent experience for employees.
- Workday Time and Absence: Workday Time Tracking and Absence Management are designed for organizations to collect, process and distribute time and absence data to manage time and labor for their workforces, eliminating manual processes and streamlining time consuming tasks so that customers increase productivity, reduce labor costs, and minimize compliance risks.
- Workday Recruiting: Modern, end-to-end talent acquisition capability. It is designed to help hiring managers and recruiters identify, hire and onboard the right talent for your organization. Workday Recruiting supports the hiring process, including pipeline management, requisition management, job posting distribution, interview management, offer management, as well local data compliance and pre-employment activities. Workday Recruiting also offers hiring teams tools to proactively source, nurture and track internal and external prospective candidates throughout the recruiting process.

- **Workday Talent Optimization:** Talent Optimization includes a configurable template for tracking disciplinary actions. Actions can be initiated by a manager, can follow your defined business process, and can include required steps and notifications, as well as e-signatures by the employee and manager.
- **Workday Learning:** Unified with Workday HCM, Workday Learning is designed to be a continuous and meaningful educational experience, enabling the employee at every step throughout their career. Workday Learning combines the capabilities of an enterprise grade learning system with modern on-demand content sharing and curation in one engaging platform that employees will love to use. Workday Learning empowers employees to capture and share their knowledge anywhere, at any time and on any device. From required training to rich streaming video that is now so pervasive in the consumer world, Workday enables employees to take their learning everywhere and drive deeper engagement to material that can help them do their jobs of today, but also develop them for career opportunities in the future.

Finance

- **Workday Financial Management:** Workday Financial Management is for accounting and finance organizations who aspire to be more strategic and who are dissatisfied with the limitations and complexity of their current ERP solution. Workday delivers a native cloud financial management solution, combining in-memory accounting and analytics with a consumer-friendly user experience and innovative technologies like machine learning. Built on a platform that uniquely addresses the complex and evolving regulatory requirements of IFRS/GAAP, Workday enables decisive and sustainable growth today and into the future. The Workday Financial Management offering includes a broad range of capabilities including GL, AP, AR, Cash Management, Revenue Management, Asset Management, as well as reporting and analytics.
- **Workday Adaptive Financial Planning:** Workday Planning provides the ability for Customers to create financial planning models for the purpose of supporting the financial planning process. Workers may interact with the financial planning model for the purposes of data entry, forecasting, reporting and analysis.
- **Workday Projects:** Workday Projects is part of our Professional Services Automation solution, which captures all activity by project for billable projects, is ideal for service-based organizations who require a strategic solution and consolidated platform to manage their projects, people and finances. However, Workday Projects can also be used by any organization, including product-based businesses to track projects across their enterprise. Workday Projects is a native cloud solution that combines in-memory computing and analytics with a consumer-friendly user experience and innovative technologies like machine learning. Built on a foundation that addresses project management requirements, Workday enables decisive insight and control and facilitates sustainable growth into the future.
- **Workday Prism Analytics:** Workday Prism Analytics enables customers to bring together data from outside of Workday and ingest, transform, and blend it with Workday's people and financial information, empowering finance and human resources teams to guide the organization with secure, self-service access to the insights they need.
- **Workday Procurement:** Workday Procurement is a modern, user-friendly enterprise solution that is unified with the suite of Workday applications to support the unique requirements of indirect procurement. With powerful embedded reporting and analytics based on real-time data, Workday Procurement provides visibility across the entire procure-to-pay (P2P) process to help purchasing departments strategically manage costs, minimize out-of-policy spend, and optimize purchasing power.
- **Workday Grants Management:** Unifies with HCM, Payroll, and Financials to eliminate manual hand-offs and integration points, leading to improved data accuracy and efficiencies. Includes a robust engine to calculate facility and administration costs for you to recognize and ultimately bill the sponsor. The facility and administration engine enables you to create rules to govern how to calculate costs. You can modify these rules when necessary. Once you calculate these costs, Grants Management shares them with Workday Financial Management so you can recognize the total revenue for the grant.

Workday Student

- **Workday Student Admissions** is a critical component of the recruitment/admissions ecosystem on campus. It makes the admissions process fast and easy for enrollment leaders and students alike. Engage prospects, manage admissions applications, financial aid action items, preliminary transfer credit evaluations, and guide students on their academic journeys - all within a single system.
- **Workday Curriculum Management** refers to the business processes related to the creation and maintenance of the inventory of courses or learning units that are or have been offered at an institution. It also includes the creation of a schedule of course offerings-complete with days, times, locations and instructor names, and other details, as needed-that are available for enrollment.
- **Workday Student Records** gives institutions the ability to support enrolled and former students, faculty, and administrative units for all processes and data related to student academic records. Student Records manages all enrollment-related activities, including various methods of registration, assessment of learning, and completion of educational objectives. This component of Workday Student houses all the documentation related to a student's academic history and manages certification of program completion and conferral of related credentials.
- **Workday Student Advising** helps students find their right path to academic completion and keeps them on track. With easy-to-use academic planning functions and insight into degree requirements and eligibility, you can continuously keep students informed of their progress. All student profile data is contained within a single system and guided by robust security rules, eliminating the need to access separate systems, pages, or tools for a student's history, grades, academic plan, financial, and other information.
- **Workday Student Financial Aid** assists with the administration of aid programs from federal, state, institutional, and private fund sources, with the ultimate goal being education accessibility and success for students toward their educational objectives.
- **Workday Student Financials** provides the ability to charge tuition and fees to students, apply payments from a variety of payers, and analyze data using Core Financials to meet the objectives of the bursar, accounting, and finance offices. The unified platform gives accounting and finance departments insight and visibility into details that may have previously been difficult to access, such as calculating the profitability of a campaign or reporting the revenue associated with a specific program of study.

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
 2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
 3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
- . If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- [Pricing](#) - Workday Cloud Solutions Sourcewell Contract Vehicle Price List June 2024.xlsx - Tuesday June 18, 2024 14:27:30
- [Financial Strength and Stability](#) - Financial Strength and Stability.zip - Tuesday June 18, 2024 14:27:49
- [Marketing Plan/Samples](#) - Sourcewell-PTG Marketing Plan 2024.pdf - Tuesday June 18, 2024 14:28:14
- [WMBE/MBE/SBE or Related Certificates](#) - MBE Certificates.zip - Tuesday June 18, 2024 14:34:16
- [Warranty Information](#) - PTG Standard Workday Warranty Information.pdf - Tuesday June 18, 2024 14:34:30
- [Standard Transaction Document Samples](#) - Standard Transaction Document Samples.zip - Tuesday June 18, 2024 15:00:06
- [Requested Exceptions](#) - RFP_060624_Software_Solutions_Public_Sector_Ed_Admin_Contract_Template+PTG Redline.docx - Tuesday June 18, 2024 14:47:15
- [Upload Additional Document](#) - Additional Documents.zip - Tuesday June 18, 2024 14:35:14

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Michael Baudler, Chief Financial Officer, Precision Task Group, Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum 17 Software Solutions RFP 060624 Mon June 3 2024 10:31 AM	<input checked="" type="checkbox"/>	1
Addendum 16 Software Solutions RFP 060624 Thu May 30 2024 10:38 AM	<input checked="" type="checkbox"/>	4
Addendum 15 Software Solutions RFP 060624 Tue May 28 2024 02:32 PM	<input checked="" type="checkbox"/>	2
Addendum_14_Software_Solutions_RFP_060624 Fri May 24 2024 03:00 PM	<input checked="" type="checkbox"/>	4
Addendum_13_Software_Solutions_RFP_060624 Tue May 21 2024 04:25 PM	<input checked="" type="checkbox"/>	1
Addendum_12_Software_Solutions_RFP_060624 Mon May 20 2024 06:33 PM	<input checked="" type="checkbox"/>	1
Addendum 11 Software Solutions RFP 060624 Fri May 17 2024 03:19 PM	<input checked="" type="checkbox"/>	2
Addendum 10 Software Solutions RFP 060624 Thu May 16 2024 01:38 PM	<input checked="" type="checkbox"/>	4
Addendum 9 Software Solutions RFP 060624 Tue May 14 2024 03:18 PM	<input checked="" type="checkbox"/>	2
Addendum 8 Software Solutions RFP 060624 Thu May 9 2024 12:50 PM	<input checked="" type="checkbox"/>	1
Addendum 7 Software Solutions RFP 060624 Wed May 8 2024 01:39 PM	<input checked="" type="checkbox"/>	1
Addendum 6 Software Solutions RFP 060624 Tue May 7 2024 12:00 PM	<input checked="" type="checkbox"/>	2
Addendum 5 Software Solutions RFP 060624 Fri May 3 2024 01:56 PM	<input checked="" type="checkbox"/>	1
Addendum 4 Software Solutions RFP 060624 Thu May 2 2024 12:30 PM	<input checked="" type="checkbox"/>	1
Addendum 3 Software Solutions RFP 060624 Tue April 30 2024 03:17 PM	<input checked="" type="checkbox"/>	1
Addendum 2 Software Solutions RFP 060624 Mon April 22 2024 02:21 PM	<input checked="" type="checkbox"/>	1
Addendum 1 Software Solutions RFP 060624 Fri April 19 2024 02:53 PM	<input checked="" type="checkbox"/>	1

**AMENDMENT #1
TO
CONTRACT # 060624-PRT**

THIS AMENDMENT is effective upon the date of the last signature below by and between **Sourcewell** and **Precision Task Group, Inc.** (Supplier).

Sourcewell awarded a contract to Supplier to provide Software Solutions and Related Services for Public Sector and Education Administration to Sourcewell and its Participating Entities.

The parties wish to amend the Proposal to ensure compliance with Sourcewell's Procurement Policy and standard government procurement practices.

NOW, THEREFORE, the parties amend the Contract as follows:

1. Line item 69 of "Table 11: Pricing and Delivery" of the Proposal is deleted in its entirety and replaced with the following:

"For the Workday SaaS subscription, PTG is offering pricing options for various Workday functionalities. This pricing is based on the customer's Full-Service Equivalent ("FSE") or in other words, workers. In addition to providing Sourcewell customers with a discount off the list price, PTG also offers additional discounts for customers with high levels of FSEs. For implementation services and training, PTG provides all Sourcewell customers with discounts off of the list price. This discounted pricing for both Subscription, Services and Training is the maximum amount that a customer would be charged and often given the customer's specific situation additional discounts are provided to the customer.

For the Workday Subscription of the Workday Software-as-Service, the discount is 2% off the list price. The discounts are incorporated into our proposed pricing. In our pricing attachment to this proposal, you will see the individual SaaS SKUs for all Workday SKUs.

For the Workday Training products SKUs for Training Credits, Learn on Demand, and Adoption Kit, the discount is 2% off the Workday list price.

For implementation services, PTG is proposing 2% off of Workday's list price.

Please refer to the updated pricing document for standard list pricing as well as Sourcewell discounted pricing, which is uploaded to this proposal in our pricing materials. The pricing data encompasses the three groups: Subscription, Implementation and Training."

2. Line item 70 of "Table 11: Pricing and Delivery" of the Proposal is deleted in its entirety and replaced with the following:

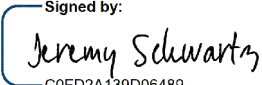
"The pricing discount proposed to Sourcewell represents a percentage off Workday's list price. For subscriptions, services and training the discount is 2% off of the Workday list price."

3. Line item 70 of "Table 11: Pricing and Delivery" of the Proposal is deleted in its entirety and replaced with the following:

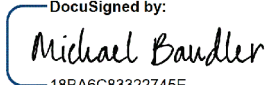
"For subscriptions, quantity or volume discounts are offered for increased levels of FSEs that a customer purchases. These discounts are determined at the time the customer purchases the subscriptions based on customer FSE count and the number of Subscription SKUs purchased."

Except as amended by this Amendment, the Contract remains in full force and effect.

Sourcewell

Signed by:

By: C0FD2A139D06489...
Jeremy Schwartz, Chief Operating Officer
11/26/2024 | 12:38 PM CST
Date: _____

Precision Task Group, Inc.

DocuSigned by:

By: 18BA6C83322745E...
Michael Baudler, CFO
11/26/2024 | 12:28 PM CST
Date: _____