Workday Proposal for Cloud Administrative Solutions Solicitation Number: 25-19

NATIONAL COOPERATIVE PURCHASING ALLIANCE

Submitted to:

Matthew Mackel
National Cooperative Purchasing Alliance
Region 14 Education Service Center
1850 Highway 351
Abilene, Texas 79601

Submitted by:

Sherry Amos
Director, Market Development
Workday, Inc.
(703)-402-3476
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November 19, 2019

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Matthew Mackel
National Cooperative Purchasing Alliance
Region 14 Education Service Center
1850 Highway 351
Abilene, Texas 79601

Dear Matthew,

Workday is pleased to submit our Cloud Administrative Solutions response to the National Cooperative Purchasing Alliance ("NCPA") Request for Proposal Number 25-19.

Workday delivers true cloud solutions that combine a lower cost of ownership with a modern and configurable approach to business applications. Workday applications are delivered to the browser or mobile device using familiar consumer-internet features, including hyperlinks, icons, pictures, buttons, and search boxes. This enables all users to access the system from anywhere in the world on any internet device with minimal training.

Workday's innovative technology and approach can provide NCPA with the following key advantages:

- **Predictable Operating Costs:** Workday's cloud delivery model removes the overhead of hardware and other IT costs enabling you to realize a lower cost of ownership.
- **Greater Operational Efficiency:** Workday's easy-to-use interface allows employees to quickly and easily initiate and track processes. Managers can receive timely and relevant information and take action directly from the system.
- **Improved Compliance:** Workday ensures that security and business rules are enforced throughout the execution of business processes. Workday's business process framework provides transparency into system access and provides better control over who can initiate and perform specific actions, even as requirements change over time.
- **Faster Time to Value:** Workday customers have moved from core team training to production in half the time of comparable projects.

Our common goal is to help you achieve success in the shortest period of time with the greatest benefit.

On behalf of Workday, thank you for your consideration of our products and our company. We are looking forward to working with you throughout your evaluation process.

Sincerely,

Sherry F. Amos

Sherry Amos
Director, Market Development
Workday, Inc.

Assumptions and Conditions

The submission of this Proposal is predicated upon the following assumptions and conditions, notwithstanding anything contained in the RFP to the contrary:

All materials provided to NCPA as part of Workday's response to the RFP (collectively, the "Proposal") may be used solely in connection with your review of this Proposal; *provided, however* that you a) keep all such confidential information in confidence pursuant to the underlying non-disclosure agreement between the parties or, if there is no non-disclosure agreement between the parties, pursuant to the confidentiality commitments provided for in the RFP, and b) all information in this Proposal is the copyrighted intellectual property of Workday, Inc. and cannot be reproduced or redistributed in any way without the express prior written consent of Workday, including adequate notice (to the extent legally permitted) of any compelled disclosure requests made pursuant to applicable law for information contained in this Proposal, prior to any such disclosure. In addition, certain sections of this Proposal have been designated as confidential and must not be disclosed pursuant to any public records law without providing Workday with notice of the request and an opportunity to establish that such portions are exempt from disclosure under the relevant law. Any terms and conditions, including pricing, in this Proposal are valid for a period of 120 days after submission to NCPA.

You acknowledge and agree that Workday assumes no responsibility for errors that may be contained in or for misinterpretations that might be inferred from this Proposal. Every reasonable attempt has been made in good faith to ensure that the information contained within this Proposal is correct, is current, and properly responds to the requirements as have been determined to date.

Notwithstanding any inconsistent term in the content of the Proposal, the Proposal is intended only as a general description of the products and/or services which may be provided, and the general business relationship contemplated by the parties, and shall not be construed to represent or create any contractual obligation. Mere submission of this Proposal is not a contractual commitment on the part of either party. Timelines and commitments regarding functionality, outcomes, implementation and delivery are estimates, are dependent upon each customer's unique needs, environments, and situations and are subject to change.

Workday will not attach either this Proposal or the RFP to the resulting contracts. Workday offers an ongoing warranty to documentation that persists for the lifetime of the subscription. Workday's documentation is provided electronically and available as part of the solution. This means that instead of warranting for a finite period to a proposal that describes functionality that may be substantially out of date by the time the solution is live, Workday will be warranting that as long as you are using the Workday solution, it will conform to its then-current documentation. As part of its standard warranty, Workday also warrants that changes to the solution will not materially degrade functionality of the solution. Accordingly, customers receive a long-term warranty that functionality will not disappear or materially degrade despite changes in delivery technology.

One of the hallmarks of a cloud solution is that new features and functionality in a given solution are provided automatically to customers using that solution. Workday has made a good faith effort to identify any responses which describe services, features, or functions that are not currently part of the cloud solution. Any unreleased services, features or functions referenced in any Workday document, blog, our website, press releases or any public statements that are not currently available are subject to change at Workday's discretion and may not be delivered as planned or at all. Customers who purchase Workday, Inc. services should make their purchase decisions based upon services, features and functions that are currently available.

This Proposal and all terms and conditions proposed herein are subject to execution of mutually agreeable contract documents. Because Workday solutions are offered to all customers on a "single code line" with a single back-end support and hosting organization, our ability to provide a consistently high level of service relies on the standardization of our processes, and in turn, our contracts. Likewise, Workday does not agree to follow third-party Codes of Conduct. Instead, Workday agrees to follow our Code which we agree will not materially diminish over the term of our relationship. Workday's Code of Conduct can be found at:
https://www.workday.com/content/dam/web/en-us/documents/investor/workday-code-of-conduct-2019.pdf

Because of the foregoing, any terms and conditions in the RFP, including proposed contractual terms and conditions, that conflict with the terms and conditions of Workday's Master Subscription Agreement and its exhibits ("MSA") and order forms are rejected by Workday, and only those terms and conditions mutually acceptable to both parties through negotiation of the MSA will govern our respective legal obligations with respect to such services and related business arrangements and obligations.

Forward-Looking Statements

This document may contain forward-looking statements for which there are risks, uncertainties, and assumptions. If the risks materialize or assumptions prove incorrect, Workday's business results and directions could differ materially from results implied by the forward-looking statements. Forward-looking statements include any statements regarding strategies or plans for future operations; any statements concerning new features, enhancements or upgrades to our existing applications or plans for future applications; and any statements of belief. Further information on risks that could affect Workday's results is included in our filings with the Securities and Exchange Commission which are available on the Workday investor relations webpage: www.workday.com/company/investor_relations.php

Workday assumes no obligation for and does not intend to update any forward-looking statements.

Any unreleased services, features, functionality or enhancements referenced in any Workday document, roadmap, blog, our website, press release or public statement that are not currently available are subject to change at Workday's discretion and may not be delivered as planned or at all. By purchasing services from Workday, Inc., customers agree no reliance was made on any forward-looking statements, and purchase decisions are based solely upon services, features, and functionality that is currently available.

Use by Other Entities*:* The parties agree that other public entities, including state agencies, local governments, local school systems, courts, and public institutions of higher education may utilize the terms of this Agreement to purchase services from Workday. The parties understand that pricing is specific to utilization metrics and the choice of Workday Service components and that any other entities will not necessarily pay the same price as Customer. Any such other entity shall be responsible for complying with its relevant procurement rules and regulations. Customer will in no way whatsoever incur any liability to Workday, such entities, or others in relation to specifications, delivery, payment, or any other aspect of actions or omissions by such entities. An entity wishing to utilize this Agreement will execute its own Order Form which references this Agreement and incorporates it by reference or may, at its option, choose to have a copy of this Agreement executed in its own name.

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Executive Summary

Executive Summary

> “I started Workday to bring a passion and customer focus back to the business of enterprise applications.”
>
> Dave Duffield
> Co-Founder and Chairman

Today’s fiscal challenges, unprecedented levels of change, and demands for accountability and transparency make innovative, flexible software solutions a key foundational element for achieving operational excellence. However, many enterprise applications, having been built on technology developed decades ago for a generation of organizations with very different requirements, can no longer keep pace with changes in the industry. Legacy applications are rigid, difficult to change, and require costly and complex upgrades. And many of the competitive solutions on the market today, while being offered in the cloud, are simply a patchwork of different systems stitched together with integrations and unable to support a collaborative, streamlined experience.

Modern organizations need systems that are flexible, user-friendly, and innovative and that continuously evolve to keep pace with change. Workday offers a fresh approach to enterprise applications and a radically different ownership experience than legacy software or other cloud solution providers.

Workday brings financials, human resources, payroll, reporting, planning, and analytics together into a single cloud-based system. It gives you the tools and capabilities you need to manage, attract, develop and retain the best employees and support financial transactions, controls, and analytics on a desktop as well as the mobile devices you use every day. With Workday, NCPA can control and predict costs, increase productivity, and dramatically improve data visibility. The Workday solution is the result of innovative thinking, new technologies, and a fresh approach to capturing and prioritizing product developments to support organizations like NCPA.

“Workday offers insights that no system that we’ve ever had, did before. We are able to slice and dice information pretty much in any way that we want to.”

- Thomas Olliff, Senior VP, Administration
District Board of Trustees of Broward College, Florida

NCPA's Objectives

Based on our understanding of NCPA's requirements and main project drivers, Workday is uniquely positioned to address your objectives while helping your organization:

- Improve operational performance
- Make your finance aspirations a reality
- Engage your people
- Embrace growth and change
- Maximize your investment

Improve Operational Performance

Workday uses configurable workflow and automation to eliminate manual processes and ensure compliance, accuracy, and standardization. Additionally, organizations can expect to see up to 90 percent reduction in time to create reports for third-party auditors. All business processes follow an unbreakable approval chain or orchestrated set of activities or steps, with instant notification of actions at risk of falling outside your configured process. As a single system, Workday provides a clear understanding of the costs and capabilities of your people across all departments, roles, and locations, making it easier to analyze for cost and productivity savings.

The built-in analytics in Workday eliminate the need for external reporting tools and systems. All users can access the information they are qualified to see when they need it, helping to improve the overall operational intelligence throughout your organization. Every report is delivered in context to the task at hand and includes drill-downs, so you can take immediate action from the insights produced.

You'll have a broad range of reporting options and unparalleled access to analytics from both Workday and non-Workday sources to more effectively support your business. Wherever you are in Workday, you'll find answers to your current question – and the next, and the one after that – to gain comprehensive insight, determine what might happen next, and support informed decisions.

Inspired by consumer internet design principles, Workday behaves a lot like the intuitive and intelligent apps we all use every day. Our user experience strategy focuses on simplicity and mobility, and we are committed to providing enterprise solutions that are collaborative and accessible anytime, anywhere, and from any device, including tablets and smartphones.

"We liked Workday's process of two upgrades per year, typically occurring over a weekend and that all of their customers are on the same version at the same time."

- Karen Niparko, Executive Director, HR
City and County of Denver

Make Your Finance Aspirations a Reality

With Workday, you can guide with insight, consolidate and close with confidence, prepare for what's next, and ensure compliance across the entire organization.

Workday gives you instant access to all corners of your organization to empower decision makers with actionable, in-the-moment, and on-the-go financial insight. It delivers real-time consolidation, so you can confidently report financial results, fulfill regulatory requirements, and streamline close processes, all from the general ledger.

Workday accelerates the plan-to-action cycle to strengthen operational alignment and meet overall business objectives. Always-on audit drastically reduces the time you spend gathering audit evidence and verifying processes, so you can proactively ensure that the right controls are in place for new and strategic initiatives.

For the third year running Workday has been recognized as a leader in the Gartner Magic Quadrant for Cloud Core Financial Management Suites for Midsize, Large and Global Enterprises, in the May 2019 Gartner Report.

Gartner Magic Quadrant for Cloud Core Financial Management Suites for Midsize, Large, and Global Enterprises

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Source: Gartner, "Magic Quadrant for Cloud Core Financial Management Suites for Midsize, Large and Global Enterprises," John E. Van Decker, Robert Anderson, Greg Leiter, 13 May 2019.

Engage Your People

Statistics show that an engaged workforce leads to greater productivity and retention, impacting the bottom line.

Thanks to a modern, intuitive user experience, everyone in your organization can manage and consume relevant information with Workday. It's as easy and intuitive to navigate as today's consumer websites and apps. We've provided a unique role-based experience for every user that is accessible anywhere, at any time, from any device. Insights are built in throughout Workday and delivered via dashboards, scorecards, and reports to provide critical information in context to the decision being made with the ability to take immediate action, making it easier to align resources to strategic goals.

Additionally, Workday supports the full hire-to-retire lifecycle with built-in recruiting, onboarding, performance management, and career development functionality, providing a complete view into the cost, quantity, capability, quality, and capacity of your people. Workday is a single source of record for identifying skills and strengths, reallocating resources, filling gaps, monitoring morale, giving anytime feedback, assessing retention risk, and more. To keep your people informed, engaged, and well-trained, you can use built-in notifications and alerts to communicate with them on the device of their choice and provide a personalized learning program that incorporates video, peer-generated content, and social sharing.

With its streamlined onboarding, robust self-service functionality, and comprehensive talent management capabilities, Workday helps cultivate a culture of career development and opportunity, minimizing turnover and its associated costs. With Workday, organizations have reported up to 90 percent faster onboarding times, and adoption of self-service practices is typically improved 50-90 percent.

In the September 2019 "Gartner Magic Quadrant for Cloud HCM Suites for 1,000+ Employee Enterprises" report, Workday achieved a Leader position for the fourth year in a row. Workday retains its leadership position by continuing to deliver superior ownership experience and its extensive investment in innovation helping customers succeed in the changing world of work.

Gartner Magic Quadrant for Cloud HCM Suites for 1,000+ Employee Enterprises

Source: Gartner, Inc., "Gartner Magic Quadrant for Cloud HCM Suites for 1,000+ Employee Enterprises"; Melanie Lougee,Ranadip Chandra, Jason Cerrato, Chris Pang, Ron Hanscome, Jeff Freyermuth, Sam Grinter, and Helen Poitevin; 23 September 2019. GARTNER is a registered trademark and service mark of Gartner, Inc. and/or its affiliates in the U.S. and internationally, and is used herein with permission. All rights reserved.

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"We are continually impressed with Workday Payroll's modern architecture, elegant user interface, and easy-to-use employee self-service capabilities. For example, Workday allows the county to offer employees self-service benefits enrollment and have those deductions reflected automatically in paychecks."

- Gary Robinson, Budget & Finance Director, CFO
Pierce County

Embrace Growth and Change

Change is constant. Whether you're experiencing workforce, industry or organizational change, your administrative systems must be able to keep up. Processes need to adapt and evolve to support new strategies and initiatives. Unfortunately, most enterprise applications were built for stability rather than change. Structures, processes and analytics were hard-coded or customized to meet business needs at a specific point in time. But when those needs change, your systems struggle to keep up and often become an obstacle in the way of organizational progress.

Workday's underlying technology architecture allows organizational structures and business processes to be easily configured and adapted to meet your evolving needs related to new regulatory requirements, expanded programs, reorganization, or any other operational change that affects workflow and reporting.

With Workday, you can set the application to match your organization rather than needing to accommodate a rigid structure, and you can make changes on the fly that are represented in real time without requiring IT intervention or costly third-party customizations. And all your business processes and rules remain intact during update cycles.

You can give security permissions to employees based on their role, and document every change made in the system with Workday's always-on audit functionality, improving visibility and minimizing operational and financial risk.

Maximize Your Investment

Our customers consistently achieve both strategic and economic value through the optimal use of Workday. Many organizations have experienced lower total cost of ownership by decommissioning existing systems, increasing IT productivity, and eliminating costs associated with hardware, hosting, upgrades, report writing tools, and multiple mobile applications. 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. Leaders are using the rich insight in Workday to drive decision-making. Workday introduces a new level of value by providing:

- **Shorter Deployment Times:** Workday deployments are dramatically faster (and therefore less expensive) than typical enterprise resource planning (ERP) implementations. On average, our customers have been able to go from core team training to production in months rather than years. This allows our customers to realize the value of a new solution more rapidly than with traditional ERP solutions.
- **Reduced IT Maintenance:** Workday manages all the necessary hardware, databases, security, and middleware required to deliver a world-class system, so you don't have to. Every aspect is managed within a responsive cloud environment that is uniform across our customer base, delivering tremendous cost savings and operational innovation in the short and long term. This also frees your IT team to focus on more strategic initiatives for the organization.
- **Enhanced Security and Compliance:** Workday secures data, not fields, so you only have to set up security once to control access to data and business processes across the enterprise. Our unified security model includes user access, system integration, reporting, mobile device access, and IT access. Everyone must log in and be authorized through the Workday security model, and all access and changes are automatically tracked and audited. This unique security model lowers the time and costs associated with governance and compliance and reduces overall security risk.
- **Greater Extensibility:** Workday has opened up our platform to customers and a broader ecosystem of partners, independent software vendors, and developers to enable them to build custom extensions and applications. The Workday Cloud Platform will substantially increase the power and value of Workday applications by enabling you to extend Workday in ways that are unique to your business.
- **Lower Integration Efforts and Costs:** Integrations are often an incredibly costly aspect of the enterprise infrastructure and an impediment to change. Because Workday is a single system on a shared platform with a shared data model, intra-application integrations are non-existent. Rather than having to manage discrete data sets from different systems, you'll have applications that work seamlessly together right out of the box. We also provide public web-services APIs, a built-in

enterprise-class integration cloud platform, and pre-built packaged integrations to common third-party applications. And no configurations or integrations are ever broken during release updates.

- **Continuous Innovation:** As your organization grows and changes, Workday keeps improving to provide you with the most modern tools available. You're never buying or using yesterday's technology to try to meet today's requirements. Weekly updates are delivered to all customers at no additional cost and with minimal downtime. The user community actively suggests and prioritizes enhancements, so business innovation and new processes are quickly spread through the entire Workday customer base.
- **Unprecedented Collaboration:** Having every customer on the same version of the software unlocks an incredibly powerful resource around collaboration. Customers share reports, business process configurations, integrations, and more through the Workday Community. Customers often find just what they need and learn new approaches in Community instead of investing time and resources to develop concepts and configurations on their own.
- **True Partnership:** Our experienced Value Management team can work with you to discover, validate, and articulate the strategic and economic value, risk, and change implications of deploying Workday. This includes building a business case for change to seek investment approval, baseline benchmarking during deployment, measuring the actual value realized (typically a year after going live), and helping assess future opportunities across the entire Workday platform.

"Workday will provide the State of Oregon government with a fresh approach to managing our critical human resources"

- Madilyn Zike, CHRO
State of Oregon

Workday: Different by Design

While there are several companies that offer “cloud” delivery, the difference is in the details. Software-as-a-service (SaaS) solutions are typically defined by the delivery model rather than the underlying technology. Many software vendors that host their applications and allow access via the internet call themselves SaaS vendors. These vendors typically offer single-tenant SaaS solutions that are delivered in the cloud, but require a unique tenant for each customer, making upgrades, maintenance, and information-sharing difficult. Hosted SaaS offers little more than removing database management and hardware/infrastructure maintenance responsibilities, and the hybrid solution of on-premises products mixed with hosted solutions required by some vendors adds its own level of complexity.

Workday is a multi-tenant SaaS solution that is developed, supported, and deployed as a single version of software across all customers, enabling Workday to focus on ongoing value-added innovation. Vendors that host single-tenant solutions and call it SaaS can’t offer the same benefits because they expend too many resources maintaining multiple versions of both their own software as well as a broad matrix of supporting infrastructure. Because their customers are typically on different versions at any given time, they are also unable to share infrastructure and operational resources to the extent that Workday can. As a result, their customers don’t benefit from the efficiencies of shared resources that a multi-tenant SaaS solution can provide, and their customers often end up footing the bill for maintenance, upgrades, and customizations.

A more expansive definition of why Workday is different from hosted and on-premises solutions includes the following characteristics:

- Customers share a single version of the software
- Customers share IT infrastructure and operational resources
- New features or performance enhancements benefit all customers simultaneously
- Updates are managed by the vendor at no extra charge

- World-class security for data center operations, applications, and data
- Service-level guarantees including response time, uptime, backup, and disaster recovery
- Ongoing maintenance and performance tuning
- No perpetual licenses (pay-as-you-go pricing)

Workday is the only cloud provider that offers comprehensive security and data privacy in compliance with major standards such as SOC2, ISO 27001, and ISO 27018. We continuously monitor new and emerging security and data privacy standards, such as Privacy Shield, and quickly build compliance as these standards emerge to ensure your data is always secure. In addition, Workday is the only cloud vendor that provides a service level agreement on uptime *and* performance, ensuring the system is always available to meet your needs.

And Workday is proven. Thousands of organizations ranging from 500 to 500,000 employees have selected Workday as their partner. Despite hyper growth of 102 percent in transaction volume, Workday enjoys an unprecedented 98 percent customer satisfaction rating. Ninety-eight percent! It's a level that is enviable in any industry, and particularly unheard of in enterprise software. We've earned that rating because our customer-first philosophy permeates the company, energizes our team, and drives us to continually delight customers. We are here for one reason—to make our customers successful.

"We have extensive reviews of finance and HR, and Workday was by far the best product in both of those spaces for our needs."

- Michael Hofherr, Vice President and Chief Information Officer
The Ohio State University

Workday's Commitment to NCPA's Success

Workday is excited to have the opportunity to partner with NCPA and to contribute to your future success. Some of the software industry's most amazing minds are working right here at Workday to ensure we continue to deliver high-value, innovative, and cost-effective solutions.

We believe our success is a direct reflection of our customers' success. Because Workday is delivered as a cloud model, we must earn customer trust (and renewal) every single day. Cloud delivery places the focus on proving ongoing value, and keeps Workday delivering the latest functionality—to all devices—in seamless, painless, twice-yearly updates and weekly enhancements.

Workday has a culture that is passionate about people, integrity, and innovation, and we are especially passionate about our customers' success. We stand ready to help you achieve your organizational objectives in the shortest amount of time with the greatest possible benefit.

Tab 1 – Master Agreement General Terms and Conditions

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Master Agreement General Terms and Conditions

Workday Response:

In regard to the underlying "Master Agreement" that will be used under the Administration Agreement, Workday proposes that its standard contract documents be leveraged as the baseline agreements. Workday's one-to-many business model does not lend itself to use of customer-created contracts because all customers receive the same release of the solution, which can be configured but not customized. Customer-created contracts would create a significant risk of a determination that Workday has agreed to provide something other than its commercially-available solution. Workday warrants its solution to comply materially with its Documentation and further includes a best-in-industry warranty that its modifications to the solution over time will not materially degrade functionality. Unlike a traditional installed software warranty, which is often over before a solution is completely implemented, Workday's warranties run for the lifetime of the subscription to the Workday solution. Workday also utilizes a unique implementation methodology designed to leverage the high degree of configuration available in the Workday solution and its pricing is based on use of the Workday methodology, rather than any customer-described implementation method. Accordingly, Workday is proposing use of its standard contract documents; below is a short summary of how the Workday contract documents fit together:

- **Master Subscription Agreement ("MSA")**: The Master Subscription Agreement contains the general business and legal terms regarding Workday's delivery and your use of the hosted subscription services. The details regarding subscription term and pricing are contained in one or more Order Forms.
- **Order Form(s)**: These define the details of what is being purchased in each subscription, for how long, and any price caps on option years. Order Forms are used for Cloud solution subscriptions, training offerings, and Workday's Delivery Assurance service, which is a limited-scope quality control consulting service used when a third party performs the implementation. More in-depth professional consulting services are ordered via a separate professional services agreement and statement of work. Additional terms that are unique to specific service offerings are found as part of the Order Form.
- **Workday Universal Security Exhibit ("Security Exhibit")**: The Workday Security Exhibit sets forth the minimum security procedures that Workday agrees to follow relating to the hosted Service. Given the fact that the Workday Service is operated on a single code line through a shared environment and infrastructure, the security controls used by Workday apply to all customers. It is not feasible for Workday to agree to use individual customer security policies. Workday will work with individual customer's security team as they perform their due diligence.
- **Workday Production Support and Service Level Availability Policy ("SLA")**: This is more than just a definition of uptime commitment and measurement. It also identifies how Workday classifies reported issues with the cloud solution and addresses them. In addition, there is overlap with the Workday Security Exhibit with regard to basic hosting commitments such as backup and disaster recovery.
- **Universal Data Processing Exhibit ("DPE")**: The Data Processing Exhibit incorporates additional terms required by data protection laws; it is often used by customers who have employees located in Europe to confirm that Workday's processing is consistent with requirements under local laws and the European Data Privacy Directive.
- **Professional Services Agreement**: If Workday performs substantial consulting services, Workday uses a separate Professional Services Agreement, with individual Statements of Work for specific engagements. Workday has a limited number of "packaged" consulting services such as the DA and Premium Customer Success offerings that are ordered through Order Forms to the MSA.

Tab 1 – Master Agreement
General Terms and Conditions

- Customer Support
  - The vendor shall provide timely and accurate technical advice and sales support.

- Disclosures
  - Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
  - The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

- Renewal of Contract
  - Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to two (2) additional one-year terms or any combination of time equally not more than 2 years if agreed to by Region 14 ESC and the vendor.

- Funding Out Clause
  - To the extent required by applicable law, any/all contracts exceeding one (1) year shall include a standard "funding out" clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity's current revenue only, provided the contract contains either or both of the following provisions:
  - Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.

- Shipments (if applicable)
  - The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.

- Tax Exempt Status
  - Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

- Payments
  - The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.

- Adding authorized distributors/dealers

  - Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.
  - Purchase orders and payment can only be made to awarded vendor or distributors/business partners/resellers previously approved by NCPA.
  - Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.
  - All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.

- Pricing

  - <u>All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor.</u> It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.
  - To the extent applicable, all deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

- Warranty (If applicable)
  - Proposals should address each of the following:

    - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
    - Availability of replacement parts
    - Life expectancy of equipment under normal use
    - Detailed information as to proposed return policy on all equipment
- Indemnity

  - The awarded vendor shall protect, indemnify, and hold harmless in accordance with any definitive contract between the applicable parties.

- Franchise Tax
  - The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.

- Supplemental Agreements
  - The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above

the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.

- Certificates of Insurance
    - Certificates of insurance evidencing vendor's then-current insurance coverage shall be delivered to the Public Agency upon request. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of thirty (30) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified

- Protest

    - A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:

        - Name, address and telephone number of protester
        - Original signature of protester or its representative
        - Identification of the solicitation by RFP number
        - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested
    - Any protest review and action shall be considered final with no further formalities being considered.

- Force Majeure

    - If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
    - The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the

demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

- Prevailing Wage

  - It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the applicable jurisdiction. To the extent applicable, it shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

- Open Records Policy

  - Because Region 14 ESC is a governmental entity, responses submitted may be subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify the parts of the response, which it believes, are exempt. In addition and upon request, the respondent will specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).
  - The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Respondent are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Process

Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

- Contract Administration
  - The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.
- Contract Term
  - The contract term will be for three (3) year starting from the date of the award. The contract may be renewed for up to two (2) additional one-year terms or any combination of time equally not more than 2 years.
  - It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.

- Contract Waiver
  - Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
- Products and Services additions
  - Products and Services may be added to the resulting contract during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFP.
- Competitive Range
  - It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.
- Deviations and Exceptions
  - Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor’s complete line of products and/or services, when possible.
- Estimated Quantities
  - The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is $10 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program. There is no guarantee or commitment of any kind regarding usage of any contracts resulting from this solicitation

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Products and Services additions

- *Products and Services may be added to the resulting contract during the term of the contract by written amendment, to the extent that those products and services are within the scope of this RFP.*

Competitive Range

- *It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.*

Deviations and Exceptions

- *Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.*

Estimated Quantities

- *The estimated dollar volume of Products and Services purchased under the proposed Master Agreement is $10 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program. There is no guarantee or commitment of any kind regarding usage of any contracts resulting from this solicitation*

Evaluation

- *Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.*

Formation of Contract

- *A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process.*

NCPA Administrative Agreement

- *The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.*

Clarifications / Discussions

- *Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal.*

- *Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent's are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.*

Multiple Awards

- *Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.*

Past Performance

- *Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.*

Evaluation Criteria

Pricing (40 points)

- *Electronic Price Lists*
  - *Products, Services, Warranties, etc. price list*
  - *Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.*

Ability to Provide and Perform the Required Services for the Contract (25 points)

- *Product Delivery within participating entities specified parameters*
- *Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.*
- *Vendor's ability to perform towards above requirements and desired specifications.*
- *Past Cooperative Program Performance*
- *Quantity of line items available that are commonly purchased by the entity.*
- *Quality of line items available compared to normal participating entity standards.*

References (15 points)

- *A minimum of ten (10) customer references for product and/or services of similar scope dating within past 3 years*

Technology for Supporting the Program (10 points)

- *Electronic on-line catalog, order entry use by and suitability for the entity's needs*
- *Quality of vendor's on-line resources for NCPA members.*
- *Specifications and features offered by respondent's products and/or services*

Value Added Services Description, Products and/or Services (10 points)

- *Marketing and Training*
- *Minority and Women Business Enterprise (MWBE) and (HUB) Participation*
- *Customer Service*

Signature Form

Workday Response:

Executed Signature Form is provided on the following page.

Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name	Workday, Inc.
Address	6110 Stoneridge Mall Road
City/State/Zip	Pleasanton, CA 94588
Telephone No.	(925) 951-9000
Fax No.	(925) 951-9001
Email address	will.greer@workday.com
Printed name	Will Greer
Position with company	Regional Vice President, Sales
Authorized signature	

Tab 2 – NCPA Administration Agreement

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of December 6, 2019, by and between National Cooperative Purchasing Alliance ("NCPA") and Workday, Inc. ("Vendor").

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated December 6, 2019, referenced as Contract Number 01-103, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the "Master Agreement"), for the purchase of Cloud Administrative Solutions;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as "public agency" or collectively, "public agencies") may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

- General Terms and Conditions
  - The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement kexcept as expressly changed or modified by this Agreement.
  - NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor's obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
  - Vendor and NCPA shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
  - NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
  - With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region

14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define certain limited requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

- Term of Agreement
  - This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

- Fees and Reporting
  - The awarded vendor shall electronically provide NCPA with a detailed monthly or quarterly report showing the dollar volume of all sales under the contract for the previous month or quarter. Reports shall be sent via e-mail to NCPA offices at reporting@ncpa.us. Reports are due on the fifteenth (15th) day after the awarded vendor has filed its quarterly SEC financial report. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _______________

- Each quarter NCPA will invoice the vendor an administrative fee based on the total of sale amount(s) reported. The vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis. Deadline for term of payment shall be 45 days from date of a properly submitted invoice.

Annual Sales Through Contract	**Administrative Fee**
0 - $30,000,000	2%
$30,000,001 - $50,000,000	1.5%
$50,000,001+	1%

- Vendor shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA reserve the right to audit, at its sole cost and subject to the Vendor's security and confidentiality policies, the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at Vendor's facilities during normal business hours and not to disrupt Vendor's quarterly close activities. The parties shall promptly remedy any identified and agreed upon underpayment or overpayment.

◆ General Provisions

- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to seek recovery of reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA, provided, however, that the Vendor may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.
- All notices given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: Matthew Mackel

Title: Director, Business Development

Address: PO Box 701273
Houston, TX 77270

Signature: [signature]

Date: December 6, 2019

Vendor: Workday, Inc.

Name: Will Greer

Title: Vice President

Address: 6110 Stoneridge Mall
Pleasanton, CA 94588

Signature: [signature]

Date: 11/12/19

Tab 3 – Vendor Questionnaire

Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

- States Covered
  - Bidder must indicate any and all states where products and services can be offered.
  - Please indicate the price co-efficient for each state if it varies.

☒ **50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

☐ Alabama	☐ Maryland	☐ South Carolina
☐ Alaska	☐ Massachusetts	☐ South Dakota
☐ Arizona	☐ Michigan	☐ Tennessee
☐ Arkansas	☐ Minnesota	☐ Texas
☐ California	☐ Mississippi	☐ Utah
☐ Colorado	☐ Missouri	☐ Vermont
☐ Connecticut	☐ Montana	☐ Virginia
☐ Delaware	☐ Nebraska	☐ Washington
☐ District of Columbia	☐ Nevada	☐ West Virginia
☐ Florida	☐ New Hampshire	☐ Wisconsin
☐ Georgia	☐ New Jersey	☐ Wyoming
☐ Hawaii	☐ New Mexico	
☐ Idaho	☐ New York	
☐ Illinois	☐ North Carolina	
☐ Indiana	☐ North Dakota	
☐ Iowa	☐ Ohio	
☐ Kansas	☐ Oklahoma	
☐ Kentucky	☐ Oregon	
☐ Louisiana	☐ Pennsylvania	
☐ Maine	☐ Rhode Island	

[X] **All US Territories and Outlying Areas** (Selecting this box is equal to checking all boxes below)

- [ ] American Somoa
- [ ] Northern Marina Islands
- [ ] Federated States of Micronesia
- [ ] Puerto Rico
- [ ] Guam
- [ ] U.S. Virgin Islands
- [ ] Midway Islands

♦ Minority and Women Business Enterprise (MWBE) and (HUB) Participation

➢ It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.

- Minority / Women Business Enterprise
  - Respondent Certifies that this firm is a M/WBE [ ]
- Historically Underutilized Business
  - Respondent Certifies that this firm is a HUB [ ]

♦ Residency

➢ Responding Company's principal place of business is in the city of Pleasanton, State of CA

♦ Felony Conviction Notice

➢ Please Check Applicable Box;

[X] A publically held corporation; therefore, this reporting requirement is not applicable.
[ ] Is not owned or operated by anyone who has been convicted of a felony.
[ ] Is owned or operated by the following individual(s) who has/have been convicted of a felony

➢ If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

♦ Distribution Channel

➢ Which best describes your company's position in the distribution channel:

[X] Manufacturer Direct
[ ] Certified education/government reseller
[ ] Authorized Distributor
[ ] Manufacturer marketing through reseller
[ ] Value-added reseller
[ ] Other:

♦ Processing Information

➢ Provide company contact information for the following:

- Sales Reports / Accounts Payable

Contact Person: Sherry Amos
Title: Director, Market Development, Education and Government
Company: Workday
Address: 343 Beaver Pond Ridge
City: Troy State: VA Zip: 22974
Phone: (703) 402-3476 Email: sherry.amos@workday.com

- Purchase Orders

  Contact Person: Please contact Sherry Amos to facilitate requests.
  Title:
  Company:
  Address:
  City: State: Zip:
  Phone: Email:

- Sales and Marketing

  Contact Person: Please contact Sherry Amos to facilitate requests.
  Title:
  Company:
  Address:
  City: State: Zip:
  Phone: Email:

♦ Pricing Information

➢ In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.

- If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

[X] Yes [ ] No

➢ Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

[X] Yes [ ] No

➢ Vendor will provide additional discounts for purchase of a guaranteed quantity.

[ ] Yes [X] No

Tab 4 – Vendor Profile

Tab 4 – Vendor Profile

Please provide the following information about your company:

- *Company's official registered name.*

Workday Response:

Workday, Inc.

- *Brief history of your company, including the year it was established.*

Workday Response:

In 2005 software visionaries Dave Duffield and Aneel Bhusri decided to form a startup—one that would sell cloud-based applications for finance and HR. They resolved to build a company that would revolutionize the enterprise software market. The result is Workday.

Today, Workday is a leading provider of enterprise cloud applications for financial management, human capital management, analytics, and student applications designed for the world's largest organizations as well as educational institutions, government agencies, and non-profits. We offer innovative and adaptable technology focused on the consumer Internet experience and cloud delivery model. Our applications are designed for global enterprises to manage complex and dynamic operating environments. We provide our customers highly adaptable, accessible, and reliable applications to manage critical business functions that enable them to optimize their financial and human capital resources. Workday began offering our HCM application in 2006 and our Financial Management application in 2007. Since then we have continued to invest in innovation and have consistently introduced new services to our customers. Our cycle of frequent updates has facilitated rapid innovation and the introduction of new applications throughout our history.

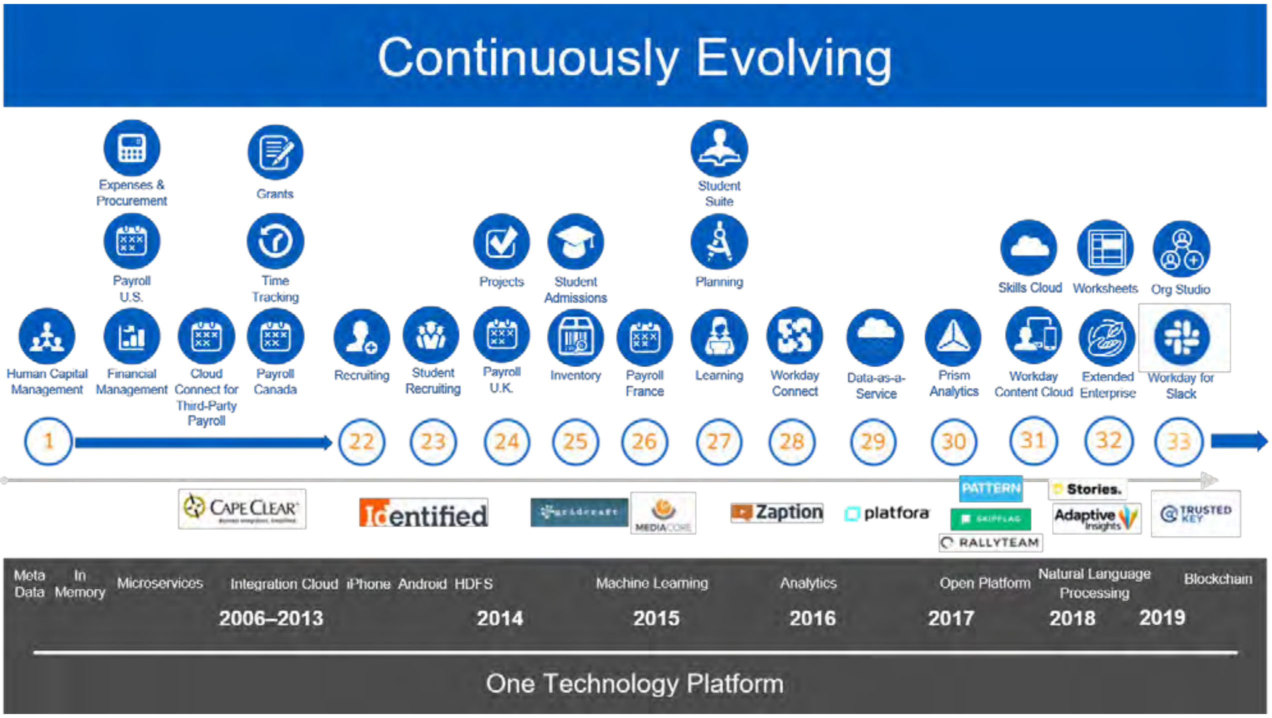
In August of 2018, Workday completed its acquisition of Adaptive Insights, which was founded by Robert S. Hull in 2003. As a CFO in Silicon Valley, Rob saw the opportunity to improve the way finance teams manage their budgeting, forecasting, reporting, and analytics processes. His vision was to empower teams to better manage their business by creating a solution that is easy to use so that planning is a collaborative process, powerful to enable comprehensive models driven by the right data and fast to enable continuous planning that keeps pace with the business. The Adaptive Insights Business Planning Cloud offers this unique combination of capabilities, providing customers with a solution that is more effective and easier to manage than Excel, yet at the same time maintains the flexibility of Excel that Finance professionals love and that their businesses need.

Workday continues to earn a leadership position in the market through our innovative and adaptable technology, focus on the consumer Internet experience and cloud delivery model. Further, we believe we are the only company to provide this complete set of unified cloud-based applications to enterprises. Our applications are designed for global enterprises to manage complex and dynamic operating environments. We provide our customers highly adaptable, accessible and reliable applications to manage critical business functions that enable them to optimize their financial and human capital resources.

Workday has achieved significant growth and global scale in a relatively short period of time, with a current employee count of more than 11400 employees. Workday has more than 2800 customers using our Workday solutions and 4500 customers using our Adaptive Insights solutions, including higher education institutions of all types and sizes, state and local governments, K-12 school districts, and non-profit organizations.

Historical Snapshot

Below is a snapshot of how far Workday has come since our inception in 2005.



- *Company's Dun & Bradstreet (D&B) number.*

Workday Response:

DUNS#: 60-700-9755

- *Company's organizational chart of those individuals that would be involved in the contract.*

Workday Response:

Workday's customer engagement at a local level is managed through dedicated Account Executives who manage the relationship and provide the interface to other parts of Workday's ecosystem. Working closely with the Account Executive is the Business Development Manager who provides the key insight regarding services, training, and support. Together the Account Executive and Business Development Manager form our virtual account team for all prospect engagement and liaison.

Managing customer relationships in this way provides our customers with one key point of contact and accountability within Workday. In relation to implementation, the Business Development Manager provides an interface between Workday's implementation partner ecosystem, Workday, and the prospect.

- *Corporate office location.*

Workday Response:

Workday, Inc.
6110 Stoneridge Mall Road
Pleasanton, CA 94588
Direct: (925) 951-9000
Fax: (925) 951-9001

- *List the number of sales and services offices for states being bid in solicitation.*

Workday Response:

Workday has more than 50 office locations throughout the world including, the U.S., Canada, Europe, Africa, and Asia Pacific.

Please click on the following link for a list of Workday's office locations: https://www.workday.com/en-us/company/about-workday/office-locations.html.

- *List the names of key contacts at each with title, address, phone and e-mail address.*

Workday Response:

Sherry Amos
Director, Market Development, Education and Government
343 Beaver Pond Ridge
Troy, VA 22974
(703) 402-3476
sherry.amos@workday.com

- *Define your standard terms of payment.*

Workday Response:

Workday's standard payment term is Net 30. Workday will negotiate other payment options in good faith.

- *Who is your competition in the marketplace?*

Workday Response:

Workday's major competitors are the traditional, on-premise ERP vendors—SAP, Oracle/PeopleSoft, and Infor/Lawson. These legacy ERP systems were developed in the early 1990s using the technologies and development methodologies of that era. Workday had the advantage of starting with a "clean sheet of paper" to develop the next generation of HCM applications, utilizing the latest technologies so that we could deliver an Human Capital Management solution that was easier to use and more intuitive, faster to deploy, required less capital and required less IT involvement to implement.

As a result of Workday's success and the market trend moving towards a cloud-based model, our traditional 'on-premise' rivals have taken a short-term, quick-fix approach of acquiring cloud-based best-of-breed solutions/organizations and attempting to build-out and/or integrate end-to-end HR functionality. SAP and Oracle, with their acquisition of SuccessFactors and Taleo respectively, are examples of this approach. In each case, both of those organizations had in turn previously made their own acquisitions. The result is a collection of what are essentially bespoke standalone systems that communicate via a series of hidden internal integrations. Perhaps most importantly though, is that the vast majority of our competitors' cloud revenues are derived from acquisition, whereas Workday's is achieved through our own research and development. This clearly demonstrates Workday's cloud thought leadership advantage and our ability to execute on our vision.

To stand out from the crowd, Workday goes to great lengths to articulate the importance of a truly unified solution and the significant benefits that a patient and long-term vision for our product has achieved. There is no better way to articulate this message than to point to our outstanding 97% customer satisfaction rating.

- *Provide Annual Sales for last 3 years broken out into the following categories:*
    - *Cities / Counties*
    - *K-12*
    - *Higher Education*
    - *Other government agencies or nonprofit organizations*

Workday Response:

Workday is a publicly held corporation and is happy to share our detailed financial data included in the most recent SEC financial filing provided on our website at: http://www.workday.com/company/investor_relations/sec_filings.php.

- *What differentiates your company from competitors?*

Workday Response:

Today's fiscal challenges, unprecedented levels of change, and demands for accountability and transparency make innovative, flexible software solutions a key foundational element for achieving operational excellence. However, many enterprise applications, having been built on technology developed decades ago for a generation of organizations with very different requirements, can no longer keep pace with changes in the industry. Legacy applications are rigid, difficult to change, and require costly and complex upgrades. And many of the competitive solutions on the market today, while being offered in the cloud, are simply a patchwork of different systems stitched together with integrations and unable to support a collaborative, streamlined experience.

Modern organizations need systems that are flexible, user-friendly, and innovative and that continuously evolve to keep pace with change. Workday offers a fresh approach to enterprise applications and a radically different ownership experience than legacy software or other cloud solution providers.

Workday brings financials, human resources, payroll, planning, reporting, and analytics together into a single cloud-based system. It gives you the tools and capabilities you need to manage, attract, develop and retain the best employees and support financial transactions, controls, analytics, and planning on a desktop as well as the mobile devices you use every day. With Workday, organizations can control and predict costs, increase productivity, and dramatically improve visibility. The Workday solution is the result of innovative thinking, new technologies, and a fresh approach to capturing and prioritizing product developments to support organizations across all industries, sizes, and geographies.

What's best, Workday is proven. Thousands of organizations ranging from 500 to 500,000+ employees have selected Workday as their partner. Despite hyper growth of 102 percent in transaction volume, Workday enjoys an unprecedented 97% customer satisfaction rating. It's a level that is enviable in any industry, and particularly unheard of in enterprise software. We've earned that rating because our customer-first philosophy permeates the company, energizes our team, and drives us to continually delight customers. We are here for one reason—to make our customers successful. The Power of One gives rise to the success of many, validated by external reports such as those produced by Gartner* (September 2019 and May 2019).

Unique Solution Offering

Some key differentiators of Workday are as follows:

- **Embrace Change:** Our suite of cloud-based applications is designed for leading global enterprises seeking highly flexible software that allows them to embrace changes in their operating and regulatory environments. Our rapid innovation cycle and regular deployment of the latest capabilities to our customers ensures that users are always able to use the latest version of our software, which we currently update weekly, culminating in two major releases per year. In addition to the continual improvement of the product, having all customers on the same version of the product ensures that we can support our customers effectively and, indeed, that they can support themselves. True unification also means that critical elements of Human Capital Management and Financial Management such as business processes and reporting, are not provided by third party systems and don't require specific IT skills or experience to create or modify. Business processes and reporting are **included** in the Workday solution and are maintained by the line of business, not IT; Workday applications can be configured and adapted to meet specific requirements, with no implications on upgrades. For example, users can quickly and easily change the business processes that underlie Workday applications and can also increase the number of users in response to organic growth, acquisitions or different operating conditions.

- **Operate with the Complete Picture:** Workday applications provide our customers with significant visibility into their operations and enable real-time operational and financial insights. Our applications are designed to capture both the content and context of everyday business events without the technical complexity and rigidity associated with traditional relational databases. Workday embeds this rich source of business information with real-time analytics into the core functionality of our applications to enable better and faster decision-making.
- **Consumer Internet Experience:** Workday applications enable user experiences that are similar to those of leading consumer Internet sites. Our focus on an intuitive and simple user experience enables adoption of our applications by even novice users with minimal training. Our applications are designed for use by the entire workforce, including senior managers and non-HR and finance employees. This focus enables our customers to generate higher productivity and better business results through broad access to better, timely and more reliable information.
- **Optimize IT Resources:** With our cloud-based model, all of our customers are operating on the same version of our software. This eliminates customized code and allows us to make regular updates to our software, with minimal disruption. Our customers do not need to buy, install and maintain the complex IT infrastructure required to operate on-premise systems. Even though we deliver new features on a frequent basis, our customers control their rate of adoption of new features through configuration, without the need for significant investments in IT resources.
- **Continuously Innovative:** Application logic and technology tend to evolve at different paces. Workday was designed from the very beginning to be able to evolve at the pace of innovation in the market so our customers would never lag behind the latest innovations. Our application logic and underlying technology services are abstracted from each other using a metadata layer that allows our developers to rapidly create new applications without having to understand the underlying details of the technology services. This design enables us to continuously evolve our underlying technology platform to account for new trends, such as machine learning or blockchain, without having to rewrite the application logic. Our applications only get smarter and better over time as new innovations come out, and it's all seamless to the customers. You will never have to purchase or re-implement a new version of Workday.

Our solutions are built on an innovative and highly adaptive foundation of modern technologies, including:

- **Multi-Tenant Architecture:** Our multi-tenant architecture enables multiple customers to share the same version of our applications while securely partitioning their respective application data. Because customers utilize our IT resources and operational infrastructure, this framework significantly reduces the costs of deployment, upgrades, and support.
- **Object-Based Data Model:** Our applications use objects to represent real-world entities such as employees, benefits, budgets, charts of accounts, and organizations. Using objects to model attributes and relationships increases our pace of innovation enabling actionable analytics that are part of our core transactional systems of record and making the system more easily adaptable to change.
- **In-Memory Data Management:** Our use of in-memory processing brings data physically closer to the central processing units and into main memory, eliminating the need to run a disk-seek operation each time a data look-up is performed. This allows for rapid and efficient delivery of embedded business intelligence to facilitate actionable analytics and reporting. All reports and analytics are based on real-time transactional data, eliminating the need for additional data warehouse complexity.
- **Consumer User Interface (UI):** We have built a flexible and modern UI framework that allows us to quickly embrace new UI technologies without needing to rewrite the underlying application logic. Currently, we support all major browsers, run natively on Apple's iOS and Android with applications

specifically designed for the iPad, iPhone and Android phones, and support other mobile platforms such as Windows Mobile and Symbian through our HTML5 client.

- **Configurable Processes:** Critical for any organization, particularly for complex, global businesses, is the capacity to provide consistent business processes, whilst allowing for local nuances, and ensuring privacy and security are maintained. Workday is uniquely positioned to support this common challenge because of our single architecture. The single architecture allows our customers to designate permission groups and security settings that are pervasive across the whole solution, in contrast to integrated products where multiple privacy and security settings need to be set per product/module. We offer a broad set of tools for configuring, managing, monitoring, and optimizing the business processes that organizations rely on to manage their business. We include over 700 pre-defined business process definitions to help accelerate deployments and provide a starting point for additional configuration. These can be implemented as-is, or refined by our customers to meet their specific requirements. These pre-built business processes provide an enormous head-start on our customers' deployments, and have been pre-built with global concerns in mind.
- **Web Services-based Integration Platform:** By offering an enterprise-class, embedded web services integration platform and toolset at no additional cost, we relieve customers of many of the burdens associated with legacy systems integration and greatly reduce the risk of deployment failures or delays. In addition to open, standards-based web services application programming interfaces, we provide a growing portfolio of pre-built connectors managed and maintained by Workday or our partners.
- **Security and Audit:** We endeavor to adhere to the highest security standards. We voluntarily obtain third party examinations relating to security and data privacy. From the physical security of our data center operations, to network and application level-security, to safeguarding our customers' sensitive data, we provide best-in-class infrastructure, policies and procedures. We deliver configurable, user-level access control policies as well as a comprehensive, always-on auditing service that captures and documents changes to both data elements and business processes.
- **Mobile:** Workday provides a mobile solution as a native part of the Workday user experience, at no additional cost. Native mobile applications are available for iOS and Android, with HTML5 access for all other mobile devices.

One such example where Workday has made full use of our technical advantages is in the development of smart analytics embedded as part of our applications. Such functionality allows, for example, managers to compare sales results from individual employees to their overall performance score, which enables HR the ability to understand which of the recruiters is hiring the staff that go on to be sales stars, or be promoted and transferred within the business. Further, using machine learning capabilities against both internal and external data, the system is able to predict whether staff are flights risks and can even suggest actions to avoid losing star employees.

Workday Customer Experience and Customer Satisfaction

The single most important differentiator that Workday provides is customer satisfaction. In the September 2019 "Gartner Magic Quadrant for Cloud HCM Suites for 1,000+ Employee Enterprises" report, achieved a Leader position based on our ability to execute and completeness of vision, which we believe is a testament to our unyielding commitment to our customers, who use Workday Human Capital Management (HCM) to increase their agility, to react quickly, and to gain efficiencies across the employee life cycle. As the business environment continues to transform rapidly, we are providing a breadth and depth of capabilities that enable our customers and future customers to lead in this changing world of HR. Around the globe and across industries, companies of all sizes use Workday to plan, execute, analyze, and extend in one system powered by machine learning. Our 97% customer satisfaction rating reflects our unwavering commitment to customer success.

The overall customer experience and customer satisfaction is the culmination of many unique Workday characteristics. Chief amongst these is the fact that Workday is a truly unified Human Capital Management and Financial Management solution. Despite their claims, this is in stark contrast to our competitors' approach, which is characterized by the acquisition of niche competitors to create a series of integrated systems that results in a piecemeal solution.

*Source: https://blogs.workday.com/workday-named-a-leader-for-gartner-magic-quadrant-for-cloud-hcm-suites-for-employee-enterprises/ and https://www.workday.com/en-us/company/newsroom/press-releases/press-release-details.html?id=1826177.

- *Describe how your company will market this contract if awarded.*

Workday Response:

Workday will put together a marketing plan for the contract that will include the production of sales training and collateral, customer facing collateral, website information and links to information on the contract.

Workday will also actively promote the use of the contract to all relevant prospects through our direct salesforce. We have a dedicated salesforce nationally for education as well as a separate national salesforce for government. Workday does not go to market through other indirect channels today outside of a few contract vehicles like NCPA. As a prior NCPA contract holder, we have precedence of the contract being used with a growing interest among our pipeline of opportunities. Our teams are highly motivated to give our customers this streamlined method of procurement.

- *Describe how you intend to introduce NCPA to your company.*

Workday Response:

Workday will work collaboratively with NCPA to reach out to NCPA customers via mail campaigns and/or jointly hosted webinars as well as incorporate NCPA collateral and materials into all Workday produced sales support programs. Workday's direct sales representatives will also make Education and Government customers aware of the NCPA contract in direct presentations and client meetings.

- *Describe your firm's capabilities and functionality of your on-line catalog / ordering website.*

Workday Response:

Workday goes to market via a "direct sales" model due to the nature of the acquisition of large scale technology solutions. Workday does not employ re-sellers or direct ordering capabilities via the website. Contracts are negotiated and processed directly with customers via their prescribed procurement and contracting processes.

- *Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)*

Workday Response:

Workday Support is provided online through our case management system, the Workday Customer Center. Staffed with highly trained experts, Workday Support and Customer Care organizations are available around the clock and around the world.

The Workday Support organization is designed to respond to customers who need help with the Workday service. Customers open a Product Support Case in the Workday Customer Center. Workday experts then collaborate with the customer to resolve the issue. When a customer has issues that are not related to the Workday service, the Workday Customer Care organization responds to requests or inquiries. Customers open a Customer Care Request in the Workday Customer Center when they need assistance. Customers can also request a phone call after a case is created online. The Workday Customer Center is available 24 hours a day, 365 days a year.

- *Green Initiatives*
    - *As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.*

Workday Response:

At Workday, we measure our success not only in financial terms, but also by how we operate in the community and environment. We are committed to reducing—and whenever possible, eliminating—any negative environmental impact while benefiting the communities in which we live and work.

Our sustainability efforts focus on the environmental, social, and economic issues that help create and sustain long-term success for all. To enjoy a healthy economy that fosters human potential, we need to sustain a healthy planet as a foundation for our economy.

Our approach to environmental stewardship focuses on the impacts that are most material to our business as a cloud software company. These include our carbon footprint, investments in renewable energy, reducing and responsibly disposing of our e-waste, and engaging with our employees to maximize their collective impact on how we operate.

From our Co-founder and CEO Aneel Bhusri:

Our forward-thinking approach at Workday extends well beyond our products and services. If we are going to continue to lead in our sector, we need to consider the broader economic, societal and environmental trends that will shape our future.

In 2012, Workday became a publicly-traded company and as a result, our stakeholder group grew much larger. However, our commitment to growing profitably and sustainably, minimizing our environmental impact, and focusing on socially responsible business practices remains steadfast.

Community involvement is a big part of our corporate culture, and in 2013 we launched the Workday Foundation, which is our primary vehicle for making philanthropic investments in the community. Our Foundation focus area is Workforce Development, with the ultimate goal of breaking the cycle of generational poverty and creating lasting economic self-sufficiency. In 2014 we launched our Giving & Doing Local Leaders program to ensure that employees have plenty of opportunities to engage with our nonprofit partners and to make a difference with any cause they care about.

We believe that increased focus on the environmental impacts of carbon emissions provides us with continued market differentiation and great opportunity, since our multi-tenant cloud delivery model centralizes computing resources, reducing the energy consumption that is needed to deliver our service.

We remain an EPA 100 percent Green Power Purchaser by offsetting 100 percent of the electricity used in our office buildings and data centers since 2009. We have also joined RE100, a group of influential global businesses committed to 100 percent renewable electricity. But we know there is more to do, which is why we became a signatory to the Corporate Renewable Energy Buyers' Principles, joining many Workday customers who are asking for easier and more cost-effective ways to purchase renewable energy to meet companies' renewable energy goals.

In 2014 we also launched our global Green Teams, who look for ways to reduce our environmental footprint at the local level while working together across the globe to develop enterprise-wide sustainability solutions.

A full copy of our 2019 Global Impact Report can be found at:

http://globalimpact.workday.com/

Workday's Environmental Sustainability Policy can be found at:

http://www.workday.com/company/about_workday/sustainability.php

Cloud is Green

Workday's highly efficient multi-tenant cloud architecture helps customers reduce business costs and carbon footprints at the same time.

Workday's architecture helps reduce overall power consumption, as we implement elastic computing where the use of resources varies depending on workload. This is a core aspect of modern cloud-computing architectures. Instead of running many servers all the time to handle peak loads, which consumes energy even while idle, resources can be dynamically provisioned and be shut down after use. Workday implements these concepts for services such as payroll processing in our compute grid, elastic integration processing, and other load-based scenarios.

We also optimize our resources by investing in virtualization technologies, where hardware resources can be shared by multiple services as if they were different physical servers. This approach is more resource-efficient and energy-efficient. Workday uses virtualization across our platform wherever it does not negatively affect system performance, security, or stability.

A CDP study reviewed 11 global companies. The study concluded that moving to the cloud while decommissioning a companies' own servers and data centers is sustainable economically and environmentally. By moving to cloud-computing solutions, companies gain from the lower energy costs of shared computing, while simultaneously reducing total global carbon emissions.

Key findings from the study

- Cloud-computing solutions avoid millions of metric tons of carbon emissions
- Collective financial benefits from cloud computing run in the billions
- Cloud computing delivers a positive net present value (NPV)
- Cloud computing brings business-process-efficiency savings

Internal use of IT systems is considered material to the business operations and total carbon-emissions footprint of many companies. Moving to cloud applications such as Workday can save both money and carbon emissions. This creates value beyond the environmental impacts, benefitting corporate stakeholders and the bottom line.

More can be found at: http://globalimpact.workday.com/sustainability-in-the-cloud/strategy.php.

Net-zero Carbon Emissions by 2021

Workday is committed to achieving net-zero carbon emissions by 2021. Our carbon management strategy is to avoid carbon-intensive activities where possible, focus on reducing the carbon intensity of our operations through efficiency measures, replace high-carbon energy sources with low-carbon energy sources, and offset the remaining emissions. Workday believes in transparently reporting our efforts to stakeholders. We have published our carbon footprint dating back to our 2010 baseline in our Global Impact Report and will continue to do so as we track our progress toward our 2021 goal.

- *Vendor Certifications (if applicable)*
    - *Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.*

Workday Response:

No such certifications apply to the cloud solutions that Workday provides.

Tab 5 – Products and Services

Tab 5 – Products and Services

Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.

The following is a list of suggested (but not limited to) Cloud Administrative Solutions categories. List all categories along with manufacturer that you are responding with:

Human Resource Management

Core Human Resources

- *Solution must support the full lifecycle of workforce management functions: Organization Management; Compensation; Asset Tracking, Absence and Leave Management; Compensation and Benefits Administration*

Workday Response:

Workday Enterprise Human Resource Management

Workday Enterprise Human Resource Management is designed to help you organize, staff, and pay your workforce. With modern, intuitive self-service capabilities, users and administrators can access the information they need about their jobs and organizations.

Designed for Agility

Unlike traditional applications that offer rigid, one-size-fits-all processes, Workday is highly configurable and supports the unique business processes of each organization or department. In addition, you can configure Workday business processes without IT involvement or programmers.

With Workday Human Resources Management, you can:

- Set up and maintain jobs and positions according to the staffing rules you define.
- Configure business rules to support the unique needs of different organizations or departments.
- Define security either by management hierarchy or by geography, allowing administrators to support specified regions or sites.
- Define the appropriate staffing approach for each organization or department.
- Perform all staffing activities in a single, consistent environment.
- Model and action organizational changes.
- Load in headcount plans and compare plan to actuals.
- Track multiple jobs/positions for a single employee.
- Manage the types and membership of various committees, both public and private, including regulatory and ad hoc.
- Create committee meetings with related agenda and voting capabilities.
- Find/invite/track new committee members.
- Track professional affiliations as part of a worker's skills.
- Switch primary job when one position (in a multi-job environment) supersedes another.
- Maximize operational efficiency via one-click drill down on staffing reports.

- Track open positions.
- Extend a warm welcome to new and pre-hires.
- Access 360° views of workers through configurable job and professional profiles and complete histories.
- View and attach documents to a worker, such as employment contract documents, ID verification documents, name and address verification documents, etc.
- Distribute and track the receipt of documents using the business process framework. Optionally leverage E-sign by Adobe or DocuSign to electronically record an employee or candidate's signature.
- Manage worker transitions and movement.
- Administer high volume organization changes and employment data.
- Set up project teams, and other organization structures.
- Identify and manage dotted-line (matrix) management relationships.
- Track and monitor health and safety incidents
- Find workers through a faceted search capability, and create talent pools to manage groups of workers more efficiently.
- Leverage embedded intelligence within business processes to have relevant analytics at the point of action.
- Measure effectiveness over time for several areas such as headcount, worker activity data (i.e. terminations), and computed measures (i.e. attrition/turnover percentages), delivered using standard reports—with no additional required tools or data marts.
- Provide insight into the health of your organization by configuring key metrics for your organization and adding them to your scorecard dashboard.
- Leverage social media sites, including LinkedIn, Twitter, Skype, Facebook and Google+, with a clickable icon directly from the worker profile view.

Included Functionality

Workday Human Resources Management includes full rights subscription to the following Workday components:

- **Embedded Intelligence:** Access contextual real-time business analytics on dashboards, mobile devices, and within business processes.
- **Job Requisition Process:** Create, edit, and close job requisitions to gain a finer control of your recruiting and hiring processes through automation, validation, and notifications.
- **Employment Agreements:** Create and renegotiate pre-hire Employment Agreements that include Collective Agreement, Probation Period and Contract Data. Use this data to generate contract / employee agreement documents to deliver to the pre-hire.
- **New Hire Process:** Manage the transition of any worker from applicant to employee or contingent worker.
- **Onboarding:** Extend a warm welcome to new and pre-hires, increase first day productivity, and streamline administration. Accommodate regulatory guidelines.
- **Worker Tracking:** Track worker profiles (e.g., personal data, union memberships, committee memberships, etc.) and full worker histories, including name and contact information changes; performance appraisals; and job, compensation, benefits, and PTO/leave history.
- **Employment Demographics:** Workday gives you the ability to manage the allowed values of key job and employee diversity data to assist you in reporting to various regulatory bodies.
- **Incident Tracking:** Maintain and report on detailed corporate health and safety data to spot trends and problem areas, as well as enable required government compliance reporting.
- **Team Staffing:** Create project teams, and other organizations, which may be either highly structured or ad hoc and informal.

- **Movement:** Manage worker movement within and between organizations, including transfers, job swaps, promotions, and terminations.
- **Re-organization:** Easily adapt your organizational hierarchy as business needs change and manage the mass movement of workers between organizations.
- **Off-boarding & Notice Periods:** Manage the transition of a worker from employee or contingent worker to termination. Notice period fields allow for proper documentation of when employee or employer is notified of an impending termination.
- **Professional Profile:** Configure relevant profiles for your workers, including compensation, education, memberships, awards, job history, prior work experience, development plans, training, competencies and other relevant data.
- **Talent Review:** Configurable guided experience to support the completion of talent cards, team-wide talent snapshots and talent review meetings.
- **Business Process Framework:** Provides HR subject matter experts with the ability to configure process steps and flow without writing code or involving a programmer.
- **Find & Compare Workers:** An advanced faceted search capability allows you to search for and compare multiple workers and narrow results by selecting various characteristics.
- **Tagging and Talent Pools:** Workers can be grouped into Talent Pools and certain mass actions can be taken on all workers in a Talent Pool.
- **Terminated Worker Access:** Allows restricted access to terminated workers so they can view payslips and update personal data.
- **Benchmarking:** Workday Benchmarking provides reliable peer group benchmarks based on Workday usage and transaction data. This opt-in service de-identifies and aggregates customer data and ensures privacy and security. Customers can easily access and evaluate the metrics they care about at no additional cost, with highly reliable and current data, and in the context of their enterprise applications.
- **Section 508 Support:** Workday supports Section 508 requirements that enable access to the system for people with sight and mobility disabilities. Currently, Workday supports Section 508 for Employee Self Service, Manager Self Service, Financials, Grants Management, HR Business Partners Expenses, Benefits, Time Off, Procurement, and reports; further support in other areas of the product is planned for future releases. (Note: Workday documents its compliance with the Section 508 accessibility standards through a document titled Accessibility in Workday Applications, which is updated periodically to reflect changes in the Workday solutions. Workday considers that document to be part of its Documentation for purposes of its warranty of material compliance with Documentation.)

Organization Management

Workday's sophisticated organization model provides extensive capabilities to handle traditional, hierarchical and administrative organizations, as well as geographic, costing and collaborative type organizations concurrently. Reports can be run for any organization type, allowing you to explore metrics and trends. You can also enable specific business processes according to your organizational structure, allowing you to roll out relevant workflow practices for each level or structure within your overall enterprise.

Workday's collaborative organization capabilities enable the ability to manage matrix organizations, project teams, and other organizations. Workers are able to create and manage their own collaborative organizations (such as projects they initiate).

Workday's flexible organizations also allow you to reorganize on the fly. Whether you're creating new departments or geographic divisions, managing grants, rearranging cost center structures, or moving organizational reporting relationships from one group to another, you'll be able to perform these actions quickly and easily within Workday. There is no other HCM application on the market today that can recognize your organization's changes as quickly or easily as Workday. And since all changes are tracked and documented, organizations can leverage Workday analytics for unparalleled comparative reporting.

Workday also allows you to create custom organizations to track other organization types not delivered by Workday.

Included Functionality

Organizational Management is an integrated component of Workday's core Human Capital Management system.

Below is a high-level, representative, non-exhaustive list of the capabilities:

- Manage Organization Structures: Build your organization structures to reflect the way you do business, and view them as a dynamic organization chart. Organization types are broken out so that you can pick and choose the organizational associations for the workers. Workday offers the following types of structures:
  - Supervisory Structures: Create and manage your reporting relationships.
  - Organizational Hierarchy Structures: Manage your organization across reporting entities and create roll-up structures.
  - Cost Center and Cost Center Hierarchy Structures: Manage your organization according to your financial cost center information.
  - Geographic and Geographic Hierarchy Structures: Manage your organization across your geographic divisions.
  - Custom Organizations: You define the criteria for membership in this type of structure.
  - Matrix Organizations: represent collaborative organizations and dotted line relationships.
- Reorganize on the Fly: Workday allows you to reorganize your structures with a new effective date through the following actions:
  - Create a new superior Organization
  - Create a new subordinate Organization
  - Model potential changes, and see how metrics change with each scenario
  - Move an entire Organization
  - Divide an Organization, and move workers into their appropriate Organizations
  - Move workers from one organization to another
  - Inactivate an Organization, and move workers to other Organizations
- Organizational Reporting: Workday's reporting tools work in concert with your reporting structures, allowing you to create and run reports using organizational parameters. For example, you can run staffing reports for cost centers, for regions, for entities or custom reporting structures. Users can also create or load in headcount plans to report on plans versus actuals. In addition, you can view key metrics embedded on your Organization Chart, providing insight holistically and within context.
- Export to PDF and PowerPoint: Easily export your organization charts to PDF or Microsoft PowerPoint. You can choose to include pictures as well as the number of levels down you want to export.

Workforce Lifecycle Management

Workday core Human Resources features begin with establishing and managing staffing at any level in the organization. Staffing approach may be defined for individual departments, divisions, 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.

Workday HCM manages open positions through the use of position, headcount or job to support the transition from applicant to employee or contingent worker.

Included Functionality

Configurable On-boarding and Worker Movement Processes

Workday Onboarding provides a warm welcome to new hires and increases productivity from day one. Workday Onboarding provides:

- Rules-based staffing events
- Multinational support
- Configurable approvals of on-boarding and business process definitions
- New Hire checklist automation
- Individualized welcome messages and content recommendations to help new hires acclimate to your organizational culture
- Provide new hires with a personalized message from their manager as well as a personalized list of people and mentors to meet
- Recommended training and learning courses
- Management of worker transitions and movement
- High volume Hire processing for mass onboarding

Position Budget and Control

Workday supports loading and monitoring of position budgets in order to help ensure that positions are funded before hiring takes place, and that compensation will be in line with the budgeted amount for the position.

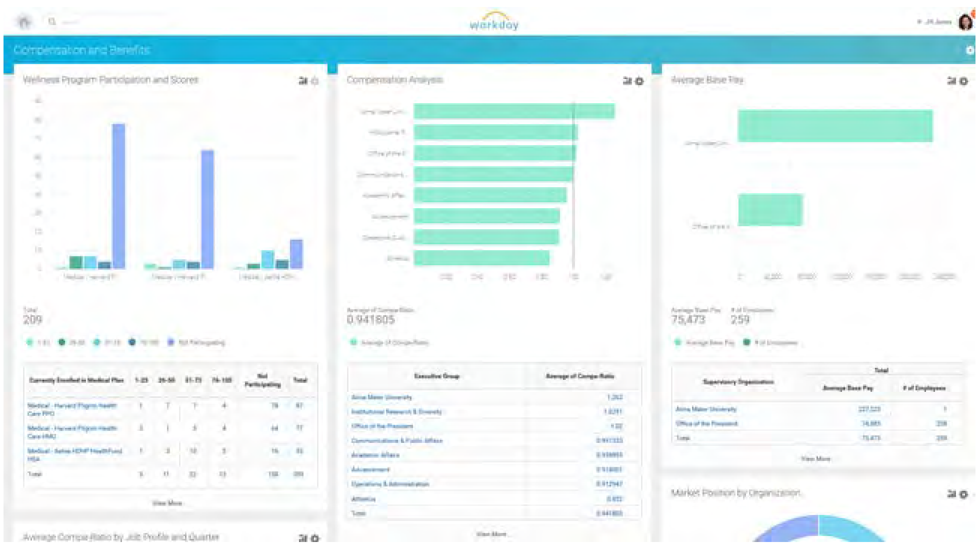
Workday can generate commitments for unfilled positions and obligations for filled positions. This allows you to monitor the status of the personnel budget throughout the year down to individual position, including projected salary savings.

- Job Requisition: The job requisition is used by the manager to specify the requirement of the opening.
- Create Position Budget: A financial budget can be created for each position. This budget can be entered into Workday or loaded from an external system. Workday provides a business process to manage creating position budgets.
- Create Initial Commitments/Obligations: Workday uses the pay group and compensation parameters established on the vacant position as well as filled positions to calculate and automatically generate the commitments/obligations. The business process allows you to review and approve before the initial commitments/obligations are created.
- Adjust Commitments/Obligations: Workday uses payroll actual plus forward looking projections to facilitate adjusting commitments/obligations throughout the fiscal year when changes occur. The business process allows you to review and approve before adjustments are made (including the checking against a position budget).
- Liquidate Payroll Commitments: Workday payroll processing automatically liquidates commitments by the previous pre-commitment amount for the paygroup/period. When a position is filled, Workday liquidates the pre commitment and creates the obligation.
- Fringe Benefit Commitments/Actuals: Workday allows you to define fringe benefit calculation percentages based on rules. These rates can be used for the calculation of the commitment amount and actuals.
- Position Control Reporting: Reporting provides visibility into the position budget, the amount consumed, and any projected savings. You can view the position budget at all levels including organization-wide, specific department(s), and individual position(s).

Compensation Management

Compensating employees frequently represents one of the largest costs in an organization. Elements of compensation include basic salary and bonuses, as well as other benefits. Post-Sarbanes-Oxley, compensation has become fraught with rigorous government regulations and is often burdensome and complex for organizations to manage. Workday enables you to create as much management structure for compensation as you need in order to assure personalization, compliance and control. Workday Compensation continues to evolve to meet the changing expectations of a multigenerational workforce that places a premium on the sharing of information, transparency, flexibility and a personalized, consumer-centric talent experience. As society continues to pressure businesses to pay workforces fairly, Workday continues to develop features to support this growing demand.

Workday Compensation allows you to design, manage, and adjust compensation programs and create and manage any number of flexible employee compensation plans. Designed with modern organizations in mind, you can consolidate employee compensation across multiple plans, teams and geographies



Workday Compensation provides the following high-level functionality:

- Automate awards managed by Workday Recruiting in the offer process as well as employee referral bonuses.
- Define and manage global compensation components, including base pay, variable pay, equity, and allowances.
- Supports deferred bonus compensation in which additional payments need to be distributed.
- Target appropriate compensation packages or grades to employees based on flexible rules.
- Create the link between allowance plans and existing expense functionality to be able to assign reimbursable allowance plans directly to employees.
- Pay for performance based on multiple performance factors, including organization, team performance and individual performance.
- Highly configurable compensation grid tool provides a continuous view of merit pools across the whole team, while allowing line and multi-level managers to collaborate within the grid during the merit process, providing warnings and error messages while managers are inputting their recommendations.
- Leverage business outcomes by applying organizational performance metrics as part of the compensation review process.
- Make better compensation decisions with contextual decision support with insights pulled from across the system, not just compensation focused.

- Configure and distribute a compensation pool to organizational executives, who then have control over the distribution of the pools down to line managers and ultimately their reports.
- Total Rewards statements allow organizations the ability to express employee investment to the workforce. In conjunction with Workday Payroll, the Total Rewards statement incorporates earnings, deductions and pay component groups.
- Approval and adjusting roll-up merit recommendations capabilities.
- Allow for coordination of events during a compensation process, such as job changes, and the related impact to awards and pools.
- Target total compensation statements to specific employee groups.
- With Compensation Survey Management, you can maintain multiple vendors, products and surveys, store survey jobs and matches between surveys and Workday job profiles and populate job matches automatically in new compensation surveys.

Included Functionality

Below is a high-level, representative, non-exhaustive list of the capabilities of Compensation Management:

Design Compensation Packages

- Create compensation plans, including base pay, allowances, and bonuses
- Define compensation guidelines for salary analysis and job leveling
- Assign compensation guidelines and plans to targeted compensation packages
- Assign compensation grades to job profiles
- Calculate compensation for global employee groups with a varying basis of compensation
- Ensure compensation packages do not go above local statutory limits by automatically adjusting allowance plans based on changes made to salary

Incentive Compensation

- Rules-based plan management
- Configurable approvals and business process definitions
- Long-term cash awards
- Event-based automation for merit and bonus calculation
- Compensation True Up enables bonus payments in tranches with optional “true up”, or calculation of remaining bonus, at the end of the year. Workday can true up across multiple plans

Pay for Performance

- Compensation increases based on combination of individual and business plan performances
- Merit Plan Process management
- Compensation Matrix for Bonus and Merit enables Pay for Performance on Bonus and Merit processes
- Real-time editing of allocations by Managers
- Management Reports on Compensation by Worker, or Organization
- Compensation review organization flexibility – review structure can follow either supervisory or custom created organizations

Analyze Results

- Pay Equity / Gender Pay Dashboard helps executives, legal departments, and compensation analysts identify high-level pay differences between men and women in their organization
- Review compensation in multiple dimensions (e.g. organization, team, business unit)

- Actionable reporting allows managers and compensation planner to track and analyze organizational compensation costs over time
- Inline analytics within the configurable compensation grid provide managers relevant data for informed decisions
- Monitor compensation processes across business units to ensure total spend doesn't exceed budget
- Drill into performance-based pay results to ensure top performers are appropriately compensated

Absence and Leave Management

Time off is an important component of an employee's total compensation package. Employers need the tools to create and deploy the types of plans that fit with their operational goals and compensation philosophies. Workday's Absence and Leave Management provides a comprehensive view into a worker's use of various absence plans, ranging from vacation and sick plans to defined leaves of absence. By taking advantage of Workday's robust calculation engine, Absence and Leave Management allows organizations to define and manage both their accrued time off and leave-of-absence plans. Workday's Absence and Leave Management can be used seamlessly with Workday Payroll or as part of Workday HCM.

Absence and Leave Management allows workers to submit absence requests via a calendar format and can follow a defined path for approval. Workers and managers can view worker's leave balances and the history of their leave requests through self-service. Once a request is approved, the worker's balance is automatically decremented, and the leave information is shared with payroll for calculation purposes.

Workday enables institutions to define leave types (FMLA, maternity, etc.) that would affect a faculty member's tenure status and/or sabbatical eligibility. Custom reporting, business process rules, and notifications can be configured based on the leave type setup for tenure and sabbatical effects. This functionality and the associated report fields make it easier to enforce institutional policies.

Absence and Leave Management provides the following high-level functionality:

- Highly flexible and configurable set of rules to define eligibility criteria
- Configurable accrual policies and accrual limits
- Configurable negative balance limits
- Configurable rules for carryover allowances
- Flexible calculation period schedules

Included Functionality

- Employee eligibility criteria
- Holiday calendars and work schedules
- Accrual amount, accrual schedule, and applicable limits on the maximum allowable accrual
- Flexible balance accumulation periods (e.g., calendar year-to-date, fiscal year-to-date, etc.)
- Define leave types such as: professional, academic, sabbatical, tenure, inactive, etc.
- Rules that control the carryover amount and carryover date
- Rules to manage the minimum and maximum consecutive day limits on time off entries
- Rules for absence periods that control the order of processing
- Dynamic, real-time reporting of employee time-off balances
- Robust Public API for integration to Time and Attendance systems
- Real-time reporting for accrued time-off liability
- Start and end times for time off
- Absence benchmarking of key performance indicators for time off and leave to compare against peers by industry, industry group, and size

Administrator:

- Streamline the set-up of complex absence plans using the same rule-based calculation engine used by payroll
- Define approval paths for Time Off and Leave Requests
- Ability to load Time Off Requests for Groups of Workers
- Monitor Time Off and Leaves for workers
- Create retroactive leave of absence requests
- Validate Time Off requests against Holiday Calendars, Work Schedules, minimum/maximum amounts, increments, unpaid allowed or not, etc.
- Pass absence data to Workday Payroll or interface to 3rd Party Payroll vendor
- Track Balances and determine which to show to employees through ESS or on Pay stub
- Load actual hours worked from external payroll system into Workday
- Automate the tracking of milestones for workers on long term leaves of absence
- Transfer or payout time off balances when a worker’s time off plan eligibility changes
- Absence Tiers – pre-define priorities so that extended absence events pull from separate absence pools (floating holiday, vacation pay, etc.) without requiring workers to enter leave of absence requests for each pool

Worker:

- Create and correct Absence or Time Off Requests through Self Service on a desktop or mobile devices (including the iPhone, iPad, Android and additional web enabled devices)
- Ability to upload attachments when requesting time off on a mobile device
- Workers with multiple positions can request time off for specific roles
- View Time Off Balances through Self Service
- View History of Time Off or Absence Requests
- Unified experience for entering time off or leave of absence requests
- View peers time off in a calendar view

Manager:

- Approve Absence Requests based on rules through Self Service on a desktop or mobile devices
- Enter Absence Requests for workers
- View Worker's History of Absence Requests
- View Worker Leave Balances
- View direct reports’ time off in a calendar view
- Absence management dashboard

Benefits Administration

Workday Benefits is a highly configurable system that allows your organization to define packages and plans in ways that create a personalized total rewards experience, thus keeping your workers engaged, motivated and retained. Workday gives your organization the tools to define, manage, and adjust benefits plans to meet your unique requirements and allows you to manage your organization’s benefit elections by setting up benefit plans, providers, and programs while defining robust eligibility rules that automatically determine employees’ qualifications for benefit plans. You can also manage your workers’ elections using open enrollment and life event changes. Your employees can more easily enroll in benefits during open enrollment periods via any device – including their mobile phones. Ensuring that you are making the right benefit decisions for your organization is simple with real-time reporting on plan/program adoption, premium costs and claims.

Full Spectrum of Benefits Coverage

Workday Benefits enables your organization to design and implement any number of benefit plans as well as control the plans that are eligible to be selected by employees during open enrollment or life events. You also gain the ability to link any eligibility rules that apply to the benefit plans as well as create or reuse any validations required for the benefit plan.

- Health: Medical, dental, vision, etc.
- Insurance: Short-term disability, long-term disability, life insurance, dependent life, etc.
- Spending Accounts: Healthcare and dependent care
- Health Care Savings Accounts
- Retirement Savings Plans: 401k, 403b, etc.
- Flexible Credits: Over 40 types to package and roll out
- Wellness Plan Tracking
- Cross Plan Dependencies
- Additional Benefit Plan Types: Captures remaining standard and non-standard benefits

Healthcare

Workday allows you to define benefit providers, Healthcare coverage types (medical, dental, vision, major medical), Healthcare classifications (HMO, POS, PPO, EPO), as well as employee and employer costs.

Insurance

By providing full support for rate tables (fixed, age, or compensation-based) as well as the insurance coverage types and target populations, Workday offers a flexible insurance coverage setup process where different definitions of rates can easily be combined with different forms of coverage. For example, you can set up coverage definitions by increments of a dollar amount, percent of salary, or multiples of salary, and then tie in the appropriate salary limits and salary calculation dates. You can also create rates by flat or dollar amounts, and define any demographic considerations such as age, gender, and smoker or non-smoker. For life insurance, you can define rules to determine when Evidence of Insurability or "proof of good health" is required.

Spending Accounts

Workday allows you to define Dependent Care and Healthcare spending accounts and determine the cap amounts for the plan year. Employees can enter their contributions annually or by pay group frequency, reducing administrative overhead.

Retirement Savings Plans

Using Workday, you can easily define plan types (401k, 403b, 457, etc.), employer and employee contribution rates, and maximum contribution amounts, as well as required validations such as minimum age.

Automated Processing

Workday allows you to automate benefits events, including new hire enrollment and termination. You can establish default enrollment logic for employees that miss the benefits enrollment window. In addition, benefit events can be configured to define which benefits changes are allowed for different types of events (i.e., who may be covered and which plan changes are allowed). Workday can also manage benefit events that occur on the same day or during overlapping periods, for example, a life event that occurs after open enrollment has begun.

Designed to Meet your Unique Requirements

Unlike traditional ERP solutions that provide a limited number of pre-delivered benefits eligibility criteria, Workday allows eligibility to be based on any field or combination of fields in the Workday system.

Employee Benefits Administration provides full support for:

- **Open Enrollment:** Initiate Open Enrollment for a single organization, multiple organizations, or the whole organization as well as for specific event types or plans. Enable open enrollment for mobile devices, so that your employees can enroll while on the road, at home with their spouses and family members, or away from their desks. Once enrollment elections are submitted by the employee population, a Benefits Partner can mass approve and activate elections.
- **Reinstatement of Benefits:** Automatically reinstate benefits to employees who were previously ineligible, due to LOA or work furlough, within a given timeframe.
- **Life Events:** Create life events such as a marriage, birth, employment change, etc. Determine which benefit plans are available for different life events. Employees—or a Benefits Partner—can initiate the life-event process with the Benefits Partner having the ability to approve and activate elections.
- **Passive Events:** Define events such as Employees or Dependents reaching a certain age; for each event, you can define the enrollment event rules including the ability for automatic enrollment.
- **Payroll:** Get out-of-the-box integration to Workday Payroll, as well as service-based integration to third-party benefits providers.
- **Imputed Income:** Track employer-related costs that are taxable benefits to the employee.
- **Multiple Jobs:** You can also base benefits eligibility on the staffing primary job or on the following aggregates across jobs:
  - Total FTE for Multi Job
  - Scheduled Weekly Hours for Multi Job
  - Compensation
  - Total Base Pay Amount—Multi Job
  - Total Base Pay Annualized Amount—Multi Job
  - Total Pay Amount—Multi Job
  - Total Pay Annualized Amount—Multi Job
- **Mobile Benefit Enrollment & Viewing:** During open enrollment periods, your employees can get instant access to benefit plan elections, coverage targets, costs and credits at your fingertips on your favorite mobile device.

Affordable Care Support

In support of the Patient Protection and Affordable Care Act, Workday provides a configurable framework for customers to manage the Measurement, Administrative, and Stability periods plus Lookback Date parameters for their organization.

Workday not only provides for reporting and analysis of this data but is also integrated with Workday Benefits eligibility and event processing to automatically handle an ACA related gain or loss of benefit eligibility for both open enrollment and other benefit life events.

Workday Benefits—ACA Features Overview

- Automatically calculates ACA full-time status per worker based on a 30 hour per week/130 hour per month standard that is configurable to accommodate any future changes
- Generate, update, and transmit 1094-C and 1095-C data to the IRS, straight from Workday
- Organizations with multiple entities can report under one single entity
- Seamlessly print and mail 1095-C forms to employees with partner integrations right from Workday

- Payroll data can be sourced from either Workday Payroll or Payroll Interface customers
- Allows any number of measurement period populations to be defined and measured against a 3-12 month ACA look-back period
- Both ongoing and initial (new hire) measurement periods are defined for each customer-defined ACA measurement period population
- Measurement, administrative, and stability period dates are automatically calculated for both the ongoing and initial cycles once a start date and a 3-12 month duration are entered for the ongoing measurement period
- Administrative periods up to 90 days may be defined for both the ongoing and initial (new hire) cycles
- Fully integrated with existing open enrollment processing
- Enhanced passive event functionality for automatic detection of ACA eligibility changes at the end of either a measurement or stability period—critical for new hires
- Allows ACA full-time calculation over multiple jobs
- Handles both 13 and 26 week rehire periods with a toggle for academic institutions to use a 26 week period as per the most recent IRS rules
- From a worker's related action menu, shows all ongoing and initial (new hire) measurement, admin, and stability period history by worker with a drill-down into all payroll results that were used in the ACA full-time/part-time calculation

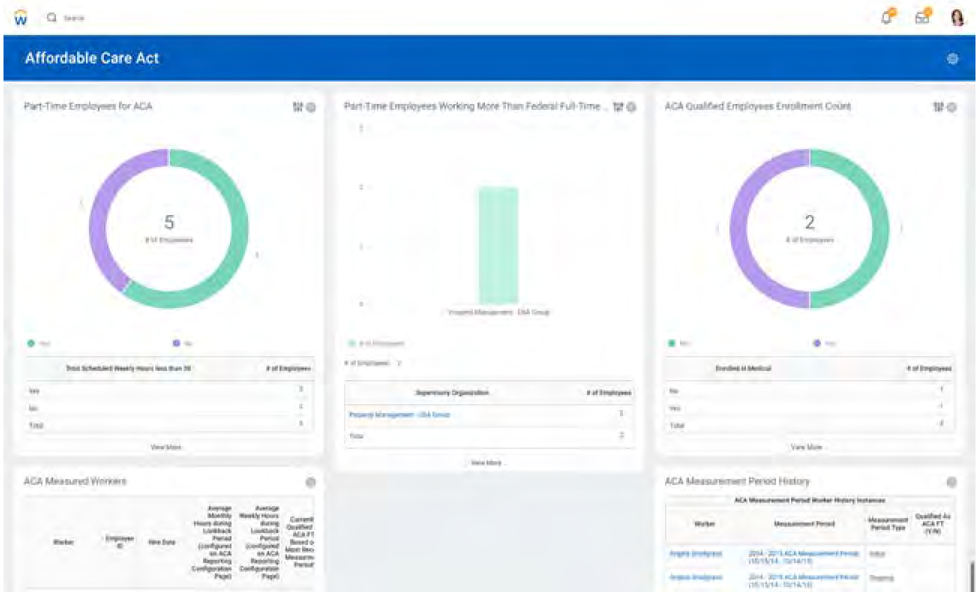
Workday provides the following features to help our customers meet the requirements of the Affordable Care Act:

1. The Affordable Care Act (ACA) Dashboard is designed to highlight three key areas for employers:
   - Full-time employees who are not enrolled in medical insurance
   - Part-time employees that are working over the 30 hour/week 130 hour/month ACA full-time threshold
   - Employees that are currently tracked in a measurement period, and their measured hours worked

2. The ACA Measurement Period feature:
   - Allows customers to track variable hour part-time employees and automatically trigger enrollment events when an employee reaches the end of an initial or ongoing measurement period and is full-time according to the ACA 30/130 full-time threshold
   - Can automatically detect and end an employee's enrollment if that employee reaches the end of a measurement period and is no longer full-time

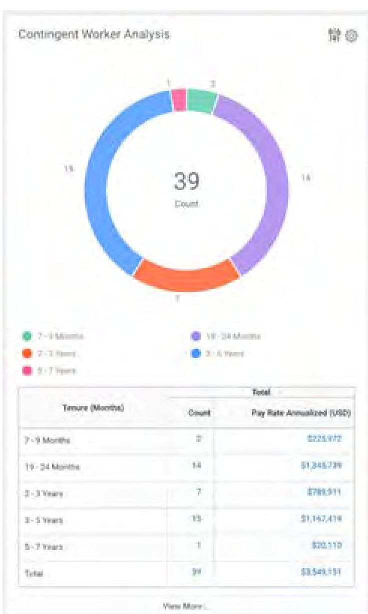
3. Affordable Care Act Reporting—1094-C and 1095-C. With this feature you will be able to:
   - Configure 1094-C form options by organization
   - Define worker populations for 4980H Safe Harbor codes
   - Create Aggregated Applicable Large Employer (ALE) groups
   - Allow employees to elect to receive 1095-C forms electronically
   - Generate 1094-C and 1095-C data and corresponding 1094-C and 1095-C forms for employees by organization with partner integrations for printing and mailing of employee forms
   - Transmit 1094-C and 1095-C data to the IRS
   - We will have the ability to import 1095-C data for COBRA participants, Medicare and Retirees

Workday's unified solution uniquely provides the necessary information from our HR, Benefits Administration, Time Tracking and Payroll allowing us to manage all aspects of ACA requirements, from eligibility to automatic enrollment, so you can stay in compliance with this evolving legislation.



Contingent Labor Management

Workday is designed from the ground up to support the unique requirements for sourcing, management, and optimization of contingent labor within your organization—including requisitioning, onboarding and administration, time tracking, and invoicing and payment. Workday addresses the unique requirements of contingent labor management, so you no longer need to deploy a multitude of disparate systems in order to source, onboard, track, and pay contingent workers.



Supplier Management

- Eliminate the need to create a separate supplier record for each independent contingent worker.
- Track contingent workers as available personnel resources, not just as suppliers.
- Link contingent workers to a staffing supplier.

Requisitions

- Provide a self-service capability so employees can easily create, submit, and approve requisitions for contingent workers.
- Maintain proper spend controls through Workday's configurable Business Process Framework.
- Fill open job requisitions with a contingent worker and adhere to staffing budgets for cost control.

Purchase Orders

- Use purchase orders (work orders) to procure contingent labor from a supplier.
- Control the policies and procedures for managing contingent workers with the Business Process Framework.
- Configure alerts, approvals and integration steps specific to organizations or type of labor.
- Easily support XML interaction with fully automated suppliers or provide a supplier portal for non-automated suppliers.
- Link purchase orders to master supplier contracts to track spend against an overall budget amount.
- Use Work Order Extensions (Change Orders) to modify original agreements, while still ensuring all approvals and notifications occur.

Onboarding and Offboarding

- Configure on- and off-boarding processes to meet the needs of specific organizations.
- Provide a positive new hire experience with tailored welcome messages, lists of helpful contacts, and access to learning content to help with ramp up.
- Use checklists to ensure new hires and others (HR, Compensation, and/or Benefits partners) complete all necessary tasks.
- Include additional tasks, such as procurement of assets (e.g. phones, laptops), creation of IT accounts (e.g. salesforce.com login), and any updates to integrations to external systems.

Time Sheets and Work Logs

- Leverage Workday Procurement to provide contingent workers with a timesheet (for rate-based work) or task log (for Statement of Work services).
- Use completed timesheets or task logs as a receipt of services rendered to facilitate an Accounts Payable three-way match process.

Invoicing and Payment

- Receive supplier invoices and payments electronically to minimize paper processing and maximize processing efficiency.
- Complete three-way matching thanks to seamless cooperation between procurement, invoicing, and settlements.
- Use built-in spend analytics to gain real time visibility and control over your organization's total spend on contingent labor.
- Manage your regulatory filing of 1099 Misc for Independent Contingent Workers.

Quality Management

- Ensure proper delineation between contingent workers and employees to avoid any co-employment issues.
- Evaluate the work that contingent workers perform and rate suppliers without assigning goals or using performance reviews.

Vendor Managed Systems (VMS) and Managed Service Providers (MSPs)

- Integrate with external VMS and MSP solutions to leverage their procurement processes while also utilizing Workday's single worker system of record.
- Use spend analytics and workflow information from Workday HR to bolster the effectiveness of your VMS or MSP solution.

Talent Management

- *Solution must support the following capabilities: Goal Setting, Performance Management, Succession Planning, and Career and Development Planning*

Workday Response:

Workday Talent and Performance Management

Talent and Performance Management works seamlessly with Workday Human Resource Management to let you align, assess, develop your workforce, as well as plan your leadership succession—all from a single unified solution. Workday provides core competency management capabilities to help define, assess, and track worker strengths and weaknesses.

Talent and Performance Management contains the following:

- **Onboarding:** Helps organizations extend a warm welcome to new and pre-hires, increase first day productivity, and streamline administration.
- **Goal Management:** Helps organizations establish, cascade, and assess goals for maximum alignment, improved visibility and increased engagement throughout the organization.
- **Check Ins:** Provides the ability to track organic conversations between managers and employees, mentors and mentees, and peer to peer to help with continuous performance.
- **Performance Management:** Allows organizations to align and manage talent from a singular system without the added burden and cost of a separate talent system.
- **Calibration:** Enables organizations to calibrate teams or departments.
- **Succession Planning:** Provides simple and visual tools to help managers build, manage and evaluate succession plans for any important position in their organization.
- **Career and Development Planning:** Gives managers and employees the ability to create development plans to encourage advancement during their careers.

Onboarding

Onboarding helps you set the first impression of your 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 helping new workers quickly assimilate into the 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 a Warm Welcome

- Pre-board workers in Workday to help them feel welcome and transition comfortably into their new surroundings.
- Share learning content and courses to empower new hires to stay engaged and access Workday Learning to enhance their onboarding experience.
- Configure content such as tailored welcome messages, list of helpful contacts, mentor connections, new hire checklists and learning material to include relevant information for the worker, their new organization, and tasks that they need to complete before getting to work.

- Speed time to productivity of new and acquired talent and reduce employee turnover.

Streamline HR Administration

- Improve HR productivity and significantly alleviate the burden of administrative tasks, paperwork (including I-9 and benefits open enrollment documents), collecting worker information and forms processing.
- Improve regulatory compliance—reduce legal and financial risks.
- Gain greater visibility into all tasks associated with employee transitions.
- Packaged integration with E-Verify.

Goal and Performance Management

Goal Management allows you to maximize visibility by creating and aligning organizational and sub-organizational goals. Foster stronger worker engagement by creating individual goals that align to organizational or manager goals and assess and track goal completion and performance for a holistic picture of worker performance.

With Performance Management, companies can track performance, provide feedback, drive improvement, and consistently reward performance. Performance Management allows companies to understand baseline organizational capabilities and areas for development, then solicit, give, or request feedback from multiple sources at any time for a review. The flexible business process rules make it easy to establish consistency, but still adhere to process requirements.

Support the Full Continuous Review Process, from Initiation through Online Sign-Off

- Establish individual and organizational goals by department, job, or job profile to align the workforce to corporate and organizational priorities. Create goal milestones to track progress.
- Send survey questionnaires in advance of conversations to identify key issues to focus on.
- Managers and administrators can easily create and push out surveys to selected employees and organizations. Surveys are accessible from mobile devices and desktops via the Workday application or browser link. Real-time dashboards allow survey administrators the ability to view survey responses and drill down to find out who submitted the response. With survey campaign management, you can pre-schedule surveys in advance.
- Target performance evaluation templates to different groups of workers, based on organization, job, position, or individual worker requirements. Design intuitive and highly configurable review process workflow to enable revisions and foster a collaborative dialogue between workers and managers.
- Create dynamic goals that relate goals to competencies and feedback.
- Include attachments with evaluation forms and templates, and deliver forms to workers pre-populated with appropriate information (e.g., department-wide goals or broader job requirements) so workers can see how they're being rated.
- Establish different review processes for different milestones (e.g., continuous quarterly, mid-year, and annual reviews).
- Define specific performance evaluations to be utilized within Compensation to support Pay for Performance.
- Performance and talent calibration enables managers to compare and adjust performance and talent assessments of their teams to maximize pay for performance and prepare talent for the future.
- Extend performance to your contingent labor, including performance reviews, development plans, competencies, and feedback.
- Check-ins functionality allows organizations to capture conversations between individuals with topics, shared notes, and private notes – to help maintain accountability for topics covered in conversations.

Configuration, Content, and Collaboration

Workday is committed to helping organizations identify and leverage all of the talents, skills, and expertise of their workforce. Highly configurable and easily adaptable to your existing business processes, Performance Management can be implemented without programmers or IT involvement. Using Performance Management, your organization can maintain multiple discrete review processes to support the varying needs of different departments and organizations. Above all, Workday supports a collaborative interaction between reviewers and reviewees.

Configuration

- Design the optimal Performance Evaluation Templates by adding custom sections, reordering sections, and selecting what information should be weighted and measured.
- Assist employees through their review with template driven UI for a guided performance and profile completion experience to support talent review meetings.
- Target performance evaluation templates to different employees, such as exempt/non-exempt (hourly vs. salary), compensation grade, geographic/region organization, etc.
- Configure a performance event so it will trigger a corresponding compensation event.
- Move content such as goals, accomplishments, career interests, responsibilities and development areas from one review to the next.
- Configure flexible rating scales for each section of the review template, or utilize calibration in lieu of ratings.
- Ensure consistency in evaluation forms and processes to improve regulatory compliance and reduce risk.

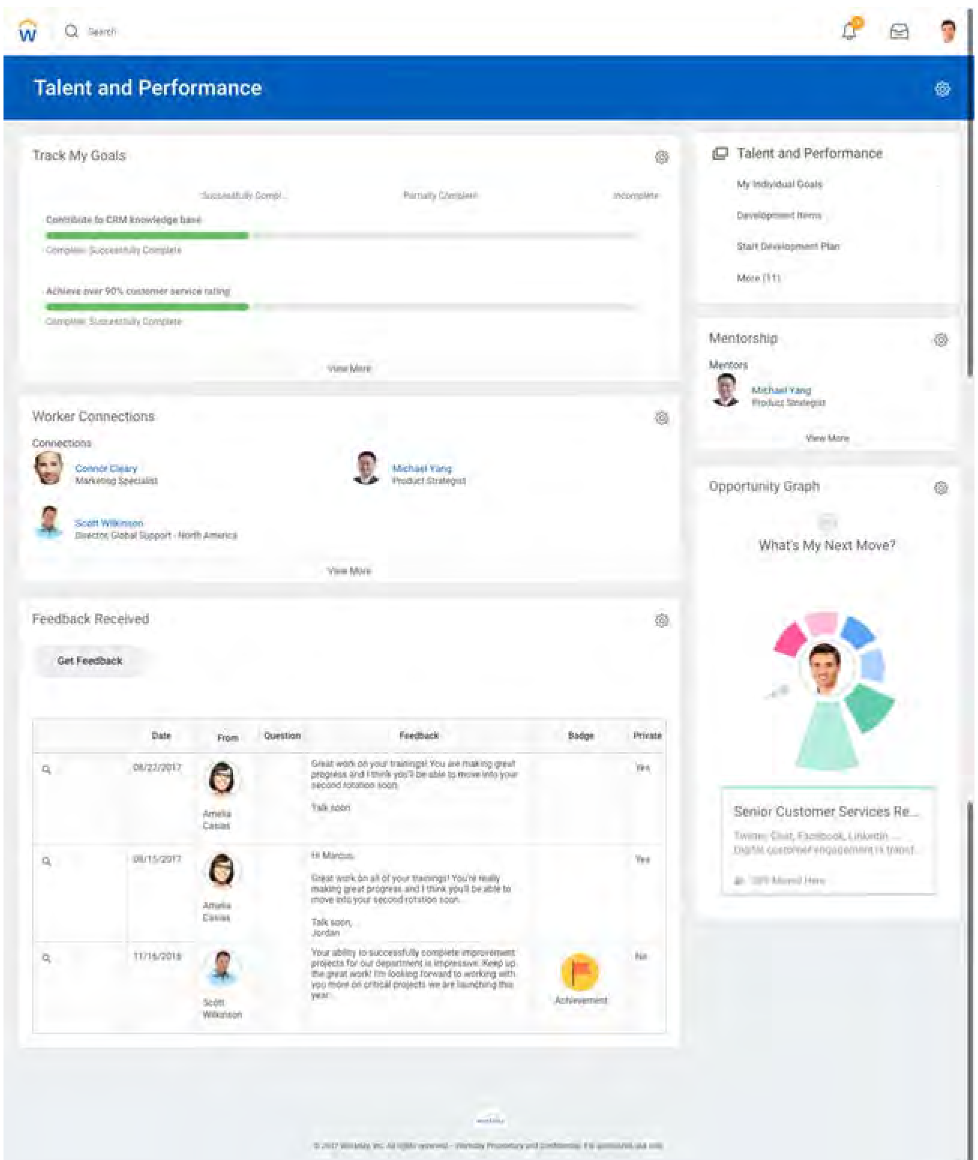
Content

- Set performance review content (e.g., goals, responsibilities, etc.) at the beginning, or during, the employee review period.
- Give employees the ability to manage their goals year-round, for tracking progress and goal adjustments, from any device.
- Track personal goals, which may be added by both managers and employees.
- Provide weights and rates for goals.
- Goals can be tracked during the review process and at other times outside of the employee review period.
- Collaborate with others on goals using Activity Stream.
- Attach documents to performance templates, including detailed instructions or forms.
- Track different types of employee reviews, such as Disciplinary Action, Performance Improvement Plans, and Individual Development Plans.
- Format review comments with rich-text styling and spelling check in several different languages depending on the preferred language set up for each user.
- Bulk print performance reviews.

Collaboration

- Initiate ad-hoc appraisals for selected employees for the purpose of Performance Improvement Plans (PIPs) or for ad-hoc or anniversary performance reviews.
- Assign multiple managers to contribute to a worker's performance review and enable peers to submit input.
- Accelerate the review process via appraisals that can be tracked at any point in time to identify and eliminate bottlenecks.
- View performance reviews for employees in subordinate organizations.

- Track status of performance reviews, including in-progress reviews.
- Save unfinished evaluation forms for completion at a later time.
- Support talent review meetings with a guided Talent Profile Review process.
- Calibrate talent assessments or performance rating to align to distribution targets or goals.
- Utilize performance review results as criteria within Pay for Performance.
- Anytime Feedback allows workers to provide requested and unsolicited feedback on co-workers, with the ability to make the feedback private (only viewable by the employee or manager) or public (viewable to everyone in the organization).
- Create mobile notebooks of workers to easily facilitate executive Talent Review meetings.
- Hold continuous conversations, or check-ins, around goals and performance to remain agile and responsive as an organization. Leveraging the Talent and Performance dashboard, employees can view all top of mind talent and performance areas such as goal progress, worker connections within the organizations, mentor programs, feedback and opportunity graph

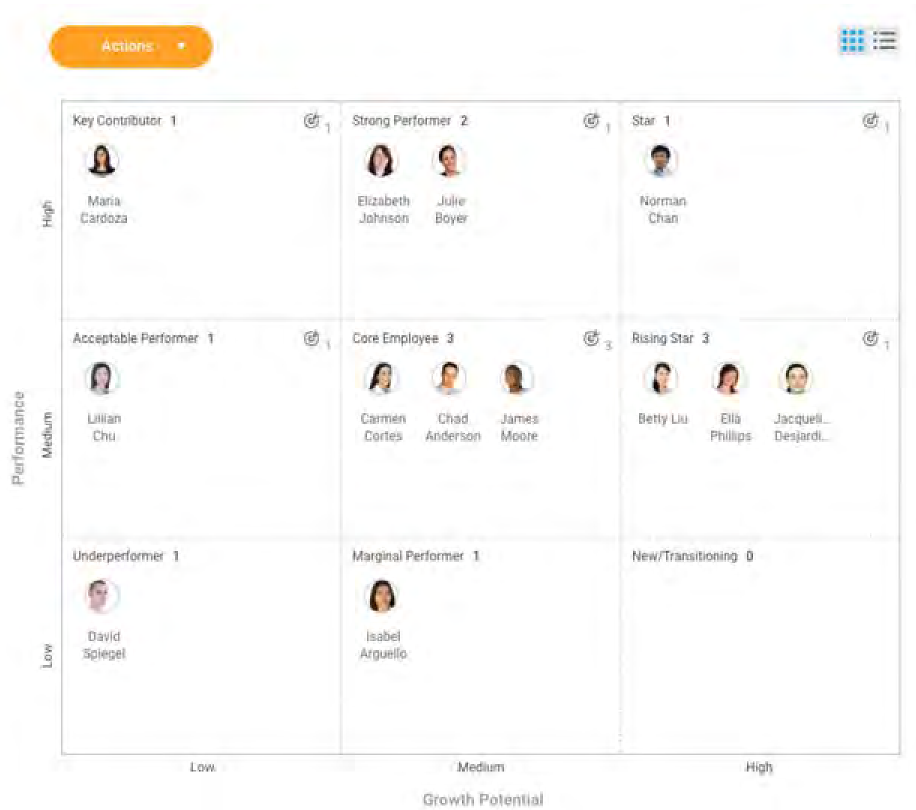


Employee Talent & Performance Dashboard.

Team Performance

Understand the strength of your teams, and gain comprehensive insight into skills, competencies, and future opportunities with talent cards, reports, and dashboards illustrating worker and team dynamics.

- View complete talent details with work history, current competencies, and future goals.
- Plot your team within an n-box framework to visualize employee placement based on performance and potential, or any parameters you so choose.
- Calibrate teams and develop tailored plans for development.
- Conduct talent reviews, assess potential of individuals, pools, and groups.
- Get insight into job families with performance gaps or retention risk.



N-Box

Succession Planning

Investing in the talent pipeline is an important element of supporting future organizational continuity, managing risk and fueling growth. Ensuring important roles are continuously filled and critical talent is motivated and engaged are paramount to your organization's success. With Succession Planning, you can proactively plan for worker movement and prepare individuals for career growth to meet the needs of your organization.

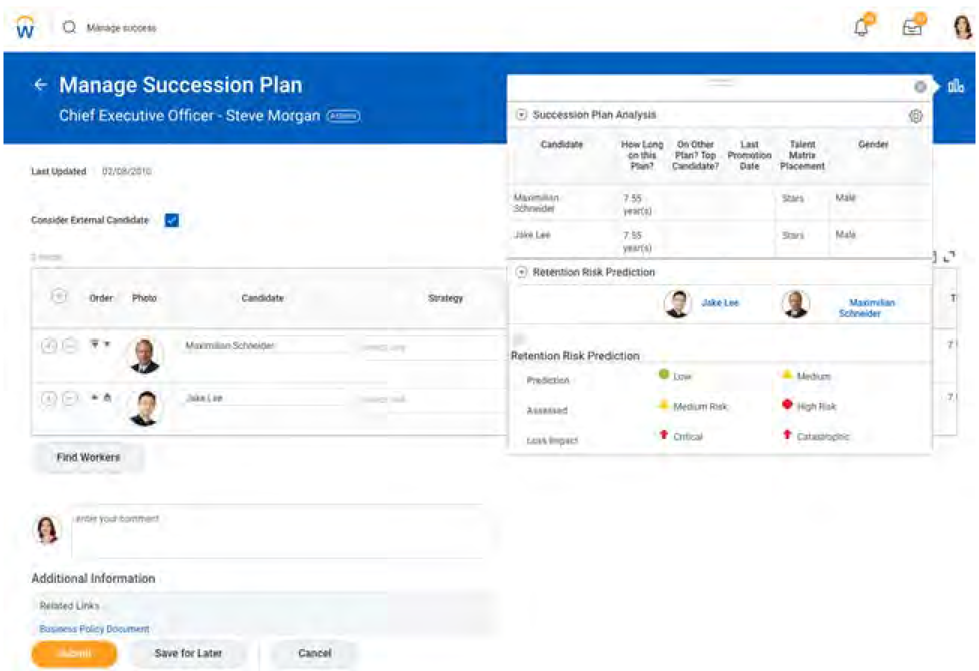
Succession Planning enables organizations to:

- Identify positions or job profiles that are significant to your organization's success
- Recognize weaknesses or gaps in the leadership pipeline
- Identify the top candidates for positions marked for succession
- Assess readiness and track potential, achievable level and retention risk for each candidate in the Succession Profile

- Visualize succession plans in reporting hierarchy view—see where gaps exist or where you have adequate bench strength
- Compare information for multiple candidates side-by-side
- Report on your organization's entire succession plan
- Enable managers to access and manage active succession plans in their organization
- Answer the question, "Should we develop internal talent, hire new talent, or hire a contract worker?"
- Develop and design succession strategies around internal/external sourcing or temporary/permanent fill

HR + Talent = Complete line of sight into your workforce

Succession Planning within Workday HCM not only eliminates the need for your organization to invest in a separate, add-on succession management solution, but creates a superior experience with real-time access to relevant worker analytics and talent profiles that support solid decision making. Succession Planning can leverage all of the worker and talent data through integrated profiles and employment history captured within Workday HCM. No more duplication of data, extra costs, or complexity. With Workday, talent and HR work seamlessly together to help manage your entire workforce.



Manage Succession Plan

Career and Development Planning

Career and Development Planning empowers your workforce with engaging tools to grow their careers. Workers can contribute to their profiles by indicating key competencies, past experience, completed training, and more. They can collaboratively create competency-based development plans with managers to help establish career goals. With Career and Development Planning, your organization can ensure that your entire workforce, including high potential employees and those on succession plans, are progressing through their development plans.

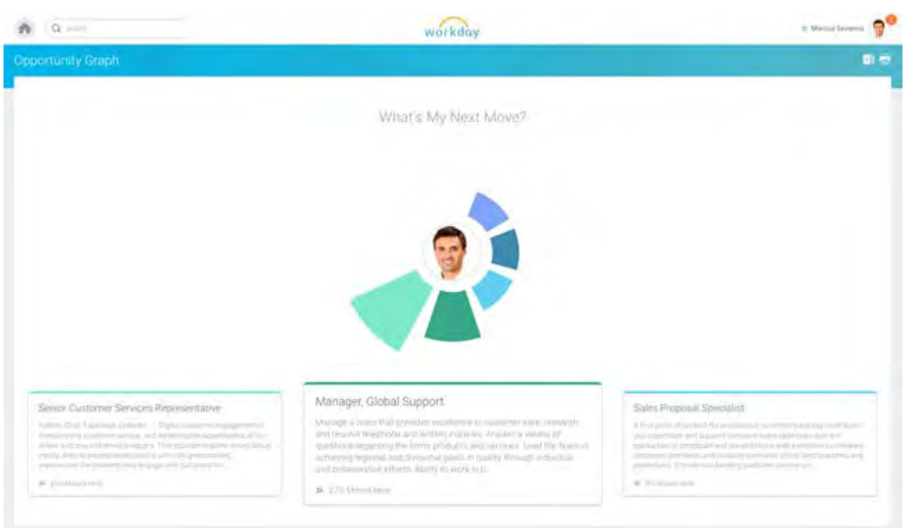
Individual Profiles

- Support the talent review process and increase internal potential.

- Opt-in to Workday's machine-learning driven skills cloud to access an ontology of skills that supports using skills as a structured data element to fuel insights, suggestions and recommendations. Workday's unique skills infrastructure improves your organization's ability to find and identify the skills they have and the skills they need.
- Update competencies and self-assessments, certifications, education history, languages, awards, memberships, work experience, external job history, internal projects, training and development plans and more.
- Users can maintain their key talent information, manage experience and education data, and collaborate and engage with the right people with the right background via a streamlined professional profile that is consistent across mobile and desktop. The configurable professional profile allows more options for organizations to drive personalization, which provides a better user experience and higher engagement.

Career Growth and Development

- Workers and managers can create development plans to help achieve performance goals, close identified performance gaps, and align with career goals and/or succession plans. With development and mentor interests, workers can identify and connect with the right people to help guide career growth.
- Leverage leaner performance review model to support regular 1-on-1 check-ins and ongoing feedback.
- Workers can leverage Workday to proactively manage career aspirations, explore jobs within the organization and compare qualifications to job requirements.
- Opportunity Graph illustrates historical transitions for a given job profile. With Opportunity Graph, workers can see potential career opportunities for someone in their role, access relevant training and see a list of peers who have moved into that role – thus becoming more engaged.
- Organizations can establish a culture of mentoring by creating and managing mentor types, such as career, onboarding, or leadership coach, then matching workers with mentors to help guide career development. Workers can also initiate or remove mentoring connections with other workers. These connections can then be used when requesting feedback.
- Managers and administrators can easily create pulse surveys from their mobile device or desktop and push them to selected employees.
- Managers can identify employees at risk of leaving and surface top factors that increase retention risk
- Leaders can use dashboards to visualize employee risk levels and retention risk themes at the organization level.



Opportunity Graph

Payroll

- *Solution must support the configuration of employee earnings, deductions, accumulations and balances.*
- *Setup and management of tax authorities, withholding elections and payments.*
- *Manage worker tax data, payment elections, involuntary withholding orders and payroll input.*
- *Calculate, review/audit, and complete payrolls, settlements, and payroll commitments and payments*

Workday Response:

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 configurability, simplicity, and actionable insight, Workday Payroll enables users to efficiently manage payroll.

Workday Payroll addresses the full spectrum of enterprise payroll requirements, while offering a flexible and configurable solution, granting users increased control, accuracy, and insight. Workday's powerful calculation engine and flexible architecture lets users define earnings, deductions, accumulations, and balances while supplying the power to run payroll calculations at any point in the payroll cycle. Additionally, the role-based security model fosters collaboration with key business partners outside the payroll department while ensuring sensitive employee data is safeguarded.

Set up audit criteria and reports that run automatically and alert users to exceptions as they arise. Drill into audit alerts directly from the reports to take immediate action, decreasing time to resolution. Monitor pay results with interactive dashboards that allow users to drill into the underlying data for greater insight into actual labor costs.

The Compliance Updates Dashboard gives visibility into upcoming changes, highlighting the updates that have been delivered in the last seven days, as well as what will come into effect next month. The Compliance Update Dashboard displays the updates that have potential impact to the largest number of employees first. This way, users can easily identify the most important changes and analyze how they will affect the organization. Such powerful insights empower Workday customers to operate more efficiently.

Workday allows users to streamline human resource and benefit transactions by giving employees the ability to view pay slips and tax documents, update direct deposit information and benefits elections, and change federal and state/province tax elections with Workday's intuitive user interface.

Workday Payroll provides full configuration and functionality around the following capabilities:

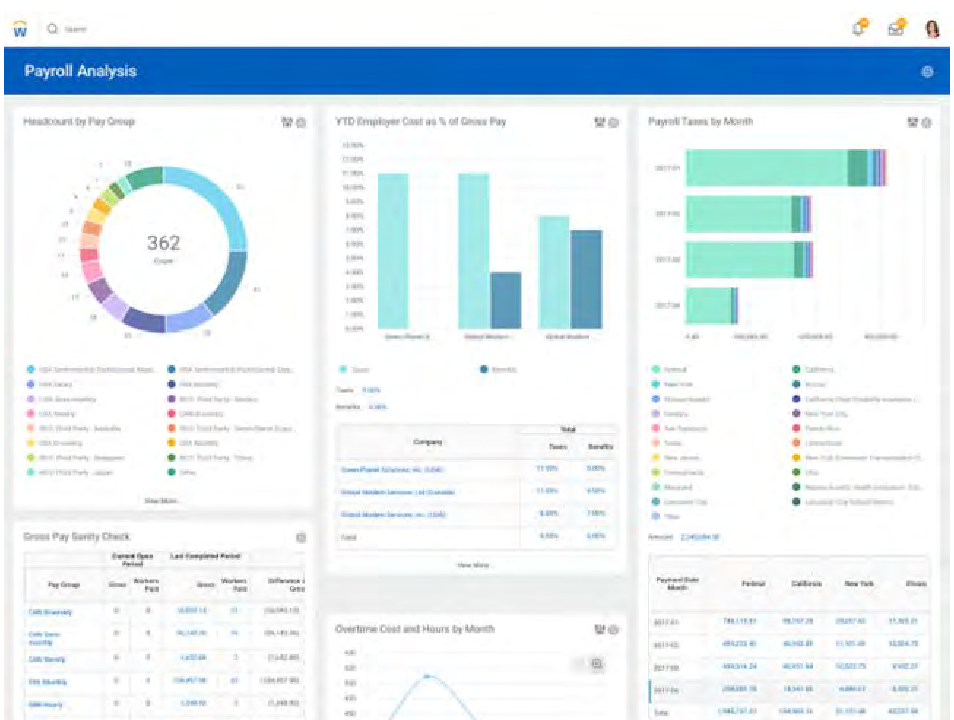
- Payroll Processing
- Earnings and Deductions
- Accumulations and Balances
- Auditing and Reporting
- Accounting and Compliance
- Business Process Framework
- Pay Groups & Companies

Core Payroll Functionality

Payroll Processing

- Pay Cycle Command Center allows administrators to view pre-processing, processing, and post-processing activities with actionable analytics

- Calculate both in batch mode for a group or at the worker level with one-click
- Pay Cycle Command Center allows administrators to view pre-processing, processing, and post-processing activities with actionable analytics
- Calculate both in batch mode for a group or at the worker level with one-click
- Continuous Calculations - Ability to calculate payroll results automatically as payroll-impacting events occur such as tax elections and other worker-based changes
- Smart Calculation Next Gen - Automatic and continuous calculations when pay impacting changes are received
- Identify criteria for the payroll process; for example, regular vs. bonus or bonus for workers with 6+ months of service or in a specific job profile; control gross-to-net calculations and criteria for earning, deduction, and tax activation
- Configurable pay slips for customers to add branding or additional information as delivered
- Support International Direct Deposits for employees on overseas assignments
- Severance calculator for terminated workers, leveraging benefits, absence and payroll parameters
- Support for trailing payments – this enables customers to consistently pay a variety of workers in regular on-cycle or off-cycle payroll calculation runs after their primary or additional job has ended. This includes single job workers, multi-job workers, international transfers (currently US and Canada only), and workers who have returned from international assignment (currently US and Canada only)
- Process retroactive changes such as: hire events, compensation changes, benefit changes, time off, leaves of absence, and time entry
- Process retroactive changes for subsets of workers such as: by pay group, by event type (leave of absence, pay input, etc.), by worker status (terminated or active), or by earning/deductions impact
- Supports ability to pay retro differences as an on-demand payment
- Support for retro hire and retro termination
- Support for suspend retro and forwarding retro for pay group change
- Worktags can be entered for one-time payments from compensation and passed to payroll
- Process manual payments, on-demand payments and pay reversals



Configure payroll dashboards to put the most important information at your fingertips

Earnings and Deductions

- Unlimited number of earnings and deductions
- Define sets of rules for earnings and deductions
- Intuitive mapping to compensation elements or benefits from Workday HCM
- Eligibility criteria and scheduling logic for accurate processing
- Flexible worktag feature to identify unique allocations
- Configurable labor allocation splits at the employee, position and compensation element level
- Configurable arrears calculations and net-pay validations
- Manage multiple, ongoing work jurisdictions
- Configure labor costs proration to reflect mid-period costing allocation changes
- Ability to configure default costing on specific employer-paid expenses
- Define payroll commitment rules for activity pay earnings
- Ability to gross-up an earning
- Worksheets for Payroll Inputs

Accumulations and Balances

- Easily add or modify accumulations
- Define balance periods, even after periods have been processed
- Report on balances and accumulations

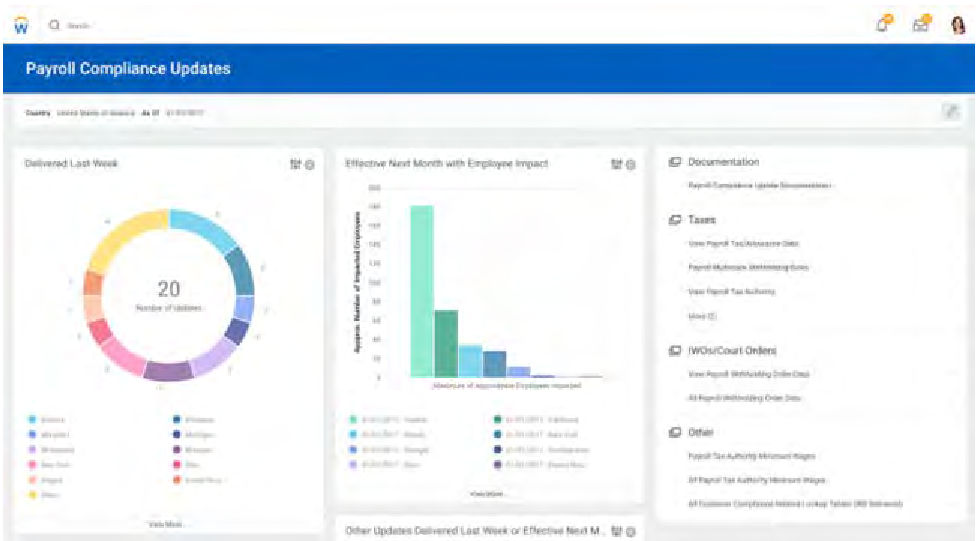
Auditing and Reporting

- Run common predefined reports such as pay balance summary, payroll register and pay calculation results
- Define audit criteria based on current processing results as well as comparisons from previous payrolls
- Smart audits – Create payroll audit rules based on worker eligibility to target a specific set of workers. Also schedule recurring audits to run automatically. And visualize audit exceptions in real time as they are created
- Configure specific earnings and/or deductions viewing for select security groups, such as managers or benefit partners
- Audit changes to a worker's payment elections to help better track any phishing attempts regarding an employee's payment elections
- Configure reports to display any earning, deduction, or balance values
- Configure and run payroll audits by country
- Export any page or report to Excel or PDF with a single click

Accounting and Compliance

- Configure payroll chart of accounts and define account posting rules
- View real-time general ledger journal lines before payroll completion
- Payroll accounting report provides drilldown analysis
- Worktags allow for easy allocation to projects, cost centers, funds, grants, custom organizations, etc.
- Ability to set up country specific payslip layouts when processing payroll for multiple countries
- Receive tax updates seamlessly and automatically via Workday's cloud model with no need to apply tax updates as Workday applies those for you

- Show YTD hours by earnings on your employee's payslips, reducing inquiries into the payroll department
- Compliance Update Dashboards keep administrators apprised of the latest compliance updates impacting their employee population
- Company Costing for Payroll



Visualize and manage the upcoming compliance changes that may affect your employees

Business Process Framework

- Define your workflow, approvals, actions, and reminders with Workday's business process framework
- Streamline human resource, benefits, and payroll activities via self service
- Have full visibility of payroll transactions and audit trails
- Option to include payment elections as part of the onboarding process

Pay Groups and Companies

- Group your workers into logical pay groups
- Set up rules to automatically assign workers to pay groups
- Flexible pay groups with no restrictions related to worker type as well as FEIN, Company, Payroll Account Number, Reference Number, Employer PAYE Reference, HMRC Office Number, etc.

Employee Self-Service

- View paycheck information online or from a mobile device
- Add or edit payment elections (direct deposit)
- Employee Pay Self-Service Dashboard allows employees to access detailed payslip information, enabling them to monitor their pay over time
- Employee Self-Service Voluntary Deductions

Workday Payroll for the U.S.

Workday Payroll for the U.S. has all the power and flexibility of the core payroll solution, while addressing U.S. specific payroll requirements. For example, the Affordable Care Act (ACA) has introduced a whole new set of potential compliance issues and headaches for employers who do not a have a system built to handle the new requirements. Workday Core HCM and Payroll for the U.S. will allow you to easily track full-time employees that are not enrolled in medical coverage and part-time employees that meet the ACA full-time threshold via the ACA dashboard. Automatically trigger benefit enrollment events for employees that meet the full-time threshold during any given measurement period and then end enrollment once the employee falls below the threshold. Then at the end of the year when it comes time to submit forms 1094-C and 1095-C, you can create, review, validate and submit the forms to the IRS all within Workday. Additionally, Workday is ACA compliant out-of-the-box, with no need to pay for additional functionality.

Workday recognizes that the current tax laws and legislation are not static, and bound to change. With seamless legislative and tax updates and Workday's Compliance Updates Dashboard, Workday Payroll for the U.S. ensures that users will always remain compliant and be able to easily visualize the compliance changes that will affect their employees.

Payroll Processing

- Calculate on any earning, deduction or accumulation for any time period
- Calculate in batch mode for pay groups or at a work level with one click
- Calculate and pay FLSA multi-period bonuses
- Make FLSA adjustments in the current period as well as retroactively
- Determine how gross-to-net is calculated for different types of payroll runs
- Define criteria for specific earnings and deductions, including gross-up calculations
- Process retroactive changes such as: compensation changes, time off, leaves of absence, and time entry
- Process retro leave and retro terminations
- Support printing of checks on blank check stock or third-party check printing integrations via public API
- Payroll processing for workers with multiple jobs (in the same country) that belong to the same or different pay group/s but different companies
- Process payroll for employees who live and work in the U.S. Virgin Islands and Guam
- Override a worker's tax frequency for on-demand payments

Earnings and Deductions

- Unlimited number of earnings and deductions
- Ability to define a set of rules for earnings and deductions
- Intuitive mapping to compensation elements or benefits from Workday HCM
- Manage eligibility criteria and scheduling logic for accurate processing
- Use flexible worktag feature to identify unique allocations
- Labor allocation splits at the employee, position and earning level
- Configure arrears calculations and net-pay validations

Accumulations and Balances

- Easily add or modify accumulations
- Define balance periods, even after periods have been processed
- Report on balances and accumulations

Audit and Reporting

- Run common predefined reports such as payroll register and pay-calculation results
- Configure reports to display any earning, deduction or balance values
- Create audit reports at the summary, pay-group or worker level
- Define criteria to perform audits against pay results

- Compare payroll results across periods
- Support for multiple companies from a single legal entity
- Take action on a pay-calculation result via one-click results
- Configure specific earnings or deductions views for select security groups (e.g., managers, benefit partners)
- Export any page or report directly to Microsoft Excel or PDF with a single click

Accounting and Compliance

- Configure payroll chart of accounts and define account posting rules
- Perform drilldown analysis with the payroll accounting report
- Use worktags for easy allocation to projects, cost centers, funds, grants, customer organizations, and so on
- Track time worked in multiple tax jurisdictions during the same pay period to properly calculate withholdings
- Add effective dating to payslip configurations
- Display total hours worked on payslips
- Workday's cloud model delivers tax updates seamlessly and automatically
- Year End Dashboard to more efficiently manage year end processes and automate checklist items, reduce time and improve accuracy
- Configure, audit, preview, and print W-2s and W-2Cs for the U.S., Puerto Rico, and Guam
- Tax filing integration and web services to the tax deposit and filing service you choose; Workday supports integration to ADP, MasterTax and Ceridian
- System-to-system integration with the Office of Child Support Enforcement for e-IWO
- FLSA support for public safety personnel
- Ability to mask national IDs on worker tax elections

Employee Self-Service

- View paycheck information online or from a mobile device
- Employee Self-Service Federal/State/Local Tax Elections
- Add or edit payment elections (direct deposit)
- View year-end tax documents
- Paperless opt-in for payroll and tax documents

Integrations

- API to export W-2 to either tax preparation software such as Intuit or the Social Security Administration
- Integration with TurboTax that enables employees to file their taxes with TurboTax without re-entering the box information from their W-2 forms

Recruiting

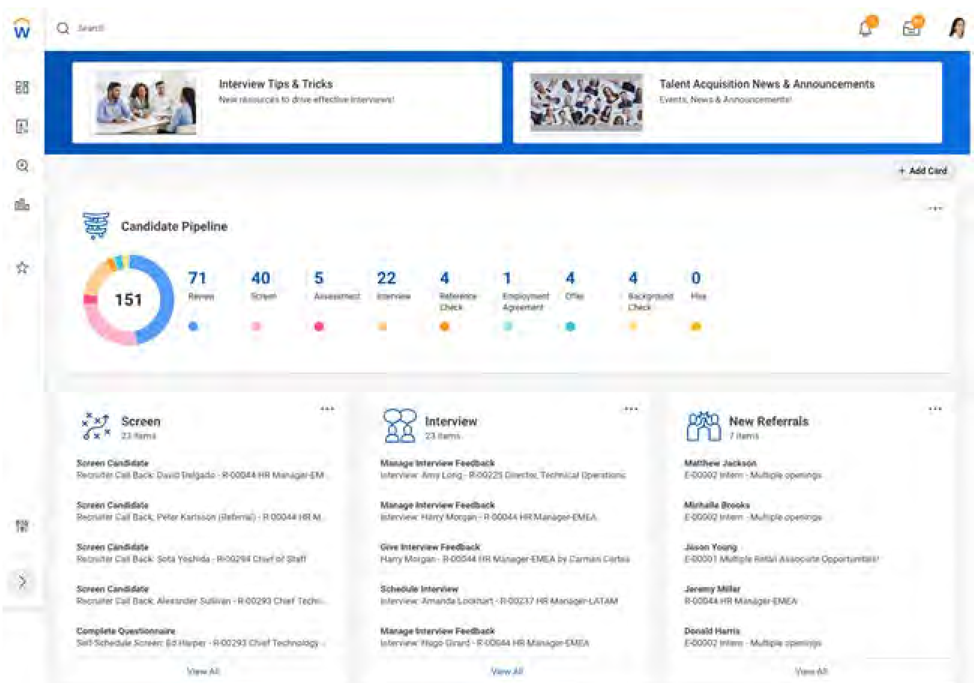
- *Solution must support the recruiting and hiring of new employees: Workforce Management; Requisition Management; Job Posting; Interview Management; and Offer Management*

Workday Response:

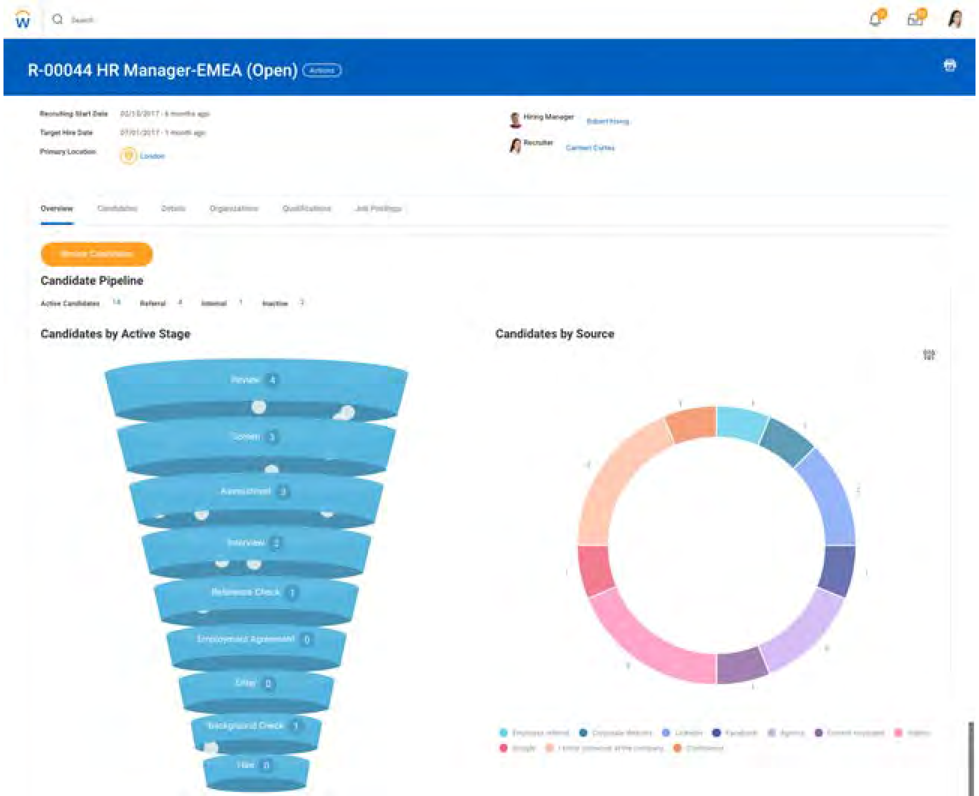
Workday Recruiting

Workday Recruiting transforms the talent acquisition process by delivering a complete solution for the whole hiring team, fostering collaboration among everyone involved. Seamlessly unified with core HCM, Workday Recruiting allows you to manage the entire talent lifecycle from initial workforce planning, to sourcing, selection and 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 Recruiting 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.



Current applicant tracking systems (ATS) are rigid, siloed, hard to use, and designed primarily for compliance. Historically, these technologies have done a poor job helping organizations collaboratively manage the recruiting process from start to finish. As a result, managers often use spreadsheets or third-party point solutions to overcome these system shortcomings. With Workday Recruiting, hiring managers can partner with the recruitment team to source, hire, and onboard the very best and most diverse talent for their organizations using a single system.



A Complete, Unified Talent Acquisition Application

Working closely with early customers and strategic design partners across several industries, Workday built Workday Recruiting from the ground up to solve recruiting challenges faced by today's modern organizations.

Key features include:

- **Unified with Workday HCM:** By unifying Workday Recruiting with Workday HCM, Workday streamlines the talent acquisition process. With visibility into the entire talent lifecycle, you can access all the data you need in one place and make the right choices for your organization faster.
- **Simple Navigation:** Workday enables recruiters to access recruiting from anywhere within Workday through a universal navigation bar on their homepage, empowering them to easily navigate to Dashboards, Candidate lists, the Job Requisition Workspace and the Recruiting Hub all with a single click.
- **A Central Workspace:** The Recruiting Hub provides a centralized view of recruiting action items, outstanding tasks, visibility into the candidate pipeline, and the ability to personalize the workspace, empowering recruiters to work the way they want to work. Within the Recruiting Hub recruiters can access the Job Requisition Workspace, providing a single place to manage all job requisitions.
- **Mobile-first:** Workday Recruiting was designed for mobile from the start to bring more flexibility, speed, and collaboration to the entire hiring team, empowering individuals to take action from the environment they choose.
- **Collaborate with your Hiring Team:** Workday Recruiting boosts collaboration and encourages transparency across the entire hiring team with key features like the ability for the entire hiring team to find, share, follow, set personal reminders, and provide feedback on internal and external candidates.
- **Seamless Sourcing:** Workday's Evergreen Requisitions give customers the tools to reduce friction in the sourcing process. From onsite recruiting events to continuous sourcing for high-volume or hard to find talent, Evergreen Requisitions let an organization manage these processes in an effective and compliant manner.

- **Social Sourcing:** Social sourcing is embedded throughout Workday Recruiting, making it easy to tap into employees' and candidates' extended networks for qualified referrals and passive candidates.
- **Build Your Hiring Brand:** Customize your external career pages and leverage videos on job postings to provide candidates an experience that reflects your organization's brand.
- **Referral Management:** Referees have clear insight into the status of their referrals, and referral bonus payments are automated through Workday's unified HR solution. Through the Referral Leaderboard and gamification, employees are motivated to share top referrals. Endorsements and referral questionnaires provide an outside-in referral approach, allowing candidates to specify that they know somebody at your organization and ask that internal person for their endorsement or to provide more information through a questionnaire.
- **Delightful Candidate Experience:** The experience a candidate has with an organization can have impacts beyond the recruiting process. Workday Recruiting was built with consumer grade experiences in mind—making it easy for a candidate to search and apply to jobs—regardless of the device they're using. Embedded video provides a rich and engaging experience. Candidates can also request internal endorsements, check the status of applications, create job alerts, and view similar jobs, and select from available interview times—all designed to provide an engaging experience for candidates.
- **Hire at Scale**: Workday Recruiting helps organizations manage high volumes of candidates. Leverage Consolidated Tasks to efficiently process offers in bulk to support seasonal and peak hiring periods.
- **Ownership of the Talent Pipeline:** Workday Recruiting gives organizations complete ownership of the entire talent pipeline—letting them manage internal and external talent in a way that's not possible with other legacy applicant tracking systems.
- **Dynamic Business Process Framework:** Recruiting is not always a linear process and Workday Recruiting recognizes that—providing a robust framework to manage recruiting processes across the globe.
- **Actionable Analytics:** Workday Recruiting brings together headcount planning, job requisition, diversity, and pipeline management analytics to provide the hiring team complete insights into internal and external hiring pools.
- **Document Generation and E-signature:** Leverage Workday's unified compensation and recruiting tools to generate, revise, and approve offers and contracts. Finalize the process with the ease of candidate e-signature capabilities.

While delivering a set of features to create an entirely new experience for hiring teams, Workday Recruiting is also intended to bring the critical core capabilities needed to ensure a complete process from start to finish, including candidate workflow management, confidential job requisitions and candidates, collaborative interview management, offer management, support for local data compliance and configurable rules, and web services for postings, assessments, and background checks.

Workday Recruiting is available to Workday customers as an add-on application, sold separately.

Candidate Relationship Management

Workday provides basic Candidate Relationship Management (CRM) capabilities that allow customers to capture prospects and candidates, group them into candidate pools and send communications to engage and nurture them. For advanced CRM functionality, we recommend customers leverage our strategic partner Beamery. Beamery is a leader in the CRM space and they focus on early-stage, passive candidates, which complements and extends Workday's industry-leading HCM and recruiting capabilities.

Time Tracking

- *Solution must support time scheduling and time entry.*

Workday Response:

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), Payroll, Grants Management, 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.

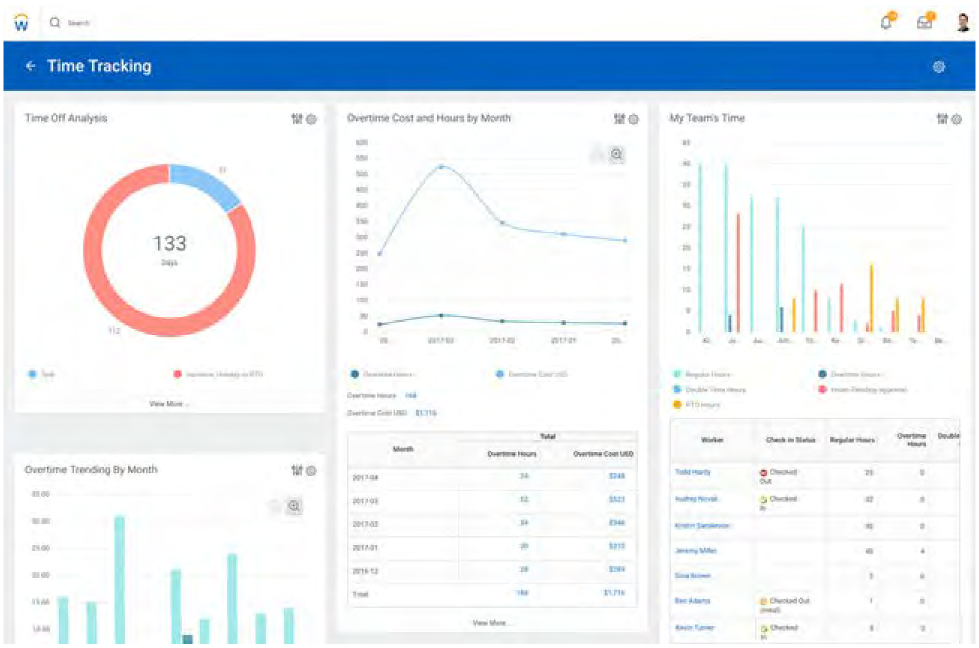
With Workday Time Tracking, you can:

- Drive instant engagement and adoption with a consumer-driven, enterprise-grade application that empowers a mobile workforce
- Simplify global workforce management by configuring workflows, processes, and work rules
- Control labor costs and compliance risks through seamless automation with core processes

Unlike traditional time and attendance applications, this people-centric solution is designed for end-user consumption to increase user entry and adoption, not just for back office functionality. With greater engagement and adoption, Workday Time Tracking will help drive workforce productivity by eliminating time consuming tasks, eliminating payroll errors and engaging users through self-service.

Managers can now have the ability to quickly view and approve time entry requests as well as identify and resolve issues with minimal efforts. Workday Time Tracking's robust calculation engine delivers real-time information such as overtime hours before payroll is run for easier and more nimble management. Without additional steps and manual adjustments to be made at each pay period, organizations that adopt the Workday suite gain superior flexibility with their time.

The unification of Workday Time Tracking with Workday HCM, Payroll, and Project and Work Management provides a single user experience, a single global platform, and a single "source of truth" for global workforce intelligence. Having a unified and truly integrated system allows customers to have real-time visibility into actual labor and project costs, actionable insight, the power of real-time reporting and all their relevant information at their fingertips to take action at the point of decision.



Included Functionality

- Mobile Time Entry
- Mobile and Web Time Clock
- Time Approvals
- Real-Time Calculation
- Scheduling
- Integrations
- Time Tracking Dashboard

Capabilities

Below is a high-level description of the main components of Workday Time Tracking:

Time Entry

- Web time entry
- Time entry from calendar view
- In/out time entry and time off (unified with Workday Absence Management)
- Configurable time entry (in/out, units, required/optional worktags)
- Support for retroactive time entry
- Support for project time entry (allocating time against pre-configured projects)
- Custom worktags to track additional details related to workers' time tracking
- Ability to correct time-off after using "enter time" task
- Web service to import clock-in/out and add time blocks
- Attach documents to time blocks
- Edit time clock events
- Mass submit by administrator or managers
- Multi-week (pay period) submit by employees
- Enter time by type - Set Default Projects search prompts

- Ability to restrict future time entry by project code, task or time entry code
- Ability to require comments on time entry changes for current and/or past days

Mobile and Web Time Clock

- Check in and out on mobile device and on web (for shifts, breaks, meals, etc.)
- See employee activity history using mobile device
- Stamps date and time
- Restrict check in / check out tasks to a range of IP addresses
- Limit mobile check-in/check-out to Defined Worker Groups
- Mass Time Entry to enable users to enter time for multiple workers at the same time
- Track time clock events down to the second
- High Volume Time Entry to support large customers
- Configure which types of hours to include in daily totals

Time Approvals

- Flexible manger/supervisor approvals
- Mobile and Workfeed approvals
- Mass approvals
- Multi-week (pay-period) approvals
- Certify Effort (acknowledge certifying text)
- Exception management (missed/un-entered time, excessive overtime, etc.)
- Configurable alerts based on calculation rules
- Consolidated time approval
- Override rate during time entry to give managers control overpay rates for specific jobs
- Approval for multiple jobs can be routed separately to managers
- Allow other workers to delegate time entry
- Review and approve time for workers with multiple positions
- Review and approve time for project managers
- Ability to separate routing approvals for each project that has time entered against it
- Pre-approval of overtime

Real-Time Calculation

- Enterprise-grade calculation engine
- Real-time calculations before payroll run (overtime, double-time hours, etc.)
- Time-based calculations (based on employee's shift rather than defined workdays)
- Configurable time calculation framework
- Support for weekly/bi-weekly/daily/consecutive days overtime, holidays, shift differential
- Assign an override rate to a time block based on combination of worktags
- Define monthly overtime (over X hours in a month, over scheduled hours for a month, monthly limits for weekly overtime)
- Custom rounding—Ability to create calculations for rounding
- Advanced shift functionality (begin/end/majority)
- Scheduled vs. Worked Hours Calculation

Scheduling

- Schedules defined by the administrator
- Mass auto-fill from employee schedule
- Employees can view and update their own schedule
- Manager/Administrators to view team's schedule
- Ability for managers to assign work schedules
- Ability to add and edit schedule events by manager

Country-specific Functionality

- Support for Canada statutory holidays (works only in conjunction with Workday Payroll for Canada)

Integrations

- APIs enable time clock inbound integration to import clock-in/outs
- Import time blocks – web service to add, edit and delete time blocks
- Public web service to integrate with external scheduling vendors and use them in calculations, validations, and reporting
- Unified with Workday Human Capital Management, including Absence Management and Project Billing
- Unified with Workday Payroll
- Integrated with Cloud Connect for Third-Party Payroll

Financial Management

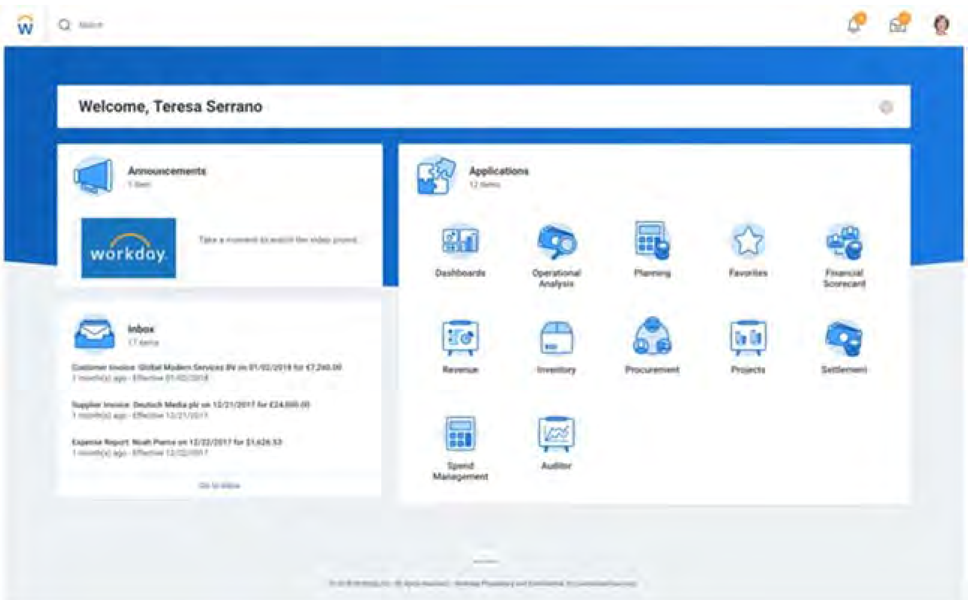
Core Financials

- *Solution must support financial management and accounting functionality: Financial Management; Accounting and Reporting; Flexible Account Structure; Supplier Accounts; Customer Accounts; Business Assets; Cash Management; Budgets; Contracts; Billing and Revenue*

Workday Response:

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 business data that enables dynamic, multi-dimensional reporting, Workday can provide your organization with unprecedented controls and insight into the performance of your business operations.



By embedding core requirements into the system architecture, Workday provides deeper insight and transparency, with superior governance and control.

A few key areas that distinguish Workday Financial Management from other providers include:

- **Business Agility:** Workday enables you to thrive with change. Business changes are reflected seamlessly across organizational structures, business processes, and reporting
- **Reporting and Analytics:** Guide the business with insight with multi-dimensional financial and operational reporting. Dimensionality provides an innovative way to establish relationships between events or records to facilitate reporting, which can be applied to any transaction and used to break down results or reports into more detail.
- **Consolidate and Close with Confidence:** Workday allows companies to consolidate as they transact ensuring financial statements are updated in real-time. Workday consolidation includes translation, elimination, non-controlling interests, and equity pickup, allowing you to make adjustments as needed.
- **Audit and Control:** Workday offers an “always-on audit” approach to self-document changes as they happen, generating electronic evidence that captures the who, what, and when to share with both internal and external auditors.
- **Security:** Workday encrypts data at rest and in transit out of the box at no additional cost. We commit to SOX and SOC 1 and SOC 2 audits. Workday offers this as part of its unified financial management system, unlike other providers that must provide bolt-on functionality.
- **Finance in the Cloud:** Using a cloud delivery model, Workday provides organizations with improved ROI and time to value through enterprise-level services and support.
- **Intuitive User Experience and Mobile Accessibility:** Using common constructs like buttons, icons, and links, even the most novice user can get around with minimal training. Workday is accessible on any device that has a browser and an internet connection.

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), Expenses, Procurement, Inventory, Professional Services Automation (PSA) (i.e. Projects/Project Billing), Payroll and Time Tracking.

Workday Core Financial Management

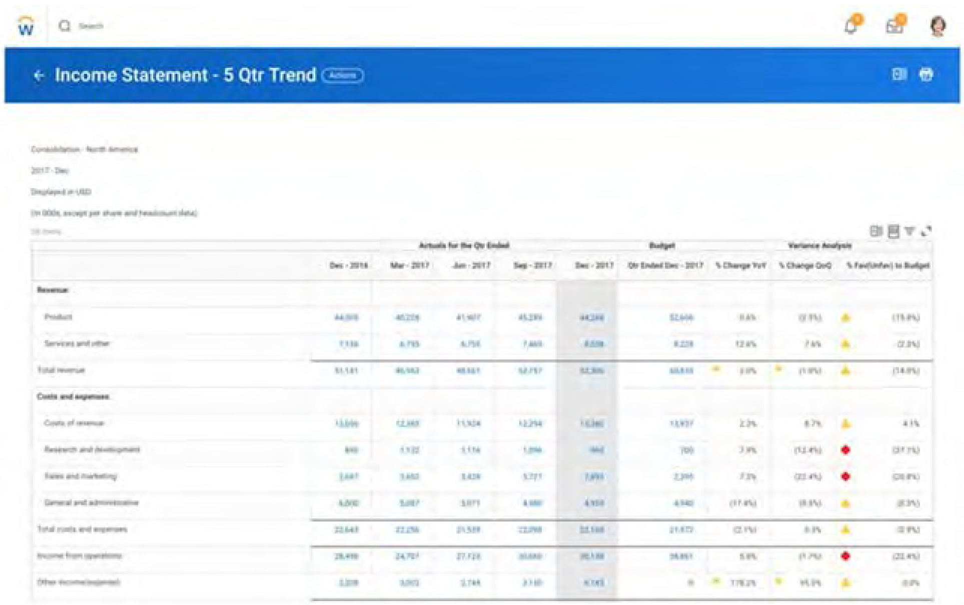
Workday Core Financial Management delivers a complete range of finance and accounting capabilities with real-time business insight and always-on audit features, delivering the capabilities of a traditional general ledger through an innovative approach that captures and stores richly described business events.

This innovative approach allows organizations to streamline their chart of accounts, reduce time to close, and draw more actionable and in-the-moment analytics—with reporting that goes beyond traditional financial statements and delivers insight across operational dimensions.

The Workday architecture foundationally supports multi-entity, multi-chart of accounts, multi-GAAP, multi-currency and complex ownership requirements with real-time consolidated reporting. Workday seamlessly handles the requirements of organizations of all types and sizes, while allowing them to remain agile as their operational needs evolve.

Accounting and Financial Reporting

Workday provides your organization with unprecedented insight into your financial performance. With real-time accounting and reporting you can view consolidated results, provide timely management insight, and proactively make adjustments at any time. Instant access to the transaction data allows you to immediately understand the context of results. The information includes drillable detail for analysis and the ability to take direct action from reports.



Budgets and Plans

Track progress against budgets and forecasts with multiple budget structures, templates, and versions.

- Automate the loading of plans, forecasts and budgets or enter manually as needed
- Support multi-dimensional budgets, including unlimited plan types
- Support parent and child relationships between budgets
- Use pooled budgets and budget checking to project payroll costs on their entire population of employees, regardless of staffing model
- Create pooled budgets for specific job families or job family groups to better control which group is subject to a financial or award budget structure
- Track multiple budgets, forecasts, and plans to compare them to actuals
- Seamlessly track an HCM event against a position or financial budget
- Manage and report on high-level “parent” budgets in tandem with more detailed operational “child” budgets for greater control and visibility

Budgetary Control and Commitment Accounting

- Configure funds control as an active condition for processing the transaction; alternatively, it can be configured to produce an over-ridable warning.
- Creates statutory encumbrance accounting.
- Provide a mechanism for cost control by prohibiting users from completing transactions if there is no available budget.
- Allows for multiple budgets, multiple dimensions, and multiple hierarchies or levels for greater flexibility.
- Include multiple levels of severity, flexible control periods and cumulative budgets from prior periods.
- Selectively roll forward or close unspent budget to promote well-timed spending, better manage activities for restricted budgets, and prevent accidental spend against a previous year’s closed budget.
- Provide actionable reports such as Budgetary Balance and Budget Check Exceptions to highlight potential issues for Management.

Allocations

Accelerate the allocation processes with pro-forma allocations, embedded business processes, and delivered work area.

- Allocate overhead costs, revenues, and more using worktags to provide the required level of granularity
- Distribute ledger amounts from one organization to another based on preconfigured definitions within or across companies
- Create period-end journals using budget-based allocations
- Monitor the status and results using a delivered work area
- Run allocations in “draft” status to see the financial impact without having to post/unpost the transactions

Journal Processing

Streamline your chart of accounts and eliminate the need to work around a rigid code-block with in-memory accounting.

- Automatically generate journals for operational transactions based on accounting policies and rules defined by your accounting and control team
- Commercial transactions, intercompany transactions, allocations, depreciation, accruals and reversals can all be captured and entered immediately
- Create recurring journals with custom validations to ensure all requirements for data input are met prior to posting
- Accurately model multiple operating entities, companies, or organizations, and manage intercompany transactions easily
- Leverage security and business process controls to ensure transactions are recorded correctly

Period Close Management and Consolidation

Reduce the time-to-close and eliminate batch processes with automated consolidation tasks, delivered period close business processes, and real-time work areas.

- Generate eliminations and translations as you transact
- Improve collaboration and visibility around the close with the period close work area
- Leverage unlimited hierarchies that provide the ability to define unique consolidation rules
- Support rules for complex ownership scenarios like investment in subsidiary, non-controlling interest activity, and equity pick-up
- Reconcile and certify account balances prior to close without moving data out of Workday
- Import accounting data from non-Workday general ledgers at a summary trial balance level or journal-level detail

Audit and Controls

- Workday was built post-Sarbanes Oxley, with audit, controls, and compliance at the foundation. All activity is tracked and controlled in the business process framework with always-on audit trails. Role-based security ensures that only designated user types can access defined financial information in the system
- Built-in workflow through the business process framework allows you to define and track approvals, providing a complete audit trail for every transaction handled by the system
- Close different financial business processes at different times, such as closing AP processes a week before month end or AR two days before

- Business event tracking provides the ability to capture the who, what, where, when, and why of every business event for a more complete picture of how the business got to where it is today
- Easily adapt as regulations change without having to buy more software or consulting services
- Monitor, audit, and track the period close business process for continuous optimization

Financial Reporting

Transactions and reporting in one system mean financial statements, dashboards, and scorecards share the same real-time, dimensional data.

- Insight and Analysis: Create and run user-defined reports and dashboards at any time to provide insight whenever and wherever it's needed
- Create report groups and schedule groups as part of monthly close process
- Run reports such as trial balances, ledger details, and reconciliations for analysis and control
- Create consolidated financial statements including P&L reports, budget to actual reports, balance sheets and cash flow statements
- Leverage columnar controls to provide insight
- Rich contextual insights into financial data, financial statements by time series, including comparative ledger and variance for each column within a multi-column report
- Drill down and easily navigate to any reported or calculated fields, with the ability to take further action within the reports as well
- View all information in tabular or graphical format for display or download to Excel

Accounts Payable

Workday provides the tools and flexibility required to optimize your payables process. Easily set up suppliers, manage vendor invoices, process approvals, automate payments and prioritize work with real-time reports, dashboards, and KPIs.

Supplier Management

Manage all critical supplier information in Workday to ensure compliance and accelerate procurement transactions with vendors.

- Create and manage suppliers with multiple remit-to addresses, email addresses and settlement bank accounts
- Establish payment terms for suppliers to procure goods and services
- Restrict suppliers available for selection on transactions based on selected organization or organization's hierarchies associated with the supplier
- Create supplier catalogs, load catalog items and route the catalog load request for review and approval
- Configure accounting rules to assign the payables control account based upon the supplier category
- Assign a default or accepted list of currencies for each supplier set up in Workday
- Create external supplier sites where prospective suppliers can self-register and provide information on the goods and services they provide

Invoicing

Improve your accounts payable workflow through efficient invoice processing, allowing you to reduce cycle times and cost.

- Create PO and Non-PO supplier invoices
- Create supplier invoice adjustments to increase or decrease the amount due to a supplier

- Determine variances between supplier invoices and related business documents with 2 and 3-way matching
- Set up national account invoicing for a supplier to invoice many different suppliers
- Use the Enterprise Interface Builder (EIB) to add new supplier invoices or updating existing supplier invoices in Workday from a spreadsheet
- Remit supplier invoices and payments to the different addresses, email addresses, and settlement bank accounts specified on remit-to connections

Cash, Banking, and Payments

Automate the coordination and control of cash-flow activity , including bank account management and reconciliation, a single payment engine, and cash forecasting and positioning.

Bank Account Management

Simplify bank account administration and reconciliation by centrally managing bank accounts and banking activity across organizations.

- Manage your organization’s financial institutions, branches, and bank accounts
- Track bank fees and bank signatories
- Create depository and source bank accounts
- Transfer funds between accounts, record voided checks, and run detailed transaction reports
- Support ad-hoc transactions to record miscellaneous activities against bank or petty cash accounts

Bank Account Reconciliation

Reconcile bank activity to system transactions with advanced automatic reconciliation, delivered business processes for managing exceptions, and dashboards for quickly understanding the status of reconciliations.

- Load bank statements using and ISO20022 BAI2 file formats, or additional formats through configurable codes and connector
- Use book-to-bank reconciliation reporting for month end audit compliance
- Automatically reconcile based on user-defined rules and generate transactions for first-notice items
- View suggested matches to unreconciled items, and create resulting account reconciliation entries
- Monitor bank statement reconciliation activities and performance via a configurable bank statement reconciliation dashboard

Payments

Improve cash visibility and management with a unified settlement engine to manage all payments across the entire business.

- Leverage a unified settlement engine to manage all payments across the entire business for any purpose, resulting in improved cash visibility and management
- Settle payroll, supplier payments, employee reimbursements, customer refunds, etc. from one place
- Process direct debits, customer credit cards, paper checks, other electronic transactions (ACH, EDI, ISO20022) and positive pay
- Capture approvals and automate routings, integrations, and reports from settlement and payment release through bank reconciliation
- Increase operational efficiency with a settlement dashboard that provides reports and visualizations to support decision making

Cash Positioning and Forecasting

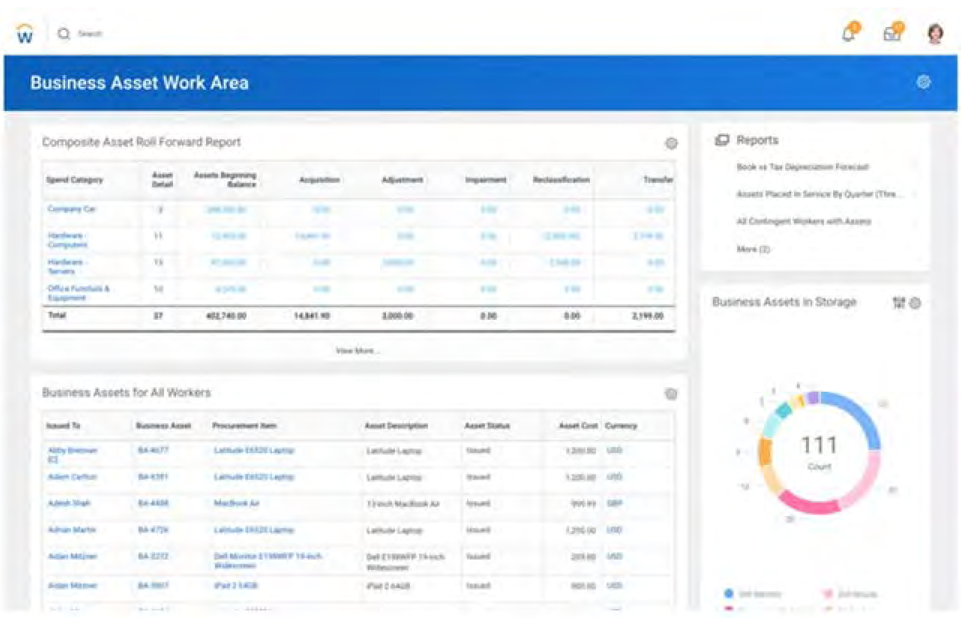
Gain real-time visibility into cash balances and an overview of outstanding inflows and outflows to support decisions about funding, paying, and collecting cash.

- Define multiple forecast reports with tailored data, time-spans, and granularity
- Use a spreadsheet-like user interface to flexibly model and generate cash forecasts tied to live transaction data
- Use the work area for reviewing and adjusting cash forecasts before they are published and available to other users
- Get real-time visibility into cash balances to more accurately forecast cash flows in the future
- Drill down across and through operational transactions for more detailed reporting insight

Fixed Asset Management

Workday combines the traditionally separate domains of fixed assets and inventory with the ability to manage high-value, low-cost items such as mobile phones and security badges. The key to asset management is the separation of asset accounting from business asset tracking when needed. By separating the accounting and tracking processes and decisions, it allows all business assets to be accounted for according to accounting rules and tracked according to business use. Customers can track and manage assets throughout their entire physical and accounting lifecycle, and have complete visibility into the entire history of an asset, from procurement to disposal. Support for multiple depreciation schedules enables reporting across different accounting standards and facilitates compliance.

The world of "assets" has changed significantly since traditional Fixed Asset systems were designed and deployed. Assets used to be large, expensive, and fixed to the floor. While traditional Fixed Asset systems managed the accounting of large, immobile assets, they were never designed to help companies manage the high-value, low-cost assets that so many organizations now rely on such as laptops, cell phones, web-conferencing accounts, and other "utility belt" items that are often provided to workers today. Just because these items are small and inexpensive doesn't mean they aren't important to your organization.



Asset Accounting

Automate the accounting lifecycle of tangible and intangible assets with multiple books and accounting treatments. Flexibly track the movement of assets without affecting accounting activities as needed.

- Posts financial transactions for different accounting standards (GAAP and IFRS) automatically, eliminating the need to post manual adjustments at period-end.
- Capitalize and depreciate, amortize/depreciate, stock and issue, or expense assets.
- Create appropriate accounting for all asset lifecycle events including acquisition, transfer, impairment, disposal, and reinstatement.
- Define depreciation parameters by asset type, such as useful life, depreciation method, or posting convention.
- Automatically set up depreciation schedules upon asset acquisition.
- Support multiple depreciation schedules to help reduce errors and allows more support for reporting across different accounting standards.
- Integrate to 3rd party tax depreciation systems via Web Service for tax authority reporting.
- Track the licensing of intangible assets and amortize based on terms defined in the supplier contract.

Asset Tracking

Whether the business asset is a cell phone, laptop, building, software account, or product inventory, Workday allows you to invoke inventory management activities and controls such as stock, issue, and return for assets with the same level of physical tracking traditionally available only in Fixed Asset systems.

- Manage pooled and composite assets by grouping similar, tangible items and registering them as a single asset with quantity.
- Track zero-cost items, such as security badges, that have no individually trackable cost but for which physical tracking may be crucial.
- Create a reportable link between issued business assets and the receiving worker by assigning custody and responsibility.
- Reclaim business property from a worker upon their separation from the organization.

Capital Projects

As projects grow in scope and cost, so does the risk of failure, mismanagement and cost overrun. Workday provides embedded project tracking and reporting capabilities to help you get better visibility into complex capital projects.

- Tag, track and report transactions such as supplier invoices and expenses occurred during capital projects
- Track time and expenses associated with capital projects by using Workday Time Tracking and Expenses
- Capitalize labor cost in a variety of methods, including payroll, standard, and fully burdened cost
- Automate transaction processing for capital projects
- Review capital project transactions
- Transfer project asset to business asset

Audit and Internal Controls

The world is constantly changing, and as a result, organizations need better solutions to manage and oversee their internal audits and controls to ensure they are adhering to the ever-evolving regulatory landscape.

With Workday's "always-on audit approach" you can proactively set guardrails to accommodate operational requirements while supporting local regulations, increasing process visibility, and reducing overall risk.

Business Processes and Controls

Workday built approval workflow and business processes into the foundation, where business processes are defined and tied directly to organizational structures and role-based security. All activity is modeled and governed in one place, so nothing happens in Workday without it being fully reflected in the business process framework.

- Leverage Workday's built-in organizational management and business process framework to configure specific processes, approvals, and controls
- Include approvals, notifications, to-do's, and checklists in configurable business processes
- Adapt business processes as your needs change and whenever new regulations are passed without having to re-implement your financial system

Security and Audits

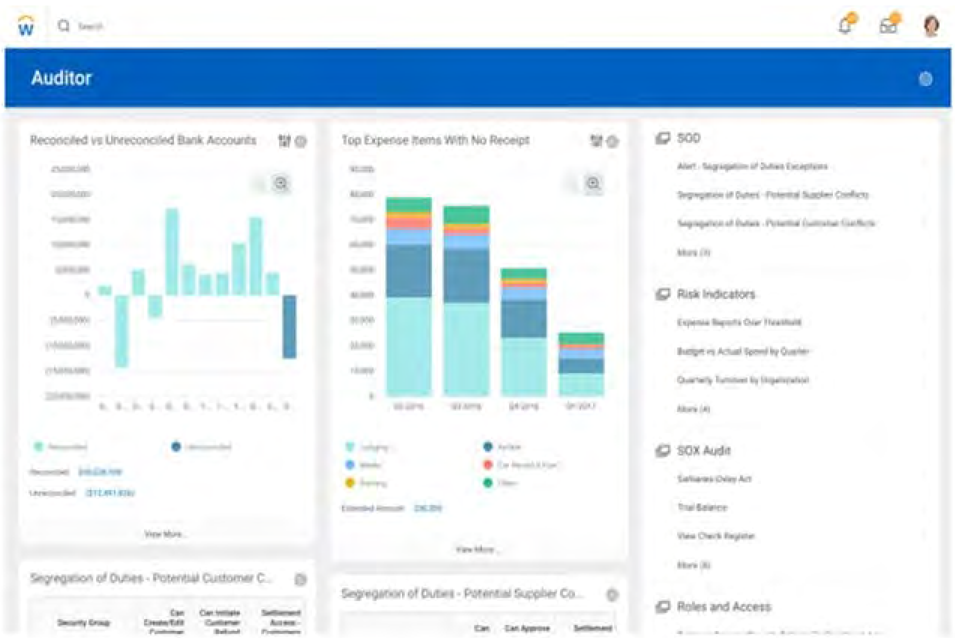
Workday included audit at the foundation, with always-on audit trails for every business process and object, with no impact on system performance.

- All Workday business processes are fully auditable and track the who, what, when, and why of every change made to the system. Self-documenting electronic evidence is available to both internal and external auditors
- Centralized security profiles and roles allow more comprehensive view of data access rules and business activity permissions across an entire global organization
- Built-in and custom reports can be used to get information and regularly monitor system activity for red flag activity

Auditor Dashboard

More easily identify risks related to business policies like segregation of duties, expense policy deviations, and ad-hoc payment control in a delivered and configurable dashboard.

- Create new reports and tasks for audit users to include on the Auditor dashboard
- The available reports pull data from across all Workday applications to provide a focused look across all aspects of the system



Workday Revenue Management

Workday Revenue Management helps organizations manage the entire contract-to-cash process for greater processing efficiency and more accurate accounting results. It provides the ability to integrate with any external CRM system and offers out-of-box integration with Salesforce Sales Cloud via Workday Financial Management Connector, built by Workday. Workday Revenue Management gives you ultimate flexibility to manage contracts, billing, collection, accounting, and analytics all from a single system. Plus, built-in support for ASC 605, ASC 606, and IFRS 15 enables smooth migration and dual reporting.

Customer Contracts Management

With Workday, you gain a full view of your customer interactions and entitlements in one place. Spend less time reconciling and more time anticipating and fulfilling customer needs.

- Gain deep visibility into the full lifecycle of contracts form contract creation, change, and approval to renewal.
- Allow for integration with third-party CRM, CPQ (Configure, Price Quote), Order Management and Fulfillment systems to enable efficient quote-to-cash lifecycle
- Automatically create customers through integration with any third-party opportunity management system using the Workday Integration Cloud
- Capture the financial terms of the contract and route contracts for approval before billing and revenue recognition start
- Automate month/quarter end customer contract assets and liabilities reclassification process to simplify reconciliation and internal control
- Use a contract work area as a central place to manage all customer contracts
- Support both brand new sales item bundle and ad-hoc sales item bundle
- Support multi-element contracts and revenue allocation across linked contracts at the summary level and contract line level
- Streamline contract creation using templates
- Enter contracts with different sold-to and bill-to customers
- Support contract co-termination

- Customize contract checklist to identify and track tasks to be completed on customer contracts
- Enable customers hierarchy and configuration management, for example, restrict a specific customer to be billed by particular subsidiaries, simplifying tax filing and internal control

Amendment Control and Audit

Automatically track all the contract changes at line level, use role-based security model and business process framework to strengthen internal control and audit.

- Capture notes and attach documents throughout the contract lifecycle for unified contract information.
- Add questionnaires to create and change customer business processes, so that you get the full visibility in one system.
- Leverage separate approvals and controls for any amendments to existing contracts.
- Support workflow and approval for changes of customer records.
- Enable robust always-on audit through the ability to track and report customer contract changes at the line level.

Contract Renewals

Streamline the renewal process for goods, services, subscription, or usage-based customer contracts.

- Track start dates and end dates on each contract element
- Use end dates to trigger notifications for upcoming renewal opportunities
- Reduce revenue leakage by enabling the sales team to pro-actively identify contracts coming up for renewal
- Track customer contract renewal terms and extract insights from renewal reporting

Alternate Contracts

Use alternate contracts and contract lines to model the impact of new revenue recognition rules on existing contracts from both **inside** and **outside** of Workday system.

- By opening up Alternate Contracts and Revenue Scenario Tool for contracts outside of Workday, customers can adopt a hybrid approach to smooth the transition to the new revenue standards by using existing system for the old standard and Workday system for the new standard.
- Use the alternate contract information to preview revenue impacts of different scenarios so as to make informed decisions about the most suitable revenue recognition methods and assumptions.
- Safeguard data fidelity and internal control as original contracts won't be impacted by alternate contracts and all the changes and modeling are tracked and protected with role-based security model and business process approval.

Billing and Invoicing

Support various types of billing and payment terms to help your organization automate and increase accuracy of your invoices.

- Automate billing for various types of products or services, including one-time or recurring, time and expense billing, and/or milestone billing
- Enhance usage-based billing and allow users to enter usage transactions against a contract line and amortize the revenue over the user defined revenue period, as well as billing minimum amount plus usage overages and volume discounts
- Support inter and intra-unit transfer pricing for projects
- Enable order fulfillment tracking within Workday and revenue recognition based on the orders fulfilled

- Bill in regular intervals and/or tie different types of milestones to the overall schedule and/or specific installments
- Support flexible configuration options for both daily rate and hourly rate billing, allowing for set up of daily rate by worker, role, project phase, project task, and Worktag. Allow for half day rate and full day rate
- Create recurring consolidated invoices that include transaction and installment contract line types, from multiple contract lines in different contracts
- Consolidate multiple projects with individual bill schedules into a single invoice
- Provide E-invoicing framework and delivery tools so as to extract key invoice data field and generate generic xml output
- Provide the option to display the customer ID along with the customer name, providing the ability to easily identify customers who have the same name
- Automatically generate billing schedules and installments using billing templates when creating contracts
- Route for approvals before invoice is issued
- Issue electronic invoices through email or paper invoices through the mail
- Enable embedded attachments in customer invoice**,** attachment types include expenses, proof of delivery, shipment, custom info, etc.
- Schedule printing and emailing of invoices and statements
- Expand capabilities for direct intercompany transactions including: allow copying tax codes, attachments and Worktags from customer to supplier invoices, support for multiple balancing Worktags in direct intercompany transactions, and enable increasing or decreasing amounts on supplier invoice
- Enable self-service in a seamless way through a customizable and extensible portal, capabilities include identity management, invoice PDF retrieval and more
- Provide a framework for direct debit processing in European countries by maintaining mandates for direct debit processing and process SEPA payments for customer invoices through the settlement engine
- Support inter-company transfer pricing for expenses in the same currency

Accounts Receivable and Collections

Gain insight into comprehensive customer details from a centralized Customer Collections dashboard and leverage predictive AR collection to effectively manage receivables.

- Configure rules to automatically apply customer payments to invoices
- Support multiple payment methods including credit card and direct debit
- Work in Process reports provide insight into upcoming invoices for future cash flow analysis
- Directly link invoice adjustments to invoices
- Record and deposit a customer payment as a single consolidated step or separately to support the unique requirements of the specific transaction
- Manage payment returns
- Create Day Sales Outstanding and Delinquent Days Outstanding reports to review collections efficiency
- Enable a shared services model to easily and efficiently process receipts on behalf of related entities
- Schedule or create ad hoc dunning letters and send electronically to appropriate customer contact
- Consolidated multiple customer invoices into a single invoice to allow customers to pay once for all
- Expand the customer payment auto-application process to support multi-currency payments for global transactions.

- Provide receivable aging reports that tie to the ledger balances for cases where "Operational date is in different period from ledger period"
- Use Workday's predictive analytics to assign risk scores to individual customer invoices to minimize bad debt

Revenue Reporting and Forecasting Analytics

Leverage a delivered dashboard and standard reports to assess organizational performance with real-time data and business dimensionality to distill insights quickly and easily.

- Standard reports include Top 10 Customers by Revenue, Revenue Trend by Category, Bookings, Billings, and Revenue Recognition, Contract Value by Region, Contract Value by Business Unity, and Budget vs. Actual by Revenue Category.
- Built in ASC 606/IFRS15 Impact Analysis dashboard gives you a holistic view of how different revenue recognition scenarios impact your top-line and assist you to make informed decisions.
- Get real-time insight into forecasted revenue and deferred revenue.
- Have visibility into short and long term deferred revenue, by contract element, contract and customer.
- Maintain real time visibility to your deferred revenue waterfall by different dimensions giving you key insight into your revenue forecast and potential deferred revenue exposure.

Grants

- *Solution must be able to administer and report on awards from 3rd parties such as the federal government, foundations, or other funding institutions: Manage Sponsors; Record Awards; Manage Hierarchies; Calculate Facilities and Administrative Costs; Manage Budgets and Balances*

Workday Response:

Workday Grants Management

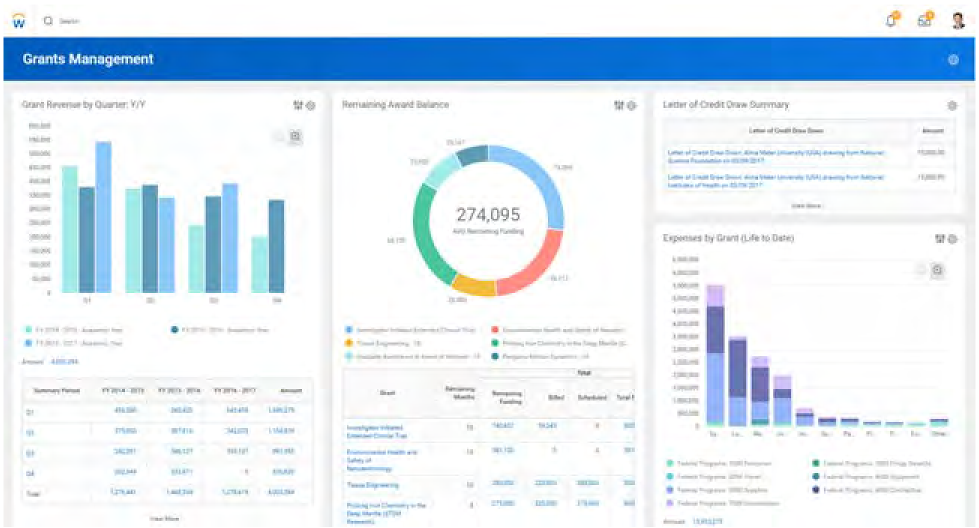
Grants are an important funding source for many organizations. At the same time, organizations that provide grants—whether they are government agencies or non-profit institutions—are placing more scrutiny on the use of these funds as well as demanding greater transparency. In this environment, fully 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 recording proposals, transforming proposal budgets into award budgets, and reporting on awards against proposals, and it automates the post-award process. With Workday Grants Management, organizations can:

- Manage and capture grant-related expenditures
- Record and assign tasks (e.g., contractual deliverables) to individuals and report on the status of those tasks, including tasks that are part of the close-out checklist
- Determine facilities and administration costs with a robust, configurable calculation engine
- Perform accounting related to grant activity, including revenue recognition and associated journal entries
- Ensure balanced accounting for awards spanning major business units across an organization, such as engineering or medical schools at a higher education institution, or transportation or public safety departments within state and local governments
- Bill sponsors/grantors based on the unique requirements of a particular award. Supported billing scenarios include: cost reimbursable billing, installment and milestone billing, automatic consumption

of prepayments, sponsor retention, separate billing for portions of an award, and custom invoice numbering per award

- Draw for letters of credit and automatically apply sponsor payments to invoices
- Easily organize and locate attachments related to awards using defined categories
- Link multiple proposals to an award—both initial and follow-on proposals—and report on those relationships
- Define customized errors and warnings to prevent incorrect spending, commitments, and payroll costing allocations and to enforce sponsor/grantor restrictions on types of expenditures that are disallowed for an award
- Certify effort of principal investigators/program managers and other key personnel working on a grant



Purpose Built for Grants Management

Workday Grants Management is different by design from many other solutions on the market today, which are built on top of systems that were originally designed to manage projects. As a result, these systems do not capture the subtleties associated with grants, such as different sponsor/grantor types and grant hierarchies.

With Workday, grants are treated as separate objects, enabling rich multi-dimensional reporting. Detailed information about the grant can be tracked—including the award, award type, sponsor/grantor, sponsor type/grantor type, associated tasks, and facilities and administration rate agreement information. Workday Grants Management can also track and manage different types of awards with unique revenue recognition and billing requirements, such as cost reimbursable and fixed price awards, and can accommodate prepaid awards as well.

Unified, Fully Automated Solution Improves Efficiency

Workday Grants Management is unified with HCM, Payroll, and Financial Management, which reduces the number of manual hand-offs and integration points, leading to an improvement of data accuracy and efficiency. Workday Grants Management also includes a robust engine to calculate facility and administration costs that need to be recognized and ultimately billed to the sponsor/grantor. Workday's facility and administration engine allows customers to establish rules that govern how those costs are calculated, and then modify those rules as necessary. Once these costs are calculated, information is automatically shared with Workday Financial Management so total revenue for the grant can be recognized.

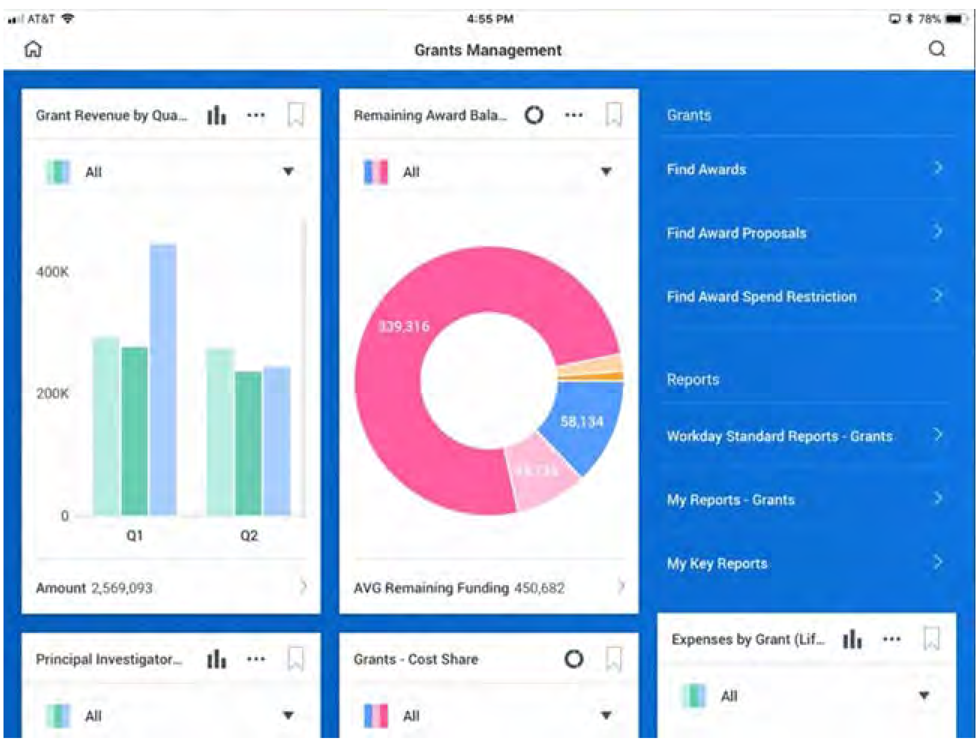
The application also includes flexible billing and collections capabilities. Sponsor/Grantor billing can be scheduled to run automatically or can be performed manually, and any pre-payments can be selectively applied. In addition, Workday Grants Management automates the calculations associated with letter of credit draw requests for any related awards.

Integrated Effort Reporting

Integrated Effort Reporting Tracking and certifying the effort that is spent working on a particular grant is typically a manual, error-prone process. As part of Workday Payroll and Time Tracking, Effort Reporting is an online solution in which researchers are able to digitally certify the percentage of their time that is allocated to a particular grant or activity, and changes to the allocation can be fed automatically to payroll adjustments. This improves efficiency and compliance and reduces errors.

Improved Visibility into Grant Activity

With grants comprising a large source of funding for many organizations, improving visibility into this revenue stream is critical. Workday Grants Management offers rich, multi-dimensional reporting and dashboard capabilities to provide organizations with strategic intelligence about their grant activities. Customers can access detailed information about grant activity such as viewing grant budget vs. actual expenses; comparing grant activity by sponsor/grantor, billed expenditures for invoices and letters of credit; analyzing award success rates; and comparing expense levels across multiple grants. Customers can provide reports to decentralized users, such as researchers or departmental administrators, increasing productivity of principal investigators/program managers assigned to specific grant dollars. These analytics are available directly from Workday without having to go to a separate business warehouse.



Improved Compliance & Control

Complying with reporting regulations is critical for any organization that accepts grant funding. As a unified solution, Workday Grants Management automates the post-award process to reduce manual errors by:

- Allowing users to validate expenditures based on award dates and statuses as well as the expenditure categories allowed or disallowed by sponsors
- Automatically limiting payroll accounting based on salary over the cap restrictions

- Automatically charging payroll falling outside an award's period of performance to alternate accounting
- Providing budgetary control for award expenditures
- Tracking committed effort against actual effort
- Recording cost share commitments and tracking against actual cost share
- Manage information on sub-recipients and sub-awards, including corresponding risk evaluation information, and link that information to awards, suppliers and supplier contracts

In addition, audit capabilities ensure that any transactions or changes to a business process are tracked in the system, further enhancing compliance. Each amendment is fully versioned, and all changes to values are tracked by user and time stamped.

Projects

Solution must be able to support the creation and management of projects and other initiatives: Build Plans; Utilize Project WBS; Phases; Tasks; Milestones; Planning and Staffing

Workday Response:

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.

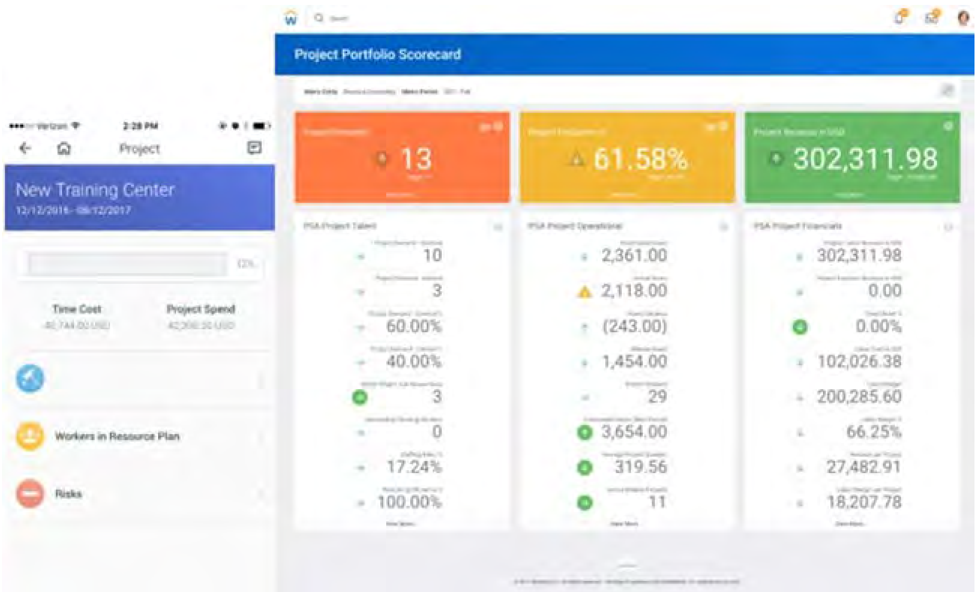
Unified with Workday HCM

- Use data from Workday HCM to staff contingent or full-time talent based on skills, competencies, job profile, past project performance, interests, fees and more.
- Enable superior portfolio and project planning with demand forecasting and utilization reports.
- Find the right talent for your project at the right time—with full visibility into worker availability.
- Arm recruiters, resource managers, and project managers with a single source of the truth in the cloud, including mobile project management, time and expense tracking, and approvals.
- Empower your people to grow and succeed in the knowledge-based economy through Workday Learning, our on-demand, personalized learning management solution.
- Improve the retention and progression of your high-potential employees with Workday career and development planning.

Predictive Talent Insights

- As consultants complete projects, track skill acquisition to improve staffing decisions and reduce attrition.
- Minimize ongoing recruiting and onboarding costs by retaining and promoting your organization's best and brightest talent.
- Harness big data and machine learning to predict overall workforce attrition and identify high performers at risk.
- Take specific actions recommended by Workday to retain your key staff resources.

Project Management



- Integrate to a CRM system to leverage external resource demand data and inform the planning and staffing of work
- Allow for the creation of opportunity projects for staffing plan and financial forecasts. Support easy conversion of opportunity projects to sold projects
- Enable project managers to forecast demand, create project budgets and plan work with resource pools, work plans and project hierarchies
- Model all types of work, including product development, projects, campaigns, client service delivery, grants and more
- Establish a work plan with phases, tasks, milestones, status, and risks to track project progress from any device at any time
- Enable the customization of project plan task name while maintaining the ability to report across projects at the portfolio and organization levels
- Enable users to quickly and easily update and synchronize project dates across project plan tasks, task resources, resource forecast lines, and resource plan lines
- Packaged Integration with Microsoft Project: With a few clicks, you can sync data (such as task dates and percent complete information on the project plan) between Workday Projects with Microsoft Project to allow for the execution and alignment of more granular project management
- Simplify projects creation and strengthen standardization, control and compliance through built-in and customizable templates covering projects, project plans and resource plans

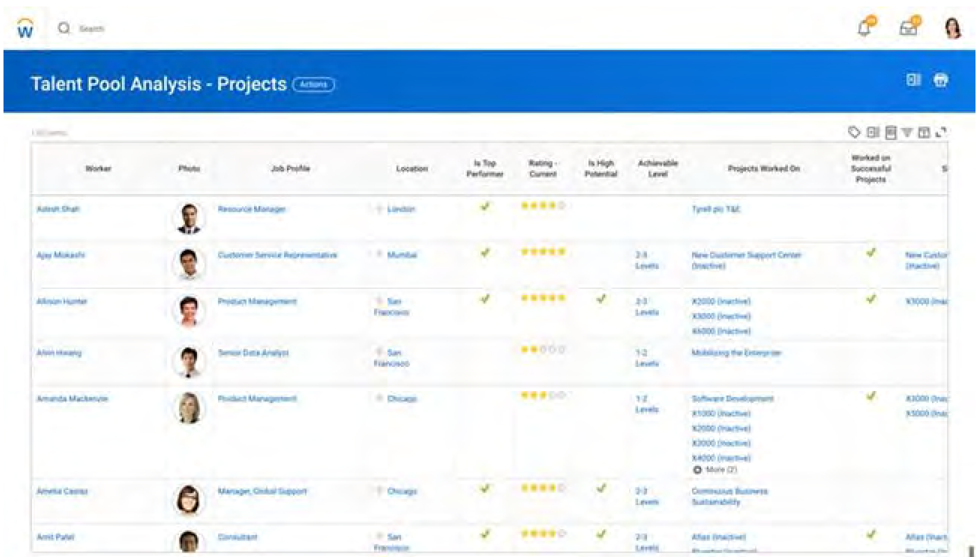
Project Financials

- Maximize profitability and customer satisfaction by aligning projects with your talent portfolio, business needs and organization's strategic goals
- Enable quick visibility into Professional Services KPIs through Project Financial Dashboard
- Provide flexible project labor costing, including multiple companies in a single rate sheet and budget/forecast by worker and by role
- Support project labor budgeting by hours and by amount
- Support fractional hours in resource forecast, e.g. France: 35 hours/week, 3.5 hours/half day
- Support resource forecast at daily, weekly, and monthly level
- Enable web service to create project budget

- Support fixed fee & ratable revenue methods for project budgeting
- Allow for scheduling of mass update of project budget and forecast as actuals are reported
- Facilitate easy reporting differentiation between budget and forecast as forecasts refresh periodically
- Enable customized and granular project resource forecasts at the project, task level on a daily basis and detailed allocation of worker availability including project breakdown
- Allow for scheduling and automatic update of project budget and forecasts as actuals are reported
- Enable dynamic and scalable resource forecast and project budgeting by leveraging Workday Worksheet's Excel-like functionalities

Resource Management

Define roles, view worker availability and performance, shop for talent inside or outside your organization and put the right people on the right projects.



- Get a holistic view of your staffing needs with a centralized resource management dashboard and take actions quickly and easily
- Allow resource managers to create tailored pools of talents so that they can manage those pools in scale
- Support flexible search of project workers based on various facets and easily assign resources to project
- View staff availability including project allocation, time off, pending assignments, holidays, and leave
- Leverage skills cloud library to select related and similar skills that are recommended by machine learning in project staffing (e.g., when one enters Java programming skill, machine learning will prompt Python, C++ as they are related skill sets from which to choose)
- Quickly compare workers for a project by experience, qualifications, location, performance, and costing rate, etc.
- Staff teams with available, qualified workers, and account for workers on PTO, leave of absence, or assigned to another project
- Stay on top of project budget and resource needs with weekly project-level resource forecasts, with full visibility into Total Forecasted Hours, Estimate at Completion (EAC) and Estimate to Complete (ETC)
- Utilize employee profiles from Workday HCM to staff projects based on internal or contingent worker skill inventories, competencies, past project performance, and more

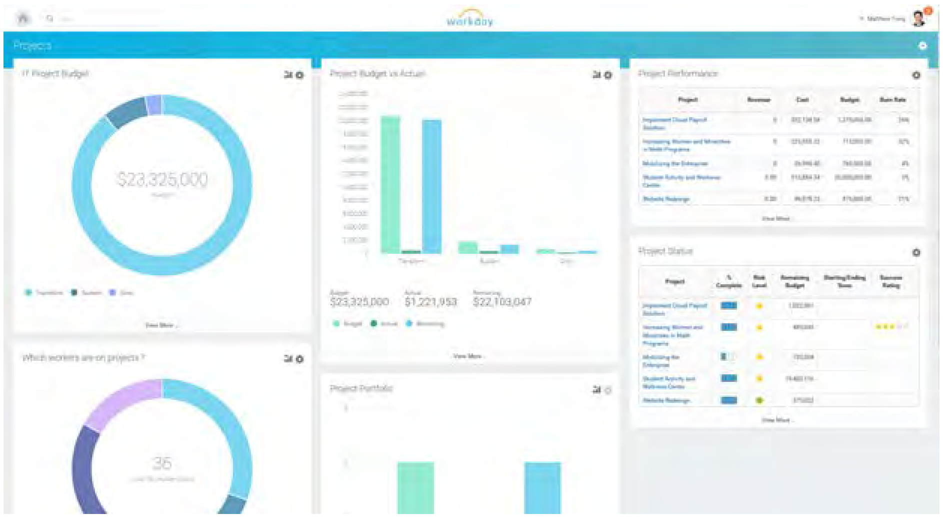
- Improve resource utilization and staffing flexibility by designating a resource as hard-or soft-booked, committed, or prospective
- Allow consultants self-service access to update their resource forecasts so that resource managers can get better insights on the latest progress
- Assign tasks and perform resource forecasting without specific resource assignments, providing increased flexibility in planning projects
- Automatically add resources into resource forecast and resource plan when new people are assigned to a project
- Support for use cases in which "multiple workers are on the same task" and utilize memo field to capture relevant info in resource plan lines
- Create resource forecast by estimated hours and by percent allocation
- Easily link unstaffed job openings to job requisitions for external fulfillment

Unification with Time Tracking & Expense Management

- Provide anytime, anywhere access to mobile time sheets and expense reports, enabling a faster, more efficient reimbursement cycle
- Easily add worker time to projects, incorporating project attributes such as location and customer
- Indicate billable and non-billable time
- Automatically route project time to the right approver(s) including multiple project and staff managers
- Allows project managers to transfer time booked from project A to project B and reclassify project time from billable to non-billable or vice versa
- Allow resource managers to review and approve timesheets en masse
- Automatically incorporate entered time to calculate utilization, project actuals and billing
- Use Workday Expenses to capture employee expenses and Procurement to track Purchase orders and Supplier Invoices related to a project
- View total current spend against planned budget as projects and work progress
- Ensure workers are shown only the tasks for which they are eligible and automatically validate project role for time entry to prevent the same worker from having the same project role on two different resource plan lines when there is a date overlap and standard cost rate overrides are different value
- Allow for sending customers invoices with related receipts attached to help them understand the billing more easily
- Support the ability to read receipt images and populate expenses with key data using a mobile device
- Allow submission of expense reports with a negative reimbursable amount due to personal transactions on corporate liability credit cards and recover employee receivable amounts
- Enable expense item attributes for merchant location
- Allow selection and submission of per diem expense items (inclusive of travel journal lines) when creating expense reports on mobile devices
- Support the processing and delivery of custom outbound corporate credit card remittance files through the secure PCI environment for Workday customers using MasterCard, Visa, or AMEX unmasked/unscrubbed packaged integrations for Expense credit cards
- Support spend integration through webservice, including supplier invoice, expenses, and miscellaneous

Workday Projects takes the traditional project management space and redefines what it means to manage real work.

Although projects may always be considered work, not all work necessarily happens within the confines of a project. With Workday, your organization can track all types of work, project-based or non-project-based, to get unprecedented insight into what your people are doing and how successful they are at doing it. Traditional project management systems are detached from Human Resource (HR) and Spend Management systems, but Workday Projects is delivered on the same platform as Workday Human Capital Management, Workday Expenses and Workday Procurement, enabling you to easily plan, staff, manage, and analyze the work being done by your organization.



Project Management

- Demand Forecasting: Enable superior portfolio and project planning with built-in, real time demand forecasting and utilization reports.
- CRM Integration: Integrate to a CRM system to better understand your organization's resource demand.
- Model Project Work: Model potential scenarios to optimize resource allocation and project pricing. Divide your work plan into phases, tasks, and milestones to support billing and profitability analyses.
- Monitor Project Success: Track project progress and status over time, and make on-the-fly resource substitutions to improve resource utilization. Integrate opportunity management data from Salesforce.com to Workday for streamlined, configurable quote-to-cash process automation.
- Mobile Projects: View always-current project information on a mobile device and take action. Traveling project managers can quickly view a project’s progress, time cost, project spend, and the project plan, resource plan, and associated risks. They can also make edits to project progress, mark task completion, and leave a memo to communicate with a project team.

Resource Management

- Stay on top of project budget and resource needs with weekly project-level resource forecasts.
- Utilize employee profiles from Workday HCM to staff projects based on internal or contingent worker skill inventories, competencies, past project performance, and more.
- Use dynamic resource pools to automate resource sourcing and assignment.
- Easily link unstaffed job openings to job requisitions for external fulfillment.
- Quickly compare workers for a project by experience, qualifications, location, and costing rate.
- Staff teams with available, qualified workers, and account for workers on PTO, leave of absence, or assigned to another project.
- Workday Recruiting: Easily link unstaffed job openings to job requisitions for external fulfillment.
- Optimized Project Staffing: Drive the staffing process by project priority, start and end dates, and potential contract revenue. You can quickly search for and compare workers for a project by experience, qualifications, location, costing rate, and more. And, you can track detailed skill requirements on the resource plan. Create and maintain Skill Profiles to efficiently track groupings of

common qualifications, find qualified workers, and fill open requisitions. Skill Profiles help you plan for growth and succeed in times of uncertainty.

- Automate the process of finding and putting the right workers on projects through the use of Dynamic Resource Pools.
- Unified Absence Management: Use Worker Availability Timeline to staff teams with available, qualified workers, and account for workers on PTO, leave of absence, or assigned to another project.
- Collaboration: Project staffing requires teamwork and negotiation. Use the project activity stream to stay on top of project-related changes and discussions.
- Use advanced Resource Forecasting to enable weekly project-level estimates per worker in a project role based on resource start date, end date and percent allocation. A worker's scheduled weekly hours are used to calculate forecast hours, and snapshots can be created for use in project budgets.

Time Tracking & Expense Management

- Mobile Time Tracking: Provide anytime, anywhere access to timesheets for all workers using a mobile device.
- Mobile Expense Capture: Capture expense receipts on a mobile device, enabling a faster, more efficient reimbursement cycle.
- Mobile Approvals: Make Time and Expense approvals immediately available to project managers on their tablet or desktop. As transactions are approved, the time or spend will be updated on the budget in real time.
- Unified Project Billing and Accounting: Project status and costing details update in real time, enabling you to speed up project accounting and bill customers more accurately based on time and costs incurred.
- Provide anytime, anywhere access to timesheets for all workers using a mobile device.
- Capture expense receipts on a mobile device, enabling a faster, more efficient reimbursement cycle.
- View always-updated information on a project's progress, time cost, project spend, and the project plan, resource plan, and associated risks.
- Manage a project while on the road, making edits to project progress, altering start and end dates, marking tasks as complete, communicating with your team, and more.

Project Billing

- *Solution must be able to bill customers for specific projects: Configure Rates; Apply Rules; Review and Approve Billable Transactions; Invoice Customers*

Workday Response:

Workday Project Billing

Project Billing uses information from customer contracts and Workday Projects to create an end to end billing process for billable projects. With Project Billing, you can:

- Maintain a multidimensional project rate sheet.
- Create rate sheets for customer contracts that include detailed billing rate rules that Workday can use against billable rates.
- Set up a billing schedule to invoice customers.
- Review and revise, if necessary, all billable transactions for your projects.

Project Rate Sheets

Workday enables you to set up multidimensional project rate sheets to support your company's billing rates. These are the rates you'll use to bill your customers against projects. Use project rate sheets to define the project pricing dimension using rate categories. You can create multiple project price lists based on rate categories, such as customer size or project type. You then use the project rate sheet to define the contract rates.

Workday Time Tracking and Project Billing

In Workday, workers can log time spent on projects using Workday Time Tracking, which integrates seamlessly with the Workday Project Billing solution. You can use the Review Billable Project Transactions task to:

- Review and approve time spent on projects.
- Edit time block entries.
- Preview and edit the billing rate rules applied to project time blocks.
- Override the rate to bill and the hours to bill for approved time blocks.
- Invoice customers for time logged to the project.

Billing Rate Rules

Workday provides standard billing rate rules to give you more granular control of your billing rates for your time and expense billable projects. You can set up billing rate rules in advance for your project-based contracts to control the rates at which you bill your customers. Workday delivers 6 standard billing rate rule types for users to configure to meet the billing requirements for each of the projects:

- Expense Caps (Expense)
- Override Rate (Expense, Supplier Invoice, and Time)
- Project Caps (Time)
- Tiered Rate (Time)
- You can use 1 or all of the billing rate rule types to create a set that meets the billing requirements for each of your billable projects.

Percentage of Completion Method of Accounting

In Workday, you can recognize revenue based on the percentage of completion accounting method. Workday automates the ability to calculate and recognize revenue based on percent complete for fixed fee projects.

Milestones

Milestones provide you with additional control for when a schedule or specific installment can be processed. You can assign an unlimited number of milestones to schedules and installments. If the installment or schedule has any pending milestones, Workday won't process it.

Workday supports these types of milestones:

- *Customer Dates*: You configure standard date milestones then use those milestones as the basis for creating customer date milestones.
- *Project Tasks*: Project tasks marked as milestones in the project are selectable. A common use case is for billing to occur when a project deliverable is completed.
- *Billing Schedule 1st Invoice*: Indicates that billing has started. A common use case is for billing to trigger that revenue recognition can start.

Billing Schedules and Installments

You can link contract lines that span multiple contracts for the same company and customer to the same billing schedule. You can define schedule types so you can classify your schedules to facilitate searches, approvals, and reporting. Each billing schedule has a billing frequency, billing method, start date, and either end date or number of installments. Workday creates installments based on the schedule start and end dates, which can be different than the contract line start and end dates. You can also define what invoice date to assign, which can be different than the installment start date.

Workday supports these billing methods for each billing schedule. You have the flexibility to change the billing method throughout the life of the schedule:

- *Defined Installment*: Each contract line has a regular installment amount. The first and last installment can be different to support proration
- *Spreadeven*: The contract line amount is spread over a set number of installments
- *Custom*: You can use this method to create a schedule from scratch or update a schedule that was created using a different method

A billing schedule includes one or more installments. Each billing installment ultimately creates a customer invoice and each installment line becomes an invoice line. One contract line is associated with each installment line and many of the installment line attributes are derived from the contract line. Once installments are generated, you can manually update individual installments. If you use a custom schedule, you can edit all installments at once. Workday assigns an Out of Balance status if:

- Any contract lines in a non-custom schedule are not exactly scheduled in installments.
- Any contract lines are scheduled to be over-billed in a custom schedule.

Once the billing schedule is approved, its billing installments become available to create customer invoices.

Create Customer Invoices from Billing Installments

In the Create Customer Invoices from Billing Installments task, you can enter criteria to select billing installments that are available to invoice. You can then indicate whether those invoices should be automatically submitted for approval. You run this process in real time or as a scheduled process. Workday ignores billing installments with pending milestones. Once you create a customer invoice from a billing installment, you can drill back to the billing installment from the invoice. You can configure your customer invoice business process to treat invoices created from billing installments differently than manually entered invoices. You can make limited changes to the customer invoice and add additional lines. Workday reflects any changes to invoice line amounts in the billing installment. If you have invoice adjustments, you can manually create invoices that reference contract lines. The contract line billed amount reflects all approved invoices.

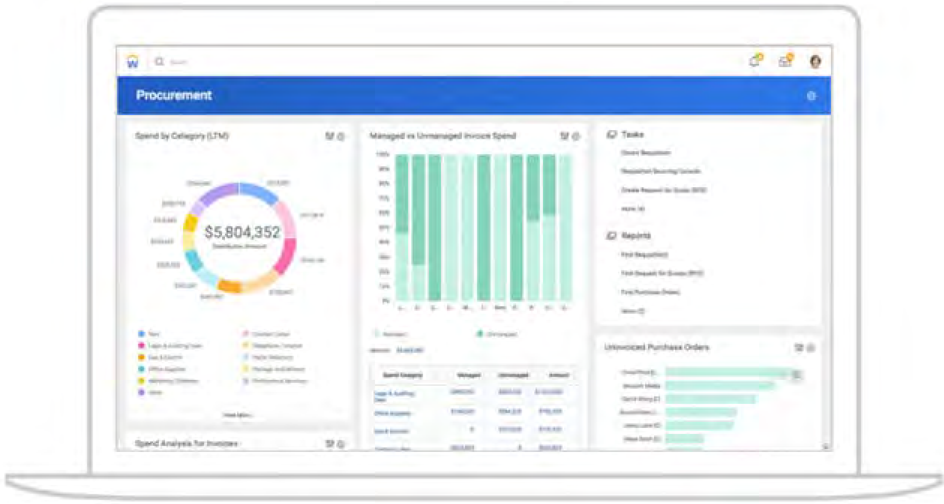
Procurement

- *Solution must support the procure to pay process: Manage Suppliers; Supplier Contracts; Requisitions; Purchase and Change Orders; Receipts; Goods and Services Sourcing; Track and Analyze Spend*

Workday Response:

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.



Streamlined P2P Process

From the requisition process through payment, Workday supports and manages the information, policies, and processes relating to the acquisition of goods and services for your organization.

- All of your suppliers, supplier contracts, and supplier catalogs can be stored and accessed from one place.
- Comprehensive system that manages everything from the requisition/RFQ process to invoicing and payment.

Unified Solution

Workday Procurement is unified with Workday Financial Management and Workday HCM so that your organization can rely on a real-time, single source of truth.

- Leverage consistency across your data, security policies, processes for even greater efficiency and control.
- Utilize a common item master when used together with Workday Inventory, and gain visibility into the entire materials management process.

Procurement Dashboard

See the complete picture of your organizations spend with the Workday Procurement dashboard, which can easily be configured to analyze spend based on a number of attributes.

- The Workday Procurement dashboard enables you to view and drill into information on your organization's procurement needs so that you can act on information in real-time.
- Directly access frequently used procurement related tasks and reports.
- Combine trending and dimensional reports to improve operating efficiencies and reduce costs.

Supplier Management

Workday empowers both end users and suppliers to by providing them with the tools they need to manage procurement transactions in a collaborative manner.

- Decrease time to onboard suppliers by enabling them to self-register via an external website.
- Collaborate with and manage your suppliers via the Supplier Portal to streamline invoice processing and payment activity.
- Allow suppliers to maintain their information such as address and settlement banking instructions.

- Suppliers can view their purchase orders, view and load catalogs, view and respond to request for quotes (RFQs), and view and create invoices from purchase orders.
- Use hierarchical taxonomies to classify purchases of goods and services and the suppliers who provide them.
- Categorize suppliers by various classifications, such as Minority Owned Businesses (MBE), Women Owned Businesses (WBE), foreign vs. domestic, and other attributes.
- Define priority ranked suppliers or manufacturers for purchase items to more easily find a substitute supplier.
- Use a centralized tool to detect, track, and manage backorders from suppliers.
- Record and enforce contractual agreements with preferred suppliers.
- Implement contractual terms such as thresholds, item pricing, expiration dates, and renewals for both goods and services spend.
- Configure business processes to validate against pricing thresholds, and automatically generate invoices and POs from a contract or installment schedule.
- Gain visibility into contract spend to better negotiate discounts and other terms with suppliers.
- Amend existing supplier contracts to change information, such as the *Total Contract Amount*, take supplier contract lines off hold, or extend, renew, or terminate a contract.

Spend Control

Leverage consistent security and controls to ensure that every type of requisition adheres to the rules and approvals set up for your organization.

- Easily configure spend freezes or utilize budget checking and commitment accounting on procurement transactions to minimize the risk of overspending.
- Retain a percentage of supplier invoices from payment and release the retention balance throughout the life of a purchase order or supplier contract.
- Determine the accounting period for supplier invoices and invoice adjustments.

Requisitions

Put purchase requests into the hands of your global workforce while maintaining spend controls.

- Enable employees and managers to create, submit, and approve requisitions to automate existing manual processes.
- Create requisitions with consolidated requests from multiple companies.
- Leverage a consumer-like shopping experience for requisitions, with faceted search patterns for catalog searches, side-by-side item comparisons, a shopping cart to manage items and a guided checkout process.
- Punchout to the supplier website or supplier network of your choice to access and procure goods from multiple catalogs.
- Choose the preferred supplier for purchase items using pre-defined requisition sourcing rules to automatically source requisitions to purchase order and reduce buyer workload.
- Mass or individually change requesters on completed requisitions to facilitate downstream procurement transactions.
- Together with Workday Inventory, you can source and fulfill requisitions internally to help reduce the average requisition to fulfillment time.

Request for Quotes

Workday enables organizations to create Request for Quote (RFQ) documents so that suppliers can bid on procurement goods and services.

- Streamline data entry and create an RFQ from existing business documents, such as purchase orders, supplier contracts, or requisitions.
- Send RFQs electronically to suppliers based on supplier preferences (email, print, and Supplier Portal), or post public RFQ solicitations on an external website.
- Review and approve supplier bid responses (side-by-side) submitted through the Supplier Portal, and quickly award RFQs to suppliers with a purchase order or supplier contract.
- Automatically send out email notifications to suppliers when the RFQs are open, closed or cancelled.
- Facilitate collaboration between buyers and suppliers with the ability to add comments directly into the activity stream when submitting and viewing procurement documents.

Purchase Orders

Streamline purchase order processing with the ability to create purchase orders for goods, contingent workers and delivered services.

- Create purchase orders with consolidated requests from multiple entities.
- Issue purchase orders to suppliers via XML/EDI.
- Receive and process Purchase Order Acknowledgements (POA) from suppliers.
- Shorten processing time and reduce administrative overhead costs by consolidating lines from multiple requisitions into a single purchase order.
- Mass close purchase orders to prevent further actions from occurring against business documents.
- Configure business processes based on the context of each supplier and/or order.
- Easily find and drill into purchase orders directly from the Procurement dashboard.

Receiving

Facilitate the delivery of goods and create receipts for goods receiving on purchase orders and supplier contract lines.

- Receipts encompass standard goods receiving (which can flow to business asset tracking), contingent worker timesheets and project-based services.
- Leverage a common business process that provides configurable receiving steps as well as support for Evaluated Receipt Settlements (ERS).
- Create, find and edit receipts on mobile devices
- Return goods to suppliers after you approve receipts, and process supplier invoice adjustments for returned goods.
- Close purchase order lines for receiving to prevent future receipt creation.
- Specify ship-to and deliver-to information at the line level for all procurement documents.
- Record advanced shipping notices (ASN) from suppliers on pending deliveries.
- Receive items in a different unit of measure (UOM) than the ordering UOM on a purchase order.

Invoicing

Take advantage of paperless receipt of supplier invoices and electronic payments to maximize processing efficiency.

- Receive invoices directly from suppliers or leverage Workday's Supplier Portal that allows suppliers to "flip" a purchase order to an invoice.
- Retain a percentage of supplier invoices from payment and release the retention balance throughout the life of a purchase order or supplier contract.
- Create negative and zero cost supplier invoices to facilitate invoice corrections and credit memos.

- Determine variances between supplier invoices and related business documents with standard two and three-way matching.

Settlement

Leverage a single settlement engine to management all payments generated across the organization, including supplier payments.

- Define the supplier invoices you wish to generate payments for, or create ad-hoc payments for items not recorded in Workday
- Set up automatic payments for unpaid open items and pending payments
- Manage your regulatory filing of 1099 Misc for Independent Contingent Workers.
- Packaged integration to support AMEX KR1075 format for procurement card transactions.
- Quickly manage, analyze and report on all payment activity.

Real Time Spend Analytics

Workday Procurement allows you to better understand your organizational spend with the ability to capture and analyze data in business terms.

- Leverage built-in analytics that are drawn directly from the transactional system of record. Utilize robust navigation capabilities and dimensionality to fully understand spend from an operational perspective.
- Analyze and take action directly from the Procurement and Supplier Accounts dashboards with pre-configured reports.

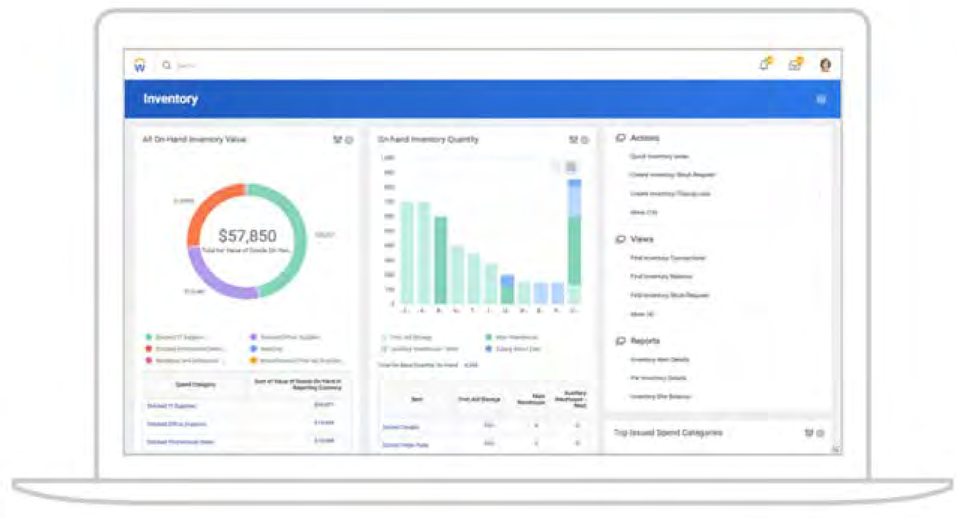
Inventory

- *Solution must support central stores inventory: Storage Locations; Physical Counts; Adjustments; Valuations; Units of Measure; Replenishment; Automatic Re-order Points*

Workday Response:

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.



Unified Solution

Workday Inventory is fully unified across Workday Financial Management, Workday HCM, and Workday Procurement so that your organization can rely on a single enterprise platform.

- Leverage consistency across your data, security policies, and processes for even greater efficiency, management, and control.
- Utilize a common item master when used together with Workday Procurement, and gain visibility into the entire materials management process, from purchase to replenishment.

Record and Track

Workday Inventory offers the flexibility to store inventory items, track how you use and replenish them.

- Track lot numbers and lot expiration dates to minimize the amount of expired goods in your warehouse, and identify any items that are subject to recall.
- Track consigned inventory and create orders to replace goods from suppliers upon use.
- Utilize unit of measure conversions for items across multiple inventory transactions and locations.
- Record and track serial identifiers when issuing inventory for greater control over items.
- Generate and print inventory labels to track locations, receipts and deliveries.

Put-away

As goods arrive in inventory, you can facilitate the placement of items into stocking locations to manage them.

- The put-away process can be initiated in three different ways: PO receipt, stock transfer from an alternate location and ad-hoc put away.
- You can define put-away rules based on a number of attributes, such as ship-to address, supplier, spend category, item, or location.
- Put-away can be automatically initiated from receipt or manually created.

Stock Replenishment

Workday monitors stock levels and replenishes inventory when levels drop below your designated reorder points.

- Replenishment options include automatic purchase requisition (PR) creation, manual PR creation with notification, automatic stock transfer request and manual stock transfer request. Items can also have different replenishment options within the same inventory site.
- Automated replenishment can be scheduled to run on a recurring basis such as nightly or weekly.
- When using a Procurement requisition for inventory, a stock request will automatically be issued and ready for picking and shipping.

Fulfillment

The fulfillment process in Workday enables you to transfer items across sites and issue goods to users or par locations internally to fulfill a stock request.

- Users can quickly generate multiple picking lists and pull inventory on any mobile device.
- Create picking lists that identify the exact quantities to pick from each stocking location.
- Once you pick goods, you can create a shipment to recognize the removal of goods from the inventory site.
- If you are transferring goods to another site, you can record a put-away once the goods arrive at the destination site.

Adjustments

Easily adjust inventory on an ad-hoc basis to accommodate cost variances, damaged items and changes in physical counts.

- Workday supports the perpetual average costing method, and cost-related adjustments can be based on price or percentages.
- As with other inventory transactions, accounting entries are automatically created for the adjustment and can be viewed as a related action from the transaction.
- Create a return using familiar issue methods such as quick issue, ad hoc and stock transfer request, and make adjustments for returns.

Counting

Count items on a predefined basis and reconcile inventory levels to provide the most accurate and up-to-date representation of your internal goods on hand.

- Perform physical inventory counts using a variety of common methods, make adjustments and record the resulting accounting entries.
- Generate count sheets directly from the application on set intervals or on an ad-hoc basis, and record item counts and flag items for recount.

Par Inventory

Workday enables you to maintain and replenish par locations, such as carts, supply rooms or cabinets, to support daily business operations.

- Set up par locations (such as carts, supply rooms or cabinets) that can be stocked by selecting the par delivery option on a purchase order or receipt.
- Automate requisitions and stock requests to ensure your par inventory remains stocked with the most critical items to your organization.
- Store consigned goods in par locations to bill and replace items upon use, helping to improve cash flow.
- Configure just-in-time (JIT) agreements with suppliers to reduce lead times and improve predictability of goods delivery.

Mobile Readiness

Perform common inventory transactions using a single mobile application to improve inventory accuracy and productivity.

- Perform cycle or par counts and submit results for approval directly from your mobile device.
- Create, track and acknowledge deliveries on a tablet or phone.
- Enter expenses and upload receipts for scanning through chat with Workday for Slack.
- Issue / record lot and substitute items directly at a stocking location in real-time.
- Utilize barcode scanning capabilities with cursor control for pick inventory, count inventory, and par.
- View comprehensive reports and analytics within the Inventory dashboard and take action.

Reporting & Analytics

Workday Inventory provides insights into all transaction and associated business dimensions to help drive down costs.

- Workday's modern architecture means that your transactions are always reflected in real-time, providing more accurate reporting and analytics about your goods and supplies on hand.
- Leverage the Inventory dashboard to gain a complete, real-time view of your inventory transactions, with robust drilldown capabilities and a task area to take direct action.
- Take advantage of pre-delivered reports, such as Inventory Balance, to see on-hand quantities for items across all of your stocking locations.

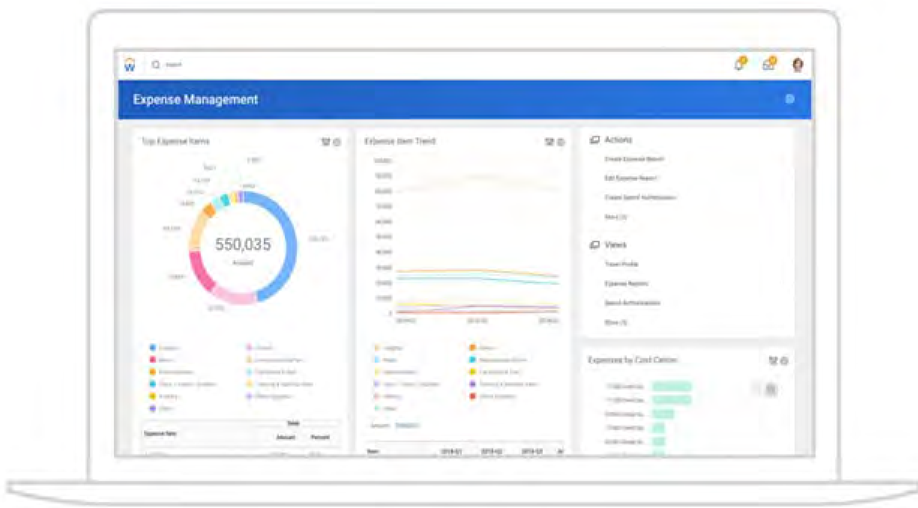
Expenses

- *Solution must be able to support employee expense processing: Expense Reports; Reimbursements; Rules; Approvals; Spend Analytics*

Workday Response:

Workday Expenses

Employee expense processes are people processes. Ultimately, your people plan, spend, record, and approve all employee expenses. As a result, stand-alone expense systems that were built independently from finance or HR systems often fail to achieve your objectives of controlling organizational spend. With this in mind, Workday has created the optimal solution for today's people-driven enterprise.



Streamlined Expense Management

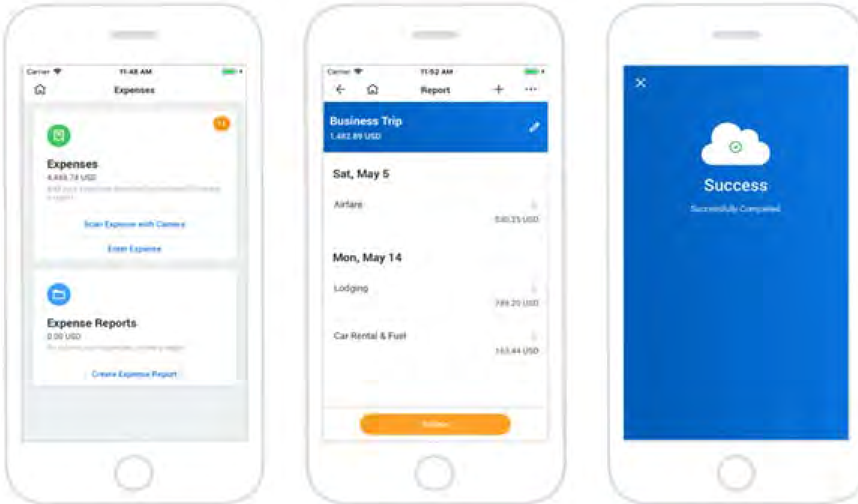
Reduce complexity and cost by leveraging a single expense management application.

- Configure expense processes and controls to meet your specific needs, eliminating manually intensive and costly paper-based processes.
- Connect to multiple travel booking solutions using the Workday Travel Booking Connector, and reduce manual data entry by populating travel booking records against expense report lines.
- Process expenses with corporate credit card transactions using pre-packaged integrations for Visa, Mastercard and American Express.
- Build dynamic workflow approvals and notifications leveraging worker and transactional information such as location, organization and cost center.

Unified Solution

Take advantage of the strong worker foundation of Workday Human Capital Management and unification with Workday Payroll and Workday Financial Management for reimbursement and accounting of employee expenses.

- Leverage changes to worker data that happen in the HR system —such as a worker’s role, position, organizational assignment, or management chain—without having to synchronize data between disparate systems.
- Experience instantaneous accounting impact with Workday Financial Management upon expense report approval.



Mobile Readiness

Enable users to capture expense receipt images and submit expense reports on the go, resulting in lower costs, improved accounting accuracy, and faster reimbursements.

- Accelerate mobile expense report entry with intelligent receipt scanning to populate data on expense items, including date, amount and merchant.
- Exclude/merge duplicate out-of-pocket expenses, link spend authorizations, and include guest/attendee information all from a mobile device.
- Create and submit mobile travel journal expenses on Android, iPhone and iPad devices.
- Enter expenses and upload receipts for scanning through chat with Workday for Slack.
- Managers can easily review and approve expense reports on any device, and leverage real-time analytics in the approval workflow to better understand employee spend.
- View comprehensive spend reports and analytics within the Expense Management dashboard and take action.

Mobility and Ease of Use for Your Workforce

- Improve adoption of the system by your workforce and reduce the number of systems required by leveraging the same easy-to-use, consumer-style user experience delivered throughout Workday.
- Minimize data entry resulting in more complete and timely data in the system and more accurate financial records. Capture and approve expenses on the go from any web-enabled device.
- Mobile Expense Report Entry allows users to submit an expense report using their iPhone, iPad, or Android, resulting in improved user experience, and more timely submission of expense reports.

Full Audit and Control

Configure proactive controls, such as spend authorizations and spend freezes, to help monitor and control employee spend. Workday also supports cash advance requests, providing more options for workers to manage their travel expenses.

- Utilize budget checking and commitment accounting for expense reports to determine if budget is available for an expense.
- Ensure every transaction is recorded for audit transparency. Business processes configurations and security settings are self-documenting and can be rendered to PDF on demand.
- Gain unprecedented visibility into business processes and transaction history to easily comply with regulatory requirements such as Sarbanes-Oxley (SOX).

Real Time Reporting and Analysis

Gain real-time visibility into actual versus budgeted spend and optimize your spend policies by negotiating with vendors on corporate travel rates and discounts.

- Leverage multiple pre-built reports in the Workday Expenses dashboard, and build custom reports using Workday's robust report writer.
- Take full advantage of Workday's multi-dimensional business data to analyze spend by spend categories, cost centers, or regions.

Fast and Efficient Reimbursements

Leverage the efficiencies of a single settlement engine to manage all payments generated across the organization, including employee reimbursements.

- Configure bank routing rules and payment elections for expense report reimbursements.
- Easily integrate to an external Payroll or Accounts Payable system leveraging the Workday Integration Cloud.
- Quickly manage, analyze and report on all payment activity.

Reporting and Analytics

- *Solution must support the ability for end users to create and manage their own reporting in real-time.*

Workday Response:

All of Workday's reporting and analytics are accomplished using built-in functionality (not a third-party tool) that takes advantage of Workday's object management system to drill into detail and take action at any level of the analytic. The ad hoc reporting functionality is simple to use and does not require the user to understand database structure or file/field joins. All data stored in Workday is available within the in-system reporting tool, regardless of functional area.

In addition, Workday offers additional analytics tools to support the management of 3rd party data, advanced analytics and predictive analytics for full management of a complex enterprise.

- *Embedded transactional and business process reporting and drill-down*

Workday Response:

Workday in-memory, object model based architecture provides real-time, multi-dimensional reports and analytics with the ability to drill down to transaction-level details. Since the analytics and reporting tools are built-in to the Workday platform and not delivered as an "add-on" or a "bolt-on" users can then take immediate action in Workday directly off any report or analytic.

- *Ad-hoc report creation with on-line, print, spreadsheet and/or PDF integration*

Workday Response:

All reports in Workday can be printed to PDF, exported to MS Excel or viewed online via the HTML version of the report.

- *Management reporting at any level of organization and/or account or budget elements*

Workday Response:

Workday provides the Budgetary Balance report to manage budget, commitment and actuals by organization and expenditure.

You can create and report budgets by individual fiscal year, or you can create budgets that span fiscal years. Financial Statements allow you to report Project Life to Date Budget to Actual detail.

The Budget Check Exceptions Report includes budget items that have exceeded the available balance.

You can also use our analytic reporting toolset to extract data out of Workday and feed it into an external application such as a data warehouse. Workday delivers unique capabilities that allow customers the ability to create and define their own APIs. If only a subset of fields within Workday services are needed for a specific integration, then a custom API that contains only those needed fields can be built. This API can then be consumed by Workday or any third-party integration tool.

- *Complex multi-dimensional reporting for financial statements and statutory reports*

Workday Response:

Workday delivers the ability to create financial reports for statutory reporting, tracking financial operations performance, and generating comparison and consolidation reports. Accounting "workpaper" reports such as trial balance, ledger detail, account analysis, and reconciliations provide analysis and control. Consolidated profit and loss (P&L), balance sheet, and cash flow statements meet financial statement needs in base and reporting currencies. User-defined, real-time query provides insight whenever and wherever it's needed.

With Workday, you can combine various data scenario and sources such as actuals and budgets, including financial and statistical information (e.g. headcount), into real-time multi-dimensional reports that users can format, drill down into, and act upon, all within Workday. As a result, corporate finance teams are able to build reports such as a balance sheet, income statement, or cash flow statement in a fraction of the time and effort required with traditional, legacy systems, which require users to push data into a warehouse and into downstream business intelligence solutions. Furthermore, because Workday is defined for engagement beyond finance and accounting, reporting scales across the enterprise, so organizational leaders outside of the finance team can build unique reports for their part of the business, such as a division manager running a P&L statement for his or her business review. With Workday's composite reports you can:

- Build a single, matrix-style report from multiple data sources using sub-reports
- Take advantage of spreadsheet-like capabilities to create reports that perform column, row, and cell calculations
- Control report formatting style

You can also deploy these reports as worklets on dashboards and mobile devices and schedule them to run in the background individually or as part of a report group.

- *Ability to import external data for combination with system data to provide deeper predictive analytics*

Workday Response:

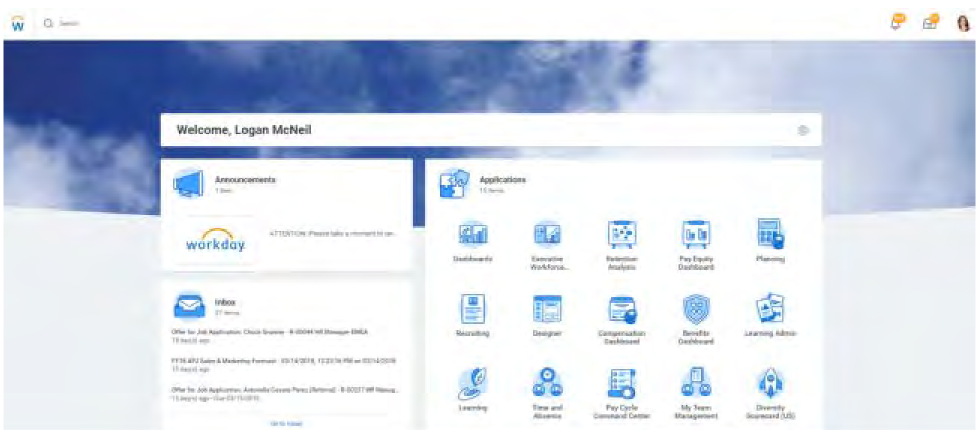
Yes, Customers can create custom fields and then import data from external sources into those custom fields and build reports comparing that external data with Workday native information.

Cross-Functional Technology

- *Consumer-like User Interface*

Workday Response:

Workday delivers a modern browser-based user interface that utilizes consumer internet constructs, including hyperlinks, icons, pictures, buttons, instant messaging, embedded help, and search boxes. This enables all constituencies—staff, and executives—to use the system with minimal user training from anywhere in the world with an Internet connection and a browser. Workday is mobile, with all solutions available on the iPhone, iPad, Android, and any other smartphones with a browser. Additionally, Workday is investing in tools designed to optimize the worker's natural workspace by delivering interoperability with collaboration tools, including e-mail and chat.



Workday User Experience – Mobile

More than just a social tool, mobile devices are becoming integral to business transactions.

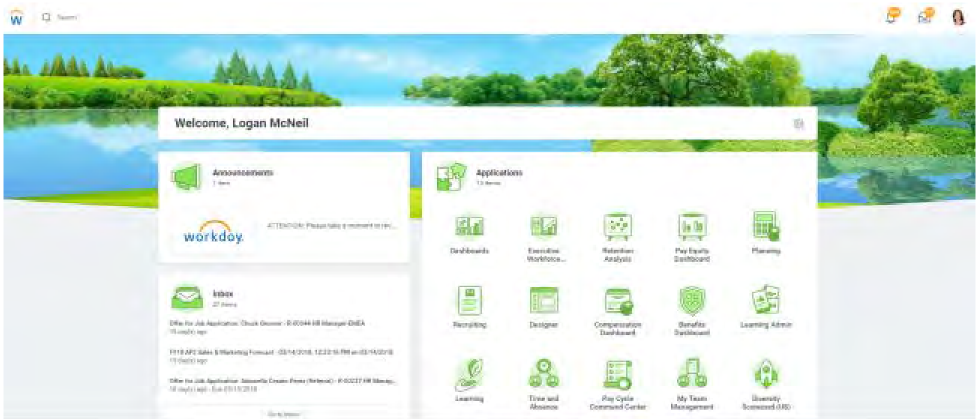
Workers can access the Workday application from any Internet-enabled device:

- Workday for iPhone
- Workday for Android
- Workday's responsive HTML5 website

Workday provides the capability for your organization to configure the login pages and data output types (example: report print format) to include organization-specific images as required. Also, to facilitate a seamless user experience for your organization's users while navigating between organization-managed web interfaces and the Workday user interface, Workday supports SSO (Single Sign-on) integration using identity management systems which support SAML 2.0 based protocols as well as Google OpenID.

Tenant Branding

Workday has tenant-branding capabilities. A custom sign on logo to the sign on page and custom application header logos can be added. Additionally, tenants can also be configured with custom home page banners. The header logos and banners appear based on configurable rules in order to give unique branding to different sets of users. The application header logo is supported across all platforms (web and native mobile) and the homepage banner is supported on responsive web UI. As well, an overall branding color can be applied to the tenant.



- *One security model (not different per application)*

Workday Response:

Unlike legacy ERP systems, Workday operates on a single security model that applies to the entire Workday Service including reporting. This includes user access, system integration, reporting, mobile device, and IT access. Everyone must login and be authorized through the Workday security model. By contrast, in legacy ERP systems there is typically an applications layer of security that IT and DBA personnel can bypass to access the data directly at the database level. This is not possible with Workday. Also, many other ERP solutions require customers to maintain two separate security models; one for the transactions and one for reporting. This is not necessary in Workday.

Functional domains within Workday (HCM, Payroll, Finance, etc.) are grouped into security domains of data and tasks allowing you to configure very granular security for your users, roles, and groups. Workday security domains also allow you to secure data that is aggregated, in scorecards and dashboard analytics differently from the transactional level of detail. This is useful when information at the aggregated level, for example a gender analytic for a division, can be seen by users but the individual Worker gender value can only be seen by a select few. Coupled with Workday's always-on auditing, the security around who can see what and who has seen what and when is always available for auditing purposes.

Given there is no back door into the Workday data, any access through web services to Workday data using Reports-as a-Service ensures that even outside or third-party access to Workday data passes through the Workday authentication policies you have configured.

- *Mobile-enabled (not add-on technology)*

Workday Response:

Workday provides responsive native mobile solutions for:

- iPhones and iPads with our native iOS app "Workday for iOS".
- Android smartphones and tablets with our native Android app "Workday for Android".
- In addition to these mobile native applications, Workday's browser-based user interface is delivered using 100% responsive design to provide a consistent experience from any device, including supported mobile browsers which render HTML5 like Safari, Chrome, etc.

Workday's native mobile applications deliver access to most employee and manager self-service tasks, as well as administrative tasks, dashboards, and reporting. Workday's single security model means that there is no separate security configuration required for mobile access. Also, there aren't separate mobile applications for different functional areas. An internet connection (and authentication) is required to access Workday from a mobile device, and no business data is stored on the device itself.

- *Flexible business process configuration*

Workday Response:

Although enterprise applications have traditionally provided workflow capabilities (albeit limited to routing for approvals and notifications), the workflow provided is typically treated as an afterthought to application functionality; is rarely integrated well; and is underused (or unused) by customers. In some cases, each module of a legacy application uses a separate workflow tool, adding to complexity and reducing adoption.

The traditional challenge with workflow is the complexity of setup and maintenance. Workday addresses this challenge by deeply embedding business processes into all applications and by making them part of a configurable framework that business users (not IT resources) can implement and maintain without programming. This framework is the Workday Business Process Framework (BPF). The BPF is unique: while other vendors have built workflow solutions as an afterthought to bolt on to existing applications and data stores, Workday purposefully built the BPF into its core technology foundation from the beginning. Because of this unique design decision, the BPF works seamlessly with other native frameworks in Workday, such as security and organizational hierarchy, to ensure that events are routed to the right set of users and evaluated in real time.

Because our customers use the Workday Business Process Framework to manage *all* business process flows for the Workday service, there's only one framework to learn and support, dramatically cutting learning time and increasing productivity. It also enforces consistency across the system making it easier for end users to understand the process and the status of their requests.

Because the Business Process Framework works seamlessly with other Workday core capabilities (including organization structures, security, and Workday reporting) you can make configuration changes to these other core components without ever "breaking" the business process configurations you have defined. As such, no other Workday feature is more important than the Business Process Framework for enabling agility and providing true functional configuration.

The Workday Business Process Framework is responsible for managing the flow of *all* the business transactions that comprise Workday's functionality. We include optimized template business process configurations for more than 700 processes to provide a baseline for any implementation. During implementation (or post go-live) customers have full control over the configuration of each business process – for any organizational unit – with a full history and audit trail of changes captured.

Workday's Business Process Framework includes the following advanced capabilities:

- Create a single global process shared by every part of a customer's organization, or create and use a different version of a process configuration for different parts of the organization
- Route work to dynamic security groups representing users, roles, locations and many other security facets
- View any process definition in a real-time visual swim lane mode
- Perform steps in parallel to maximize throughput
- Configure process steps to execute conditionally to maximize efficiency, without writing code or programming
- Include integrations directly in processes to allow real-time event-driven integrations to complement business user activity
- Maintain step delays and help-text, translatable to any supported language
- Embed related analytics and reports into process steps directly to give approvers the information they need to make a completely informed decision at the time of decision without the need to research information in a separate window or application
- 100% effective-dated versioning and audit of every single process, allowing customers to meet their own internal and external process audit requirements

- The ability to configure and test proposed process changes in a sandbox environment (a copy of production included with the service subscription, refreshed weekly), and then “promote” configuration changes to production when configuration and testing is complete
- Comprehensive set of step types including Action, Approval, Approval Chain, Batch/Job, Checklist, Complete Questionnaire, Integration, Report, Report Group, Review Documents (for e-signature) and To Do
- Workday-delivered and supported e-signature integration for use with Adobe Sign and DocuSign

Workday captures a perpetual audit log of *all* of the business processes which occur within the service, and stores this log in the Workday database for analysis and review. Customers can use this audit log to provide insight and visibility into the way they are actually using the Workday service. This in turn provides objective and definitive information which allows customers to recognize opportunities for, and then implement, process improvement and education and training to participants in the business process, where appropriate.

Workday also provides employees who are engaged in a specific business process flow a single inbox to access all work items awaiting their attention. Capabilities are also provided for tasks like mass approvals for managers who get the same approval items multiple times (such as an annual merit increase approvals); proxy/delegation of tasks; task escalations; and options for appropriately-authorized administrators to skip, re-route, cancel, or rescind specific business processes. Workday business processes provide the ability for users to add additional approvers to in-flight transactions without altering the underlying process definition.

For more information, please refer to Datasheet Workday Business Process Framework.pdf

- *One workflow engine (not different per application)*

Workday Response:

See response above for details on the Workday Business Process Framework (workflow). The BPF spans all modules in Workday. All modules in Workday share the same data model and configuration settings, Workday is truly a single system.

- *Global capabilities: multi-language and multi-currency enabled*

Workday Response:

Yes. Workday is offered around the world and provides a user interface in more than 30 languages. The Internet and other technology advances have greatly reduced the cost and challenges of doing business globally, making it possible for more organizations of all sizes to operate worldwide. Organizations with global operations, regardless of size, need local processing as well as a consistent, consolidated global view of their operations.

Current enterprise systems offer local extensions, but these can come with a requirement to support multiple local versions, foregoing the unified view essential to the manager running a global business.

Workday is designed to support all the "multis" (language, currency, business entity, etc.) in a single global instance, enabling you to track and manage business activity locally while providing a view of your organization as a single consistent entity.

- View your team's compensation in a single currency while you suggest merit or bonus amounts in each employee's local currency.
- Count heads accurately for all full-time and part-time employees on your global team.
- Define your team's organization, locations, and cost centers as they really exist without artificial constructs to account for nationality.
- Create and assign unlimited compensation plans and allowances based on global and/or local requirements.

- Meet local financial reporting and accounting requirements and needs for business intelligence while delivering enterprise-level controls, reporting, management and intelligence.

Please also see our whitepaper “Global at the Core” for additional information: https://www.workday.com/content/dam/web/en-us/documents/whitepapers/hr/workday-global-at-the-core-whitepaper.pdf.

Tab 7 – Pricing

Tab 7 – Pricing

- *Please submit price list electronically (pricing can be submitted as Discount off MSRP, cost plus, etc). Products, services, warranties, etc. should be included in price list. Prices submitted will be used to establish the extent of a respondent's products and services (Tab 5) that are available and also establish pricing per item.*

- *Price lists must contain the following:*
  - *Product name and part number (include both manufacturer part number and respondent part number if different from manufacturers).*
  - *Description*
  - *Vendor's List Price*
  - *Percent Discount to NCPA participating entities*

- *Submit price list electronically on Flash Drive. Include respondents name, name of solicitation, and date on media of choice.*

- *Not To Exceed Pricing*
  - *NCPA requests pricing be submitted as "not to exceed pricing" for any participating entity.*
  - *The awarded vendor can adjust submitted pricing lower but cannot exceed original pricing submitted for solicitation.*
  - *NCPA requests that vendor honor lower pricing for similar size and scope purchases to other members.*

Workday Response:

Please see Workday response to pricing in the accompanying electronic media as requested.

Tab 8 – Value Added Products and Services

Tab 8 – Value Added Products and Services

- *Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.*

Workday Response:

Workday operates a "continuous improvement" solution process which delivers customers two updates per year, inclusive of many new functional and technical capabilities. Customers have the choice of which new capabilities they would like to configure and "turn-on". Workday customers no longer have to support massive and expensive software upgrades since they are always on the current version of the solution. Workday also continually adds new products to our portfolio and would like to reserve the right to add additional value-added training products and services at a later time post-contract award.

Tab 9 – Required Documents

Tab 9 – Required Documents

- *Clean Air and Water Act / Debarment Notice*
- *Contractors Requirements*
- *Antitrust Certification Statements*
- *FEMA Standard Terms and Conditions Addendum for Contracts and Grants*
- *Required Clauses for Federal Assistance by FTA*
- *State Notice Addendum*

Workday Response:

Required documents are provided on the following pages.

Clean Air and Water Act & Debarment Notice

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

Potential Vendor	Workday, Inc.
Print Name	Will Greer
Address	6110 Stoneridge Mall Road
City, Sate, Zip	Pleasanton, CA 94588
Authorized signature	
Date	11/12/2019

Contractor Requirements

Contractor Certification
Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. ~~The Contractor further warrants that it is in compliance with the various state statues of the states it is will operate this contract in.~~

Workday Comment: While Workday can agree to the first sentence of this paragraph, it cannot agree to this second sentence. If required, Workday agrees to negotiate a mutually agreeable compliance clause.

~~Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.~~

Workday Comment: Workday cannot agree to this broad and onerous verification of compliance requirement.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

~~Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed~~

Workday Comment: Workday cannot agree to individual entity policies.

Fingerprint & Background Checks

Workday Comment: Workday has a standard background check process in place and cannot agree to modify its standard for individual customer agreements. As such, instead of the suggested provision, Workday can agree to the following: "Unless prohibited by law, Workday agrees to conduct (or have previously conducted) a criminal background check on personnel employed by Workday (or will require its subcontractors to conduct a background check on their own personnel) who will have access to Customer Data. Such background check shall be in the form generally used by Workday in its initial hiring of employees or contracting for contractors or, as applicable, during the employment-screening process. Workday will not allow any person performing under this Agreement on behalf of Workday to be assigned to have access to Customer Data whose background check revealed a conviction of any violent crime or crime involving theft, dishonesty, moral turpitude, breach of trust, or money laundering."

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Authorized signature ______________________

Date 11/12/2019

Antitrust Certification Statements (Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

(1) I am duly authorized to execute this ~~contract on my own behalf or~~ certification on behalf of the company, corporation, firm, partnership or individual (Company) listed below;

(2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;

(3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and

(4) Neither I nor any representative of the Company has colluded with ~~directly or indirectly communicated any of the contents of this bid to~~ a competitor of the Company or any other company, corporation, firm, partnership or individual reasonably expected to bid on this opportunity in competition with ~~engaged in the same line of business as~~ the Company.

Company name	Workday, Inc.
Address	6110 Stoneridge Mall Road
City/State/Zip	Pleasanton, CA 94588
Telephone No.	(925) 951-9000
Fax No.	(925) 951-9001
Email address	will.greer@workday.com
Printed name	Will Greer
Position with company	Regional Vice President, Sales
Authorized signature	

Workday Comment: This entire section is not applicable to the cloud solutions that Workday provides and should be deleted.

FEMA Standard Terms and Conditions Addendum for Contracts and Grants

If any purchase made under the Master Agreement is funded in whole or in part by Federal Emergency Management Agency ("FEMA") grants, Contractor shall comply with all federal laws and regulations applicable to the receipt of FEMA grants, including, but not limited to the contractual procedures set forth in Title 44 of the Code of Federal Regulations, Part 13 ("44 CFR 13").

In addition, Contractor agrees to the following specific provisions:

1) Pursuant to 44 CFR 13.36(i)(1), University is entitled to exercise all administrative, contractual, or other remedies permitted by law to enforce Contractor's compliance with the terms of this Master Agreement, including but not limited to those remedies set forth at 44 CFR 13.43.
2) Pursuant to 44 CFR 13.36(i)(2), University may terminate the Master Agreement for cause or convenience in accordance with the procedures set forth in the Master Agreement and those provided by 44 CFR 13.44.
3) Pursuant to 44 CFR 13.36(i)(3)-(6)(12), and (13), Contractor shall comply with the following federal laws:
    a. Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor ("DOL") regulations (41 CFR Ch. 60);
    b. Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented in DOL regulations (29 CFR Part 3);
    c. Davis-Bacon Act (40 U.S.C. 276a-276a-7) as supplemented by DOL regulations (29 CFR Part 5);
    d. Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-30) as supplemented by DOL regulations (29 CFR Part 5);
    e. Section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and
    f. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation play issued in compliance with the Energy Policy and Conservation Act (Pub. L.94-163, 89 Stat. 871).
4) Pursuant to 44 CFR 13.36(i)(7), Contractor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41.
5) Pursuant to 44 CFR 13.36(i)(8), Contractor agrees to the following provisions 72 regarding patents:
    a. All rights to inventions and/or discoveries that arise or are developed, in the course of or under this Agreement, shall belong to the participating agency and be disposed of in accordance with the participating agencies policy. The participating agency, at its own discretion, may file for patents in connection with all rights to any such inventions and/or discoveries.
6) Pursuant to 44 CFR 13.36(i)(9), Contractor agrees to the following provisions, regarding copyrights:
    a. If this Agreement results in any copyrightable material or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, for Federal Government purposes:
        1) The copyright in any work developed under a grant or contract; and
        2) Any rights of copyright to which a grantee or a contactor purchases ownership with grant support.
7) Pursuant to 44 CFR 13.36(i)(10), Contractor shall maintain any books, documents, papers, and records of the Contractor which are directly pertinent to this Master Agreement. At any time during normal business hours and as often as the participating agency deems necessary, Contractor shall permit participating agency, FEMA, the Comptroller General of United States, or any of their duly authorized representatives to inspect and photocopy such records for the purpose of making audit, examination, excerpts, and transcriptions.
8) Pursuant to 44 CFR 13.36(i)(11), Contractor shall retain all required records for three years after FEMA or participating agency makes final payments and all other pending matters are closed. In addition, Contractor shall comply with record retention requirements set forth in 44 CFR 13.42.

Workday Comment: This entire section is not applicable to the cloud solutions that Workday provides and should be deleted.

Required Clauses for Federal Assistance provided by FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

a) Maintain all books, records, accounts and reports required under this Contract for a period of not less than three (3) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until Public Agency, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.

b) Permit any of the foregoing parties to inspect all work, materials, payrolls, and other data and records with regard to the Project, and to audit the books, records, and accounts with regard to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts. Reference 49 CFR 18.39 (i)(11).

CIVIL RIGHTS / TITLE VI REQUIREMENTS

1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:

   a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

   b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC) implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue.

c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.

d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.

3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.

4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs"*, therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all applicablerequirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

2) Prompt Payment. Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.

3) DBE Program. In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Contract between public agency and the FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT, as set forth in the most current FTA Circular 4220.1F, dated November 1, 2008, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to perform any act, fail to perform any act, or refuse to comply with any public agency requests that would cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to me made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to me made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

State Notice Addendum

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located nationally in all fifty states, issues this Request for Proposal (RFP) to result in a national contract.

For your reference, the links below include some, but not all, of the entities included in this proposal:

http://www.usa.gov/Agencies/Local_Government/Cities.shtml
http://nces.ed.gov/globallocator/
https://harvester.census.gov/imls/search/index.asp
http://nccsweb.urban.org/PubApps/search.php
http://www.usa.gov/Government/Tribal-Sites/index.shtml
http://www.usa.gov/Agencies/State-and-Territories.shtml
http://www.nreca.coop/about-electric-cooperatives/member-directory/
https://sos.oregon.gov/blue-book/Pages/state.aspx
https://portal.ehawaii.gov/government/
https://access.wa.gov/governmentagencies.html

Workday Supplemental Collateral

Workday Supplemental Collateral

Workday Sample Legal Agreements

(Provided electronically only.)

- Workday Master Subscription Agreement (MSA)

  Sample_E_G_FAQ+M
  SA_Workday, Inc._v19

- Workday Professional Services Agreement

  Sample
  LE_PSA_Workday Inc_

- Workday Universal Processing Data Exhibit (DPE)

  Sample_Universal
  Data Processing Exhib

- Workday Universal Security Exhibit

  Sample_Universal
  Security Exhibit v19.5.

- Workday Production Support and Service Level Availability Policy (SLA)

  workday-production-
  support-and-service-l

Analyst Reports

- Gartner (May 2019): Workday Positioned as a Leader for the Third Year Running: Gartner Magic Quadrant for Cloud Core Financial Management Suites for Midsize, Large and Global Enterprises
- Gartner (September 2019): Workday Named a Leader in Gartner Magic Quadrant for Cloud HCM Suites for 1,000+ Employee Enterprises
- Forrester (August 2017): Workday Positioned as a Leader in SaaS Human Resource Management Systems Report
- Workday Newsroom (see the latest press releases)

Workday Financial Statements

- Workday SEC Financial Filings

Workday Collateral

- Workday for Government (Datasheet)
- Workday Customer Profiles

Workday Financial Management

- Workday Financial Management for Government (Datasheet)
- Workday Grants Management (Datasheet)
- Workday Expenses (Datasheet)
- Workday Inventory (Datasheet)
- Workday Procurement (Datasheet)
- Workday Projects (Datasheet)
- Workday's Adaptive Insights Business Planning Cloud (Web Page)

Workday Human Capital Management (HCM)

- Workday Human Capital Management for Government (Datasheet)
- Workday Payroll for Government
- Workday Payroll for U.S (Datasheet)
- Workday Payroll for Canada (Datasheet)
- Workday Payroll Outsourcing Services (Datasheet)
- Workday Cloud Connect for Third-Party Payroll (Datasheet)
- Workday Compensation (Datasheet)
- Workday Benefits (Datasheet)
- Workday Talent Management (Datasheet)
- Workday Recruiting (Datasheet)
- Workday Time Tracking (Datasheet)
- Workday Learning (Datasheet)

Workday Technology and Security

- Workday Security (Datasheet)
- Simplifying Enterprise Integration (White Paper)
- Workday Technology Platform and Development Process (White Paper)
- Workday for Mobile (Datasheet)
- Workday Prism Analytics (Datasheet)
- Workday Data-as-a-Service (Datasheet)

Workday Services

- Workday Support (Datasheet)
- Workday Customer Success Tiers of Service (Datasheet)
- Enhance Your Understanding of Workday (Datasheet)
- Drive Self-Sufficiency with Workday Office Hours (Datasheet)
- Workday Enablement Programs and Services (Datasheet)

- Workday Delivery Assurance (Datasheet)

Workday Education Services

- Workday Training Catalog
- Workday Education and Enablement Quick Reference Guide
- Workday Training Options:
  - Workday Education: Learn On-Demand (Datasheet)
  - Workday Learn Independent (Datasheet)
  - Workday Education: Adoption Kit (Datasheet)
  - Workday Pro (Datasheet)
  - Workday Touchpoints Kit (Datasheet)