

**ORDER FORM****Customer:**City of University Park (TX)**Bill To:**Attention: Alicia Dorsey, Human Resources Dept.  
Address: 3800 University Boulevard, University  
Park, Texas 75205Phone: 214-987-5305Email: adorsey@uptexas.org**Quote Date:**3/29/17**Valid To:**6/30/17**Requested Service Date:**TBD**Initial Term:**Multi-year – 3/29/17 –  
9/30/19**Order Summary:**

<b><u>Line</u></b>	<b><u>Description<sup>1</sup></u></b>	<b><u>Annual Recurring Cost</u></b>	<b><u>Non-Recurring Cost</u></b>
1.0	Onboard (ON)		
1.1	Subscription License (Annual license is \$5,433.00)	\$13,582.50 (For 3/29/17 – 9/30/19)	
1.2	Setup and Implementation		\$1,500.00
1.3	Training		\$1,500.00
2.0	Insight (IN) - Renewal		
2.1	Subscription License (Annual license is \$6,586.00. Already paid through 6/30/17.)	\$14,635.55 (For 7/11/17 – 9/30/19)	
<b>Sub Total:</b>		<b>\$28,218.05</b>	<b>\$3,000.00</b>
<b>Order Total:</b>		<b>\$31,218.05</b>	

<sup>1</sup>More detailed descriptions of the licenses and/or services are contained in the order detail for each service, which are incorporated herein and made a part hereof by this reference.

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

Customer Support – Support shall be provided to the Customer both on-line and by telephone Monday – Friday, 6:00 AM – 6:00 PM PT (excluding NEOGOV holidays).

Product Upgrades to Licensed Software - Customer shall receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout.

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## **Order Detail**

### **1.0 NEOGOV Onboard (ON)**

#### **1.1 ON Subscription License**

The annual license for the NEOGOV Onboard Software includes the following:

- Electronic Employee File
- W4
- I9
- Configurable Workflow
- Task Manager
- Employee data upload
- Attachments
- Build your own onboarding forms\*

\*NEOGOV ON includes I9 and W4 standard forms that are updated by NEOGOV. Additional forms or form maintenance is available by NEOGOV Professional services at the following cost:

- Custom forms \$295 per form (Refers to forms with fillable PDF background image.)
- Dynamic Form \$195 per form (Refers to forms with no background image.)
- Updates to existing forms \$200 an hour

### **NEOGOV Setup and Implementation**

The following activities are conducted as part of the NEOGOV implementation:

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

### **NEOGOV Training**

NEOGOV training is available online (web-based, pre-built, content) unless otherwise proposed as included in the Order Form. All customers shall have full access to the associated training for the proposed platform.

NEOGOV's pre-built, online training consists of a series of web courses and hands-on exercises designed to introduce the standard features and functions. All training items may be used as reference material to conduct day-to-day activities. The pre-built, online training includes materials designed to allow Customer led training sessions.

**Order Form Terms and Conditions:**

The Customer agrees that the payment schedule is as follows:

**Provide all required software and licenses**

- One hundred percent (100%) of the 30 month license price (3/29/17 – 9/30/19) is payable within thirty (30) days of execution of this Order Form and Service Agreement. (\$28,218.04)

**Setup and Implementation**

- One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. (\$1,500.00)

**Training**

- One hundred percent (100%) of the non-recurring costs are to be paid to NEOGOV within thirty (30) days of the execution of this Order Form and Service Agreement. (\$1,500.00)

<u>Customer</u>	<u>NEOGOV, Inc.</u>
Signature: _____	Signature: _____
Print Name: Robbie Corder _____	Print Name: _____
City Manager	
Title: City of University Park _____	Title: _____
Date: _____	Date: _____