Workday Solutions for RFP for Cloud Administrative Solutions; Solicitation Number: 16-15

Submitted to:
Region 14 Education Service Center
1850 Highway 351
Abilene, Texas 79601

Submitted by:

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September 10, 2015
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Region 14 Education Service Center
1850 Highway 351
Abilene, Texas 79601

Dear Colleagues:

Workday is pleased to submit our response to the Region 14 Educational Service Center and National Cooperative Purchasing Alliance ("NCPA") Request for Proposal for a RFP for Cloud Administrative Solutions Solicitation Number: 16-15.

Workday delivers 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 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 required.

Workday’s innovative technology and approach can provide Region 14 ESC and NCPA’s customers with the following key advantages:

- **Reduce 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.
- **Improve Time to Benefit:** Workday customers have moved from core team training to production in half the time of comparable projects.
- **Increase Operational Efficiency:** Workday’s easy-to-use interface allows employees to quickly and easily initiate processes. Managers can receive timely and relevant information and take action directly from the system.
- **Improve 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 transactions.

Our common goal is to help our customers achieve success in the shortest period of time with the greatest benefit. Our mutual customers will benefit from having a national cooperative contract vehicle in place to streamline their procurement of modern cloud solutions.

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 Amos
Director, Government Industry Marketing
Workday, Inc.
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1 – Executive Summary
1. Executive Summary

Today, competitive pressures require innovative software solutions. Enterprise applications built on technology developed more than ten years ago cannot keep pace with today’s business environments. Those applications are rigid and inflexible and require that customers make large upfront investments for software, hardware, middleware, database, and professional services, and then suffer through elongated implementations and complex, costly upgrades. Alternatively, Workday’s cloud solutions offer a fresh approach to legacy ERP.

Region 14 ESC and NCPA’s customers can drastically reduce costs, increase productivity, by deploying Workday’s proposed Cloud Solution. Workday’s Solution is the result of innovative thinking, new technologies, and a fresh approach specifically designed for dynamic businesses. With Workday, Enterprise Resource Planning (ERP) suddenly has a new standard.

Our Understanding of Region 14 ESC’s Business Objectives

Based upon our understanding of Region 14 ESC and NCPA’s business requirements and main project drivers, Workday is uniquely aligned to address your customer’s business objectives while providing this nationally available contracting vehicle. This joint objective will significantly reduce procurement and contracting time and costs for acquiring modern cloud solutions.

Workday’s Significant Benefits to Address Region 14 ESC’s Needs

Drastically Reduce Costs While Increasing Productivity

Cloud is a new software delivery model that allows Region 14 ESC’s customers to reap the benefits of enterprise-class software without the burden of supporting a traditional ERP solution. As a Cloud provider, Workday is responsible for providing the hardware and middleware, installing it, maintaining it, and ensuring uptime.

Inevitably, Workday can drastically reduce Region 14 ESC and NCPA’s customer spend in several ways. Workday’s singular subscription fee includes the following services:

Customer Benefits:

- Flextronics reduced total cost of ownership by 30%; their Workday deployment finished one year ahead of schedule and below budget.
- Chiquita has seen 30% savings and $1 to $2 million annual savings in recruiting costs.
- AAA NCNU saved 60% over legacy ERP system.
- Life Time Fitness reduced payroll processing time from 48 hours to less than 1 hour.
Continuous Updates: Workday invests in continuing to improve the product, which is updated periodically throughout the year at no additional cost.

Service Support: Workday provides basic support services to customers when they have questions or difficulties with the software.

All-inclusive Cloud Delivery Model: Workday owns and maintains all of the necessary hardware, databases, and middleware required so you don’t have to. Everything is managed within the cloud, which leads to tremendous cost savings in the short and long term. Cloud computing is quickly becoming recognized in all markets as a lower cost and more efficient delivery model for these administrative systems.

With Workday, customers typically see:

- 30%-50% reduction in administrative costs (Benefits, HR, etc.)
- 50%-60% reduction in IT support
- 75%-85% reduction in time/cost for custom reporting
- 10%-25% reduction in HR support costs

In addition, customers can reduce the cost, time, and risk of integration by using Workday solutions. At Workday, we understand that our solutions must seamlessly integrate to your existing solutions. To ease the burden of integration, Workday provides public, web services APIs, an enterprise-class integration cloud platform, and pre-built packaged integrations to common third-party solutions.

Maximize Return on Investment

Workday focuses on the value we bring to our customers by delivering solutions that contribute to an education and government entity’s return on investment. With Workday, customers can experience:

- Shorter Implementation Times: Workday implementations are dramatically faster (and therefore cheaper) than typical ERP implementations. Be up and running quickly—not paying for software that you can't even use for months or years. On average, our customers have been able to go from core team training to in-production in six months or less. This allows you to reap the benefits of your new HCM solution in a more rapid fashion than traditional ERP solutions.

- Higher User Adoption: Thanks to a modern user experience and intuitive tools, everyone in your company can easily manage and consume relevant information for their jobs. Built to unleash the power of the entire organization, Workday’s user-friendly environment is as easy and intuitive to navigate as today’s consumer web sites. We’ve provided a unique roles-based user experience for executives, managers, employees, and administrators alike. In Workday, users take action from any place in the application. And we’ve integrated the latest desktop functionality such as email, IM, and mobile devices right into your working environment.

- Built-In Actionable Analytics and Performance: Eliminate the need for an external Actionable Analytics or Performance Management system—with Workday, it’s all included. With Workday built-in
actionable analytics, all users can get relevant information to help improve the overall operational intelligence throughout the organization.

- **Ongoing Innovation**: As a customer’s organization grows, Workday keeps improving and providing you with the most modern tools available. You're never buying or using yesterday's technology to try to meet today's requirements. With Workday Cloud solutions, all system updates are made by Workday on an ongoing basis. That means NCPA always benefit from being on the most current version and can take advantage of the innovative new capabilities we deliver.

### Gain Greater Visibility into your Workforce with Next Generation Technology

Region 14 ESC's customers can gain greater visibility into their workforce by using next-generation technology. Workday provides total visibility into the workforce, including capacity, position, location, skills and competencies, cost, and performance. With this unified workforce insight, customers can ensure alignment of the workforce to strategic goals and make more informed decisions to optimize talent strategy.

Built with the business user and the back office in mind, Workday provides decision support on the full data for each worker, allowing customers to truly know their workforce, and to leverage the information needed to gain insight and take action. By gathering an organization's entire workforce, talent, and spend data in one system, Workday gives visibility into trends that make a difference. The ability to act on this information empowers leaders to make informed workforce investment decisions.

### Next Generation Technology

In addition to the Cloud delivery model, all Workday solutions are built on a modern technology foundation that delivers significant benefits:

- **Better User Experience**: Easy to Use, Web 2.0, Personalized, Mobile, Collaborative
- **Built-in Business Intelligence**: Real Time, Embedded, Actionable, Contextual
- **Greater Agility**: Flexible and Adaptable Organizational Structures, Configurable Business Processes, Custom data fields and labels, Integration Platform-as-a-Service
- **Global**: Unified global core with global and local organizations, processes, and compliance
- **Modern**: Leverages the latest in technology including SOA, Web Services, Object Oriented, and In Memory Computing
- **Secure**: Configurable Security, Data Encryption, Comprehensive Auditing. ISO27001, SAS70 Type II, and Safe Harbor certified
- **Community**: Collaboration and sharing across the Workday Ecosystem

### Transform Human Capital Management with Workday

At the core of the Workday Human Capital Management (HCM) solution is a fundamental belief that modern businesses operate in highly competitive, complex, and dynamic environments. The nature of today’s workforce (mobile, global, diverse and skilled) contributes to this challenging environment. An organization’s workforce, therefore, must be understood easily, thoroughly and accurately in order for the company to leverage it in creative and innovative ways, make quick and meaningful business decisions to achieve strategic goals.

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*Flextronics (a global multinational company with 200,000 employees) has realized a 60-70% year over year operational cost savings in its Human Resources services delivery. “We took 80 HR systems and replaced them with one system. I consider it one of the premier accomplishments of my career.”

Dave Smoley, CIO*

[*Current CIO of Astra Zeneca]*
From the outset, Workday HCM was built as a single, unified solution to account for all processes involving human capital (including HR, talent, payroll and time tracking), capitalizing on the efficiencies and cost-effectiveness afforded by being an enterprise-class Cloud application. Workday HCM’s current functionality includes: workforce lifecycle management, organization management, compensation management, absence management, employee benefits administration, onboarding, goal management, performance management, succession planning, and career and development planning. Workday Payroll solutions include unified payroll for US & Canada and ability to integrate with any third-party payroll providers around the world using our cloud-based integration platform. Workday Time Tracking includes global time entry, time approvals, real-time calculation, and basic scheduling.

Workday Named "Leader" in SaaS Human Resource Management Systems

In the October 2014 report, "The Forrester Wave™: SaaS HR Management Systems, Q4 2014", Forrester evaluated SaaS HR management systems from eight vendors using 60 criteria categorized by current offering, strategy, and market presence. Workday earned a leader position in the evaluation, receiving the highest overall scores of the group in both the current offering and strategy categories. Workday also received the top score in the technology subcategory and among the highest scores in the SaaS and customer experience subcategories. It also received the highest scores in the core human resource management and compensation subcategories.

"We are honored that Forrester has recognized Workday as a leader in SaaS HR management systems, and believe this validation underscores the passion we have put into redefining the enterprise experience for our customers," said Leighanne Levensaler, vice president of human capital management products, Workday. “Workday was built from the ground up for the cloud. This foundation, combined with our close customer partnerships, enables us to continually expand the breadth and depth of Workday HCM to help large, global enterprises navigate organizational change and new opportunities.”
Workday HCM Key Differentiators

Workday HCM was designed to be easily adaptable as users’ needs and business requirements change and evolve for a mobile workforce. Workday’s unique underlying architecture makes getting information and taking action easy for any user from an employee doing self-service to a departmental manager and up to the President, Chancellor, or Agency Head - all using an intuitive, consumer-like interface.

- **Single, Unified Solution**: Historically, human capital management solutions (HR, benefits, talent management, payroll and time tracking) were sold and used as separate applications, reflecting the way they were viewed as being necessary to particular departments (HR, finance). Over time, it became clear that there would be tremendous value in aggregating data from these different applications, yet there was no easy way to do so. Workday was designed as a single application to cover all processes along the human resource spectrum (from on-boarding to off-boarding), to reduce administrative burdens, streamline processes, reduce costs and be a “single source of the truth” (system-of-record) for workforce intelligence.

Workforce intelligence means true visibility into your workforce capacity, costs, capability and quality. Imagine being able to make meaningful business decisions because your information comes from one source – a system that has captured all there is to know about every individual in a company’s workforce and is up-to-date. Through a full awareness of the profile and cost of every worker,
companies can effectively strategize around new business initiatives, expansions and reorganizations, cost management, hiring and retention, succession planning and other business processes. Business goals and initiatives can then in turn be aligned with departmental and individual capabilities, needs and goals, giving companies the opportunity down the road to measure performance as well as the success of each goal and initiatives.

- **Lower Cost of Ownership with Cloud:** The Cloud model provides Workday customers with lower IT cost of ownership and reduced complexity. The entire HCM solution is accessed through Workday’s “cloud” – no software to install, hardware to maintain or upgrades to keep track of – ever. Fewer resources at your company are required to make sure the application runs and stays running. The cloud model allows for continuous innovation to pass onto the customer and the re-deployment of scarce IT resources to other strategic IT projects. Everything is done by and through Workday, resulting in tremendous savings for the company.

- **Easily Adaptable:** Workday’s underlying technology architecture, web service-based, event-driven applications and built-in workflow allow organizational structures and enterprise processes to be easily configured and adapted to meet our customers’ evolving needs. Companies are not stuck with a configuration that worked at the beginning, but no longer due to a reorganization or business process change. With Workday, users can set the system to match their organizational structure, not the other way around.

- **Actionable Insight:** Workday leverages in-memory data management for speed and efficiency to deliver embedded business intelligence that provides unparalleled access to analytics and reporting. Users have the ability, for example, to perform a business process activity while simultaneously viewing pertinent data without the need to navigate elsewhere in the system. Managers desiring snapshots and overviews of their workforce have access to myriad reporting options, all designed to meet the specific needs of today’s complex and global organizations.

- **Global and Mobile:** Wherever organizations workers are, its HCM solution must be there. Built on a global core, Workday HCM is configurable to bring consistency across an organization while accommodating unique requirements across industries or around the world. As a unified system delivered in the cloud, Workday HCM allows information from anywhere to be available and accessible from any device, including tablets and smartphones - no web browser needed.

It is undeniable that today’s complex, workforce and business environment demands an HCM solution to match. Fortunately, modern technology exists to accommodate that need. Workday has and continues to successfully harness that technology for the benefit of our customers.

Before you choose your next HCM solution, ask yourself two questions:

1. Will it allow you to manage a complex and mobile workforce in the most efficient and cost-effective manner?

2. Will it allow you to easily, quickly and accurately tap into the goldmine that is your workforce intelligence to help you define the direction of your organization, prepare a full and ready leadership pipeline, and execute the plan for your organization’s future?

### Transform your Financial Management with Workday

Today’s organizations are dealing with tremendous waves of change in the world of finance. Between the global economic crisis, a rapidly changing regulatory landscape and the accelerated pace of change, Finance departments have been thrust into the spotlight. There are increasing demands on them to provide insights and guidance beyond the numbers, while simultaneously managing risk and providing leadership in strategy execution.
To help navigate this new world, Workday offers the only Financial Management solution designed and built this decade that is capable of supporting all of the new challenges facing Finance. Workday gives CFOs and Finance departments a real competitive advantage by bringing together financial management and accounting, governance and controls, and insightful analytics into a single, unified solution. By unifying these solutions into a single, agile platform, Workday uniquely equips finance organizations to meet the challenges of today, as well as accommodate future requirements.

Workday Financial Management offers:

- **Economic Advantage:** Workday replaces high-cost traditional enterprise applications with technology that costs less to implement, maintain, and upgrade, thanks to the Cloud delivery model. Overall application cost is lower because many of the bolt-on functions that must be purchased separately for ERP systems, such as governance, risk and controls (GRC) and business intelligence (BI) systems, are already integrated into Workday. Additionally, at a strategic business level, Workday affords superior upside because it enables the organizational agility required to pursue evolving business opportunities.

- **Improved Operational Efficiencies:** A comprehensive financial and accounting core helps organizations establish common financial processes and provide visibility into the key performance indicators (KPIs) that are most meaningful to the business. As a result, organizations can drive significant financial productivity improvements, increase accuracy of financial transactions, and consequently improve customer satisfaction.

- **Stronger Compliance:** Customers of Cloud solutions are always on the latest release — with access to all the latest features — meaning that they can adhere to regulatory requirements as soon as the Cloud vendor releases the capability. Contrast this to traditional ERP systems, where customers are typically 2-3 releases behind, with no access to new capabilities unless they invest millions more into upgrades.

- **Better Control:** To effectively manage risk, governance and control have to be at the core of the solution; they cannot be bolted-on. Workday features configurable and transparent business processes and controls, configurable security, and a comprehensive audit trail built into the fabric of the system. Every action and transaction that occurs is recorded and auditable; business processes can never be erased or bypassed. By leveraging a system with centralized controls, you can ensure compliance across your entire organization that meets your business needs while adhering to local requirements.

- **Real-Time Information:** Workday shatters the well-worn theory that you cannot combine transaction processing and business intelligence in a single system. By leveraging new technologies (like an object-oriented architecture and in-memory processing), effectively capturing business events, and using dynamic multi-dimensional reporting, Workday can do exactly that. Not only do you have a more robust base of information, you can access it more quickly—even at the point of decision-making—to empower and enlighten your business decisions to the benefit of your business.

- **Continued Agility:** Workday allows organizations to respond to change much faster and take advantage of business opportunities as soon as they are identified—even after implementation and without a major technology overhaul. Workday uniquely imparts three types of post-implementation agility:
  - **Organizational Agility:** With Workday’s flexible organizational model, you can easily and accurately model your organization in real time. Business process will also automatically update, taking into account new reporting relationships between individuals and organizations. This provides better insight and process control throughout your business.
  - **Process Agility:** Web service-based, event-driven applications and built-in workflow allow enterprise processes to be easily configured, adapted, and changed. Configure business processes to exactly match your needs for specific organizations, and centrally control them for complete oversight of your business.
• **Informational Agility:** Because information in Workday is tagged, not trapped in thousands of RDBMS tables, its availability in the Workday system is determined by need and use, rather than locked in by initial implementation decisions. Add new reporting dimensions whenever necessary and never be constrained by a rigid, immobile code block again.

Workday’s business-first approach to its unified business management platform offers a solution that includes a state-of-the-art financial management and accounting system, embedded process controls and security across financial functions, and unprecedented visibility into your organization’s financial position. Thanks to a dynamic Cloud delivery model, you will never be stuck on old, expensive technology. Equip your organization for the needs of today, and enable them to adapt to the unforeseeable needs of the future with Workday.

**Workday’s Commitment to Customer Success**

Workday is excited to have the opportunity to partner with Region 14 ESC and NCPA and to contribute towards your future success. Some of the most amazing minds of the software industry are working right here at Workday. Our co-founders, Dave Duffield (founder and former CEO, PeopleSoft) and Aneel Bhusri, lead a team of people laser-focused on providing the market with the next generation of business applications. Our experience in building successful companies and insight into the technologies that make a difference can help customers make smart decisions about the future of their systems.

Workday believes our customer success is a direct reflection of our success. Workday is delivered on a Cloud model, which means we have to earn each customer renewal. This ensures that Region 14 ESC’s customers will continue to receive high value, innovative, and cost-effective solutions. Cloud delivery places the focus on proving ongoing value and maintaining customer satisfaction.

Workday is a culture passionate about people, integrity, and innovation, and we are especially passionate about our customers’ success. We stand ready to help you achieve great success in the shortest period of time with the greatest benefit.

“In my 27 years at McKee Foods, I’ve never had a software vendor be so concerned about our interests as a customer. It’s the best customer service I’ve ever experienced with a software vendor.”

Mark Newsome
Sr. Corporate HR Manager
2 – Response to RFP Requirements
Tab 1 – 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

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<th>Workday, Inc.</th>
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<tbody>
<tr>
<td>Address</td>
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</tr>
<tr>
<td>City/State/Zip</td>
<td>Pleasanton, CA 94588</td>
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<tr>
<td>Telephone No.</td>
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<tr>
<td>Email address</td>
<td><a href="mailto:Randy.hendricks@workday.com">Randy.hendricks@workday.com</a></td>
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<tr>
<td>Printed name</td>
<td>Randy Hendricks</td>
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<td>Position with company</td>
<td>President, Education &amp; Government</td>
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Tab 1 – Master Agreement

General Terms and Conditions

Workday Response:

Workday Comment: In regards 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:** 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 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 Battelle’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.

- **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.

A copy of each of these documents is in the Appendices section of this response and are provided electronically only.
Customer Support

• The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.

Workday Response:

Workday Comment: Workday provides a standard support model (including a SLA) which is uniform across its entire customer base. Workday utilizes a support model that prioritizes more severe issues over less severe issues. While the Workday support model generally meets a one (1) working day response requirement, we do not offer different support models to individual customers. Workday is proposing its standard Service Level Agreement and credits. A fundamental aspect of a multi-tenant cloud solution is that all customers receive the same support model, including applicable uptime commitments and priority order when errors are identified.

Assignment of Contract

• No assignment of contract may be made without the prior written approval of Region 14 ESC. Purchase orders and payment can only be made to awarded vendor. Awarded vendor is required to notify Region 14 ESC when any material change in operation is made.

Workday Response:

Workday Comment: Workday is a publicly traded company and cannot agree to a general prohibition on assignment. Workday’s standard MSA does have a prohibition on assignment, which has an exception for organic changes such as merger or acquisition.

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.

Workday Response:

Workday Comment: Workday agrees that it will either negotiate an ethics clause to add to Workday’s standard MSA or certify that it has not made any unethical payments/gifts/gratuities, etc. to NCPA or Region 14 ESC employees.
Funding Out Clause

- 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.

Workday Response:

Workday Comment: Workday’s pricing model is based on a firm multi-year subscription commitment and accordingly, Workday does not agree to termination for convenience clauses unless they are mandated by statute. However, for publicly funded customers, Workday is willing to add to its Master Subscription Agreement a non-funding clause which allows for a termination for convenience in the event of non-funding by an entity at a higher level than the contracting entity. The Workday customer must agree to seek funding in good faith.

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.

Workday Response:

Workday Comment: Not applicable for the cloud solutions contemplated hereunder.

Tax Exempt Status

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

Workday Response:

Workday Comment: Workday’s Master Subscription Agreement includes a statement regarding tax exemption. More specifically, if Workday has a legal obligation to pay or collect applicable taxes for which the customer is responsible under the MSA, the appropriate amount is computed based on the customer’s address and invoiced to and paid by the customer, unless the customer has provided Workday with a valid tax exemption certificate authorized by the appropriate taxing authority. During contract finalization, the customer will need to provide proof of its tax exempt status.

Payments

- The entity using the contract will make payments directly to the awarded vendor.

Workday Response:

Workday Comment: No issue.
Pricing

• All pricing submitted to shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor’s responsibility to keep all pricing up to date and on file with NCPA.

Workday Response:

Workday Comment: No issue.

• All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

Workday Response:

Workday Comment: Not applicable for the cloud solutions contemplated hereunder.

Warranty

• Proposals should address each of the following:
  o 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.
  o Availability of replacement parts
  o Life expectancy of equipment under normal use
  o Detailed information as to proposed return policy on all equipment

Workday Response:

Workday Comment: There are no physical goods, parts, components, etc. involved and Workday does not agree to warranties that apply to such. Rather, Workday offers a life-of-the-relationship warranty of material conformity to its Documentation.

Indemnity

• The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.

Workday Response:

Workday Comment: Workday does not offer such broad indemnifications to its customers. However, Workday does offer an indemnification for patent and copyright claims. All other claims should be handled as standard breach of contract claims.
Franchise Tax

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

**Workday Response:**

Workday Comment: No issue.

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.

**Workday Response:**

Workday Comment: Workday will agree to very limited modifications to the MSA, such as choice of law and compliance with statutory mandates. In order to receive the NCPA pricing, participating entities must agree to use the MSA without material modifications other than the foregoing.

Certificates of Insurance

- Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. 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 ten (10) 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.

**Workday Response:**

Workday Comment: Workday agrees to offer its standard insurance policies and coverages. Accordingly, Workday offers the following: “Workday will maintain during the entire Term of this Agreement, at its own expense, the following insurance: (a) statutory workers’ compensation insurance and employer’s liability insurance as required by applicable law; (b) a commercial general liability policy with an aggregate limit of no less than $2,000,000; (c) an automobile insurance policy with an aggregate limit of no less than $1,000,000; (d) a professional liability errors & omissions policy with an aggregate limit of no less than $10,000,000; and (e) a crime policy with an aggregate limit of no less than $10,000,000. Upon Customer’s request, Workday shall provide certificates of insurance as evidence for these coverages and limits. Workday does not agree to other insurance terms.”

Legal Obligations

- It is the Respondent’s responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.

**Workday Response:**

Workday Comment: Workday takes exception with this broad compliance statement. Workday is a U.S. based company with worldwide operations. Accordingly and as it relates to a final contract entered into by the parties, Workday is careful to limit any compliance language to apply only to its U.S. operations. Workday is providing a Commercial Item as that
term is defined by the Federal Acquisition Regulation. Workday agrees to utilize the flow down provisions set forth in FAR 52.244-6 for commercial item subcontracts.

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. No protest shall lie for a claim that the selected Vendor is not a responsible Bidder. 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.

**Workday Response:**

Workday Comment: This appears to be an RFP term that should not be included in the final MSA.

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.

**Workday Response:**

Workday Comment: Workday agrees to a force majeure provision consistent with what is set forth in its MSA.
Prevailing Wage

- It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. 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.

Workday Response:

Workday Comment: Workday shall comply with the following Executive Orders or federal statutes for all its employment in the United States: Equal Opportunity (E.O. 11246); Equal Opportunity for Veterans (38 U.S.C. 4212(a)); Affirmative Action for Workers with Disabilities (29 U.S.C. 793); and Notification of Employee Rights Under the National Labor Relations Act (E.O. 13496). With regard to individual employees, Workday shall comply with all applicable laws concerning equal opportunity and nondiscrimination in employment, based upon the location of the individual employee. Workday shall, in its employment advertising in the United States, indicate that it is an equal opportunity employer.

Miscellaneous

- Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

Workday Response:

Workday Comment: Workday’s pricing model is based on a firm multi-year subscription commitment and accordingly, Workday does not agree to termination for convenience clauses unless they are mandated by statute.

Open Records Policy

- Because Region 14 ESC is a governmental entity responses submitted are 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 page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). KH

Workday Response:

Workday Comment: The above statement is not consistent with the requirements of the Texas public records law, which does not require such detailed identification at the proposal level to invoke exemption. The Texas Attorney General has previously ruled for other proposals that Workday’s detailed technical and functional responses, security related information and other trade secret information is entitled to exemption. Workday has marked pages containing such information as proprietary or confidential. If there is a request for such materials under the Texas public records act, Workday will provide a response consistent with the Texas Attorney General office’s requirements.
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. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. 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.
Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of October 1, 2015, 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 October 1, 2015, referenced as Contract Number 11-15, 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
Workday Comment: Workday requests that the mechanics of how the public agencies leverage the MSA (and associated ordering documents including the applicable fees) be specified and added to this Administration Agreement for purposes of clarity.

- 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 except 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 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 the level of service, certain limited 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 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:

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Zip Code</th>
<th>State</th>
<th>PO or Job #</th>
<th>Sale Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Total ________________**

**Workday Response:**

*Workday Comment: Workday cannot provide reporting in advance of when it provides this information to the SEC.*

- Each quarter NCPA will invoice the vendor an administrative fee based on the total of sale amount(s) reported. From the invoice, 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 forty-five (45) days from date of a properly submitted invoice will be included in the invoice NCPA provides.

<table>
<thead>
<tr>
<th>Annual Sales Through Contract</th>
<th>Administrative Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - $30,000,000</td>
<td>2%</td>
</tr>
<tr>
<td>$30,000,001 - $50,000,000</td>
<td>1.5%</td>
</tr>
<tr>
<td>$50,000,001+</td>
<td>1%</td>
</tr>
</tbody>
</table>

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit (at its sole cost and subject to Vendor’s security and confidentiality policies) the accounting for a period of four (4) years from the date NCPC 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. In the location designated by Region 14 ESC or NCPA. In the event such audit reveals an underreporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA’s costs and expenses for such audit. 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.

Workday Response:

Workday Comment: Workday requests to negotiate a mutually beneficial publicity clause.

➢ 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. Any assignment without such consent will be void.

➢ This Agreement and NCPA’s rights and obligations hereunder may be assigned at NCPA’s sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA’s obligations hereunder.

Workday Response:

Workday Comment: Workday is a publicly traded company and cannot agree to a general prohibition on assignment. Workday’s standard MSA does have a prohibition on assignment, which has an exception for organic changes such as merger or acquisition.

➢ All notices written communications 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: October 1, 2015

Vendor: ____________________________
Name: ____________________________
Title: ____________________________
Address: ____________________________
Signature: ____________________________
Date: ____________________________
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)

<table>
<thead>
<tr>
<th>State</th>
<th>State</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>Maryland</td>
<td>South Carolina</td>
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<td>Alaska</td>
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<td>South Dakota</td>
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<td>Arizona</td>
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<td>Delaware</td>
<td>Nevada</td>
<td>West Virginia</td>
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<td>District of Columbia</td>
<td>New Hampshire</td>
<td>Wisconsin</td>
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<td>Florida</td>
<td>New Jersey</td>
<td>Wyoming</td>
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<td>Georgia</td>
<td>New Mexico</td>
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<tr>
<td>Hawaii</td>
<td>New York</td>
<td></td>
</tr>
<tr>
<td>Idaho</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
☐ Illinois  ☐ North Carolina
☐ Indiana  ☐ North Dakota
☐ Iowa  ☐ Ohio
☐ Kansas  ☐ Oklahoma
☐ Kentucky  ☐ Oregon
☐ Louisiana  ☐ Pennsylvania
☐ Maine  ☐ Rhode Island

☒ 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.

  o Minority / Women Business Enterprise

    ▪ Respondent Certifies that this firm is a M/WBE

  o 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

  o Felony Conviction Notice

  o Please Check Applicable Box;

    □ 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:

  □ 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:

  o **Sales Reports / Accounts Payable**

  **Workday Response:**

  Contact Person: Sherry Amos  
  Title: Managing Director, Industry Strategy - Education and Government  
  Company: Workday, Inc.  
  Address: 6230 Stoneridge Mall  
  City: Pleasanton  State: CA  Zip: 94588  
  Phone: 925-951-9000  Email: sherry.amos@workday.com

  o **Purchase Orders**

  **Workday Response:**

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

  o **Sales and Marketing**

  **Workday Response:**

  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.

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

  ☑ Yes  ☐ No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.
  ☑ Yes  ☐ No

- Vendor will provide additional discounts for purchase of a guaranteed quantity.
  ☐ Yes  ☑ No
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:**

Workday is a leading provider of enterprise cloud applications for human resources and finance. Founded in 2005, Workday delivers Human Capital Management, Financial Management, and analytics applications designed for the world’s largest organizations. Hundreds of companies, and Education and Government organizations, ranging from medium-sized businesses to Fortune 50 enterprises, have selected Workday.

We achieved this leadership position 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.

Organizations today operate in environments that are highly complex and that are changing at an increasing rate. Managers and employees must quickly synthesize vast amounts of information and react to rapid changes in global business and regulatory environments. To be successful, they need highly functional and flexible software that enables informed decision-making about the enterprise-wide allocation of their resources. Additionally, given the increasing prominence of consumer-oriented Internet applications, managers and employees expect to interact with enterprise systems in an open, intuitive and collaborative way, including real-time access through a wide range of mobile and computing devices. We believe that legacy, on-premise enterprise systems make these interactions difficult, as their user interfaces are not intuitive and were not originally designed for mobility. Furthermore, legacy applications are often expensive to implement, maintain and upgrade. In the last few years, new technologies and approaches to deliver software have emerged to address these issues.

In response to these changes, Workday is leading the way in helping organizations to better manage their core enterprise resources, specifically their financial and human capital resources. We enable organizations to embrace changes in their operating environments through our rapid innovation cycle of frequent updates, which generally contain new functionality, support for new regulatory requirements, performance requirements and enhancements of the user experience. Our latest update is Workday 24, which provided hundreds of new features, and we currently provide a new major update two times per year. By delivering our software as a cloud-based service, our customers operate on our latest version without the burden of large upgrade costs, while having the flexibility to configure our applications to meet their own requirements.

Our customers can operate with a more complete picture of their organization because our applications and embedded analytics capture the content and context of everyday business events, facilitating fast and informed decision-making from wherever they are working. Our applications are designed for the way people work today, in collaboration with each other from a wide variety of devices, empowering workers to make business decisions using real-time data. By providing an intuitive user experience, we enable effective management of resources by all members of an organization, minimizing
reliance on specialist information technology (IT), human resources (HR) or finance employees. These professionals are therefore freed to focus on other strategic activities.

We deliver our cloud-based applications using an innovative technology foundation that leverages the most recent advances in cloud computing and data management. Our use of a multi-tenant architecture, object-oriented technology framework, in-memory data management and a mobile-centric approach allows us to deliver applications that are highly functional, flexible and fast. Our customers benefit from moving beyond the limitations associated with traditional on-premise software to highly configurable applications delivered over the Internet. This shift in approach substantially reduces the need for our customers to buy and support a broad range of IT infrastructure, and significantly reduces the cost and complexity relative to implementations and upgrades of on-premise software.

We have achieved significant growth and global scale in a relatively short period of time. Currently, we have approximately 4,500 employees and more than 1,000 customers, including large, global companies such as HP, Aviva International Holdings Inc., AIG, Inc., Flextronics International, Four Seasons Hotels, Georgetown University, Yale University, Kimberly-Clark Corporation, Lenovo, and Nissan. Our largest deployment to date is to an organization with a global workforce of over 300,000 people, and our applications are available in more than 20 languages.

Historical Snapshot

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

Recognition Highlights

Workday’s most recent awards include:

- **2015:** Top Workplace, Bay Area News Group (#1 for large companies)
- **2015:** Ranked #7 by Fortune magazine on its list of 100 Best Workplaces for Millennials.
- **2015:** Best Place to Work in the Bay Area, San Francisco Business Times and Silicon Valley/San Jose Business Journal (#1 for largest companies)
- **2015:** Ranked #22 by Fortune magazine on its list of 100 Best Companies to Work For in the U.S.
2015: **People’s Picks: 20 Top Workplaces in Technology**, Great Places to Work Institute (#1 in the large companies category)

2015: **Best Workplace in Ireland**, Great Places to Work Institute (#4 for medium-sized companies)

2014: Workday identified as a leader in “The Forrester Wave™: SaaS HR Management Systems, Q4 2014”

2014: **Top Workplace**, Bay Area News Group (#1 for large companies)

2014: **Best Place to Work in the Bay Area**, San Francisco Business Times (#2 for large companies)

2013: **Best New Product or Service - Software - Financial Management Solution**, Stevie® Award (Gold)

2013: Ranked fifth biggest user of Green Power amongst technology companies by Bloomberg

2013: **Top Workplace**, Bay Area News Group (#1 for large companies)

2013: **Best Place to Work in the Bay Area**, San Francisco Business Times (#1 for large companies)

2012: **Top Workplace**, Bay Area News Group (#1 for large companies)

2012: **Best Place to Work in the Bay Area**, San Francisco Business Times (#1 for large companies)

2012: **Winner - Best Tech CEO(s): Dave Duffield and Aneel Bhusri**, Workday, San Francisco Business Times


2011: **Top Workplace**, Bay Area News Group (#1 for midsize companies)

2011: **Top Leadership Team**, Bay Area News Group (#1 for midsize companies)

2011: Wall Street Journal’s **Next Big Thing** list (#24)

2010: **Best Business Application**, San Francisco Business Times (#1)

2009: **Best Place to Work in the Bay Area**, San Francisco Business Times (#1 for small companies)

2007: Product of the Year, Human Resource Executive (#1)

- **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:

Office of the Chair

Corporate office location.

Workday Response:
Corporate Headquarters
6230 Stoneridge Mall Road
Pleasanton, CA 94588
(925) 951-9000
1-877-WORKDAY (1-877-967-5329)

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

Workday Response:

Workday's office locations are:
List the names of key contacts at each with title, address, phone and e-mail address.

**Workday Response:**

**Randy Hendricks**  
President, Education & Government  
Workday, Inc.  
6230 Stoneridge Mall Road  
Pleasanton, CA 94588  
Mobile: (612) 8651630  
Randy.hendricks@workday.com

**Sherry Amos**  
Director, Government Industry Marketing
• **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 ERP vendors—SAP, Oracle/PeopleSoft, and Infor/Lawson. These traditional 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/companies 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 companies 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 Customer Satisfaction rating and our perfect Customer Experience score from Forrester: [http://www.forrester.com/pimages/rws/reprints/document/110447/oid/1-S2P4QT](http://www.forrester.com/pimages/rws/reprints/document/110447/oid/1-S2P4QT).
• 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:

Workday recognizes that today's competitive pressures require innovative software solutions. Enterprise applications built on technology developed ten years ago, or more, cannot keep pace with today's business environments.

Legacy ERP applications are rigid and inflexible and require that customers make large upfront investments for software, hardware, middleware, database, and professional services, and then suffer through elongated implementations and complex, costly upgrades. Meantime, many of our competitors in the cloud-based HCM solution space provide 'integrated' piecemeal solutions that are a combination of niche competitor solutions they've acquired; they tout them as representing a unified solution, complete with the necessary breadth of functionality, yet in our experience, "unification" is now misleadingly interchanged with "integrated", and many of our competitors simply do not have the depth of functionality to go with their breadth of products. This depth of functionality is what modern, global organizations require, and is why Workday is consistently rated as the top Human Capital Management solution on the market.

Workday started from a clean sheet of paper in 2005 and is the only enterprise grade Human Capital Management solution (comprising human resources, benefits and talent management) on the market that has been purpose-built for the cloud. Starting with core HR, rather than focus on a specific functional area as many of our competitors have (e.g. SAP with talent management), provides an insurmountable architectural advantage over our competitors, demonstrated through our unique solution offering, the superior Workday user experience, and Workday's high levels of customer satisfaction; it is validated by external reports such as those produced by Forrester*(Q4 2014).

Unique Solution Offering

Some key differentiators of Workday HCM 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 two times 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, 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 human resources team, 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
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.

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 implementation, 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, enables actionable analytics that are part of our core transactional systems of record, and makes 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 platform 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 platform. The single platform 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 350 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’ implementations, 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 implementation failures or delays. In addition to open, standards-based web services application programming interfaces, we provide a growing portfolio of pre-built connectors and toolkits called Integration Cloud Connect 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.

Workday User Experience and Customer Satisfaction

The single most important differentiator that Workday provides is customer satisfaction. In the recent Forrester Report* (Q4 2014), where Workday was again the highest rated Human Capital Management solution in the global market, Workday was awarded five out of five for customer experience. This rating is consistent with Workday’s own internal metrics, measuring consistently high customer satisfaction year-on-year.

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 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.


**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 for education as well as a separate salesforce for government.

**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.
• **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**

**Expertise Available When You Need It**

Workday provides proactive, customer-centric support to ensure that customers receive the maximum return on their Workday investment. Staffed with highly trained experts, Workday Support and Customer Care organizations are available around the clock and around the world.

**Collaborative Support and Customer Care**

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, an online case-management system. 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 questions or inquiries. Customers open a Customer Care Request in the Workday Customer Center when they need assistance. The Workday Customer Center is available 24 hours a day, 365 days a year.

**How It Works**

New Product Support cases require a description of the problem and the customer’s assessment of impact, along with the affected system environments. Customer Care requests require a description of the request or question and the area to
which the request applies. A case or request is assigned to the appropriate Support or Customer Care analyst for response and resolution. Customers receive a unique case number and a confirmation email for each case or request that they open.

The case workflow provides customers with status updates. As a case or request moves through the process, the Support analyst or Customer Care analyst and the customer’s designated support contact communicate through the Customer Center. They document the problem and its resolution. When a resolution is reached, the customer acknowledges receiving it by commenting in the case workflow and the case is closed.

Additional Assistance and Resources

Workday Community

Our professional support organization is always there to assist customers, but we also help you avoid issues before they develop. And provide a self-service process where you can resolve issues on your own. The Workday Community is a
large repository of customer information. Customers control access to the Workday Community, and Workday does not limit access credentials. The following resources are available in the Workday Community:

- Documentation
- Brainstorms
- Update guidebook
- Operations calendar
- Solution catalog

Workday Support informs you of known issues through Community Alerts. These proactive alerts are posted on the Community website and emailed directly to your Workday administrators around the clock. If an issue involves items that are specific to your use of Workday or if our Operations group identifies something that we think you need to know, Workday opens a proactive case for you.

To access these valuable Support resources and obtain more information on Workday’s Support organization, visit https://community.workday.com/wdsupport

- 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:**

Workday believes that success is not only measured in financial terms, but also in how we operate in the context of our community and environment. Companies, just as individuals, need to assume responsibility for their actions as part of a global eco-system. Workday is committed to reduce or eliminate negative impact on our immediate and global environment.

From our Co-Founders, Dave Duffield and Aneel Bhusri:

Reduced energy consumption is a clear by product of the centralized data centers that are fundamental to the Cloud model. Our multi-tenant architecture also promotes more efficient use of computing resources. And our internal practices and goals help direct a vision for a better global carbon balance. We are an EPA “100% Green Power Purchaser,” and our internal Green Team always looks for ways to implement earth-friendly solutions in our everyday activities. So in a time when “going green” is high on the priority lists of most organizations, Workday advances the cause by providing sustainable technology alternatives for our customers and demonstrating our commitment with practical programs internally.

Yet a sustainable business is about more than just energy efficiency; it is also about being a responsible corporate citizen. We are proud of our efforts around customer satisfaction, data privacy and protection, community outreach, and employee satisfaction. Sustainability means doing our part to look after the best interests of the people and communities interacting with Workday.

As the economy emerges from the global recession, we believe there is a real opportunity for Workday to provide our customers lower cost solutions that reduce their carbon footprint at the same time. As we look forward to further growth in
the future, our challenge will be continuing to execute our sustainable practices and identify areas for sensible improvement.

A full copy of our 2015 Global Impact Report can be found at:

http://globalimpact.workday.com/

Workday’s environmental policy can be found at:

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

Cloud is Green

The Cloud business model provides Workday with a unique opportunity to positively impact the global carbon balance. Owners of On-Premise software are typically not strongly focused on reducing electricity usage and operate redundant and often outdated hardware in server rooms that are not optimized for energy-consumption. Cloud applications can make this old server infrastructure obsolete and centralize the processing into Workday’s efficient and modern data centers. This helps customers to achieve their own carbon-neutrality goals more quickly. Also, Workday’s multi-tenancy architecture allows us to provide Workday Business Services to our customers with a minimal number of servers as opposed to each customer having to operate a single install on sub-optimal hardware. Finally, modern data centers are pooling large quantities of processing power and can be dramatically optimized for energy- and cooling-efficiency. The Cloud is inherently green and helps to achieve goals for a greener future.

In addition, studies have proven that cloud computing is greener. A recent CDP study ("Cloud Computing – The IT Solution for the 21st Century") reviewed 11 global companies, including Workday customer Aviva. 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. The study found that cloud computing solutions avoid millions of metric tons of carbon emissions.

Workday uses recycled copy paper, coffee cups, napkins, and plates/bowls.

Energy Conservation

Workday is pursuing energy efficient strategies in all aspects of the operations. This ranges from telecommuting to video conferencing to efficient hardware for our employees and in our hosting operations.

Workday is a member of the Climate Savers initiative. As part of this, we are committed to purchasing energy-efficient hardware (ENERGY STAR 5.0 specification) as well as using efficient power-management settings on all laptops and servers.

Additionally, in a recent Bloomberg study, Workday was ranked the fifth largest consumer of Green Power (by percentage) amongst its peer group of technology companies.
• **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:**

Workday Comment: No such certifications apply to the cloud solutions that Workday provides.
Tab 5 – Products and Services / Scope

• 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.

• This RFP seeks solution providers that offer modern, software as a service, core ERP solutions

• The solutions must be natively built, multi-tenant cloud architecture to provide customers with alternatives to on-premise or hosted solutions. By definition, the technical environment for such solutions is provided and managed by the vendor. Solutions are to be offered via subscription pricing in a “Software as a Service” model.

• The solution should provide the following categories:

  • Human Resource Management

    o 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:

Human Resource Management

Core Human Resources

Workday Human Capital Management (Workday HCM) is a leading enterprise-ready, unified human resources (HR) and talent management application, designed to help organize, staff, compensate and develop a modern workforce. Workday HCM provides insight and analytics into workforce capabilities, capacities, cost and performance. In the October 2014 report, "The Forrester Wave™: SaaS HR Management Systems, Q4 2014", Forrester evaluated SaaS HR management systems from eight vendors using 60 criteria categorized by current offering, strategy, and market presence. Workday earned a leader position in the evaluation, receiving the highest overall scores of the group in both the current offering and strategy categories. Workday also received the top score in the technology subcategory and among the highest scores in the SaaS and customer experience subcategories. We also received the highest scores in the core human resource management and compensation subcategories.

Workday HR Management functionality includes:

  ▪ Workday Lifecycle Management enables customers to strategically establish hiring, staffing, performance and compensation plans as well as manage their entire workforce (contingent/temporary and full-time) in one place.
Workday Organization Management enables customers to analyze and model organizational structures, assign employees to multiple organizational types, and restructure organizations and reporting relationships as business needs evolve.

Workday Compensation Management enables customers to design, manage and administer compensation programs to meet complex rewards requirements and to create and manage flexible employee compensation plans. Employee compensation can be consolidated across multiple plans, teams, and geographies. Finally, all compensation information can be presented to employees in the form of total compensation statements; thus ensuring a true appreciation of the full range of compensation they are receiving.

Workday Absence Management enables customers to create and manage both accrued time off and leave-of-absence plans based on eligibility rules that are built using data held in Workday. For example, employee eligibility may be driven by data such as the employee’s location, job profile, job family, union code, etc. The application supports any type of leave or time off (combined types, definition, eligibility, etc.) plan and supports the management of continuous and intermittent leave activity.

Workday Benefits Administration gives customers the tools to define, manage and adjust benefits plans, costs, benefit eligibility rules, elections through open enrollment and concurrent changes in life events to meet their unique business requirements. Use the natural movement of employees (hires, increases, promotions, etc.) to automatically trigger benefits impact without uploads, interfaces, or rekeying of data. Master the complexities associated with managing the Affordable Care Act (ACA) for your employees with all the necessary components in one single, unified system.

Cloud Connect for Benefits provides a catalog of pre-built integrations that connect to third party benefits providers so that HR organizations can evaluate, select, and offer the most appropriate plans for their workforces.

- **Talent Management**

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

**Workday Response:**

**Talent Management**

Workday allows customers to manage their people, business, and talent data all in one system to provide relevant insights while eliminating unnecessary integrations. The key product areas for talent management include goal management, continuous feedback, performance management, talent review, calibration, succession planning, career & development planning and mobile. Workday provides fully unified talent management that eliminates integrations between core HCM, compensation, recruiting, workforce planning, and talent.

The professional profile provides the ability to capture the breadth of a workers skills and experience and supports the import of information from LinkedIn. Combined with all other data tracked in Workday, searching for internal talent is an intuitive and comprehensive experience. Within workday, employee feedback can be given ad-hoc or can be specifically requested at any time. Feedback can then be included in the review process so that reviewing managers have easy access to feedback provided by others in the organization.

- **Goal Management** helps you establish goals for an entire team or organization, cascade goals, and assess the completion of goals for maximum alignment, improved visibility, and increased engagement throughout your business.

- **Career and Development Planning** empowers your workers with the tools they need to grow their careers.
Create an individual profile to highlight key competencies, past experience, completed training, and more
Collaboratively create competency-based development plans with managers to help achieve career goals
Ensure that high-potential employees, including those on succession plans, are progressing through their development plan

**Performance Management** makes it possible to align, assess, and optimize workforce performance without the added burden and cost of a bolt-on talent management application.
- Create a consistent language to discuss performance and give feedback across your entire organization
- Motivate, reward, and develop talent based on individual, team, and business performance

**Succession Planning** provides the ability to identify critical roles for succession, nominate both internal and external candidates, assess readiness, identify development needs, and create succession pools and plans. Deciding whom to nominate, or select for a pool or plan, is easy as Workday provides access to all data about the worker. Monitor the health of your plans and have Workday send alerts and notifications before problems occur.

**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:**

**Payroll**

Workday offers payroll solutions for the U.S., Canada and UK along with the ability to integrate with any third-party payroll providers around the world using our cloud-based integration platform. Workday Payroll is designed with a robust calculation engine and a focus on configurability, simplicity and global applicability to easily expand and manage payroll.

Workday Payroll is designed to address the full spectrum of enterprise payroll requirements - offering improved control and accuracy, more choice and flexibility, and insight into actual labor costs.

**Included Functionality**

Workday Payroll provides full configuration and functionality of:
- **Earnings and Deductions**
- **Accumulations and Balances**
- **Pay Groups & Legal Entities**
- **On cycle and Off Cycle Payroll Processing**
- **Retroactive Payroll Processing**
- **Audit and Reporting**
- **Accounting and Compliances**
- **Business Process Framework**
Capabilities

Earnings and Deductions
- Define your own effective dated set of rules for earnings and deductions
- Intuitive mapping to compensation elements or benefits
- Eligibility criteria and scheduling logic for accurate processing
- Flexible worktags to identify unique allocations
- Flexible labor allocation splits at the employee and/or position and/or compensation element level. Labor allocations can be assigned via defaults or can be overridden indefinitely or for a specific period of time
- Unlimited types of deductions and earnings
- Configurable arrears calculations and net pay validations
- Manage ongoing multiple work jurisdictions
- Manage an employees' benefits in arrears
- Configure labor costs proration to reflect mid-period costing allocation changes
- Create validation rules for costing allocations
- Define payroll commitment rules for activity pay earnings
- Perform retroactive adjustments to payroll costing allocations

Accumulations and Balances
- Easy to add or modify accumulations
- Define balance periods, even after periods have processed
- Easily report on balances and accumulations

Tax Withholding and Payment

Workday provides and maintains information on valid and default federal, state, and local tax data and deductions according to U.S tax authorities. You enter organization and worker specific tax data (or the worker enters the worker data) and Workday uses these settings to calculate taxes. After your taxes are set up, you can use a tax filing integration to send periodic, quarterly and annual tax information from Workday Payroll to a third party service provider including OneSource Virtual, ADP or Ceridian. Workday maintains packaged integrations to these partners for tax filings.

Manage worker tax data, payment elections, involuntary withholding orders and payroll input.

With Workday’s intuitive user interface, employees can easily update human resource or benefit transactions as well as view payslips and tax documents, update direct deposit, and change federal exemptions.

Mandatory deductions are system level calculations and will be deducted based upon the employee tax withholding elections, tax tables or percentage depending on the type of tax. Limits will also be in place as required.

Deductions can be prioritized and typically involuntary deductions, such as garnishments and other withholding orders, are taken after taxes. Workday manages all withholding order calculations, including those based on disposable net pay.
Calculate, review/audit, and complete payrolls, settlements, and payroll commitments and payments

Unlike traditional payroll solutions that are rigid and hard-coded, Workday Payroll uses a powerful calculation engine with flexible and intuitive configuration capabilities to let you define your own earnings, deductions, accumulations, and balances. You can recalculate payroll for an employee or a group of employees as many times as needed.

Workday Payroll includes built-in analytics, allowing you to run real time reports and audits on all payroll data. Retrieve and act on payroll data immediately to make adjustments.

Automated audits: Users can define audit criteria and create audit reports at the summary, pay-group, or worker level. Set up comprehensive audits embedded into payroll results and drill into audit alerts to investigate details.

• 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

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

Fully unified with Workday HCM, Recruiting feeds off of real-time workforce and talent information while bringing in additional information that hiring teams need to make the right decisions. Having this in one system enables the entire recruitment lifecycle to occur in one place, thus reducing information transfer gaps and miscommunications. With the information capture happening in real time, the hiring team can stay up-to-date, shorten the recruiting cycle time and get an accurate and holistic view of their organization’s talent strategy. Workday Recruiting is the first end-to-end recruiting application designed and optimized 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.

Establish Recruitment Strategy and Sources

Workday’s unified HCM/Talent Acquisition solution provides your organization with a single source of information from the creation and management of headcount plans through the entire lifecycle of an employee without the need for integrations. You can create headcount plans, define job profiles and determine whether to source applicants and talent internally or externally, all within a single, unified Workday solution.

Develop Selection Criteria

Your selection criteria can be defined within job profiles in Workday including:

• Competencies
• Certifications
• Work Experience
Training
Education
Languages
Responsibilities

The above and numerous other searchable criteria can be used in determining the right person for the right job using Workday’s sophisticated Find Candidates capability.

**Analyze and Create Requisition**

Workday Recruiting utilizes the information contained within your defined job profiles and requisition templates to facilitate the easy creation and deployment of job requisitions.

**Post Job/Position**

Job posting functionality within Workday enables you to determine whether jobs will be posted internally, externally or both. Your organization can also post jobs to third-party job boards by using integration connectors to job board aggregators or building custom integrations to specific third-party sites. Additionally, social sourcing is woven throughout Workday Recruiting, letting organizations tap into the social network of their employees or prospective candidates, as well.

**Manage Candidate Pool/Screen and Track Candidates/Select Candidate**

Workday supports the entire candidate experience including internal and external candidates and referrals. Workday’s design approach for Recruiting is to focus on the entire candidate pipeline and ultimately bring everything within Workday so that organizations have complete visibility into their entire candidate pool. All of the functionality within Workday is supported by robust reporting tools that provide everyone in the process with the information they require to make good business decisions. Pre-screening questions help to quickly identify qualified candidates, and scoring and weighting to allow for “knockout” of candidate makes that process even easier. A holistic view for sourcing is provided for internal and external candidates utilizing Workday’s faceted search capabilities. This enables internal candidates to search via the “Find Jobs” option and candidates to be found using “Find Candidates” functionality that is designed to emulate on-line shopping sites.
Prepare Job Offer/Prepare for Hiring

Offer Management is seamlessly tied into the Hire Business Process in Workday HCM. With Workday’s unified HCM/Talent Acquisition solution, organizations will no longer have the struggle of fractured systems that require integrations and manual processes to consolidate data. With Workday, all information captured for applicants will seamlessly become part of the employee record as part of the hire process. All of the processes within the Talent Acquisition and Employee Lifecycle are managed by Workday’s powerful and dynamic Business Process Framework. With the Business Process Framework, your organization will be able to ensure that all of their business processes are followed and that all of the parties involved in an event within Workday receive the notification and tasks necessary to streamline your processes. Workday Recruiting is also the first functional area in Workday to leverage a new Dynamic Business Process framework. This lets users represent what actually happens in the often dynamic recruiting process – not just enter data because a system requires it. This powerful business process framework also reduces administrative work for recruiters, automating processes that usually required manual intervention, and letting recruiters focus on strategic sourcing.
Time Tracking

Solution must support time scheduling and time entry.

Workday Response:

Time Tracking

Solution must support time scheduling and time entry.

Workday leads enterprise application innovation with its consumer-like time and attendance solution, Workday Time Tracking. Simply unified, this software-as-a-service solution works seamlessly with Workday Human Capital Management (HCM), Workday Payroll and Workday Project and Work Management to provide organizations a simplified user experience accessible via the internet.

Built on a global core, Workday Time Tracking is designed for organizations to collect, process, and distribute time data to manage time and labor for their workforce, eliminating manual processes and streamlining time consuming tasks. With a revolutionary user interface, Workday Time Tracking creates instant engagement with the workforce and approvers, leading to accurate payroll and improved productivity.

Workday Time Tracking offers the following functionalities:

- Support of elapsed time entry, punch time entry and/or project time entry
- Intuitive time entry process with ability to utilize quick add functionality including entry by schedule, applying a prior weeks’ time, etc.
- Web time entry via web browser and/or mobile device
- Electronic routing of time for approval
- Configurable calculation rules with real-time calculation (e.g., overtime)
- Instant application of validations to time as it is reported, thus ensuring immediate trapping of erroneous time entry
- Schedule setup, assignment and utilization in the reporting and validation of time
- Tracking hourly time against projects for accurate project labor costing

Finally, all time reported in Time Tracking is routed for approval via a business process. Once approved, the reported time is immediately available for use in Workday Payroll with no need for any integration or sending of data. This is due to the truly unified nature of Workday that allows data to flow freely between and among Workday functionality.
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 is a comprehensive, unified accounting and finance solution, built on a global core to help you manage your financial processes around the world easily and efficiently. With unique features including robust security capabilities, a fully-auditable business process framework, and Worktags for dynamic, multi-dimensional reporting, Workday can provide your organization with unprecedented controls and insight into the performance of your business.

Workday Financial Management provides unified capabilities, unlike traditional ERP systems that often require additional bolt-ons. By embedding core requirements into the system architecture, Workday provides deeper insight and transparency, with superior governance and control.

- **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.

- **Global at the Core:** An adaptable global core supports everything needed to manage your organization globally while adhering to local requirements. Workday supports multi-entity, multi-currency, multi-language, and multi-
book requirements, document sequencing and global tax support such as VAT on payment, local asset
depreciation and international payment formats.

- **Unified Platform with Built-In Security, Controls, and Reporting:** Workday leverages an adaptive foundation that includes the capabilities traditionally provided by bolt-on Workflow, Governance, Risk, and Compliance (GRC), and Business Intelligence (BI) systems.

- **Business Process Framework:** Workday’s Business Process Framework manages every transaction that occurs through the system. All transactions are recorded to create a complete audit history.

- **Multi-Dimensional Financial and Operational Reporting with Worktags:** Worktags are an innovative way to establish relationships between events or records to facilitate reporting. Worktags can be applied onto any transaction and used to break down results or reports into more detail. Supports a flexible multi-dimensional financial data model.

- **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 Financial Management
  - Financial Reporting & Analytics
  - Cash Management
  - Business Assets
  - Controls
Workday Financial Management is unified with the entire suite of Workday cloud applications including Human Capital Management (HCM), Expenses, Procurement, PSA, Payroll and Time Tracking.

Core Financial Management

Workday Core Financial Management is a comprehensive accounting and finance application, built on a global core to help you manage your financial processes easily and efficiently from a single, unified platform. Workday delivers the capabilities of a traditional general ledger through an innovative approach that captures and stores richly described business events. This innovative approach eliminates the barriers of a rigid code-block structure and allows organizations to significantly streamline their chart of accounts. Workday can accurately model multiple operating entities, companies, or business units and complete intercompany transactions easily. It seamlessly handles other key capabilities, like allocations, journal processing, and consolidations.

Financial Reporting & Analytics

Workday Financial Reporting & Analytics can provide your organization with unprecedented insight into your financial position and current state of the business. With Workday Financial reports you can view real-time consolidation results, provide timely management insight into financial reports, and proactively make adjustments at any time. Instant access to the business-event data directly from the transactional system allows you to accurately calculate financial results. The information includes drillable detail for more in-depth analysis.
Budgets and Plans

- Automate the loading of plans, forecasts and budgets or enter manually as needed
- Support multi-dimensional budgets, including unlimited plan types
- 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

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

- Automate period end journals using budget-based allocations
- Define allocations, organize them by how often and in what order they should run
- Run pro-forma allocations at any time to provide visibility into fully loaded numbers on demand
- Create necessary accounting to record allocation results

**Journal Processing**
- Significantly streamline your chart of accounts and eliminate the need to work around a rigid code-block
- 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
- Accurately model multiple operating entities, companies, or organizations, and manage intercompany transactions easily
- Leverage Workday's unified security and business process controls to ensure transactions are recorded correctly

**Consolidation**
- View real-time consolidation results, provide timely management insight into financial reports, and proactively make adjustments before close
- Automate elimination calculations to see complete consolidations at any time during the period
- Easily view currency translations and adjustments for reporting purposes and global financial insight

**Audit and Controls**
- 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**
- Run "workpaper" reports, such as trial balances, ledger details, and reconciliations for analysis and control
- Create consolidated financial statements including P&L reports, balance sheets and cash flow statements in functional and reporting currencies
- User-defined reports can be created and run at any time to provide insight whenever and wherever it's needed
- Columnar controls enable deep, rich contextual insights into financial data. Display financial statements by time series and include comparative ledger and variance for each column within a multi-column report
- Drill down capability into calculated fields enables organizations to easily navigate to the actual source of any reported field, helping to deliver holistic business insights needed for more informed decision making
- View all information in tabular or graphical format for display or download to Excel
- Get real-time business intelligence across all areas of your company with personalized dashboards
- Securely access financial reports from anywhere using a web browser or mobile device
- The ability to create report groups and schedule groups as part of monthly close process
**Endowment Accounting**

To assist universities in managing their endowed gifts and associated accounting, the solution provides a single system of record that eases management of funds. Specifically it includes the following functionality:

- Distributes income with the ability to configure the pool, manage fees and reinvest the income.
- Manages share sales as well as intra pool share transfers, including the ability to define how long endowment shares must be held before being considered for payout.
- Provides for university accounting’s interest in the pool including charging management fees and income distribution when the fair market value changes.
- Ensures gift details and a mass contribution page to keep gift specifics intact.
- Reports on share sales, income distributions, transfers, investment pools and underwater gifts.

**Cash Management**

Using Workday Cash Management, companies can automate the coordination and control of cash-flow activity. Workday can automate administrative and control activities, such as bank statement reconciliation, and also provide embedded actionable analytics enabling informed decision-making.

**Banking**

- Track and manage your business's financial institutions, branches, and bank accounts
- Create depository and source bank accounts
- Transfer funds between accounts, record voided checks, and run detailed transaction reports

**Bank Account Reconciliation**

- Load bank statements using BAI2 file format
- 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

**Settlement**

- 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
- Support ad-hoc transactions to record miscellaneous activities against bank or petty cash accounts
- Capture approvals and automate routings, integrations, and reports from settlement and payment release through bank reconciliation

**Real-Time Cash Forecasting**

- Get overview of outstanding inflows and outflows to support decisions about funding, paying, and collecting money
- 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
Business Assets

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 businesses 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 business.

Workday Business Assets 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 business asset management is the separation of business asset accounting from business asset tracking. 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 business 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.

Business Asset Accounting

- **Use Multiple Accounting Treatments**: Choose the appropriate accounting method: capitalize and depreciate/amortize, stock and issue, or expense.
- **Handle Lifecycle Accounting**: Create appropriate accounting for all asset lifecycle events including acquisition, transfer, and disposal.
- **Automate Depreciation/Amortization:** Define depreciation parameters by asset type, such as useful life, depreciation method, or posting convention. Automatically set up depreciation schedules upon asset acquisition. Post depreciation expense and manage accumulated depreciation.

- **Manage Multiple Depreciation Schedules:** Support for multiple depreciation schedules helps reduce errors and allows more support for reporting across different accounting standards.

- **Flexible Web Service:** Integrate to 3rd party tax depreciation systems via Web Service for tax authority reporting.

- **Account for intangible assets:** Track the licensing of intangible assets and amortize based on terms defined in the supplier contract.

**Business Asset Tracking**

- **Track and Manage any Business Asset by use:** Whether the business asset is a cell phone, cell phone plan, laptop, building, WebEx 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:** Group similar, tangible items and register them as a single asset in Workday. Once registered, you can place a pooled asset in service, as well as depreciate a capitalized pooled asset as a single asset. All asset lifecycle events apply to the single, pooled asset. Link related assets to each other to form a single composite and include components from both pooled assets and individual assets.

- **Track Zero Cost Items:** Track items, such as security badges, that have no individually trackable cost but for which physical tracking may be crucial.

- **Assign Custody and Responsibility:** Create a reportable link between issued business assets and the receiving worker.

- **Reclaim Business Assets:** Business assets that "walk out the door" when an employee leaves the company are a significant cost leak and security risk for most companies. Business Asset Tracking makes it easy to reclaim business property from a worker upon their separation from the company.

**Controls**

Workday shatters the traditional model of bolt-on Governance, Risk, and Compliance (GRC) systems that only marginally meet the needs of various requirements around the globe. Only Workday provides built-in controls at the transaction level to help you ensure that your organization efficiently and accurately complies in all regions in which it does business.

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. Workday has built in functionality to help organizations easily adapt to changing regulations and business requirements, without having to purchase additional GRC components. Workday enables organizations to proactively set guardrails in place to accommodate local regulations around the world, increase process visibility, and reduce overall risk.

**Business Processes and Controls**

- Leverage Workday’s built in Organizational Management and Business Process Framework to configure specific processes, approvals, and controls

- Adapt business processes whenever new regulations are passed without having to re-implement your financial system

**Security and Audits**

- All Workday business processes are fully auditable and track the who, what, when, and why of every change made to the system
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.

Global Perspective

- Manage all your business controls centrally, while still allowing for variations for local regions or specific countries.
- Monitor and compare how business processes are working to optimize for efficiency around the world.
- Report across all business lines, legal entities, or countries to confidently configure your system to best meet the needs of your business and local regulations.

Revenue Management

Workday Revenue Management helps organizations manage the entire contract-to-cash process for more efficient, accurate processes and accounting results. Workday provides the ability to integrate with any external CRM system and leverage configurable, automated processes for contract management, billing schedules, and revenue recognition. Workday enables a 360 cross-functional view of customers to improve customer satisfaction, accelerate cash flow, and empower your organization to be more productive while reducing the risk of errors in financial results.

View and edit customers / sponsors and populate reports regarding customer invoices, payments, contracts, and relationships in one centralized, configurable dashboard.
Contracts

Today’s customer contracts are becoming more advanced and complex, requiring contract management solutions that can accurately record, approve, and account for them. Workday Contracts enables your organization to effectively create, approve, and track customer contracts to help maximize visibility and minimize risk to your organization.

Customer Contract Management

- Gain deep visibility into the full lifecycle of contracts from initial sales agreement through billing schedules
- Capture the financial terms of the contract and route contracts for approval before billing and revenue recognition start
- Use a contract work area as a central place to manage all customer contracts
- Enter contracts with different sold-to and bill-to customers
- Support contract co-termination
- Automatically create customers through integration with any third-party opportunity management system using the Workday Integration Cloud
- Support for international trade

Amendment Control and Audit

- Capture notes and attach documents throughout the contract lifecycle for unified contract information
- Use amendments to track every contract change throughout the life of the contract and view entire history of contract amendments
- Leverage separate approvals and controls for any amendments to existing contracts
Contract Renewals

- 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

Billing

Workday Billing provides support for various types of billing and payment terms to help your organization automate and increase accuracy of your customer invoices. Reduce the need for manual intervention and minimize revenue leakage thanks to automated configurable billing processes.
Automated Billing

- Automate billing for various types of products or services, including one-time or recurring, time and expense billing, and/or milestone billing
- Bill in regular intervals and/or tie different types of milestones to the overall schedule and/or specific installments
- Create consolidated invoices from multiple contract lines in different contracts
- Route for approvals before invoice is issued
- Issue electronic invoices through email or paper invoices through the mail

Accounts Receivables

- Configure rules to automatically apply customer payments to invoices
- Support multiple payment methods including credit card and direct debit
- Gain insight into comprehensive customer details, including past activity, current and overdue balances, and aging history
- 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
Revenue Recognition

Scrutiny on when and how much revenue can be recognized is continuing to increase. Workday enables you to manage billing and revenue recognition independently so that you can recognize the right amount of revenue at the right time. Configurable processes and schedules help your organization manage and account for revenue in accordance with today's guidelines, and adapt and comply with evolving rules and guidelines.

Revenue Schedules & Accounting

- Create revenue recognition schedules to reflect correct timing and amount of revenue to recognize
- Combine contract lines in a revenue recognition schedule whenever they logically go together
- Recognize revenue in regular intervals and/or tie different types of milestones to the overall schedule and/or specific installments
- Configure business processes on revenue schedules to ensure appropriate approvals before revenue recognition starts as well as revenue is recognized
- Recognize revenue based on:
  - Number of days in the period
  - Spread even
  - Defined installments with optional different first and last installment amounts
  - Custom installments
Revenue Reporting & Forecasting

- 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

CRM Integration

A packaged integration with Salesforce CRM provides visibility, automation, and accuracy across the quote to cash process through a bi-directional cloud-to-cloud interface.

- Automatically correlate opportunities and sales created in Salesforce to new opportunities and customers in Workday.
- Send spend information captured in Workday back to Salesforce to track spend by opportunity.
- Improve interdepartmental communication and productivity thanks to transparency between systems.
- Reduce the administrative workload by eliminating duplicate or manual processes for orders and billing.

Workday also supports the ability to integrate to other third-party CRM solutions through the Workday Integration Cloud.
Supplier Accounts:

Workday supports a full business processing for Suppliers – as depicted below in the diagram. The Full Lifecycle event activities associated with Supplier Management

- Scheduled Invoices
- Supplier Contracts
- Supplier PO's
- Goods Receipts
- Deliverable Services
- Supplier Invoices
- Supplier Settlement
- Supplier Reporting
- Payables Aging
- Supplier Portal *WD25
Management Reporting and Analysis

Workday goes beyond the basics of financial reporting and provides powerful intelligence for executives and operational managers without additional investment for external systems.

With Workday, you can equip your most valuable asset, your people, with the financial information they need at the point of decision, giving your organization a significant competitive advantage over those using legacy systems.
Insight for Competitive Advantage
- Eliminate wait times for closing books or consolidation of data thanks to fast transactions and fast reports from a single unified system
- Get a global overview quickly thanks to a single, unified, globally-aware system that inherently understands multi-currency and multi-entity distinctions and consolidations
- Compare the differences that may arise when reporting in US GAAP, non-GAAP, or IFRS — without having to wait for closing of the period

Insight by Any Dimension
- Report across any dimension of your business, such as by legal entity, cost center, location, team, or any other organization structure
- Financial statements can be viewed by a specified dimension other than Legal Entity, such as by Division or Business Unit for greater insight into the organization
- Understand true profitability or effectiveness of any business activity by aggregating data using Worktags, e.g. by marketing campaign, work initiative, customer, etc.
- Track any activity that has a financial impact by worker (employee or contingent), to help inform manager approvals for future spend

Insight at the Point of Decision
- Rely on security rules to ensure managers can only see into the teams, organizations, or activities they are allowed to have insight into
- Grant access to managers and decision makers to view or configure user-defined financial reports that impact their day-to-day jobs
- Embed analytics into specific business processes, so that approvers can understand the impact of the decision or approval they are making on their budgets, plans, or targets
Composite Reporting in Report Writer

- Design and deploy reports with the power and flexibility of a spreadsheet
- Report data is delivered in real-time from Workday’s in-memory data store
- Composite Reports are deployable to mobile, drillable and actionable, and exist in Workday’s native security model

Sample report: P&L Statement with Headcount.

Note the compilation of Revenue, Cost of Sales, Gross Profit, and Net Income data pulled from Actuals and Budget ledgers, a calculated variance amount and percentage.

Headcount data is also pulled from Workday HCM for a complete P&L viewpoint.

• 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:

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 Financials, 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 automates the post-award process, including:

- Managing and capturing grant-related expenditures
- Certifying effort of principal investigators and other key personnel working on a grant – in addition any changes to effort is automatically adjusted with retro accounting process.
- Recording and assigning tasks (e.g., contractual deliverables) to individuals and reporting on the status of those tasks
- Determining facilities and administration costs with a robust, configurable calculation engine
- Performing accounting related to grant activity, including revenue recognition and associated journal entries
- Using grant worktags as the target and offset in financial allocations, and calculating F&A and cost reimbursable revenue for allocations posting to grants
- Ensuring balanced accounting for awards spanning major business units across an organization, such as a School of Engineering or School of Medicine
- Reporting to sponsors with the level of detail they require
- Billing sponsors based on the unique requirements of a particular award

**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 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, sponsor 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. 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 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. 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 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, 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 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. Workday Grants assists with facilities and administration and revenue recognition calculated on all transactions for grants, including manual journals that enable customers to bring in outside expenses from service providers or third-party payroll sources. In addition, Workday’s reporting capabilities help customers report facilities and administration charges, and the audit capabilities ensure that any transactions or changes to a business process are tracked in the system, further enhancing compliance.

- **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**

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.
Projects Dashboard

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.

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

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.

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.

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.

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**

Designed to address the unique requirements of both goods and services procurement, Workday Procurement does not require you to deploy a multitude of disparate systems to bring your spend under management. From the requisition process all the way through to payment, Workday supports and manages the information, policies, and processes relating to the acquisition of goods, services, and contingent labor for your organization.

**Procurement Dashboard**

- Enables high volume procurement and monitoring via six Spend Analysis reports.
- Modify and adapt dashboard metrics based on your organization’s needs.
- Segmented managed and unmanaged spend enables you to act on transactions and payments in real time.
Supplier Management

- Collaborate with and manage the suppliers you buy from via a localized Supplier Composite View.
  - Negotiate contracts with suppliers to reduce prices on frequently purchased items.
  - Analyze spend breakdown by supplier.
  - Act on supplier invoices.
- Use hierarchical commodity code taxonomies to classify purchases of goods and services and the suppliers who provide them.
- Easily set up and maintain your entire set of suppliers. Transact directly with independent contractors, precluding the need to setup redundant suppliers.
- Load supplier catalogs using common classification schemes.
- Transact with suppliers leveraging industry standards such as Punchout.

Supplier Contracts

- Establish spend policies including thresholds, item pricing, expiration dates and contract documentation for both goods and services spend.
- Configure Procurement business processes to validate against item thresholds, protecting buying organizations from price increases that are not agreed upon.
- Configure recurring payments to model scenarios such as rental agreements and rights as assets directly from supplier contracts.

Requisitions

- Put purchase requests in the hands of your global workforce while still maintaining spend controls.
- Enable employees and managers to create, submit, and approve requisitions automating existing manual and paper intensive processes.

Purchase Orders

- Support and act on purchase orders for goods, contingent workers and delivered services.
- Forecast payables to suppliers, reducing cash flow risks.
- Collaborate with suppliers through a portal as well as through XML/EDI.
- Configure business processes based on the context of each supplier and/or order.
- Support for AMEX P-card transactions throughout the entire procure to pay process, from requisitions and purchase orders, approvals, settlement and reporting.

Receiving

- Track receipt activity against your Purchase Orders.
- Receipts encompass standard goods receiving (which can flow to business asset tracking), contingent worker timesheets and deliverables activity logs.
- Leverage a common business process that provides configurable receiving steps as well as support for Evaluated Receipt Settlements (ERS).

Invoicing

- Take advantage of paperless receipt of supplier invoices and electronic payments to maximize processing efficiency.
- Enable the system to receive invoices over the web directly from supplier systems or leverage Workday's Supplier Collaboration portal that allows suppliers to "flip" a Purchase Order to an Invoice.
Invoicing works seamlessly with procurement to support standard two and three way matching.

**Settlement**

- Leverage a single settlement engine to manage all payments generated across the entire business for any purpose—such as payroll, supplier payments, employee expense reimbursements and customer refunds.
- Manage your regulatory filing of 1099 Misc for Independent Contingent Workers.
- Packaged integration to support AMEX KR1075 format

**Real Time Spend Analytics**

- Leverage built-in spend analytics that allow full visibility into your organization’s spend drillable by valuable business dimensions such as supplier, spend type, and more.
- Deploy analytics to all levels of business leaders leveraging the power of Workday's organizational security model.

**Inventory**

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

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**Workday Response:**

**Workday Inventory**

Workday design principles for New Inventory Management:

Simple: With an intuitive UI and Role based experience
Flexible: With configurable business processes, business rules and flexible locations
Mobile: Transactions on mobile devices and no need for specialized mobile infrastructure.

With WD25 we are building a solution for internal supply chains by:

- Building a new Inventory product
- Enhancing our existing Procurement product

**Key functionality:**

**Track and Manage Inventory**
- Material Movements within Inventory locations – (Stores ./ Warehouse )
Ad Hoc Put-Away- Inventory for items not tied to a ‘receipt' or a ‘stock request'
Put-Away – Receipts for items acquired through procurement.
Put-Away – Plan Inventory
Quick Issue of Inventory
Transfer of Inventory
Inventory Cost Markups for Inventory movement
Move Inventory
Adjustment of Inventory
Inventory Transaction activity report
Inventory Balances Reporting

-Fulfillment
Transfers across sites and internal issue of goods

Stock Request
Workday provides multiple ways to create a ‘Stock Request'

-Create the Stock Request
-Create Picking List
Adjustments

Ad hoc adjustments of quantity on hand
Reasons for the Adjustment:
- Damage
- Loss
- Restock
- Count

Adjust Inventory Levels

Costing and Accounting

When an inventory transaction business process completes, the accounting journal for that transaction is generated immediately.

- An accounting date is maintained for each inventory transaction with the date the journal entry posts to the ledger.

- Workday Inventory uses perpetual average costing method.

  Perpetual Average Cost
  - Updated with completion of each put-away transaction
  - Updated when invoice price variance is recognized
  - Manual updates may be performed

  Freight, tax, and other charges may be included in on-hand value
  - Allocations based on material cost

Invoice Price Variance Cost Adjustments
On-Hand Inventory Cost Report - Displays value of all quantities on hand, regardless of whether a journal entry has been created for the inventory transaction.

Inventory On-Hand Value Report - Total value of goods on hand in inventory for inventory transactions which have been posted to the general ledger.

Adjustment Transaction Value Report
Inventory Transaction Accounting Report
Transactions Updating Average Cost Report
Unposted Inventory Transactions Report

Replenishment
Monitor stock levels and replenish when available inventory drops below a designated reorder point

Replenishment Options:
- Create a Requisition
- Create a Stock Request Transfer
- Create a Notification

Replenishment Calculation:
[Calculated Inventory <= Re-Order Point \(\rightarrow\) Replenish]

- Minimum and maximum reorder point
- Fixed order quantity
Types:
   - Automatic creation of requisition
   - Notification and manual creation of requisition
   - Automatic creation of transfer stock request
   - Notification and manual creation of transfer stock request

Mobile
Dashboard Reporting – via Mobile device
Picking – via Mobile device

WD-26 → ‘(Subject to Change’ ) Future Capabilities for Inventory - Core Processes

- Returns from Inventory
- Par Inventory
- Cycle Count

Usability & Reporting

- Barcode scanning
- Mobile – more transactions
- Additional dashboard reports

• 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 HR or procurement-based systems often fail to achieve your objectives of controlling organizational spend. Workday Expenses is different at the core because it is unified with Workday’s market-leading HR solutions, creating the optimal expense solution for your people-driven enterprise. Workday Expenses is unified with Workday's market-leading HR and Financial Management solutions, creating the optimal expense solution for today's people-driven enterprise. Workday Expenses can also be integrated to your existing financial management solution for improved processing and visibility into spend data.
Streamlined Business Processes

- Configure expense management processes and controls to meet your specific needs, eliminating manually intensive and costly paper-based processes.
- Easily attach scanned or photographed receipts to expense reports that are then available for review during and after approvals and payments.
- Connect any travel or credit card provider with employee expenses and itinerary data, expediting travel-related expense and management reporting.
- Build dynamic workflow approvals and notifications leveraging worker and transactional information such as location, organization, the work people are doing, and transactional details such as total expense amount or expense item types.

Unified Solution

- Take advantage of the strong worker foundation of Workday Human Capital Management as well as unification with Workday Payroll and Financial Management for reimbursement and accounting of employee expenses.
- Instantaneously 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 two disparate systems.

Consumer-Like User Experience

- Improve adoption of the system by your global 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.

**Full Audit and Control**
- Configure proactive controls, such as spend authorizations and spend freezes, to help plan for, control, or halt spending.
- Ensure proper audit trails as every system change is stored, tracked, and time-stamped. Business processes configurations and security settings are self-documenting and can be rendered to PDF on demand.
- Gain unprecedented visibility into processes and transaction history for Finance and auditors ensuring compliance with corporate and regulatory requirements such as Sarbanes-Oxley (SOX).

**Real Time Reporting and Analysis**
- Gain real time consolidated insight into spend for Finance, Executives, and line managers to help with managing actual spend to budgeted spend as well as negotiating corporate travel rates or discounts.
- Leverage a suite of pre-built reports for display on the dashboard or iPad, as well as a robust report writer for building custom reports.
- Take full advantage of Workday’s multi-dimensional business data to analyze spend not only by spend category and worker but by any relevant business dimension such as customer, project, or region.

**Global Support**
- Empower your global workforce to use Workday in their preferred language.
- Enable different regions and locales to configure their own rules through the Business Process Framework with no impact to other geographies while still maintaining global visibility throughout the organization.
- Configure local travel and expense customs and rules—such as local allowances and per diems, vehicle mileage reimbursement schemes, and many global credit card formats.
- Leverage full multi-currency support for expense report transactions, reimbursements and accounting.
- Leverage support for recording and reporting Value Added Tax (VAT), enabling both reimbursable and non-reimbursable treatments.

**Fast and Efficient Settlement**
- Leverage the efficiencies of a single settlement engine to manage all payments generated across the entire organization for any purpose—such as payroll, supplier payments, credit card payments, employee reimbursements, and customer refunds.
- Easily integrate to an external Payroll or Accounts Payable system leveraging the Workday Integration Cloud.

The single settlement engine in Workday enables you to manage all incoming and outgoing payments in one place across your entire business. This unified infrastructure controls the financial inflows and outflows of your enterprise and gives you the analytic data you need to make informed decisions.
• **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 in to 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.

  • **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.

![Manager Budgetary Balance Report](image)

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 and for tracking financial operations, including comparison and consolidation reports. Accounting "workpaper" reports such as trial balance, ledger detail, 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 sources such as actuals, budgets, statistics, and headcount, into live multi-dimensional reports that users can format, drill down into, and act on 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. Furthermore, because Workday is a unified system, composite 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 subreports
- Create the report and perform column, row, and cell calculations like in spreadsheets
- 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 now 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.

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

**Workday Response:**

Unlike legacy ERP systems, Workday operates on a unified security model. 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 application layer of security, which IT and DBA personnel can bypass to access the data directly at the database level. This is not possible with Workday. Workday is an object-oriented in-memory system with an encrypted persistent data store. This ensures all access and changes are tracked and audited. This uniquely secure security model combined with Workday’s automatic ability to effective date and audit all data updates lowers the time and costs associated with governance and compliance and reduces overall security risk.
• **Mobile-enabled (not add-on technology)**

**Workday Response:**

Mobile features in Workday are focused on Employee and Manager self-service functionality with full access to all reporting via dashboards. As part of the standard service, Workday provides these mobile solutions:

- Workday for iPhone and Workday for iPad apps.
- Workday for Android app.
- Workday Mobile Web touch-optimized website for mobile browsers that support HTML 5.0.

You can also access the full HTML5 desktop application through mobile browsers on most tablets and smartphones using this URL pattern: `https://<workdayhost>/<tenantname>/login.html`.

• **Flexible business process configuration**

**Workday Response:**

Workflow has been around for years and delivered with applications since the 1990s, but it has always been treated as an afterthought – rarely integrated well and mostly unused by customers.

The traditional challenge with workflow is the complexity to setup and maintain workflow. Workday set its sights on addressing this challenge by deeply embedding business processes into our applications and by making them a part of a configurable framework that an HR or Financials user could both implement and maintain, with no programming required. Workday calls this the Business Process Framework (BPF). Additionally, Workday has tied Business Process Framework into both the organizational structure and our role-based security.

As a result, with Workday you only have to learn this one tool to understand how to configure all processes in the system. This dramatically cuts learning time and increases productivity of the functional users designing the processes. It also
enforces consistency across the system making it easier for end users to understand the process and also the status of their requests.

You can reorganize your organization top to bottom—hire, fire, or transfer managers or other workflow participants all without breaking our workflow or requiring costly re-customizations.

Perhaps no other feature in Workday is more important than Business Process Framework for enabling agility and provide true functional configuration.

This fully definitional facility is delivered pre-integrated to the business events in Workday, with more than 350 standard optimized configurations to kick-start any implementation. Most importantly, any process can be changed at any time – for any organizational unit.

Workday has also raised the bar on helping the ultimate users of workflow by supporting simplified inboxes for their work items, including click-through directly from email notifications. We have also tackled tougher challenges such as mass approvals for managers who get the same approval items multiple times (such as an annual merit increase approvals). We have included proxy/delegation that is integrated with audit and security so that delegated items can actually be worked by the person they are delegated to (security) and the system will proactively track who did the actual work (audit).

Workday business processes also allow additional flexibility, providing the capability to add additional approvers to process instances that are in flight without altering the underlying process definition.

- **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:**

  The Internet and other technology advances have greatly reduced the cost and challenges of doing business globally, making it possible for more companies of all sizes to operate worldwide. Companies 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:
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 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

- 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:**

See Workday response to each document below.
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.

Workday Response:

Workday Comment: No issue.

Potential Vendor: Workday, Inc.
Print Name: Randy Hendricks
Address: 6230 Stoneridge Mall Road
City, State, Zip: Pleasanton, CA 94588
Authorized signature: [Signature]
Date: September 10, 2015
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 Response:

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 Response:

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 Response:**

Workday Comment: Workday cannot agree to individual entity policies.

**Fingerprint & Background Checks**

**Workday Response:**

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
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
6230 Stoneridge Mall

City/State/Zip
Pleasanton, CA 94588

Telephone No.
925-951-9000

Fax No.
925-951-9001

Email address
Randy.hendricks@workday.com

Printed name
Randy Hendricks

Position with company
President, Education & Government

Authorized signature
Randy Hendricks
FEMA Standard Terms and Conditions Addendum for Contracts and Grants

Workday Response:

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

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 contractor 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.
Required Clauses for Federal Assistance provided by FTA

Workday Response:

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

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


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

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.


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.
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 applicable requirements 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**

Pursuant to certain state notice provisions the following public agencies and political subdivisions of the referenced public agencies are eligible to access the contract award made pursuant to this solicitation. Public agencies and political subdivisions are hereby given notice of the foregoing request for proposal for purposes of complying with the procedural requirement of said statutes:


Other States:  Cities, Towns, Villages, and Boroughs

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33 DUFUR SCHOOL DISTRICT NO.29  
34 ELKTON SCHOOL DISTRICT NO.34  
35 ESTACADA SCHOOL DISTRICT NO.108  
36 FOREST GROVE SCHOOL DISTRICT  
37 GASTON SCHOOL DISTRICT 511J  
38 GEN CONF OF SDA CHURCH WESTERN OR  
39 GLADSTONE SCHOOL DISTRICT  
40 GLENDALE SCHOOL DISTRICT  
41 GLIDE SCHOOL DISTRICT NO.12  
42 GRANTS PASS SCHOOL DISTRICT 7  
43 GREATER ALBANY PUBLIC SCHOOL DISTRICT  
44 GRESHAM-BARLOW SCHOOL DISTRICT  
45 HARNEY COUNTY SCHOOL DIST. NO.3  
46 HARNEY EDUCATION SERVICE DISTRICT  
47 HEAD START OF LANE COUNTY  
48 HERITAGE CHRISTIAN SCHOOL  
49 HIGH DESERT EDUCATION SERVICE DISTRICT  
50 HOOD RIVER COUNTY SCHOOL DISTRICT  
51 JACKSON CO SCHOOL DIST. NO.9  
52 JEFFERSON COUNTY SCHOOL DISTRICT 509-J  
53 JEFFERSON SCHOOL DISTRICT  
54 KLAMATH FALLS CITY SCHOOLS  
55 LA GRANDE SCHOOL DISTRICT  
56 LAKE OSWEGO SCHOOL DISTRICT 7J  
57 LANE COUNTY SCHOOL DISTRICT 4J  
58 LANE COUNTY SCHOOL DISTRICT 69  
59 LEBANON COMMUNITY SCHOOLS NO.9  
60 LINCOLN COUNTY SCHOOL DISTRICT  
61 LINN CO. SCHOOL DIST. 9SC - SCIO SD  
62 LOST RIVER JR/ SR HIGH SCHOOL  
63 LOWELL SCHOOL DISTRICT NO.71  
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65 McMinnville SCHOOL DISTRICT NO.40  
66 MEDFORD SCHOOL DISTRICT 549C  
67 MITCH CHARTER SCHOOL  
68 MOLALLA RIVER ACADEMY  
69 MOLALLA RIVER SCHOOL DISTRICT NO.35  
70 MONROE SCHOOL DISTRICT NO.1J  
71 MORROW COUNTY SCHOOL DISTRICT  
72 MT. ANGEL SCHOOL DISTRICT NO.91  
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74 MULTISENSORY LEARNING ACADEMY  
75 MULTINOMAH EDUCATION SERVICE DISTRICT  
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77 NEAH-KAH-NIE DISTRICT NO.56  
78 NESTUCCOA VALLEY SCHOOL DISTRICT NO.101  
79 NOBEL LEARNING COMMUNITIES  
80 NORTH BEND SCHOOL DISTRICT 13  
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82 NORTH SANTIAM SCHOOL DISTRICT 29J  
83 NORTH WASCO CITY SCHOOL DISTRICT 21 - CHENOWITH  
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86 ONTARIO MIDDLE SCHOOL  
87 OREGON TRAIL SCHOOL DISTRICT NO.46  
88 OUR LADY OF THE LAKE SCHOOL  
89 PHILOMATH SCHOOL DISTRICT  
90 PHOENIX-TALENT SCHOOL DISTRICT NO.4  
91 PORTLAND ADVENTIST ACADEMY  
92 PORTLAND JEWISH ACADEMY  
93 PORTLAND PUBLIC SCHOOLS  
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95 REDMOND SCHOOL DISTRICT  
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97 REYNOLDS SCHOOL DISTRICT  
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100 SALEM-KEIZER PUBLIC SCHOOLS  
101 SCAPPOOSE SCHOOL DISTRICT 1J  
102 SEASIDE SCHOOL DISTRICT 10  
103 SEVEN PEAKS SCHOOL  
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105 SILVER FALLS SCHOOL DISTRICT  
106 Siuslaw School District  
107 SOUTH COAST EDUCATION SERVICE DISTRICT  
108 SOUTH LANE SCHOOL DISTRICT 45J  
109 SOUTHERN OREGON EDUCATION SERVICE DISTRICT  
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3 HANAHU’OLI SCHOOL  
4 HAWAII TECHNOLOGY ACADEMY  
5 ISLAND SCHOOL  
6 KAMEHAMEHA SCHOOLS  
7 KE KULA O S. M. KAMAKAU  
8 MARYKNOLL SCHOOL  
9 PACIFIC BUDDHIST ACADEMY  

No. Nonprofit & Other  
1 211INFO  
2 ACUMENTRA HEALTH  
3 ADDICTIONS RECOVERY CENTER, INC  
4 ALLFOURONE/CRESTVIEW CONFERENCE CTR.  
5 ALVORD-TAYLOR INDEPENDENT LIVING SERVICES  
6 ALZHEIMERS NETWORK OF OREGON  
7 ASHLAND COMMUNITY HOSPITAL  
8 ATHENA LIBRARY FRIENDS ASSOCIATION  
9 BARLOW YOUTH FOOTBALL  
10 BAY AREA FIRST STEP, INC.  
11 BENTON HOSPICE SERVICE  
12 BETHEL CHURCH OF GOD  
13 BIRCH COMMUNITY SERVICES, INC.  
14 BLACLY LANE ELECTRIC COOPERATIVE  
15 BLIND ENTERPRISES OF OREGON  
16 BONNEVILLE ENVIRONMENTAL FOUNDATION  
17 BOYS AND GIRLS CLUBS OF PORTLAND METROPOLITAN AREA  
18 BROAD BASE PROGRAMS INC.  
19 CANBY FOURSQUARE CHURCH
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