


Customer	Alameda Unified School District
Date	10/02/2014
Reference	Client Issue Number: NA PO Number: 0325.01.003 PO
Scope	<p>Following discussions with Alameda Unified School District, the following features were identified as additional functionality to be added to the previously agreed upon scope of services under the Master Consulting Services engagement or any previous Statement of Work. This Project Order ("PO") describes the scope and authorizes WorkForce Software, LLC ("WorkForce") to perform the services described herein.</p> <p>Services, Functional Requirements, Scope, Timeline, or Assumptions</p> <p>The following features were requested by Alameda Unified School District:</p> <ul style="list-style-type: none"> • Add Personal Days for Administrators as they are now eligible for personal holidays. • Change Sick Days for Administrators <p>Work Required to Meet Functional Requirements:</p> <ul style="list-style-type: none"> • Configuration, Testing, and coordination will take approximately 36 hours. <p>Reason for Update:</p> <p>Alameda Unified School District and WFS have agreed to add this new functionality.</p> <p>Alternatives Considered and Rejected:</p> <ul style="list-style-type: none"> • None
Services Required	<p>The following encompasses the services to be delivered by Workforce under this PO:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Project Management <input checked="" type="checkbox"/> Requirements Analysis <input checked="" type="checkbox"/> Technical Installation Services <input checked="" type="checkbox"/> Software Configuration <input type="checkbox"/> Custom Report Development <input type="checkbox"/> Custom Documentation <input type="checkbox"/> Training <input checked="" type="checkbox"/> Test Plan Development or Testing Assistance <input type="checkbox"/> Product Enhancement <input type="checkbox"/> Other - Please Specify: _____ <p>To implement this change, WorkForce Software will engage various resources including but not limited to those entitled as Implementation Consultant, Application Consultant, and/or Project Manager.</p>
Impact	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Scope: Additional functionality added and removed <input checked="" type="checkbox"/> Schedule: Undetermined at this time. <input checked="" type="checkbox"/> Cost/Effort: There is additional cost associated to implement this change. <input type="checkbox"/> Quality: No impact on quality identified <input type="checkbox"/> Risk: There is no additional risk identified with this PO.

Costs	Cost to Implement the PO:			
	Item	Estimated Hours	Rate	Extended
	Estimated Professional Services	36	\$160	\$5,760
	Total Cost Estimate:			\$5,760
	The above cost represents a good faith estimate of costs to perform the changes described above. Actual costs may be higher or lower and will be charged on an actual basis as incurred.			
Travel and Expenses	No travel will be incurred in the execution of this work.			
Timeline	WorkForce Software will schedule work for this change order to a mutually agreeable date for both parties upon receipt of authorization from Customer.			
Terms and Conditions	This document when executed by the parties forms an amendment to the Statement of Work in effect between the Customer and WorkForce. The terms and conditions of the Statement of Work apply, unless stated otherwise within this document.			

ALAMEDA UNIFIED SCHOOL DISTRICT	WorkForce Software, LLC
Date: 11.12.2014	Date:
Signature: 	Signature:
Printed Name: Robert Clark	Printed Name:
Title: CPO	Title: