



Quote#: Q-06475  
Expires: 8/8/2018  
Sales Executive: Ray Adams

**ORDER FORM**

Order Type: Quote  
Date: 7/13/2018

**Bill To Contact:**

Bill To: COVINGTON BOARD OF EDUCATION  
25 E 7TH ST  
COVINGTON, KY 41011 USA

**Ship To Contact:**

Ship To: COVINGTON BOARD OF EDUCATION  
25 E 7TH ST  
COVINGTON, KY 41011 USA

**Ship to Phone:**

Contact: Carlene Goins  
Email: carlene.goins@covington.kyschools.us

**Currency: USD****Customer PO Number:****Solution ID: 6156628****Initial Term: 36 months****Billing Start Date: 90 Days from Execution of Order Form****FOB: Shipping Point****Ship Method:****Freight Term: Prepay & Add****Renewal Term: 12 months****Payment Term: Net 30 Days****Order Notes:**

This order entered into between the Customer and Kronos is subject to the terms and conditions of the Contract #14-JLR-003 dated March 18th, 2014 between the Lead Agency (acting as the "Owner") and Kronos Incorporated (as the "Contractor"), as amended.

The Professional Services Engagement Overview is attached to this Order Form as a summary for the implementation services to be provided by Kronos for the Workforce Ready Setup Fees set forth on this Order Form.

**SaaS Services**

Billing Frequency: Annual in Advance

Product Name	Quantity	PEPM	Monthly Price
WORKFORCE READY TIME KEEPING	1,000	USD 1.29	USD 1,290.00
WORKFORCE READY ACCRUALS	1,000	USD 0.21	USD 210.00
WORKFORCE READY INTEGRATION HUB	1	USD 0.00	USD 0.00
<b>Monthly Total</b>			<b>USD 1,500.00</b>

year 1 = \$70,525  
year 2,3 = \$22,275

**Equipment Purchase**

Billing Frequency: Invoiced Upon signature of the Order form

Item	Quantity	Unit Price	Total Price
KRONOS INTOUCH 9100 H4, STANDARD, KR B/C	15	USD 2,150.00	USD 32,250.00
<b>Total Price</b>			<b>USD 32,250.00</b>

**Support**

Billing Frequency: Invoiced Upon signature of the Order form

Item	Duration(Months)	Total Price
Depot Exchange Support Service	12	USD 4,275.00
<b>Total Price</b>		<b>USD 4,275.00</b>

**Accessories**

Billing Frequency: Invoiced Upon Order signature of the Order form

Item	Quantity	Unit Price	Total Price
NORTH AMERICA POWER KIT FOR EXTERNAL OUTLET, INTOUCH STD	15	USD 0.00	USD 0.00
<b>Total Price</b>			<b>USD 0.00</b>

**One Time Setup Fees**

Billing Frequency: Fixed Fee 100% at signing

Item	Total Price
One Time Setup Fees	USD 16,000.00

**Quote Summary**

Item	Total Price
Minimum Monthly SaaS Service & Equipment Rental Fee	USD 1,500.00

Item	Total Price
Minimum Annual SaaS Service & Equipment Rental Fee	USD 18,000.00 <i>yearly</i>

Item	Total Price
Total Equipment Purchase and Accessories Fee	USD 32,250.00 <i>one-time fee</i>

Item	Total Price
Total Support Fee	USD 4,275.00 <i>yearly</i>

Item	Total Price
Total One Time Fees	USD 16,000.00 <i>one-time fee</i>

**COVINGTON BOARD OF EDUCATION**

**Kronos Incorporated**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Invoice amount will reflect deposit received. All professional services are billed as delivered with a payment term of Net Upon Receipt. Unless otherwise indicated above, this order is subject to the attached terms and conditions which the customer acknowledges have been read. THIS ORDER IS SUBJECT TO APPLICABLE TAXES. THE TAX AMOUNT SHOWN ON THIS ORDER IS ONLY AN ESTIMATE. THE ACTUAL TAX AMOUNT TO BE PAID BY CUSTOMER WILL BE SHOWN ON CUSTOMER'S INVOICE. Shipping and handling charges will be reflected on the final invoice.



## Professional Services Engagement Overview

### Purpose and Overview of Engagement

This Professional Services Engagement Overview outlines the scope of services to be provided by Kronos for the Setup Fees indicated on the applicable Order Form, to COVINGTON BOARD OF EDUCATION ("Customer") related to the Core Modules, Value-add Modules, and/or Optional Services contained in the document. Our Professional Services engagements are designed to help our Customers successfully implement your Core Modules, as well as enable you to easily layer Value-add Modules and functionality over time based on your priorities, schedule, and resources.

The Kronos® Workforce Ready® (WFR) Professional Services engagement described herein is fixed price based and is subject to the terms and conditions governing your Kronos Workforce Ready – Software as a Service (the "Agreement"). Unless otherwise defined herein, words and expressions defined in the Agreement shall have the same meaning in this Professional Services Engagement Overview

### Your Workforce Ready SaaS Solution

COVINGTON BOARD OF EDUCATION and Kronos are deploying the following WFR modules with 1 location(s) and 0 collective bargaining agreements(s).

Core Modules	Employees	Deployments	Estimated Duration
WORKFORCE READY TIME KEEPING	1000	1	90 Days
WORKFORCE READY ACCRUALS	1000	1	

### COVINGTON BOARD OF EDUCATION and Kronos Collaboration

A successful Professional Services Engagement will require close collaboration between COVINGTON BOARD OF EDUCATION and Kronos. The Kronos Professional Services team is equipped to help keep you on target for meeting project milestones and requirements, as well as to assist you in configuring and deploying the Kronos Workforce Ready solution that meets your organization's specific requirements. Your organizations participation and commitment to the project goals and timeline are critical to help ensure success. Please see the Kronos Workforce Ready Professional Services Engagement Guidelines at

<https://www.kronos.com/kronos-workforce-ready-implementation-guidelines> to review both parties' responsibilities

The Estimated Duration stated above is an estimate based upon our experience with our customers and products. Depending upon the preparation and engagement of your organization, there may be opportunity to accelerate the completion of this engagement. However, the Estimated Duration may be exceeded based on the level of preparedness, bandwidth, and skill level of your available resources. Other examples that may extend the Estimated Duration include: separate deployments of the solution, having a unionized workforce, and policies that vary across employee groups.

### Core Functionality Deliverables

Working in close collaboration, COVINGTON BOARD OF EDUCATION and Kronos will deploy the following core modules and functionality in 90 estimated days from project kick-off:

WFR Core	Kronos Delivered Value
Time Keeping Module	<p>WFR Time Keeping deployment gets you started with the ability to accept punches and pay employees accurately through these core components:</p> <ul style="list-style-type: none"> <li>• Total Cost Centers</li> <li>• Profiles                             <ul style="list-style-type: none"> <li>• Timesheet</li> <li>• Time Off Request</li> <li>• Pay Calculations</li> <li>• Pay Prep</li> <li>• Accruals</li> <li>• Security</li> <li>• Points</li> </ul> </li> <li>• Tables                             <ul style="list-style-type: none"> <li>• Rate</li> <li>• Holiday</li> </ul> </li> <li>• Manager Levels</li> <li>• Employee Perspective Scorecards</li> <li>• Workflows                             <ul style="list-style-type: none"> <li>• Time Off Requests</li> <li>• Timesheet Change Requests</li> </ul> </li> <li>• Schedules</li> </ul>

	<ul style="list-style-type: none"> <li>• Daily Rules</li> <li>• Work Schedule Profiles</li> <li>• Pay Periods</li> <li>• Counters</li> <li>• Time Off Categories</li> <li>• Reports <ul style="list-style-type: none"> <li>• Standard TLM Pre-Configured (61)</li> <li>• Custom up to 5</li> </ul> </li> <li>• Timekeeping Admin Training</li> </ul>
<b>Accruals Module</b>	<p>WFR Accruals module adds comprehensive accrual administration to Workforce Ready Time Keeper by automatically enforcing your timeoff policies through:</p> <ul style="list-style-type: none"> <li>• Consistent enforcement of policy</li> <li>• Configurable calculation methods &amp; grants</li> <li>• Time-Off routing &amp; approval workflow(requires TLM)</li> <li>• Time-Off requests at data collection devices</li> <li>• Automatic updates to schedule &amp; timecard (requires TLM)</li> <li>• Visibility to projected balances</li> <li>• Automatic balance reduction (requires TLM or PR)</li> <li>• View time-off calendars for groups</li> <li>• Mobile access</li> <li>• One-Time data load using customer-supplied data for current year in a standard Kronos-supplied format</li> <li>• Accrual balance interface with 3rd party payroll system</li> <li>• WFR accruals requires WFR Timekeeper</li> </ul>

### Value-Add Functionality Deliverables

Once your core functionality is deployed, Kronos will work in close collaboration with COVINGTON BOARD OF EDUCATION to deploy the following Value-Add modules and/or functionality over time in short, agile deployments aligned with your priorities, schedule, and resources:

Value-Add	Kronos Delivered Value
<b>Integration Hub</b>	<p>WFR Integration Hub enables data to flow between WFR and 3rd party applications and/or vendors. If the 3rd party application and/or vendor does not accept the standard Workforce Ready formatting and/or methods for automated delivery, a formatted file will be delivered instead. The customer is responsible for providing import files to Kronos in the standard Workforce Ready format and utilizing the standard Workforce Ready delivery method. Kronos will deliver a standard bundle of up to 5 interfaces. Each direction (To/From) any 3rd party system and Kronos is considered a separate interface. Interfaces will be accomplished via standard file Exchange. Customer will work with Kronos and 3rd party vendors to facilitate design and testing. The Method of the file exchange will be determined by Kronos WFR Professional Services Delivery Team. Kronos will provide standard Import/Export files using Integration Hub. Customer will work with the 3rd parties and Kronos to provide the data in the Kronos format for imports. Kronos will create a report from standard Workforce ready fields in the 3rd party format to send to the 3rd party system. Non-standard and custom or bi/multi-directional integrations/interfaces are not included in this project.</p> <ul style="list-style-type: none"> <li>• Timekeeping interface bundle using customer-supplied data in standard file formats <ul style="list-style-type: none"> <li>• Demographic Interface with 3rd Party HR</li> <li>• Cost Center Import from 3rd Party HR/Payroll System</li> <li>• Job Import from 3rd party HR system</li> <li>• Work schedule Import from unlimited 3rd party scheduler systems in Kronos file format</li> <li>• Pay data export to 3rd party payroll system</li> </ul> </li> <li>• Accruals interface bundle using customer-supplied data in standard file formats <ul style="list-style-type: none"> <li>• Accrual balance interface with 3rd party payroll system</li> <li>• Demographic Import from 3rd party system</li> <li>• Cost Center Import from 3rd party system</li> <li>• Employee skills Import from 3rd party system</li> <li>• Demographics import from 3rd party HR system</li> </ul> </li> </ul>

### Online Training and Support Tools

The My Learning area within Workforce Ready provides immediate access to online, role-based education content and support tools that provide step-by-step training on solution features and functions to drive proficiency and user adoption. Your managers and employees can gain proficiency and boost productivity by taking full advantage of:

- **Three-minute simulations:** Quick demonstrations of common tasks provide effective training or skills reinforcement
- **Job aids:** Handy, printable reference sheets with step-by-step instructions for performing common tasks supplement and support employee training to drive high user adoption and productivity
- **Sandboxes with exercises:** Available for Administrators, these tools let users practice performing tasks from an exercises document in a training database.

Please see [Workforce Ready Customer Training Options](#) for more information on training roles and available content.

### Assumptions

Kronos has used the following assumptions and dependencies in preparing this Professional Services Engagement Overview:

- All services will be delivered remotely, unless otherwise stated. The project kick-off date will be determined based on complexity of the implementation and resource availability, and may start up to 30 days after a Workforce Ready Order Form is executed by the Customer.

- Prior to the start of the project, the Customer will confirm in writing the business and technical requirements of the project.
- Kronos will communicate with Customer's Project Manager, the appointed Point of Contact for Customer on this project. He/she will be responsible for all communications and project management among all Customer parties (staff, vendors, consultants) and for the escalation and resolution of any issues for Customer. Customer is responsible for all hardware, software, and services provided by other consultants or third party vendors that may also be involved with the project.
- Kronos will not be responsible for troubleshooting the Customer's environment such as their operating system, hardware resources, or database schema.
- Kronos will not be responsible for troubleshooting applications or hardware not provided by Kronos.
- Change Orders are subject to scope review and may impact the project timeline or cost. If additional work beyond the initial scope of this Professional Services Engagement Overview is required as a result of a Change Order, the Customer may be charged.

### **Change Orders**

Requests for change to this Professional Services Engagement Overview or the project it covers must be submitted to your Kronos Sales Executive and Kronos Workforce Ready Consultant in writing.

Any of the following items will be considered Out of Scope and require a Change Order:

- Material changes in the Scope or effort
- Material changes in the number or type of Deliverables to meet the defined scope of effort
- Changes to the project resource requirements
- Changes to scheduled dates after acceptance of the Project Plan
- Kronos will not be responsible for troubleshooting applications or hardware not provided by Kronos.
- Change Orders are subject to scope review and may impact the project timeline or cost. If additional work beyond the initial scope of this Professional Services Engagement Overview is required as a result of a Change Order, the Customer may be charged.

Kronos will estimate the time and fixed cost needed to implement the change and the impact it may have on the delivery of project covered under this Professional Services Engagement Overview. Kronos will perform the requested work once the Change Order has been completed and signed by the Customer.

### **Completion Criteria**

The project covered under this Professional Services Engagement Overview will be considered complete when any one of the following completion criteria is met. Once one of these is met, no further work will be completed. If additional work is required, a Change Order or new Professional Services Engagement Overview must be generated.

Completion Criteria:

- The Customer has approved in writing
- The System has been put into use within a production environment for 14 calendar days
- More than twelve (12) months has passed since the date of signature of the Workforce Ready Order Form

The Customer may provide approval in writing via email or an alternative agreed upon method.