



## ORDER FORM

Client Order No.: **Q-165038**  
Generation Date: **November 13, 2023**  
Offer Expiration: **December 29, 2023**  
Territory: **United States**  
Currency: **USD**

Client Information				
Client Name				
City of Independence the "Client"				
Service Contact Holly Dreyer	Phone No. (816) 325-7217	e-mail hdreyer@indepmo.org		
Billing Street Address 111 E Maple Ave	City Independence	State/Province MO	Zip/Postal Code 64050	

Estimated Recurring Fees	Frequency	Product Type	Unit of Measure	Unit Price	Quantity	Price
Dayforce Subscription Fee*	Monthly	Subscription	Per Employee	\$12.29	1,100	\$13,519.00

Estimated One-Time Fees	Frequency	Product Type	Unit of Measure	Unit Price	Quantity	Price
Dayforce Delivery Assurance	One Time	One Time	Each	\$10,000.00	1	\$10,000.00

Summary of Estimated Annual Totals	Total
Estimated Total Recurring Fees	\$162,228.00
Estimated Total One Time Fees	\$10,000.00

The Service Particulars applicable to this Order Form are found at  
<https://clientcontractportal.ceridian.com> under the following name(s):  
• Dayforce-General Terms

\*Included in the Dayforce Subscription Fee:

Software Services:

- Dayforce Benefits Essential
- Dayforce Reporting and Analytics
  - Dayforce People Analytics
- Dayforce Document Management
- Dayforce Talent Intelligence
  - Dayforce Recruiting
  - Dayforce Onboarding
  - Dayforce Compensation Management
  - Dayforce Engagement
  - Dayforce Performance Management
  - Dayforce Succession Planning
  - Dayforce Learning
  - Dayforce Career Explorer

The Subscribed Modules set forth herein will be implemented by a Third-party Implementation Provider.

Notwithstanding anything to the contrary in the MSA or Service Particulars, for the purposes of this Order Form, the Go Live Date shall be the date on which a Core Module (Dayforce Core, Dayforce Payroll, Dayforce Benefits Essential, or Dayforce Time and Attendance) has been configured for use by Client, or if a Core Module is not in scope, the date on which Client has access to any of the Subscribed Modules and/or Services purchased herein.

While the subscription Fee is shown as a standalone subscription Fee for the purposes of the additional Subscribed Module(s) and/or Service set forth herein, Ceridian reserves the right to invoice such additional subscription Fee for the Subscribed Module/Service in an increased bundled subscription Fee for Dayforce Services (rather than including a standalone line item in such invoices).

Prices are exclusive of all Taxes. Goods and/or materials, if any, shipped Delivered At Place (DAP).

This Order Form, and the attached SOW(s), is entered into between Client and the Ceridian entity that has signed below, and is governed by the terms of the Master Services Agreement already in effect between Client and Ceridian, as amended (the "MSA"). The current Data Processing Addendum can be viewed at <https://clientcontractportal.ceridian.com>. Capitalized terms used and not otherwise defined in the Order Form, SOW(s), or any document found at <https://clientcontractportal.ceridian.com> have the meaning set forth in the MSA. (References in such prior MSA to "Service Exhibit" and/or "Pricing Schedule", if applicable, shall be read as "Service Particulars" and "Order Form", respectively, mutatis mutandis. The definitions of "Territory" and "Service Term" in such prior MSA shall be read as the "Territory" as stated in this Order Form and Client's remaining Service Term or Extended Term, as applicable).

In addition to the Fees set forth herein, Client will be charged for ad hoc/ancillary Fees as applicable in accordance with the applicable [Rate Sheet](#). Ceridian may change and/or expand the list of items and/or rate of such items from time to time by publishing a new Rate Sheet on the above site, and such changes shall apply to the Client

*effective the date of such change.*

Client acknowledges having read and understood all terms of the Order Form, MSA, Service Particulars and, if applicable, SOW and Rate Sheet, all of which form an integral part of the Agreement between Ceridian and Client.

**Ceridian Services LLC.**

Per:

Printed Name:

Title:

Date:

I have the authority to bind the corporation

**City of Independence**

Per:

Printed Name:

Title:

Date:

I have the authority to bind the corporation/partnership

**ATTACHMENT TO ORDER FORM  
STATEMENT OF WORK  
DAYFORCE DELIVERY ASSURANCE**

CLIENT INFORMATION	
Client Name	the "Client"
City of Independence	

This is the Statement of Work ("SOW") for Dayforce Delivery Assurance as contemplated in the Order Form made between Ceridian and Client. Client hereby engages Ceridian to provide the Services as more particularly described in this SOW, for the Fees set out in the Order Form. Capitalized terms not defined in this SOW shall have the meanings ascribed to them in the MSA.

## 1. Services, Responsibilities, and Deliverables

The Services consist of leading quality reviews with Client's project team and Third-party Implementation Provider(s) throughout the project lifecycle as outlined below. The purpose of such reviews is to evaluate the third party solution for project governance, design, configuration, testing and go live readiness against Ceridian best practice, advise Client of any identified potential risks or issues in these areas, and recommend mitigation or remediation actions, such as configuration changes. Services do not include a legal or compliance analysis of Client's solution design, configuration, testing or project governance. Ceridian reviewed checkpoints will be identified in the project timeline and Ceridian outputs resulting from review activities will be produced in alignment with project deliverables.

(i) In Scope Work: Ceridian will provide the following in respect of Core Modules and WFM Advanced Scheduling (if purchased, as reflected on the Order Form):

Phase / Checkpoint	Description	Output
Project Sponsorship and Meeting Attendance	Attendance at scheduled design, milestone, and steering committee meetings (representing Ceridian), as agreed upon by the Delivery Assurance team and Client project team, advising on implementation best practice, and project issues and risks.	Active participation in design, milestone, and steering committee meetings as scheduled by Client and/or Third-party Implementation Provider(s) and documented follow up as required.
Project Governance	Review of the following project artifacts (as applicable based on project scope), for completeness and alignment with Ceridian best practice: <ul style="list-style-type: none"> <li>Project plan, including critical path dependencies and resource allocations for Client and third parties;</li> <li>Project charter documenting scope, governance, project stage entry, exit and acceptance criteria</li> <li>Risk register or risk management plan</li> <li>Integration strategy</li> <li>Data conversion strategy</li> <li>Testing strategy</li> <li>Organizational readiness plan</li> </ul>	Report out of Ceridian's findings based on its artifact review with documented findings and recommended mitigation and/or remediation for any identified gaps, risks and/or issues related to project governance.
Solution Design	Review of solution design decisions and documentation (generally the outcome of discovery/requirements validation sessions) which guides solution configuration and testing (solution blueprint, business requirements document (BRD), discovery recap, testing plan, etc.). Review will focus on inclusion of all required Dayforce elements, including but not limited to organizational structure, data flow diagram with upstream and downstream integration, security roles & permissions, and pay policies. Review will also include alignment with Ceridian best practice to optimize Dayforce process automation, standardization and scalability.	Report out of Ceridian's findings based on design session and artifact review with documented findings and recommended mitigation and/or remediation for any identified gaps, risks and/or issues related to solution design.
Solution Configuration and Testing	Review of the system configuration and integrations to assess alignment with solution design and Ceridian best practices. This includes review of the application and associated artifacts and may leverage Ceridian configuration audit tools.  Review of Client's training completion and documented use cases to validate Client readiness to develop test cases and execute testing.  Review of Client test plan to validate test case coverage of in-scope feature functionality by user (employee, manager, administrator, super user), aligned with Ceridian best practice.	Report out of Ceridian's findings based on its configuration and testing review with documented findings, categorized by severity/impact, and recommended remediation for each finding.
Go Live Readiness	Validation of Client go live readiness as evidenced through project artifacts, including but not limited to: <ul style="list-style-type: none"> <li>Client accepted functional, UAT, integration and parallel testing per criteria documented in the project requirements</li> <li>Completed Client training per agreed upon curriculum</li> </ul>	Report out of Ceridian's findings based on its review of project artifacts related to go live readiness and validation of Client's readiness for a successful transition to Support, with

	<ul style="list-style-type: none"> <li>• End user training plan and org readiness plans</li> <li>• Production cutover plan inclusive of critical path activities and resource allocations</li> </ul> <p>Review of transition to Support plan and review of Client and Third-party Implementation Provider(s) documentation to meet Ceridian transition to Support criteria.</p>	documented findings and recommended remediation for any identified gaps or risks.
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(ii) Out of Scope Work: Unless an activity or output is expressly set forth under Section (i) In Scope Work above, it is considered out of scope and will not be provided or performed by Ceridian.

## **2. Assumptions and Client Duties and Responsibilities**

- (i) The checkpoint activities and associated Fees are based on the following assumptions:
- Client will provide Ceridian with access to Client Implementation project team members and stakeholders and they will actively participate in checkpoints.
  - Client will provide access to relevant documentation reasonably requested by Ceridian to provide the Services.
  - Checkpoint output outlined herein will be incorporated into Client's project plan.
  - Client will provide access to configuration and test environments as required to complete checkpoints.
  - Client will identify a named resource who will provide acceptance of Ceridian report outs and authorize actions on Ceridian findings.
  - Ceridian findings will be based on project artifacts and Dayforce environment access provided by Client and Third-party Implementation Provider(s) as authorized by Client.
  - Client will be responsible for completeness and accuracy of all data loaded into Dayforce.
  - Ceridian is not responsible for Client's and/or Third-party Implementation Provider's lack of participation or inaccurate information provided to Ceridian.
  - Client and Third-party Implementation Provider will adhere to the project plan timeline.
  - Delivery Assurance Services will be delivered remotely.

(ii) Ceridian will not assume any liability for Client or Third-party Implementation Provider's interpretation of applicable law or regulations as a consequence of Ceridian providing the review Services specified in this SOW or any mitigation or remediation as outlined in a report, and Client remains solely responsible for all decisions affecting its employees and for using the Services in accordance with applicable law, professional guidelines, and privacy requirements in all jurisdictions where it operates. Client shall monitor changes to those laws applicable to Client's business, interpret applicable laws and regulations, determine requirements for compliance and notify Ceridian of any changes required as a result of such laws. Client shall conduct regular audits of Client's use of the Service. Client acknowledges and agrees that the Services do not constitute and shall not be relied upon by Client, as legal or financial advice. Client will not rely solely on its use of the Services to meet its compliance obligations.

## **3. Fees**

(i) Fees have been calculated taking into account the work Ceridian has reasonably estimated will be required to deliver the Services. Ceridian determines the scope of work, timelines and Fees for the Services on the basis that the project will be delivered as one continuous project. This estimate has been made by Ceridian in good faith based on the information available to Ceridian at the time of executing the Order Form, including information and representations provided by Client. To the extent that new or additional information becomes available to Ceridian which impacts the estimated Fees, the Parties shall mutually agree to necessary changes to the SOW (including corresponding Fees). Any delays or phased roll out may impact the Fees, and could result in a complete work stoppage until resources can be reassigned.

(ii) Client shall pay to Ceridian the Fees set forth in the Order Form. Fees will be invoiced and payable in two (2) installments as follows: (a) fifty percent (50%) at the Subscription Start Date and fifty percent (50%) at Go Live Date. In the event Client terminates the Services for any reason whatsoever, Client will be responsible to pay to Ceridian any Fees incurred for hours worked up to the date of termination.

(iii) In addition to the Fees, Client shall reimburse Ceridian for all expenses, if any, (and in accordance with Ceridian's expense policy) incurred in connection with the provision of the Services, including travel, accommodation and meals.