

NEOGOV Addendum – Perform **NEOGOV™**

EXHIBIT A – ORDER FORM

Customer:

City of West Allis, WI		
<u>Date: 5/23/2017</u>		
<u>Requested Service Date:</u> TBD	TBD	<u>Initial Term:</u> 12 Months

Order Summary:

Item	Annual Recurring Price	One-time Price
1. NEOGOV Perform		
1.1 License Subscription & Maintenance		
1.2 Provisioning	\$17,223.00	\$3,500.00
1.3 On-line User Training		\$2,500.00

Perform Total: \$23,223.00

Included with License		
Unlimited Customer Support M – F, 6:00 AM – 6:00 PM PT	Included	
Product Upgrades to Licensed Software	Included	

Order Detail

1.0 NEOGOV Performance Evaluation (PE)

1.1 PE Subscription License

The annual license for the NEOGOV Performance Evaluations Software includes the following:

- Configurable Performance Evaluations
- Team Grouping
- Goal Library
- Shareable Competency Content
- Goal Copying
- Ability to Re-use Goals
- Org Charts
- Development Goals
- Configurable Workflow
- Ability to Design Custom Forms
- Form Templates
- Configurable Rating Scales
- Batch Form Creation
- Goal Alignment

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- Archiving Forms
- Uploading Content
- Goal Hierarchy
- Writing Assistant –Shared Content

Additionally, during the term of the subscription, the Customer will be provided:

Product Upgrades to Licensed Software

Agencies receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout. Product upgrade rollouts are generally released every three months

1.2 And 1.3 NEOGOV Services

Setup and Provisioning

The following activities are conducted as part of the Insight Enterprise implementation:

- Customer to review the project kick-off tutorial for information on the project timeline, deliverables, and establish project expectations.
- NEOGOV will establish an associated training environment that may be used during training and post-training to allow the Customer to learn the system and begin defining new roles, responsibilities, or activities within the Organization.
- NEOGOV will establish the Customer's production environment

Training

NEOGOV training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Order Form. All customers have full access to the demo/training environment setup for Insight.

NEOGOV's pre-built, online training consists of a series of web courses as well as a series of hands-on exercise designed to introduce the standard features and functions and may be used as reference material by the staff following training to conduct day-to-day activities. The pre-built, online training includes exercises that are designed to be flexible enough to allow Customer led training sessions internally to introduce user-specific requirements and processes for staff to learn the system as closely as possible to the customer's actual recruitment processes after go-live.

Order Form Terms and Conditions:

- (1) The Customer hereby orders and GovernmentJobs.com, Inc. (d/b/a NEOGOV, Inc., hereafter "NEOGOV") agrees to provide the services described in this Order Form. **THE SERVICES ARE PROVIDED PURSUANT TO THE TERMS AND CONDITIONS OF THIS ORDER FORM AND THE SERVICE AGREEMENT BETWEEN NEOGOV AND THE CUSTOMER.**
- (2) The Customer agrees that the payment schedule is as follows:

Provide all required software and Licenses

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- One hundred percent (100%) of the annual license price (including any Integrations) is payable within thirty (30) days of execution of this Order Form. (LICENSE)

Training

- One hundred percent (100%) of the training price is payable within thirty (30) days of execution of this Order Form. (TRAINING)

Software Implementation

- One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form. (SETUP)

- (1) Neither the Customer nor NEOGOV will be bound by this Order Form until it has been signed by authorized representatives of both parties.
- (2) Changes or alterations to this Order Form will not be accepted.

THERE ARE SIGNIFICANT ADDITIONAL TERMS AND CONDITIONS, WARRANTY DISCLAIMERS AND LIABILITY LIMITATIONS CONTAINED IN THE SERVICE AGREEMENT BETWEEN THE CUSTOMER AND NEOGOV.

DO NOT SIGN THIS ORDER FORM BEFORE YOU HAVE READ THE SERVICE AGREEMENT IN ITS ENTIRETY. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE SERVICE AGREEMENT AND AGREE TO BE BOUND BY ITS PROVISIONS.

<u>Customer</u>	<u>NEOGOV, Inc.</u>
Signature: <u>Rebecca Brill</u>	Signature: <u>[Signature]</u>
Print Name: <u>Rebecca Brill</u>	Print Name: <u>John Closs</u>
Title: <u>City Administrator</u>	Title: <u>Finance</u>
Date: <u>6/16/17</u>	Date: <u>6/21/2017</u>

