



Change Order Form

Client: Oklahoma City Municipal Facilities Authority

Project Name and Control Number: City of Oklahoma City Oracle ERP Cloud Project (OCMFA_IMP_05)

Requestor: Doug Dowler

Organization: Oklahoma City Municipal Facilities Authority (OCMFA)

Date of Request: 11/14/2023

Proposed Change(s) AND Reason/Justification for Change (Indicate Urgency Level)

Urgency Level: ☒ High ☐ Medium ☐ Low

Description of Changes

The Oklahoma City Municipal Facilities Authority (OCMFA) has extended the implementation of the ERP modules from January 2024 to March 2024. This change is due to greater complexity in converting projects and financial legacy data from multiple sources that require a higher level of solution architect personnel at a greater cost than was originally anticipated. The retrofit of Oracle Cloud (OC) payroll for the legacy PeopleSoft GL interface has required more time than was not in the original scope. Also, there has been a change in scope related to the state police pension system that is no longer providing monthly billing services that must be incorporated into the OC ERP system implementation.

OCMFA has requested an enhanced post-production support period. This will extend the duration of post-production support from 6 weeks to 6 months and include an elevated level of support services (100% resource dedication for 3 months and 50% resource dedication for the following 3 months).

This will allow Sierra-Cedar consulting services to continue extensive, legacy system development of ERP related data conversions loads, integrations, and reports.

Also, full implementation of EPM modules for fiscal year 2026 budget development to go-live on or about October 2024. The deployment of the five-year Capital Improvement Planning module of EPM has been aligned with the ERP implementation in March of 2024.

This Change Order is required to reflect the scope and cost of the modified schedule.

Impact of Cost/Milestones(s):

Impact on Personnel:

Sierra-Cedar EPM & ERP staff will be extended to support this effort in the EPM & ERP workstreams

Impact on Other Resources:

No impacts identified.

Impact on Schedule:

This change impacts the ERP and EPM go-live schedules. Full EPM go-live is expected to occur on or around October 2024. ERP is expected to go-live on or around March 2024. Extension of post-production support for ERP from 6 weeks to 6 months in duration.

Impact on Requirements:

ERP - Add additional conversions to support the production of 1099s for tax year 2025, Oracle Cloud payroll to PeopleSoft GL/AP integration, and state police pension billing.

Impact on Cost: The original cost estimate of \$3,465,085 for the ERP and EPM implementations will increase to \$5,641,663 for extending the ERP project from January 2024 to March 2024 (including six months of production support). This constitutes an increase of \$2,176,578. Work associated with this Change Order will be performed on a time & material basis billed according to the cadence identified in the SOW.

Assumptions / Risks

The following assumptions were used to develop this Change Order:

- Functional Assumptions
 - Significant change in approach to having SCI resources assist with providing most data extracts rather than total reliance on OCMFA staff.
 - No change to EPM functional/technical scope.
- Technical Assumptions
 - OCMFA will manage 3rd Party Vendors to produce timely inbound / outbound integrations during the system integration and/or UAT testing cycle.
- Project Management Assumptions
 - SC Functional leads will continue to provide conversion extracts on behalf of OCMFA, develop inbound/outbound interface and report specifications.
 - OCMFA will develop inbound integration processes based on SC specifications.
 - OCMFA to ramp up Organizational Readiness communications, kick off the ERP Change Network, and enlist additional OCMFA resources to support the creation of training materials

Alternatives to Proposed Change(s) (if any)

N/A

Summary of Total Impact of Change

Personnel: Sierra-Cedar EPM & ERP staff will be extended to support this effort in the EPM & ERP workstreams

Schedule: EPM go-live is expected to occur on or around October 2024. ERP go-live is expected to go-live on or around March 2024. Extension of post-production support for ERP from 6 weeks to 6 months in duration.

Requirements:

ERP - Add additional conversions to support the production of 1099s for tax year 2025, OC Payroll to PeopleSoft GL/AP integration, and state police pension billing integration

Cost: An estimated increase of \$2,176,578; work will continue on a time and material basis.



Change Order Request Required Approvals

Reviewer Name	Department	Decision	Date
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	

This Change Order shall constitute an amendment to the terms and conditions of the Statement of Work entitled: SOW – Oracle Cloud Applications Implementation.

A handwritten signature in black ink that reads "Kevin Bryant".

Sierra-Cedar Approval

Date 12-5-23

SEE ATTACHED SIGNATURE PAGE

Client Approval

Date _____

APPROVED by the Trustees and signed by the Chairman of The Oklahoma City
Municipal Facilities Authority this 16TH day of JANUARY, 2024.

ATTEST:

Amy K. Simpson
SECRETARY



David Holt
CHAIRMAN

Carol Sanett
ASSISTANT MUNICIPAL COUNSELOR



Change Order Form

Client: Oklahoma City Municipal Facilities Authority

Project Name and Control Number: City of Oklahoma City Oracle HCM Cloud Project

Requestor: Shelly Garretson

Organization: Oklahoma City Municipal Facilities Authority (OCMFA)

Date of Request: 7/28/2022

Proposed Change(s) AND Reason/Justification for Change (Indicate Urgency Level)

Urgency Level: ☒ High ☐ Medium ☐ Low

Description of Changes

The Oklahoma City Municipal Facilities Authority (City) has revised its Oracle HCM Cloud project go-live date to be 7/1/23 to better align with the deployment of the newly started Oracle ERP Cloud project. The City will deploy the Oracle Recruiting module and subsequent Worker configuration and conversion on 1/1/23. The City is requesting consulting services from Sierra-Cedar to support these two timelines.

Impact of Cost/Milestones(s):

Impact on Personnel:

No new personnel are required but all current Sierra-Cedar project team members will be extended to varying degrees.

Impact on Other Resources:

No impacts identified.

Impact on Schedule:

Oracle HCM Cloud go-live date is revised from 1/1/23 to 7/1/23. Oracle Recruiting go-live remains 1/1/23.

Impact on Requirements:

No new requirements will be incorporated into Oracle HCM Cloud project.

Impact on Cost: The estimated cost of the project will increase from \$2,568,705.00 to \$2,880,609, including \$89,600 in travel expenses, representing an increase of \$312,804. Work associated with this Change Order will be performed on a time & material basis billed according to the cadence identified in the SOW.



Prior Contract Value (Labor Only)	Actual Labor Cost Through June 2022	Estimated Labor Estimate July 2022 - July 1, 2023, and Production Support	Estimated Revised Labor Total	Variance	Travel Expense Budget	Total Revised Contract Value
\$2,478,205	\$951,334	\$1,839,675	\$2,791,009	\$312,804	\$89,600	\$2,880,609

Travel costs beyond those shown are not anticipated and are not included in the estimated increased cost.

Assumptions / Risks

The following assumptions were used to develop this Change Order:

- No additional Recruiting module scope is added to the project

Alternatives to Proposed Change(s) (if any)

N/A

Summary of Total Impact of Change

Personnel: Sierra-Cedar consulting team members will be extended to support the new timeline.

Other Resources: No impacts identified.

Schedule: Oracle HCM Cloud go-live date is revised from 1/1/23 to 7/1/23. Oracle Recruiting go-live remains 1/1/23.


Requirements: No new requirements will be incorporated into Oracle HCM Cloud project.

Cost: Estimated increased cost of \$312,804.00

Change Order Request Required Approvals

Reviewer Name	Department	Decision	Date
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
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This Change Order shall constitute an amendment to the terms and conditions of the Statement of Work entitled: SOW – Oracle Cloud Applications Implementation.



Sierra-Cedar Approval

Date 8-23-22



Stephen Fuller

Client Approval

Date 8/23/2022

Change Order Form

Client: Oklahoma City Municipal Facilities Authority

Project Name and Control Number: City of Oklahoma City Oracle HCM Cloud Project

Requestor: Shelly Garretson

Organization: Oklahoma City Municipal Facilities Authority (OCMFA)

Date of Request: 1/31/2022

Proposed Change(s) AND Reason/Justification for Change (Indicate Urgency Level)

Urgency Level: ☐ High ☒ Medium ☐ Low

Description of Changes

HR Help Desk Module: The Oklahoma City Municipal Facilities Authority has requested consulting services from Sierra-Cedar to implement the Oracle Cloud HR Help Desk module. This module was not part of the original Statement of Work. This Change Order is required to reflect the scope and cost of the investigative project. Ultimately, the module has been removed from scope, but this Change Order captures the effort expended on preliminary requirements gathering and design activities.

Career Development, Profile Management, Succession Management, and Talent Review Modules: The Oklahoma City Municipal Facilities Authority has requested consulting services from Sierra-Cedar to implement the Oracle Cloud Career Development, Profile Management, Succession Management, and Talent Review modules. These modules were not part of the original Statement of Work and require a Change Order to include in the scope of the project.

Integrations: The Oklahoma City Municipal Facilities Authority has requested consulting services from Sierra-Cedar to implement additional Oracle Cloud integrations that were not included in the original Statement of Work. This Change Order is required to include them in the scope of the project. Also, several integrations that were in the original SOW were removed from Scope. The dispensation of the impacted integrations is listed below.

- **Integrations Added to Scope**
 - American Fidelity – FSA Medical and Dependent Care
 - American Fidelity – All Voluntary Deductions
 - Cornerstone – Courses and Transcript Data
 - Cornerstone – User Demographic Data
 - Medicare Advantage – Retirement Report
 - United Way – Charitable Donations / Contributions
 - Pension Outbound – Job Data
 - Pension Outbound – Contribution Data
 - Skillsoft LMS – Courses
 - ADP – Garnishments
 - ADP – Employment Verification
 - ADP – Unemployment Claims Processing
- **Integrations Removed from Scope**
 - Trapeze – Employee demographic file
 - Blue Cross – Life Insurance
 - ERP Security – PeopleSoft Terminated Employees
 - BancFirst – ACH

- BancFirst – Positive Pay
- AmeriState – ACH
- AmeriState – Positive Pay

Impact of Cost/Milestones(s):

Impact on Personnel:

HR Help Desk Module: No additional staff members were required but Sierra-Cedar spent an additional 30 hours on the requirements and subsequent design effort. Those hours are included in this Change Order to reflect the work of the Lead HR / Benefits Consultant prior to this module being removed from scope.

Career Development, Profile Management, Succession Management, and Talent Review Modules: No additional staff members are required but an additional 1,672 hours are needed to implement these modules. The hours will be spent by the Functional Talent Management Consultant (onshore) and Talent Management Consultant (offshore).

Integrations: No additional staff members are required but an additional 680 hours are needed to complete the integrations. Those hours will be shared by the Technical Interface Lead, Functional Consultants (both onshore and offshore), and offshore Technical Developers.

Impact on Other Resources:

HR Help Desk Module: No impacts identified.

Career Development, Profile Management, Succession Management, and Talent Review Modules: No impacts identified.

Integrations: No impacts identified.

Impact on Schedule:

HR Help Desk Module: No impacts identified.

Career Development, Profile Management, Succession Management and Talent Review Modules: No impacts identified. The additional scope can be accommodated within the project schedule.

Integrations: No impacts identified. The additional scope can be accommodated within the project schedule.

Impact on Requirements:

HR Help Desk Module: No impacts identified. Initial requirements were identified and reviewed; design activities began but the City elected not to take follow up action.

Career Development, Profile Management, Succession Management, and Talent Review Modules: Additional requirements will need to be added to scope and a separate, small scale Design Confirmation session will be required.

Integrations: No impacts identified.

Impact on Cost: The estimated cost of the project will increase from \$2,187,150.00 to \$2,333,980.00 representing an increase of \$145,930.00. Additional travel costs are not anticipated and are not included in the estimated increased cost.

Assumptions / Risks

The following assumptions were used to develop this Change Order:

- Integrations added to scope are intended to be ready for deployment with the rest of the system. However, should the need arise, the City may deploy them after January 1, 2023.
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Alternatives to Proposed Change(s) (if any)

N/A

Summary of Total Impact of Change

Personnel: Additional hours for multiple members of the Sierra-Cedar consulting team but no additional staff required.

Other Resources: None identified.

Schedule: No impact as scope can be accommodated within the current project schedule.

Requirements: To be identified during the project akin to what was done with other modules.

Cost: Estimated increased cost of \$145,930.00

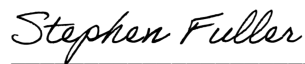
Change Order Request Required Approvals

Reviewer Name	Department	Decision	Date
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
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This Change Order shall constitute an amendment to the terms and conditions of the Statement of Work entitled: SOW – Oracle Cloud Applications Implementation.

Date 4-7-22

Sierra-Cedar Approval

Date 4-8-2022

Client Approval



Change Order Form

Client: Oklahoma City Municipal Facilities Authority

Project Name and Control Number: City of Oklahoma City Oracle HCM Cloud Project

Requestor: Shelly Garretson

Organization: Oklahoma City Municipal Facilities Authority (OCMFA)

Date of Request: 5/16/2022

Proposed Change(s) AND Reason/Justification for Change (Indicate Urgency Level)

Urgency Level: ☐ High ☒ Medium ☐ Low

Description of Changes

The Oklahoma City Municipal Facilities Authority has requested consulting services from Sierra-Cedar to incorporate the Oklahoma City Zoo (OKCZ) into the current HCM project. The effort to include OKCZ was not part of the original Statement of Work, and this Change Order is required to reflect the scope and cost to incorporate them into the project.

Impact of Cost/Milestones(s):

Impact on Personnel:

Additional Sierra-Cedar staff will be added to support this effort within the HR/Benefits and Payroll areas. Also, current Sierra-Cedar team members will absorb some of the additional hours into their existing work.

Impact on Other Resources:

No impacts identified.

Impact on Schedule:

No impacts identified.

Impact on Requirements:

New requirements will need to be defined for OKCZ HR, Benefits, Payroll and Recruiting business processes. Efforts to satisfy these requirements include design workshops, additional foundational configuration, module configuration, security updates, integration development, report development and testing support.

Impact on Cost: The estimated cost of the project will increase from \$2,333,980.00 to \$2,568,705.00 representing an increase of \$234,725.00. Work associated with this Change Order will be performed on a time & material basis billed according to the cadence identified in the SOW.

Task	Role	Rate	Estimated Hours	Estimated Total
Design and Configuration Effort	Onshore Functional Consultant	\$145	840	\$121,800.00
Security Edits	Technical Lead Consultant	\$145	60	\$8,700.00
Integration Design, Specification and Testing	Onshore Functional Consultant	\$145	65	\$9,425.00
Integration Development	Offshore Technical Consultant	\$40	50	\$2,000.00
Testing Support	Onshore Functional and Technical Lead Consultant	\$145	640	\$92,800.00
				\$234,725.00

Additional travel costs are not anticipated and are not included in the estimated increased cost.

Assumptions / Risks

The following assumptions were used to develop this Change Order:

- Functional Assumptions
 - The scope of this effort is limited to HR, Benefits, Payroll, and Recruiting (ORC) business processes. No other module functionality will be deployed in support of OKCZ.
 - No additional Descriptive Flex Fields or Personalizations are included.
 - Manager Self Service functionality will not be included in the project.
 - OKCZ will adopt the City's design of Employee Self Service.
 - OKCZ Positions will follow the existing City hierarchy.
 - OKCZ benefit plans will be used as general deductions only.
 - OKCZ staff will enter benefit election contacts in Oracle during UAT.
- Technical Assumptions
 - All OKCZ converted data will come from PeopleSoft. Otherwise, data will be manually entered.
 - Security efforts will be minimal and include two data roles – View All and Area of Responsibility.
 - Integration with OKCZ will be limited to incoming Kronos payable time and banking positive pay and ACH.
 - No OKCZ benefit vendor integration will be developed. OKCZ staff will make demographic, election data and contribution amount updates manually.
 - OKCZ will adopt the City's integration approach for both ADP and 457 Deferred Compensation.
 - OKCZ will require a separate paycheck and payslip. These will count towards Sierra-Cedar's allocation of report development responsibility.
 - The City and OKCZ will use the same EEO-4 report and related format.
- Project Management Assumptions
 - OKCZ team members will not participate in the City's SIT effort.
 - OKCZ SIT testing will occur during the City's UAT effort.
 - OKCZ will not have a formal Parallel Testing effort. Payroll validation will occur during OKCZ SIT testing.
 - OKCZ will be responsible for validating all payroll results.
 - No additional training materials will be created to support the OKCZ.



Alternatives to Proposed Change(s) (if any)

N/A

Summary of Total Impact of Change

Personnel: Additional team members and increased hours for multiple members of the Sierra-Cedar consulting team.

Other Resources: Two additional functional resources are required to satisfy the work in this Change Order.

Schedule: No impact as scope can be accommodated within the current project schedule.

Requirements: Requirements to be defined and controlled via the assumptions in this Change Order.

Cost: Estimated increased cost of \$234,725.00

Change Order Request Required Approvals

Reviewer Name	Department	Decision	Date
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		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
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This Change Order shall constitute an amendment to the terms and conditions of the Statement of Work entitled: SOW – Oracle Cloud Applications Implementation.

Jane Cogger
Sierra-Cedar Approval

Date 6-2-22

Stephen Fuller
Client Approval

Date 6/13/2022

Appendix B: Change Order Form

Client: Oklahoma City Municipal Facilities Authority

Project Name and Control Number: City of Oklahoma City Oracle HCM Cloud Project

Requestor: Stephen Fuller

Organization: Oklahoma City Municipal Facilities Authority (OCMFA)

Date of Request: 06/12/2023

Proposed Change(s) AND Reason/Justification for Change (Indicate Urgency Level)

Urgency Level: ☒ High ☐ Medium ☐ Low

Description of Change

OCMFA has increased the Oracle HCM Cloud project funding by \$263,000. This funding is added to cover post go-live support hours and related travel expenses for in July and August 2023. Further funding is required due to additional Sierra-Cedar consulting services being added to the project by OCMA to ensure readiness for the July 2023 HCM Oracle Cloud production cut-over

Impact of Cost/Milestones(s):

Impact on Personnel: No new personnel are required but all current Sierra-Cedar project team members will be extended to varying degrees.

Impact on Other Resources (e.g., CLIENT's hardware, infrastructure, etc.): No impacts identified.

Impact on Schedule: Provides funding for post go-live support through August 2023.

Impact on Requirements: No new requirements will be incorporated into Oracle HCM Cloud project.

Impact on Cost: The estimated cost of the project will increase from \$2,880,609.00 to \$3,143,609, including \$80,000 in travel expenses, representing an increase of \$236,000. Work associated with this Change Order will be performed on a time & material basis billed according to the cadence identified in the SOW.

Assumptions / Risks

None

Alternatives to Proposed Change(s) (if any)

Summary of Total Impact of Change

Personnel: No new personnel.

Other Resources: No impacts.

Schedule: Provides post go-live support funding through August 2023.



Requirements: No new requirements.

Cost: Estimated increase of \$263,000.

Change Order Request Required Approvals

Reviewer Name	Department	Decision	Date
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	

This Change Order shall constitute an amendment to the terms and conditions of the Statement of Work entitled: SOW – Oracle Cloud Applications Implementation.

Kevin Bryant

Date 6-16-23

Sierra-Cedar Approval

Stephen Fuller

Date 06/20/2023

CLIENT Approval

Appendix C: Change Order Form

Client: Oklahoma City Municipal Facilities Authority

Project Name and Control Number: City of Oklahoma City Oracle Cloud Payroll Post-Production Support

Requestor: Stephen Fuller

Organization: Oklahoma City Municipal Facilities Authority (OCMFA)

Date of Request: 09/12/2023

Proposed Change(s) AND Reason/Justification for Change (Indicate Urgency Level)

Urgency Level: ☒ High ☐ Medium ☐ Low

Description of Change

OCMFA would like to extend Oracle Cloud Payroll Post-Production Support services through October 2023. In addition, OCMFA would like to add a US Based Technical Developer to the support model.

Impact of Cost/Milestones(s):

Impact on Personnel: Extension of current support staff and addition of US Based Technical Developer.

Impact on Other Resources (e.g., CLIENT's hardware, infrastructure, etc.): No impacts identified.

Impact on Schedule: Extends SOW through October 2023.

Impact on Requirements: No new requirements.

Impact on Cost: Addition of 280 hours for Functional Consultants, 280 hours for US Based Technical Developer, and 1,000 hours for Offshore Technical Consultants.

Functional Consultants 380 x \$165 = \$62,700

US Based Technical Developer 240 x \$155 = \$37,200

Offshore Technical Consultants 1,000 x \$45 = \$45,000

Total Cost Impact – Estimated at \$144,900

Assumptions / Risks

None

Alternatives to Proposed Change(s) (if any)

Summary of Total Impact of Change

Personnel: Additional of US Based Technical Developer

Other Resources: No impacts.



Schedule: Extends support through October 2023

Requirements: No new requirements.

Cost: Estimated increase of \$144,900

Change Order Request Required Approvals

Reviewer Name	Department	Decision	Date
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	
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		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	

This Change Order shall constitute an amendment to the terms and conditions of the Statement of Work entitled: SOW – Oracle Cloud Applications Implementation.

Kevin Bryant
Sierra-Cedar Approval

Date 9-22-23

Stephen Fuller
CLIENT Approval

Date 09/28/2023



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

This Statement of Work ("**SOW**") is made as of August 1, 2023 ("**SOW Effective Date**") by and between Sierra-Cedar, LLC ("**Sierra-Cedar**") and Oklahoma City Municipal Facilities Authority ("**CLIENT**"). This SOW incorporates by reference the Master Services Agreement between the Parties ("**Agreement**"). **In the event of a conflict in terms between this SOW and the Agreement, the terms of this SOW shall prevail.** All capitalized terms not otherwise defined herein shall have the same meaning as in the Agreement. Any specification, design, user requirements document, installation checklist, etc., attached hereto and explicitly referenced herein shall be part of this SOW, provided such documents are in writing and signed by an authorized representative of each party. No terms, provisions, or conditions of any purchase order will have any effect on the obligations of the parties under or otherwise modify the Agreement or this SOW.

1. General Information:

Sierra-Cedar Account Executive	Name:	Chris Myers
	Address:	1255 Alderman Drive
	City/State/ZIP	Alpharetta, GA 30005
	Phone:	972-400-7261 or 678-385-7540
	Fax:	678-385-7541
	E-mail:	Chris.myers@sierra-cedar.com
CLIENT Project Manager	Name:	Stephen Fuller
	Address:	Information Technology Department 100 North Walker, Suite 600
	City/State/ZIP	Oklahoma City, OK 73102
	Phone:	405-297-3332
	E-mail:	Stephen.Fuller@okc.gov
CLIENT Billing Contact	Name:	Stephen Fuller
	Address:	Information Technology Department 100 North Walker, Suite 600
	City/State/ZIP	Oklahoma City, OK 73102
	Phone:	405-297-3332
	E-mail:	Stephen.Fuller@okc.gov
CLIENT Site at which Services are to be performed¹	Name:	Stephen Fuller
	Address:	Information Technology Department 100 North Walker, Suite 600
	City/State/ZIP	Oklahoma City, OK 73102
	Phone:	405-297-3332
	E-mail:	Stephen.Fuller@okc.gov

¹ Services may be performed at additional sites as may be mutually agreed upon by the Parties.



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

2. Services to Be Provided:

2.1 The services to be provided by Sierra-Cedar pursuant to this SOW are:

Sierra-Cedar will provide Oracle Cloud Functional Consultant and as needed Oracle Cloud Technical Developer(s) to work at the client's direction to support the following activities:

- Provide Functional Post-Production Support Services related to the Oracle Payroll Cloud Service including:
 - General Support as requested by Client
 - Knowledge Sharing
 - Payroll Costing
 - COLA
- Provide Technical Post-Production Support Services related to the Oracle Payroll Cloud Service including:
 - General Support as requested by Client
 - Benefits Integration
 - Costing Development
 - Pension Integration

2.2 Unless otherwise specified in this agreement or arranged with the assigned consultants, a standard workweek consists of four ten-hour days Monday through Thursday and excludes travel time.

3. Planned Consultant Resources:

Consultant Level	Name, if known	Estimated Hours	(\$) Hourly Rate per Consultant not including travel costs*	Estimated Costs
Oracle Cloud Functional Consultant	Krishna Subramanian (Primary)	250	\$165	\$41,250
Offshore Technical Consultant	Various	535	\$45	\$24,075
		785		\$65,325

*For on-site work, travel and expenses will be billed according to Sierra-Cedar's Travel and Expense policy per Attachment A to this SOW.

4. Additional CLIENT Obligations:

4.1 Client is responsible for overall project management.

4.2 CLIENT shall provide input, review, and participation during performance of the Services, including, without limitation, requirements gathering, design, working sessions, and day-to-day engagement tasks. CLIENT shall ensure that its employees make time available and provide Sierra-Cedar personnel access to key users and technical personnel within CLIENT's organization as it relates to the performance of Services.



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

- 4.3 CLIENT shall review and comment on draft materials prior to general publication in a timely manner.
- 4.4 CLIENT shall be responsible for informing Sierra-Cedar of any change control process required by CLIENT. Sierra-Cedar shall be entitled to rely on any change order given to it by CLIENT, regardless of the form of such change order. Although its use is not required for a CLIENT change order to be effective, a sample change order form is attached as Exhibit C.
- 4.5 CLIENT shall pay for the Services in the manner and within the amount of time agreed to by the Parties.

5. Fee Structure:

- 5.1 Provided CLIENT fulfills the CLIENT Obligations outlined herein, Sierra-Cedar shall provide CLIENT with the advice and consultation services outlined herein ("the Services") on a time and expense basis. Sierra-Cedar shall send twice monthly invoices to CLIENT, payment of which shall be due thirty days after the invoice date.
- 5.2 Sierra-Cedar does not accept payment by credit card or purchasing card.
- 5.3 If CLIENT requests Sierra-Cedar to submit information such as time records or invoices to a third party agency such as a vendor manager or payment manager, all costs associated with Sierra-Cedar's use of the third party agency shall be borne by CLIENT. Sierra-Cedar shall have no obligation to provide such third-party agency with confidential or personal information nor shall Sierra-Cedar's submission of information to the third party agency relieve CLIENT of any obligations hereunder.
- 5.4 To the extent, if any, that Sierra-Cedar has estimated the time or fees required to perform any services, these figures are based on averages of prior engagements and the preliminary information collected thus far from CLIENT. Sierra-Cedar does not guarantee such estimates.

6. Schedules, Exhibits, and Attachments: These terms are used interchangeably and refer to the following referenced documents. This SOW specifically excludes any document not referenced herein.

Reference	Description
A.	Sierra-Cedar Travel and Expense Billing Policy
B.	Sierra-Cedar Labor and Rates
C.	Sierra-Cedar Sample Change Order Forms



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

7. **Expiration of Offer:** The offer set forth in this SOW and in the Agreement is valid only through August 15, 2023. Unless Sierra-Cedar has waived expiration, if the SOW and the Agreement are not executed by such date, the offer is rescinded, and all terms are null and void.

The authorized representatives of the parties have signed this Statement of Work.

SIERRA-CEDAR, LLC

Sierra-Cedar, LLC

By: *Kevin Bryant*

Name: Kevin Bryant

Title: GM

Date: 8-9-23

CLIENT

Oklahoma City Municipal Facilities
Authority

By:

Stephen Fuller

Name: Stephen Fuller

Title: Enterprise Systems Program Manager

Date: 8-9-23



SIERRA-CEDAR TRAVEL AND EXPENSE BILLING POLICY

The following are Sierra-Cedar's policies for consultant travel and expenses:

Actual Costs:

All travel and living expenses (with the exception of per diem meal allowances) are billed at the actual costs incurred, with receipts for such costs retained by Sierra-Cedar in accord with IRS guidelines.

Airfare:

Client is responsible for the cost of round-trip coach airfare. Consultants purchase airline tickets as early as possible consistent with Client schedules in order to obtain a reasonable fare. Discounted fares are normally non-refundable. Client assumes the cost of any penalties due to cancellations as a result of Client's changes in consultants' schedules. Sierra-Cedar assumes the cost for any penalties arising from Sierra-Cedar requested schedule changes.

On international travel with flight time greater than seven hours, Client will be charged for a business class ticket unless other arrangements have been made in advance.

Lodging:

Consultants acquire lodging consistent with business travel rates for the area of Client's offices. Consultants use the lower of Sierra-Cedar's or Client's corporate rate at designated national brand hotels whenever possible.

Per Diem:

Meal expenses are calculated on a per diem basis using the allowed rate for a specific local or metropolitan area under the General Service Administration ("GSA") tables applicable to Federal employees traveling at government expense. GSA publishes Continental US (CONUS) per diem tables for each local or metropolitan area annually on October 1. The per diem rate includes all meals, meal tips, and incidental expenses. The per diem rate is prorated for partial days of travel away from home according to the GSA guidelines. Refer to the GSA website for per diem rates at www.gsa.gov/perdiem, and the meal per diem breakdown at www.gsa.gov/mie. Foreign Per Diem Rates can be found at http://aoprals.state.gov/web920/per_diem.asp.

Car Rental:

Car rental is for a four-door mid-sized car. Consultants attempt to share transportation whenever possible.

Taxis/Trains:

Client is billed for the cost of taxi, bus, shuttle, or train fare to Client's offices. Consultants attempt to use the most cost and time effective means for commuting to the Client's site.



EXHIBIT A

Parking/Tolls:

Client is billed for the cost of parking and tolls associated with transportation to and from the Client's site, as well as airport parking and mileage to and from the airport.

Mileage:

Mileage is billed at the current published IRS mileage rate.



EXHIBIT B

EXHIBIT B LABOR AND RATES

BILLABLE TIME POLICY

The following are Sierra-Cedar's policies with respect to consultant time billable to Client:

Hours Worked:

Consulting support is billed on a time and material basis, based on the actual hours worked on Client matters, whether performed onsite or offsite. Client matters exclude time devoted to submission of time and expense reports and similar internal administrative functions.

Consultants maintain a daily timesheet of all hours worked with a brief designation of the nature of work performed for that day. Hours are logged to the nearest quarter of an hour.

For ad hoc consulting engagements, in which a consultant is brought in for a one or two day assignment, a minimum of eight hours per day will be charged unless prior arrangements have been made for part time work.

International Travel:

For assignments in North America, including Canada and Mexico, Sierra-Cedar will bill Client a minimum of eight hours when travel is required. For assignments to South America and Europe, Sierra-Cedar will bill Client a minimum of 40 hours. For assignments to Asia, Africa, Antarctica, Australia, and New Zealand, Sierra-Cedar will bill Client a minimum of 65 hours.

Lunch Time:

Client will not be billed for consultants' lunch time, unless work or business is conducted during that time.

SIERRA-CEDAR STANDARD RATES & PAYMENT

Payment of any invoice sent by Sierra-Cedar shall be due 30 days after the invoice date. Invoices shall issue twice monthly. Sierra-Cedar's preference is to receive payment via ACH. It will provide ACH remittance information upon contract execution. If Client cannot pay via ACH, remittance shall be made to the address designated on the invoice or to the following lockbox address:

Sierra-Cedar, LLC
PO Box 402521
Atlanta, GA 30384-2521

Standard Hourly Rates change periodically based upon market conditions and other factors as determined by Sierra-Cedar. Sierra-Cedar services shall be invoiced at the rates specified pursuant to a given SOW or, if unspecified, at the Standard Hourly Rate then in effect. Current Standard Hourly Rates are set out in the table below. Sierra-Cedar agrees to provide a minimum of thirty days notice to Client of any change in the Standard Hourly Rate applicable to a Client project.

Sierra-Cedar Role/Service	2023 Rate Per hour*	2024 Rate Per hour*
Project Manager (US Based)	\$175	\$200
Organizational Readiness Consultant	\$165	\$170
Solution Architect	\$170	\$185
Functional Consultant (US based)	\$165	\$180
Functional Consultant (Offshore based)	\$45	\$55
Technical Lead (US Based)	\$165	\$180
Technical Developer (US Based)	\$155	\$160
Offshore Technical Developer (Offshore based)	\$45	\$55

*Hourly rates do not include any travel related expenses. If onsite work is performed, Sierra-Cedar will invoice for actual travel related expenses in addition to fees calculated by the hourly rates above. Rates beyond 2024 will be subject to COLA increases each calendar year.

Compensatory Tax – The parties acknowledge that temporary living reimbursements to Sierra-Cedar consultant(s) may be deemed compensatory under federal, state, and local tax laws if a consultant’s assignment in a particular location will exceed or has exceeded one year. Where reasonably possible, Sierra-Cedar will plan with Client to limit the duration of a consultant’s assignment in a particular location to less than one year. If Client’s requirements are such that it becomes necessary for a consultant’s services in a particular location to continue for a year or more and as a result such consultant’s living expenses are deemed compensatory for tax purposes, Client agrees to pay Sierra-Cedar the amount of additional compensation provided to such Sierra-Cedar personnel to compensate for taxes imposed therefor.

Travel Inflation Adjustment (applicable only to engagements with travel-inclusive rates) – On January 1 of each year during the life of this Agreement, Consultant shall be entitled to increase the travel component of fees payable under this Agreement by the effective increase in Consumer Price Index for All Urban Customers (“CPI-U”) for the 12 months ending November 30th of the prior year. Consultant shall provide not less than 30 days notice of such increase.

Inflation Adjustment (applicable only to engagements which do not have specific language regarding rate increases during the life of the Agreement) – On January 1 of each year during the life of this Agreement, Consultant shall be entitled to increase the fees payable under this Agreement by the effective increase in CPI-U for the 12 months ending November 30th of the prior year. Consultant shall provide not less than 30 days notice of such increase.

C.1 SIERRA-CEDAR SIMPLE CHANGE ORDER

DATE SUBMITTED: ____ / ____ / ____

MASTER SERVICE AGREEMENT
REFERENCE NUMBER:

Sierra-Cedar: ____

STATEMENT OF WORK REFERENCE
NUMBER:

Sierra-Cedar: ____

REQUEST SUBMITTED BY:

____, _____, Sierra-Cedar

CHANGE ORDER NARRATIVE:

THE PURPOSE OF THIS CHANGE ORDER IS:

THE IMPACT AND/OR COSTS ASSOCIATED WITH THIS CHANGE ORDER ARE ESTIMATED
AS FOLLOWS:

ATTACHMENTS, SCHEDULES OR TABLES:

This Change Order shall constitute an amendment to, and shall be deemed part of, the terms and conditions of the Statement of Work titled _____.

Expiration of Offer: The offer set forth in this Change Order is valid only through _____. Unless Sierra-Cedar has waived expiration, if the Change Order is not executed by both parties on or before such date, the offer is rescinded, and all terms are null and void.

The authorized representatives of the parties have signed this Change Order.

SIERRA-CEDAR, LLC

Sierra-Cedar, LLC

By: _____

Name: _____

Title: _____

Date: _____

CLIENT
[CLIENTFULLNAME]

By: _____

Name: _____

Title: _____

Date: _____



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT
Payroll Conversion Assistance

This Statement of Work ("**SOW**") is made as of December 5, 2022 ("**SOW Effective Date**") by and between Sierra-Cedar, LLC ("**Sierra-Cedar**") and **Oklahoma City Municipal Facilities Authority** ("**CLIENT**"). This SOW incorporates by reference the current Master Services Agreement between the Parties ("**Agreement**"). **In the event of a conflict in terms between this SOW and the Agreement, the terms of this SOW shall prevail.** All capitalized terms not otherwise defined herein shall have the same meaning as in the Agreement. Notwithstanding any language to the contrary contained therein, no terms, provisions, or conditions of any purchase order will have any effect on the obligations of the parties under or otherwise modify the Agreement or this SOW.

1. General Information:

Sierra-Cedar Account Executive	Name:	Chris Myers
	Address:	1255 Alderman Drive
	City/State/ZIP	Alpharetta, GA 30005
	Phone:	678-256-2335
	E-mail:	Chris.Myers@Sierra-Cedar.com
CLIENT Project Manager	Name:	Stephen Fuller
	Address:	Information Technology Department 100 North Walker, Suite 600
	City/State/ZIP	Oklahoma City, OK 73102
	Phone:	405-297-3332
	E-mail:	Stephen.Fuller@okc.gov
CLIENT Billing Contact	Name:	Stephen Fuller
	Address:	Information Technology Department 100 North Walker, Suite 600
	City/State/ZIP	Oklahoma City, OK 73102
	Phone:	405-297-3332
	E-mail:	Stephen.Fuller@okc.gov
CLIENT site where services are to be performed¹	Name:	Services will be performed remotely
	Address:	
	City/State/ZIP	
	Phone:	
	E-mail:	

¹ Services may be performed at additional sites as may be mutually agreed upon by the Parties.



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT
Payroll Conversion Assistance

2. Services to Be Provided:

2.1 The services to be provided by Sierra-Cedar pursuant to this SOW ("the Services") are: Sierra-Cedar will provide a PeopleSoft Technical Consultant to work at the client's direction to support the following activities:

- Assist with build of payroll balance conversion programs (and/or leverage existing code) in PeopleSoft to be loaded into the HCM Oracle cloud (to include crosswalk requirements)
- Assist CLIENT staff with identification of pre- and post-conversion validation requirements
- Assist with build of related reports and processes
- Provide technical development support as needed
- Assist with testing activities
- Assist with other related tasks as requested by CLIENT

2.2 The work outlined in this SOW will be performed on a part time basis as needed. The work is slated to begin on December 5, 2022 and continue through July 2023. The work is expected to be performed remotely. Any on-site work must be mutually agreed upon by both parties and scheduled in advance.

3. Planned Consultant Resources:

Position	Name, if known	Hourly Rate per Consultant*	Estimated Hours	Estimated Costs
PeopleSoft Technical Consultant	Yulin Kriz	\$145.00	1,200	\$174,000

*Travel expenses are not included in the hourly rate and will be billed at \$40/hour for a minimum of 40 hours per on-site visit.

4. Additional CLIENT Obligations:

4.1 Client is responsible for overall project management.

4.2 CLIENT shall provide input, review, and participation during performance of the Services, including, without limitation, requirements gathering, design, working sessions, and day-to-day engagement tasks. CLIENT shall ensure that its employees make time available and provide Sierra-Cedar personnel access to key users and technical personnel within CLIENT's organization as it relates to the performance of Services.

4.3 CLIENT shall review and comment on draft materials prior to general publication in a timely manner.



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT
Payroll Conversion Assistance

4.4 CLIENT shall be responsible for informing Sierra-Cedar of any change control process required by CLIENT. Sierra-Cedar shall be entitled to rely on any change order given to it by CLIENT, regardless of the form of such change order. Although its use is not required for a CLIENT change order to be effective, a sample change order form is attached as Exhibit C.

4.5 CLIENT shall pay for the Services in the manner and within the amount of time agreed to by the Parties.

5. Fee Structure:

5.1 Provided CLIENT fulfills the CLIENT Obligations outlined herein, Sierra-Cedar shall provide CLIENT the Services on a time and expense basis. Sierra-Cedar shall send twice monthly invoices to CLIENT, payment of which shall be due thirty days after the invoice date.

5.2 Sierra-Cedar does not accept payment by credit card or purchasing card.

5.3 If CLIENT requests Sierra-Cedar to submit information such as time records or invoices to a third-party agency such as a vendor manager or payment manager, all costs associated with Sierra-Cedar's use of the third-party agency shall be borne by CLIENT. Sierra-Cedar shall have no obligation to provide such third-party agency with confidential or personal information nor shall Sierra-Cedar's submission of information to the third-party agency relieve CLIENT of any obligations hereunder.

5.4 To the extent, if any, that Sierra-Cedar has estimated the time or fees required to perform any services, these figures are based on averages of prior engagements and the preliminary information collected thus far from CLIENT. Sierra-Cedar does not guarantee such estimates.

6. Exhibits: Exhibits to this SOW are listed below. This SOW specifically excludes any document not referenced herein.

Reference	Description
A.	Sierra-Cedar Labor and Rates
B.	Sierra-Cedar Sample Change Order Form
C.	Reserved
D.	Reserved
E.	Reserved
F.	Reserved



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT
Payroll Conversion Assistance

7. **Expiration of Offer:** Unless waived by Sierra-Cedar in writing, the offer set forth in this SOW is valid only through December 15, 2022, and in the event this SOW is not executed by such date, the offer is rescinded, and all terms are null and void.

Authorized representatives of the parties have signed this Statement of Work.

Sierra-Cedar, LLC

By: *Kevin Bryant*

Name: Kevin Bryant

Title: COO

Date: 12-7-22

Oklahoma City Municipal Facilities Authority

By: *Stephen Fuller*

Name: Stephen Fuller

Title: Enterprise Program Manager

Date: 12/8/2022

LABOR AND RATES**BILLABLE TIME POLICY**

The following are Sierra-Cedar's policies with respect to consultant time billable to Client:

Hours Worked:

Consulting support is billed on a time and expense basis, based on the actual hours worked on Client matters, whether performed onsite or offsite. Client matters exclude time devoted to submission of time and expense reports and similar internal administrative functions.

Consultants maintain a daily timesheet of all hours worked with a brief designation of the nature of work performed for that day. Hours are logged to the nearest quarter of an hour.

For ad hoc consulting engagements, in which a consultant is brought in for a one or two-day assignment, a minimum of eight hours per day will be charged unless prior arrangements have been made for part time work.

International Travel:

For assignments in North America, including Canada and Mexico, Sierra-Cedar will bill Client a minimum of eight hours when travel is required. For assignments to South America and Europe, Sierra-Cedar will bill Client a minimum of 40 hours. For assignments to Asia, Africa, Antarctica, Australia, and New Zealand, Sierra-Cedar will bill Client a minimum of 65 hours.

Lunch Time:

Client will not be billed for consultants' lunch time, unless work or business is conducted during that time.

SIERRA-CEDAR STANDARD RATES & PAYMENT

Payment of any invoice sent by Sierra-Cedar shall be due 30 days after the invoice date. Invoices shall issue twice monthly. Remittance shall be made to the address designated on the invoice or to the following lockbox address:

Sierra-Cedar, LLC
PO Box 402521
Atlanta, GA 30384-2521

Standard Hourly Rates change periodically based upon market conditions and other factors as determined by Sierra-Cedar. Sierra-Cedar services shall be invoiced at the

rates specified in the applicable SOW or, if unspecified, at the Standard Hourly Rate set out below. Sierra-Cedar agrees to provide a minimum of thirty days' notice to Client of any change in the Standard Hourly Rate applicable to a Client project.

Consultant Level	Support Level	Hourly Rate
Project Implementation Advisor	Senior	\$175.00
Functional Implementation Advisor	Senior	\$155.00
Technical Implementation Advisor	Senior	\$155.00

Compensatory Tax – The parties acknowledge that temporary living reimbursements to Sierra-Cedar consultant(s) may be deemed compensatory under federal, state, and local tax laws if a consultant's assignment in a particular location will exceed or has exceeded one year. Where reasonably possible, Sierra-Cedar will plan with Client to limit the duration of a consultant's assignment in a particular location to less than one year. If Client's requirements are such that it becomes necessary for a consultant's services in a particular location to continue for a year or more and as a result such consultant's living expenses are deemed compensatory for tax purposes, Client agrees to pay Sierra-Cedar the amount of additional compensation provided to such Sierra-Cedar personnel to compensate for taxes imposed therefor.

Travel Inflation Adjustment – On each anniversary of this Agreement, Consultant will review the Consumer Price Index published by the U.S. Department of Labor ("CPI") to determine whether adjustment to the travel component of fees payable under this Agreement is required. If the CPI has increased 5% or more since the last annual adjustment, Consultant shall be entitled to increase the travel component of fees payable under this Agreement by the same percentage as the CPI increase.

SIERRA-CEDAR SIMPLE CHANGE ORDER	
EFFECTIVE DATE: ____ / ____ / ____	
MASTER SERVICES AGREEMENT PARTIES	[INSERT CLIENT NAME] and Sierra-Cedar
STATEMENT OF WORK BEING MODIFIED	[INSERT NAME OF SOW AND DATE]
REQUEST SUBMITTED BY:	____, _____, Sierra-Cedar
CHANGE ORDER NARRATIVE:	
This Change Order shall constitute an amendment to, and shall be deemed part of, the terms and conditions of the Statement of Work titled _____, dated _____, 20__.	
THE PURPOSE OF THIS CHANGE ORDER IS:	
THE IMPACT AND/OR COSTS ASSOCIATED WITH THIS CHANGE ORDER ARE ESTIMATED AS FOLLOWS:	
ATTACHMENTS:	
Authorized representatives of the parties have signed this Change Order.	

Sierra-Cedar, LLC

By: _____

Name: _____

Title: _____

Date: _____

[CLIENTFULLNAME]

By: _____

Name: _____

Title: _____

Date: _____



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

This Statement of Work ("**SOW**") is made as of July 1, 2023 ("**SOW Effective Date**") by and between Sierra-Cedar, LLC ("**Sierra-Cedar**") and Oklahoma City Municipal Facilities Authority ("**CLIENT**"). This SOW incorporates by reference the Master Services Agreement between the Parties ("**Agreement**"). **In the event of a conflict in terms between this SOW and the Agreement, the terms of this SOW shall prevail.** All capitalized terms not otherwise defined herein shall have the same meaning as in the Agreement. Any specification, design, user requirements document, installation checklist, etc., attached hereto and explicitly referenced herein shall be part of this SOW, provided such documents are in writing and signed by an authorized representative of each party. No terms, provisions, or conditions of any purchase order will have any effect on the obligations of the parties under or otherwise modify the Agreement or this SOW.

1. General Information:

Sierra-Cedar Account Executive	Name:	Chris Myers
	Address:	1255 Alderman Drive
	City/State/ZIP	Alpharetta, GA 30005
	Phone:	972-400-7261 or 678-385-7540
	Fax:	678-385-7541
	E-mail:	Chris.myers@sierra-cedar.com
CLIENT Project Manager	Name:	Stephen Fuller
	Address:	Information Technology Department 100 North Walker, Suite 600
	City/State/ZIP	Oklahoma City, OK 73102
	Phone:	405-297-3332
	E-mail:	Stephen.Fuller@okc.gov
CLIENT Billing Contact	Name:	Stephen Fuller
	Address:	Information Technology Department 100 North Walker, Suite 600
	City/State/ZIP	Oklahoma City, OK 73102
	Phone:	405-297-3332
	E-mail:	Stephen.Fuller@okc.gov
CLIENT Site at which Services are to be performed¹	Name:	Stephen Fuller
	Address:	Information Technology Department 100 North Walker, Suite 600
	City/State/ZIP	Oklahoma City, OK 73102
	Phone:	405-297-3332
	E-mail:	Stephen.Fuller@okc.gov

¹ Services may be performed at additional sites as may be mutually agreed upon by the Parties.



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

2. Services to Be Provided:

2.1 The services to be provided by Sierra-Cedar pursuant to this SOW are:

Sierra-Cedar will provide Oracle Cloud Functional Consultant and as needed Oracle Cloud Technical Developer(s) to work at the client's direction to support the following activities:

- Lead design workshops to gather client requirements for implementation of Oracle Recruiting Booster Cloud module and document workshop notes/action items.
- Provide Requirements Traceability Matrix and updated project timeline after completion of design workshops.
- Assist with configuration of Oracle Recruiting Booster Cloud
- Assist with development of functional system design document related to the Oracle Recruiting Booster Cloud module
- Provide technical development support as needed (Technical Consultant)
- Provide knowledge transfer on the Oracle Recruiting Booster Cloud module
- Assist with testing activities
- Provide training on the Oracle Recruiting Booster Cloud module as requested by client

2.2 Unless otherwise specified in this agreement or arranged with the assigned consultants, a standard workweek consists of four ten-hour days Monday through Thursday and excludes travel time.

3. Planned Consultant Resources:

<i>Consultant Level</i>	<i>Name, if known</i>	<i>(\$) Hourly Rate per Consultant not including travel costs</i>
Oracle Cloud Functional Consultant		\$165
Offshore Technical Consultant		\$45

4. Additional CLIENT Obligations:

4.1 Client is responsible for overall project management.

4.2 CLIENT shall provide input, review, and participation during performance of the Services, including, without limitation, requirements gathering, design, working sessions, and day-to-day engagement tasks. CLIENT shall ensure that its employees make time available and provide Sierra-Cedar personnel access to key users and technical personnel within CLIENT's organization as it relates to the performance of Services.

4.3 CLIENT shall review and comment on draft materials prior to general publication in a timely manner.



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

4.4 CLIENT shall be responsible for informing Sierra-Cedar of any change control process required by CLIENT. Sierra-Cedar shall be entitled to rely on any change order given to it by CLIENT, regardless of the form of such change order. Although its use is not required for a CLIENT change order to be effective, a sample change order form is attached as Exhibit C.

4.5 CLIENT shall pay for the Services in the manner and within the amount of time agreed to by the Parties.

5. Fee Structure:

5.1 Provided CLIENT fulfills the CLIENT Obligations outlined herein, Sierra-Cedar shall provide CLIENT with the advice and consultation services outlined herein ("the Services") on a time and expense basis. Sierra-Cedar shall send twice monthly invoices to CLIENT, payment of which shall be due thirty days after the invoice date.

5.2 Sierra-Cedar does not accept payment by credit card or purchasing card.

5.3 If CLIENT requests Sierra-Cedar to submit information such as time records or invoices to a third party agency such as a vendor manager or payment manager, all costs associated with Sierra-Cedar's use of the third party agency shall be borne by CLIENT. Sierra-Cedar shall have no obligation to provide such third-party agency with confidential or personal information nor shall Sierra-Cedar's submission of information to the third party agency relieve CLIENT of any obligations hereunder.

5.4 To the extent, if any, that Sierra-Cedar has estimated the time or fees required to perform any services, these figures are based on averages of prior engagements and the preliminary information collected thus far from CLIENT. Sierra-Cedar does not guarantee such estimates.

6. Schedules, Exhibits, and Attachments: These terms are used interchangeably and refer to the following referenced documents. This SOW specifically excludes any document not referenced herein.

Reference	Description
A.	Sierra-Cedar Travel and Expense Billing Policy
B.	Sierra-Cedar Labor and Rates
C.	Sierra-Cedar Sample Change Order Forms



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

7. **Expiration of Offer:** The offer set forth in this SOW and in the Agreement is valid only through July 21, 2023. Unless Sierra-Cedar has waived expiration, if the SOW and the Agreement are not executed by such date, the offer is rescinded, and all terms are null and void.

The authorized representatives of the parties have signed this Statement of Work.

SIERRA-CEDAR, LLC

Sierra-Cedar, LLC

By: Kevin Bryant

Name: Kevin Bryant

Title: GM

Date: 7-12-23

CLIENT

Oklahoma City Municipal Facilities
Authority

By: Stephen Fuller

Name: Stephen Fuller

Title: Enterprise Systems Program Manager

Date: 7-12-23



SIERRA-CEDAR TRAVEL AND EXPENSE BILLING POLICY

The following are Sierra-Cedar's policies for consultant travel and expenses:

Actual Costs:

All travel and living expenses (with the exception of per diem meal allowances) are billed at the actual costs incurred, with receipts for such costs retained by Sierra-Cedar in accord with IRS guidelines.

Airfare:

Client is responsible for the cost of round-trip coach airfare. Consultants purchase airline tickets as early as possible consistent with Client schedules in order to obtain a reasonable fare. Discounted fares are normally non-refundable. Client assumes the cost of any penalties due to cancellations as a result of Client's changes in consultants' schedules. Sierra-Cedar assumes the cost for any penalties arising from Sierra-Cedar requested schedule changes.

On international travel with flight time greater than seven hours, Client will be charged for a business class ticket unless other arrangements have been made in advance.

Lodging:

Consultants acquire lodging consistent with business travel rates for the area of Client's offices. Consultants use the lower of Sierra-Cedar's or Client's corporate rate at designated national brand hotels whenever possible.

Per Diem:

Meal expenses are calculated on a per diem basis using the allowed rate for a specific local or metropolitan area under the General Service Administration ("GSA") tables applicable to Federal employees traveling at government expense. GSA publishes Continental US (CONUS) per diem tables for each local or metropolitan area annually on October 1. The per diem rate includes all meals, meal tips, and incidental expenses. The per diem rate is prorated for partial days of travel away from home according to the GSA guidelines. Refer to the GSA website for per diem rates at www.gsa.gov/perdiem, and the meal per diem breakdown at www.gsa.gov/mie. Foreign Per Diem Rates can be found at http://aoprals.state.gov/web920/per_diem.asp.

Car Rental:

Car rental is for a four-door mid-sized car. Consultants attempt to share transportation whenever possible.

Taxis/Trains:

Client is billed for the cost of taxi, bus, shuttle, or train fare to Client's offices. Consultants attempt to use the most cost and time effective means for commuting to the Client's site.



EXHIBIT A

Parking/Tolls:

Client is billed for the cost of parking and tolls associated with transportation to and from the Client's site, as well as airport parking and mileage to and from the airport.

Mileage:

Mileage is billed at the current published IRS mileage rate.



EXHIBIT B

EXHIBIT B LABOR AND RATES

BILLABLE TIME POLICY

The following are Sierra-Cedar's policies with respect to consultant time billable to Client:

Hours Worked:

Consulting support is billed on a time and material basis, based on the actual hours worked on Client matters, whether performed onsite or offsite. Client matters exclude time devoted to submission of time and expense reports and similar internal administrative functions.

Consultants maintain a daily timesheet of all hours worked with a brief designation of the nature of work performed for that day. Hours are logged to the nearest quarter of an hour.

For ad hoc consulting engagements, in which a consultant is brought in for a one or two day assignment, a minimum of eight hours per day will be charged unless prior arrangements have been made for part time work.

International Travel:

For assignments in North America, including Canada and Mexico, Sierra-Cedar will bill Client a minimum of eight hours when travel is required. For assignments to South America and Europe, Sierra-Cedar will bill Client a minimum of 40 hours. For assignments to Asia, Africa, Antarctica, Australia, and New Zealand, Sierra-Cedar will bill Client a minimum of 65 hours.

Lunch Time:

Client will not be billed for consultants' lunch time, unless work or business is conducted during that time.

SIERRA-CEDAR STANDARD RATES & PAYMENT

Payment of any invoice sent by Sierra-Cedar shall be due 30 days after the invoice date. Invoices shall issue twice monthly. Sierra-Cedar's preference is to receive payment via ACH. It will provide ACH remittance information upon contract execution. If Client cannot pay via ACH, remittance shall be made to the address designated on the invoice or to the following lockbox address:

Sierra-Cedar, LLC
PO Box 402521
Atlanta, GA 30384-2521

Standard Hourly Rates change periodically based upon market conditions and other factors as determined by Sierra-Cedar. Sierra-Cedar services shall be invoiced at the rates specified pursuant to a given SOW or, if unspecified, at the Standard Hourly Rate then in effect. Current Standard Hourly Rates are set out in the table below. Sierra-Cedar agrees to provide a minimum of thirty days notice to Client of any change in the Standard Hourly Rate applicable to a Client project.

Sierra-Cedar Role/Service	2023 Rate Per hour*	2024 Rate Per hour*
Project Manager (US Based)	\$175	\$200
Organizational Readiness Consultant	\$165	\$170
Solution Architect	\$170	\$185
Functional Consultant (US based)	\$165	\$180
Functional Consultant (Offshore based)	\$45	\$55
Technical Lead (US Based)	\$165	\$180
Technical Developer (US Based)	\$155	\$160
Offshore Technical Developer (Offshore based)	\$45	\$55

*Hourly rates do not include any travel related expenses. If onsite work is performed, Sierra-Cedar will invoice for actual travel related expenses in addition to fees calculated by the hourly rates above. Rates beyond 2024 will be subject to COLA increases each calendar year.

Compensatory Tax – The parties acknowledge that temporary living reimbursements to Sierra-Cedar consultant(s) may be deemed compensatory under federal, state, and local tax laws if a consultant’s assignment in a particular location will exceed or has exceeded one year. Where reasonably possible, Sierra-Cedar will plan with Client to limit the duration of a consultant’s assignment in a particular location to less than one year. If Client’s requirements are such that it becomes necessary for a consultant’s services in a particular location to continue for a year or more and as a result such consultant’s living expenses are deemed compensatory for tax purposes, Client agrees to pay Sierra-Cedar the amount of additional compensation provided to such Sierra-Cedar personnel to compensate for taxes imposed therefor.

Travel Inflation Adjustment (applicable only to engagements with travel-inclusive rates) – On January 1 of each year during the life of this Agreement, Consultant shall be entitled to increase the travel component of fees payable under this Agreement by the effective increase in Consumer Price Index for All Urban Customers (“CPI-U”) for the 12 months ending November 30th of the prior year. Consultant shall provide not less than 30 days notice of such increase.

Inflation Adjustment (applicable only to engagements which do not have specific language regarding rate increases during the life of the Agreement) – On January 1 of each year during the life of this Agreement, Consultant shall be entitled to increase the fees payable under this Agreement by the effective increase in CPI-U for the 12 months ending November 30th of the prior year. Consultant shall provide not less than 30 days notice of such increase.

C.1 SIERRA-CEDAR SIMPLE CHANGE ORDER

DATE SUBMITTED: ____ / ____ / ____

MASTER SERVICE AGREEMENT
REFERENCE NUMBER:

Sierra-Cedar: ____

STATEMENT OF WORK REFERENCE
NUMBER:

Sierra-Cedar: ____

REQUEST SUBMITTED BY:

____, _____, Sierra-Cedar

CHANGE ORDER NARRATIVE:

THE PURPOSE OF THIS CHANGE ORDER IS:

THE IMPACT AND/OR COSTS ASSOCIATED WITH THIS CHANGE ORDER ARE ESTIMATED
AS FOLLOWS:

ATTACHMENTS, SCHEDULES OR TABLES:

This Change Order shall constitute an amendment to, and shall be deemed part of, the terms and conditions of the Statement of Work titled _____.

Expiration of Offer: The offer set forth in this Change Order is valid only through _____. Unless Sierra-Cedar has waived expiration, if the Change Order is not executed by both parties on or before such date, the offer is rescinded, and all terms are null and void.

The authorized representatives of the parties have signed this Change Order.

SIERRA-CEDAR, LLC

Sierra-Cedar, LLC

By: _____

Name: _____

Title: _____

Date: _____

CLIENT
[CLIENTFULLNAME]

By: _____

Name: _____

Title: _____

Date: _____



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

This Statement of Work ("**SOW**") is made as of July 1, 2023 ("**SOW Effective Date**") by and between Sierra-Cedar, LLC ("**Sierra-Cedar**") and Oklahoma City Municipal Facilities Authority ("**CLIENT**"). This SOW incorporates by reference the Master Services Agreement between the Parties ("**Agreement**"). **In the event of a conflict in terms between this SOW and the Agreement, the terms of this SOW shall prevail.** All capitalized terms not otherwise defined herein shall have the same meaning as in the Agreement. Any specification, design, user requirements document, installation checklist, etc., attached hereto and explicitly referenced herein shall be part of this SOW, provided such documents are in writing and signed by an authorized representative of each party. No terms, provisions, or conditions of any purchase order will have any effect on the obligations of the parties under or otherwise modify the Agreement or this SOW.

1. General Information:

Sierra-Cedar Account Executive	Name:	Chris Myers
	Address:	1255 Alderman Drive
	City/State/ZIP	Alpharetta, GA 30005
	Phone:	972-400-7261 or 678-385-7540
	Fax:	678-385-7541
	E-mail:	Chris.myers@sierra-cedar.com
CLIENT Project Manager	Name:	Stephen Fuller
	Address:	Information Technology Department 100 North Walker, Suite 600
	City/State/ZIP	Oklahoma City, OK 73102
	Phone:	405-297-3332
	E-mail:	Stephen.Fuller@okc.gov
CLIENT Billing Contact	Name:	Stephen Fuller
	Address:	Information Technology Department 100 North Walker, Suite 600
	City/State/ZIP	Oklahoma City, OK 73102
	Phone:	405-297-3332
	E-mail:	Stephen.Fuller@okc.gov
CLIENT Site at which Services are to be performed¹	Name:	Stephen Fuller
	Address:	Information Technology Department 100 North Walker, Suite 600
	City/State/ZIP	Oklahoma City, OK 73102
	Phone:	405-297-3332
	E-mail:	Stephen.Fuller@okc.gov

¹ Services may be performed at additional sites as may be mutually agreed upon by the Parties.



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

2. Services to Be Provided:

2.1 The services to be provided by Sierra-Cedar pursuant to this SOW are:

Sierra-Cedar will provide Oracle Cloud Functional Consultant and as needed Oracle Cloud Technical Developer(s) to work at the client's direction to support the following activities:

- Lead design workshops to gather client requirements for implementation of Oracle Workforce Compensation Cloud module and document workshop notes/action items.
- Provide Requirements Traceability Matrix and updated project timeline after completion of design workshops.
- Assist with configuration of Oracle Workforce Compensation Cloud
- Assist with development of functional system design document related to the Oracle Workforce Compensation Cloud module
- Provide technical development support as needed (Technical Consultant)
- Provide knowledge transfer on the Oracle Workforce Compensation Cloud module
- Assist with testing activities
- Provide training on the Oracle Workforce Compensation Cloud module as requested by client

2.2 Unless otherwise specified in this agreement or arranged with the assigned consultants, a standard workweek consists of four ten-hour days Monday through Thursday and excludes travel time.

3. Planned Consultant Resources:

<i>Consultant Level</i>	<i>Name, if known</i>	<i>(\$) Hourly Rate per Consultant not including travel costs</i>
Oracle Cloud Functional Consultant		\$165
Offshore Technical Consultant		\$45

4. Additional CLIENT Obligations:

4.1 Client is responsible for overall project management.

4.2 CLIENT shall provide input, review, and participation during performance of the Services, including, without limitation, requirements gathering, design, working sessions, and day-to-day engagement tasks. CLIENT shall ensure that its employees make time available and provide Sierra-Cedar personnel access to key users and technical personnel within CLIENT's organization as it relates to the performance of Services.

4.3 CLIENT shall review and comment on draft materials prior to general publication in a timely manner.



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

4.4 CLIENT shall be responsible for informing Sierra-Cedar of any change control process required by CLIENT. Sierra-Cedar shall be entitled to rely on any change order given to it by CLIENT, regardless of the form of such change order. Although its use is not required for a CLIENT change order to be effective, a sample change order form is attached as Exhibit C.

4.5 CLIENT shall pay for the Services in the manner and within the amount of time agreed to by the Parties.

5. Fee Structure:

5.1 Provided CLIENT fulfills the CLIENT Obligations outlined herein, Sierra-Cedar shall provide CLIENT with the advice and consultation services outlined herein ("the Services") on a time and expense basis. Sierra-Cedar shall send twice monthly invoices to CLIENT, payment of which shall be due thirty days after the invoice date.

5.2 Sierra-Cedar does not accept payment by credit card or purchasing card.

5.3 If CLIENT requests Sierra-Cedar to submit information such as time records or invoices to a third party agency such as a vendor manager or payment manager, all costs associated with Sierra-Cedar's use of the third party agency shall be borne by CLIENT. Sierra-Cedar shall have no obligation to provide such third-party agency with confidential or personal information nor shall Sierra-Cedar's submission of information to the third party agency relieve CLIENT of any obligations hereunder.

5.4 To the extent, if any, that Sierra-Cedar has estimated the time or fees required to perform any services, these figures are based on averages of prior engagements and the preliminary information collected thus far from CLIENT. Sierra-Cedar does not guarantee such estimates.

6. Schedules, Exhibits, and Attachments: These terms are used interchangeably and refer to the following referenced documents. This SOW specifically excludes any document not referenced herein.

Reference	Description
A.	Sierra-Cedar Travel and Expense Billing Policy
B.	Sierra-Cedar Labor and Rates
C.	Sierra-Cedar Sample Change Order Forms



STATEMENT OF WORK TO THE MASTER SERVICES AGREEMENT

7. **Expiration of Offer:** The offer set forth in this SOW and in the Agreement is valid only through July 21, 2023. Unless Sierra-Cedar has waived expiration, if the SOW and the Agreement are not executed by such date, the offer is rescinded, and all terms are null and void.

The authorized representatives of the parties have signed this Statement of Work.

SIERRA-CEDAR, LLC

Sierra-Cedar, LLC

By: Kevin Bryant

Name: Kevin Bryant

Title: GM

Date: 7-12-23

CLIENT

Oklahoma City Municipal Facilities
Authority

By: Stephen Fuller

Name: Stephen Fuller

Title: Enterprise Systems Program Manager

Date: 7-12-23



SIERRA-CEDAR TRAVEL AND EXPENSE BILLING POLICY

The following are Sierra-Cedar's policies for consultant travel and expenses:

Actual Costs:

All travel and living expenses (with the exception of per diem meal allowances) are billed at the actual costs incurred, with receipts for such costs retained by Sierra-Cedar in accord with IRS guidelines.

Airfare:

Client is responsible for the cost of round-trip coach airfare. Consultants purchase airline tickets as early as possible consistent with Client schedules in order to obtain a reasonable fare. Discounted fares are normally non-refundable. Client assumes the cost of any penalties due to cancellations as a result of Client's changes in consultants' schedules. Sierra-Cedar assumes the cost for any penalties arising from Sierra-Cedar requested schedule changes.

On international travel with flight time greater than seven hours, Client will be charged for a business class ticket unless other arrangements have been made in advance.

Lodging:

Consultants acquire lodging consistent with business travel rates for the area of Client's offices. Consultants use the lower of Sierra-Cedar's or Client's corporate rate at designated national brand hotels whenever possible.

Per Diem:

Meal expenses are calculated on a per diem basis using the allowed rate for a specific local or metropolitan area under the General Service Administration ("GSA") tables applicable to Federal employees traveling at government expense. GSA publishes Continental US (CONUS) per diem tables for each local or metropolitan area annually on October 1. The per diem rate includes all meals, meal tips, and incidental expenses. The per diem rate is prorated for partial days of travel away from home according to the GSA guidelines. Refer to the GSA website for per diem rates at www.gsa.gov/perdiem, and the meal per diem breakdown at www.gsa.gov/mie. Foreign Per Diem Rates can be found at http://aoprals.state.gov/web920/per_diem.asp.

Car Rental:

Car rental is for a four-door mid-sized car. Consultants attempt to share transportation whenever possible.

Taxis/Trains:

Client is billed for the cost of taxi, bus, shuttle, or train fare to Client's offices. Consultants attempt to use the most cost and time effective means for commuting to the Client's site.



EXHIBIT A

Parking/Tolls:

Client is billed for the cost of parking and tolls associated with transportation to and from the Client's site, as well as airport parking and mileage to and from the airport.

Mileage:

Mileage is billed at the current published IRS mileage rate.



EXHIBIT B

EXHIBIT B LABOR AND RATES

BILLABLE TIME POLICY

The following are Sierra-Cedar's policies with respect to consultant time billable to Client:

Hours Worked:

Consulting support is billed on a time and material basis, based on the actual hours worked on Client matters, whether performed onsite or offsite. Client matters exclude time devoted to submission of time and expense reports and similar internal administrative functions.

Consultants maintain a daily timesheet of all hours worked with a brief designation of the nature of work performed for that day. Hours are logged to the nearest quarter of an hour.

For ad hoc consulting engagements, in which a consultant is brought in for a one or two day assignment, a minimum of eight hours per day will be charged unless prior arrangements have been made for part time work.

International Travel:

For assignments in North America, including Canada and Mexico, Sierra-Cedar will bill Client a minimum of eight hours when travel is required. For assignments to South America and Europe, Sierra-Cedar will bill Client a minimum of 40 hours. For assignments to Asia, Africa, Antarctica, Australia, and New Zealand, Sierra-Cedar will bill Client a minimum of 65 hours.

Lunch Time:

Client will not be billed for consultants' lunch time, unless work or business is conducted during that time.

SIERRA-CEDAR STANDARD RATES & PAYMENT

Payment of any invoice sent by Sierra-Cedar shall be due 30 days after the invoice date. Invoices shall issue twice monthly. Sierra-Cedar's preference is to receive payment via ACH. It will provide ACH remittance information upon contract execution. If Client cannot pay via ACH, remittance shall be made to the address designated on the invoice or to the following lockbox address:

Sierra-Cedar, LLC
PO Box 402521
Atlanta, GA 30384-2521

Standard Hourly Rates change periodically based upon market conditions and other factors as determined by Sierra-Cedar. Sierra-Cedar services shall be invoiced at the rates specified pursuant to a given SOW or, if unspecified, at the Standard Hourly Rate then in effect. Current Standard Hourly Rates are set out in the table below. Sierra-Cedar agrees to provide a minimum of thirty days notice to Client of any change in the Standard Hourly Rate applicable to a Client project.

Sierra-Cedar Role/Service	2023 Rate Per hour*	2024 Rate Per hour*
Project Manager (US Based)	\$175	\$200
Organizational Readiness Consultant	\$165	\$170
Solution Architect	\$170	\$185
Functional Consultant (US based)	\$165	\$180
Functional Consultant (Offshore based)	\$45	\$55
Technical Lead (US Based)	\$165	\$180
Technical Developer (US Based)	\$155	\$160
Offshore Technical Developer (Offshore based)	\$45	\$55

*Hourly rates do not include any travel related expenses. If onsite work is performed, Sierra-Cedar will invoice for actual travel related expenses in addition to fees calculated by the hourly rates above. Rates beyond 2024 will be subject to COLA increases each calendar year.

Compensatory Tax – The parties acknowledge that temporary living reimbursements to Sierra-Cedar consultant(s) may be deemed compensatory under federal, state, and local tax laws if a consultant’s assignment in a particular location will exceed or has exceeded one year. Where reasonably possible, Sierra-Cedar will plan with Client to limit the duration of a consultant’s assignment in a particular location to less than one year. If Client’s requirements are such that it becomes necessary for a consultant’s services in a particular location to continue for a year or more and as a result such consultant’s living expenses are deemed compensatory for tax purposes, Client agrees to pay Sierra-Cedar the amount of additional compensation provided to such Sierra-Cedar personnel to compensate for taxes imposed therefor.

Travel Inflation Adjustment (applicable only to engagements with travel-inclusive rates) – On January 1 of each year during the life of this Agreement, Consultant shall be entitled to increase the travel component of fees payable under this Agreement by the effective increase in Consumer Price Index for All Urban Customers (“CPI-U”) for the 12 months ending November 30th of the prior year. Consultant shall provide not less than 30 days notice of such increase.

Inflation Adjustment (applicable only to engagements which do not have specific language regarding rate increases during the life of the Agreement) – On January 1 of each year during the life of this Agreement, Consultant shall be entitled to increase the fees payable under this Agreement by the effective increase in CPI-U for the 12 months ending November 30th of the prior year. Consultant shall provide not less than 30 days notice of such increase.

C.1 SIERRA-CEDAR SIMPLE CHANGE ORDER

DATE SUBMITTED: ____ / ____ / ____

MASTER SERVICE AGREEMENT
REFERENCE NUMBER:

Sierra-Cedar: ____

STATEMENT OF WORK REFERENCE
NUMBER:

Sierra-Cedar: ____

REQUEST SUBMITTED BY:

____, _____, Sierra-Cedar

CHANGE ORDER NARRATIVE:

THE PURPOSE OF THIS CHANGE ORDER IS:

THE IMPACT AND/OR COSTS ASSOCIATED WITH THIS CHANGE ORDER ARE ESTIMATED
AS FOLLOWS:

ATTACHMENTS, SCHEDULES OR TABLES:

This Change Order shall constitute an amendment to, and shall be deemed part of, the terms and conditions of the Statement of Work titled _____.

Expiration of Offer: The offer set forth in this Change Order is valid only through _____. Unless Sierra-Cedar has waived expiration, if the Change Order is not executed by both parties on or before such date, the offer is rescinded, and all terms are null and void.

The authorized representatives of the parties have signed this Change Order.

SIERRA-CEDAR, LLC

Sierra-Cedar, LLC

By: _____

Name: _____

Title: _____

Date: _____

CLIENT
[CLIENTFULLNAME]

By: _____

Name: _____

Title: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/9/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Woodruff-Sawyer & Co. 50 California Street, Floor 12 San Francisco CA 94111	CONTACT NAME: WS Certificates PHONE (A/C, No, Ext): 844-972-6326 FAX (A/C, No): E-MAIL ADDRESS: Certificates@woodruffsway.com
INSURED Sierra-Cedar, LLC Sierra-Cedar, Inc 1255 Alderman Dr Alpharetta, GA 30005	INSURER(S) AFFORDING COVERAGE INSURER A: Charter Oak Fire Insurance Company INSURER B: Travelers Prop Casualty Co of America INSURER C: Lloyds of London INSURER D: Allied World Specialty Insurance Company INSURER E: Travelers Indemnity Company of CT INSURER F:
License#: 0329598 SIERLLC-01	NAIC # 25615 25674 16624 25682

COVERAGES**CERTIFICATE NUMBER:** 244024037**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			ZLP61N62604	4/1/2023	4/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
E	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED <input checked="" type="checkbox"/> HIRED AUTOS ONLY			BA8R413193	4/1/2023	4/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP0S290710	4/1/2023	4/1/2024	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A	UB8R445351	4/1/2023	4/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C D	E&O/Cyber E&O/Cyber Excess			W25A03230501 03133077	4/1/2023 4/1/2023	4/1/2024 4/1/2024	\$500,000 Retention Per Claim/Aggregate: \$5,000,000 x \$10M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Oklahoma City Municipal Facilities Authority and the City of Oklahoma City
Attn: Tracey Bell
100 North Walker, Suite 600
Oklahoma City, OK 73102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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