

**STATEMENT OF WORK:** XXX

Customer Reference:

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| **}** |
| **Billing Contact** | **Workiva Info** |
|  | Workiva Entity: |  |
| Ship To: |  | Address: |  |
| Bill To: |  |  |  |
|  | Legal / Contract: |  |
|  |  |  |
| **PO Reference #:**  |  | Invoicing: |  |
| SOW Start Date: |  |  |  |
| Offer Valid Through: |  | Sales: |  |
| Business Contact |  |  |  |
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| **Scoped Services Fees** |
| **Role** | **List Hourly Rate** | **Hourly Rate** | **Estimated Hours** | **Total Fees (Good Faith Estimate)** |
|  Consulting |  |  |  |  |  |
| **Total Estimate:** |  |
| **Payment Term for Scoped Services.** Customer will be invoiced for the Services on a monthly basis for hours completed. Payment is due thirty (30) days from receipt of invoice. If Customer fails to perform any payment obligations hereunder and such failure remains un-remedied for fifteen (15) days, Workiva may suspend its performance until payment is received. Any required travel time for Hourly Services shall be billed at one-half of the applicable Hourly Rate. Any expenses in addition to travel time are included in the Hourly Rate. |

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| **Fixed Fees Services** |
| **Product Name** | **Quantity** |  | **Fees** |
|  Custom Document Setup Hours (Greater than 80 hrs) |  |  |  |
|  | **Total** |  |
| **Payment Term for Fixed Fees**. Customer will be invoiced upon the Statement of Work Effective Date for the Fixed Fee Services and shall submit payment in accordance with the Agreement. |

**NOTES:**

**Effective Date:** This Statement of Work will be effective upon the latter of the two signatures below.

**Expiration:** Unless otherwise listed in the service(s) description,the earlier of one (1) year from the Effective Date or the completion of services herein. The performance of Services beyond one (1) year will be at Workiva’s discretion.

**Master Terms and Conditions: xxx**

**Additional Terms:** Any additional product descriptions not mentioned above and/or any additional terms apply to Workiva’s provision of Services under this Statement of Work, such terms will be set forth following the signature section of this Statement of Work.

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| **SIGNATURES** |
| **XXX**SIGNATURE: \s1\NAME: \n1\TITLE: \t1\DATE: \d1\ | **WORKIVA**SIGNATURE: \s4\NAME: Jill KlindtTITLE: Senior Vice President and Chief Financial OfficerDATE: \d4\ |

ADDITIONAL TERMS:

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| **SCOPED SERVICE(S)** |

Workiva will perform the following scoped Service(s) for Customer in accordance with their associated descriptions.

**Consulting:** https://www.workiva.com/consulting\_2303

**Summary Scope of project\***

1. Reports (Documents/Presentations) in scope\*\*
	1. \*Client Name\* Integrated Report - Document
	2. \*Client Name\* ESG Highlights - Presentation
	3. \*Client Name\* Materiality Report - Document
	4. KPI Protocol - Document
2. Framework indices / questionnaires / rating surveys in scope\*\*
	1. GRI content index - Document
	2. SASB content index - Document
	3. WEF content index - Document
	4. SDG content index - Document
3. Data collection process
	1. Aggregated data level / input by data owners
	2. No source system connections to Workiva platform
	3. Status tracking of data collection process
4. Framework mapping to support the following frameworks/questionnaires/surveys
	1. GRI
	2. SASB
	3. SDG
	4. CDP
	5. TCFD
5. Workiva platform enablement and training
	1. Basic Workiva platform training (online learning hub)
	2. Document management and editing training
	3. Annual roll-forward documentation training
	4. Data model documentation and training
6. Project management

\*Further details on the activities and deliverables in scope for this implementation project that is summarize above are broken down below in the ‘deliverables and activities’’ sections.

\*\* Activities and deliverables related to reports (Documents / Presentations) are broken down under the ‘Fixed Fee’ header below

**Collaboration**

Workiva will work collaboratively with Client’s internal stakeholders for the project discovery, requirements gathering, planning and implementation of the solution. Client will provide the required information and guidance to the Workiva project team as required for the implementation of the solution.

Workiva and Client will work together to implement the solution based on Client’s files, input, comments, feedback and guidance.

Workiva will not provide legal recommendations or opinions in this project.

**Client responsibilities**

1. Provide a single point of contact for identification of key stakeholders, scheduling meetings, and collection/providing of required information to Workiva
2. Identification and involvement of the key stakeholders throughout the project life cycle and timeline
3. Review, provide feedback, and sign off the project plan draft provided by Workiva
4. Participate in regular meetings (e.g. status / discovery calls) scheduled by Workiva
5. Provide any additional files that are required for the implementation
6. Provide summary of ESG frameworks and listing of relevant data points to collect
7. Provide guidance on mapping of data collection sheets and framework items
8. Resolve the risks and issues that are related to the project escalated by Workiva
9. Grant Workiva the access to the environment to complete implement the solution
10. Test and validate the solution after the implementation is completed
11. Organize the participants for the training sessions

**Deliverables and activities**

1. Set up of data collection process
	1. Discovery session(s) to gather current materials. map process and discuss/validate future design
	2. Data collection is on a business unit level and data collection sheets will be set up to accommodate consolidated data provided by data owners
	3. Data collection sheets will be based on client provided collection sheets
	4. Workiva will apply best practice adjustments to these sheets
	5. Data collection processes will be embedded in a data model that allows for collected data to be associated with relevant framework items
2. Data collection status tracking
	1. Discovery session(s) to gather current materials, requirements and discuss/validate future design
3. Set up of Framework Mapping
	1. Discovery session(s) to gather current materials, requirements and discuss/validate future design
	2. Framework mapping will be based on client provided mapping files
	3. Workiva will apply best practice adjustments to the structure of this mapping
	4. Frameworks will be linked to the report outputs indices
	5. Workiva will enable the client team to establish ad hoc linkages from frameworks to output reports
	6. Workiva will set up a central fact book to accommodate detailed data breakdowns for key performance data - exact data points to be discussed in discovery sessions
4. Establishing source system connection(s) (PARTNER ONLY)
	1. Discovery session(s) to gather current materials, requirements and discuss/validate future design
	2. Data collected from source systems will first be manually uploaded to the Workiva platform in csv format - this manual process will later be replaced by the source system connection(s)
	3. This scope assumes that the Workiva platform will retrieve a data report from the source system through the connection
5. Platform training and enablement
	1. Best practice sharing
	2. Data model / roll-forward documentation
	3. Training and enablement
	4. 3rd party copywriter onboarding
	5. 3rd party design agency onboarding
6. Project management
	1. Workiva resourcing
	2. Project plan / status updates / weekly client calls
7. Services exclude
	1. Source system(s) integration/direct connectivity with Workiva platform

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| **FIXED FEE SERVICE(S)** |

Workiva will perform the following fixed fee Service(s) for Customer in accordance with their associated descriptions.

**Custom Document Setup Hours:** www.workiva.com/customdocsetup\_19176

**Reports / questionnaires / surveys in scope**

1. \*Client Name\* Integrated Report - Document
2. \*Client Name\* ESG Highlights - Presentation
3. GRI content index - Document
4. SASB content index - Document
5. WEF content index - Document
6. SDG content index - Document
7. KPI Protocol - Document
8. \*Client Name\* Materiality Report - Document

**Notes to fixed fee reports scope**

1. Setup services do not cover a full setup of prior year's report. We have agreed that Workiva will only set up the structure (i.e. section outline) of the reports in scope and train the client team to populate the sections with content during the reporting cycle. The following reports are an exception and will be set up in full:
	1. GRI content index - Document
	2. SASB content index - Document
	3. WEF content index - Document
	4. SDG content index - Document
2. Report will be maintained and rolled forward in Wdesk after implementation
3. Setup of report will be tailored to design considerations (i.e. brand guidelines and style guide)
4. Framework indices are not embedded in the integrated report

**Notes to all services in scope**

1. Workiva reserves the right to reevaluate the service delivery timelines and scope of document setup if source files are not provided in an editable format (.xlsx, .docx, .pptx).
2. Data collection sheet(s), Framework(s), Central Factbook and Output Reports shall be deemed accepted by the Customer within twenty-four (24) hours after delivery. Customer shall be responsible for maintaining the Central Factbook, data collection sheet(s) and Framework data points going forward.
3. Linking to reports outside the scope of this project will need to be completed by customer.
4. To facilitate the performance of work outlined in the scope of this Statement of Work (SOW), Workiva will utilize Aptara (an external resource) to complete the Custom Document Setup Services listed in this SOW. More information on the work practices and security policies of the designated external resource can be provided upon request. The Customer agrees to the use of Aptara in accordance with the subcontracting provisions of the Agreement. The Customer confirms that the Customer Data does not contain any personal identifiable information, and, in case that it does, Customer agrees to use Aptara as a Sub-Processor for the purpose of this SOW.