<u>STATEMENT OF WORK #20200416</u>

This Statement of Work ("SOW") describes services to be performed by Origami Risk LLC ("Origami") for **Oklahoma City Municipal Facilities Authority** ("Client"). This SOW is subject to all the terms and conditions of the Software Subscription Agreement between Client and Origami dated 07/05/2017, including the Statement of Work attached thereto as Exhibit A (collectively, the "Agreement").

# TERM

The term of this SOW shall begin on April 16, 2020 and shall be coterminous with the term of the Agreement.

# PROJECT SCOPE

The CMS Reporting vendor, Franco Signor, will be replaced by the CMS Reporting vendor, MSP Navigator. Origami will implement the export routines for the new MSP Navigator interface.

Origami will create, test, and deploy a custom Logi report for Public Employees Occupational Safety & Health (PEOSH) annual reporting of Worker's Compensation injuries and illnesses.

# LICENSES

This SOW adds:

### Full User: (2) Two

This is in addition to the 10 existing full users included in the Agreement, bringing the total to 12 Full Users.

### Light User: (5) Five

This is in addition to the 8 existing light users included in the Agreement, bringing the total to 13 Light Users.

# IMPLEMENTATION PROCESS

### <u>Configuring Extracts to MSP Navigator</u>

<u>Origami will:</u>
- Implement export routines and schedules required to accommodate export routines listed below.
    - o Operating Companies export file
    - o Organization export file
    - o Claim export file
    - o TPOC export file
    - o ICD export file
- Historical conversion of Franco Signor ICD Diagnosis codes to include in the ICD export file.

### <u>Configuring PEOSH Custom Report</u>

<u>Origami will:</u>
- Implement the setup and design of a Logi based custom report. The Origami report will reference Values stored in Origami and this includes additional costs related to importing and configuring Values to be used in this report.

# PRICING AND INVOICE SCHEDULE

The price for the licenses listed above in this SOW is *$3,475* for the current contract year. Thereafter, the billable amount for each year of the Agreement will increase by *$4,500.*

The price for the implementation of the MSP Navigator Interface is a one-time fee of *$7,775.* Such amount shall be invoiced and due upon execution of this SOW. Thereafter, the billable amount for each year of the Agreement will increase by *$2,000.*

The price for the implementation of the PEOSH report configuration is a one-time fee of *$6,300.* Such amount shall be invoiced and due upon execution of this SOW.

Such payments will due as follows:

Upon Execution of this SOW - **$17,550**

Exhibit A to this SOW provides a detailed breakdown of the components of the price.

If needed, additional services can be purchased through an addendum to this SOW. All fees are subject to state sales tax where applicable.

All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

# STATEMENT OF WORK APPROVAL

The undersigned agree to this Statement of Work.

**ORIGAMI RISK LLC**

By: _____

Name: ___Jonathan Nichols___
          (Print Name)

Title: ___President, Shared Services___

Date: ___April 16, 2020___

**OKLAHOMA CITY MUNICIPAL
FACILITIES AUTHORITY**

By: _____

Name: _____
          (Print Name)

Title: _____

Date: _____

# EXHIBIT A
## PRICING DETAIL

| PRICE QUOTE | | | | | | |
|---|---|---|---|---|---|---|
| Prepared for: | City of Oklahoma City | | | | | April 15, 2020 |
| **LICENSES** | | | | | | |
| Annual License Fee | Qty | | | Year 3 | | Comments |
| ORIGAMI SOFTWARE LICENSE | | | | - | | |
| Named User Licenses | | | | | | |
| Full User(s) | 2 | | | 1,875 | 2,500 | $2,000 User 1 - 5, $1,250 User 6 - 20, $1,000 User 21-40, $1,000 User 21-40, $750 User 41+ |
| Light User(s) | 5 | | | 1,600 | 2,000 | $400 User 1 - 30, $300 User 31-60, $200 User 61+ |
| TOTAL LICENSES | | | | 3,475 | 4,500 | |
| | | | | | | |
| | Origami is not responsible for any fees charged by the above data sources | | | | | |
| Interfaces, Imports & Extracts | | Type | | | | |
| MSPN Navigator Interface | Yes | 1 | | 4,625 | 2,000 | |
| TOTAL DATA PROCESSING | | | | 4,625 | 2,000 | |
| **PROFESSIONAL SERVICES** | | | | | | |
| | Professional Service Hours | | | Professional Service Fee | | Comments |
| | Year 3 | | | Year 3 | | |
| Interface(s) Configuration | 15 | | MSP Navigator | 3,150 | - | Additional configuration for Franco Signor ICD codes and Corvel ICD Codes |
| Report Configuration | | | | | | |
| Custom Report Design | 30 | | PEOSH | 6,300 | - | |
| TOTAL Implementation Prof. Services | 45 | | | 9,450 | | |
| **TOTAL QUOTE** | | | | | | |
| | | | | 17,550.00 | 6,500.00 | |
| * Quote Valid Until: | 6/30/20 | | | | | |
| Pricing Model Version: | Version_2019-1 | | | | | |
| ** Any travel expenses and other expenses not listed above shall be billed as incurred | | | | | | |
| *** Current Professional Services Rate: ($260/hr unbundled) or ($210/hr bundled). Minimum of 10 pre-purchased hours required for bundled rate | | | | | | |

## STATEMENT OF WORK #20201021

This Statement of Work ("SOW") describes services to be performed by Origami Risk LLC ("Origami") for Oklahoma City Municipal Facilities Authority ("Client"). This SOW is subject to all the terms and conditions of the Software Subscription Agreement between Client and Origami dated July 5, 2017, including the Statement of Work #20200705 (collectively, the "Agreement").

## TERM

The term of this SOW shall begin on October 21, 2020 and shall be coterminous with the term of the Agreement.

## PROJECT SCOPE

This SOW adds thirty (30) hours of Professional Services in the current contract year (intended to be utilized for Professional Services provided prior to 12/30/2020). Professional Services include any work performed by Origami professionals on behalf of Client. Examples include:

- Helpdesk support for users
- User training
- General assistance utilizing the Service
- Configuration of features for Client's use
- Maintenance of screens and system configurations as workflows evolve
- Configuration of customized reports
- Attendance in meetings
- Project management tasks and administration

## PRICING AND INVOICE SCHEDULE

The price for the licenses and services listed above in this SOW is **$6,300** for the current contract year.

Such payment will be due as follows:

Upon execution of this SOW - **$6,300**

Exhibit A to this SOW provides a detailed breakdown of the components of the price.

If needed, additional services can be purchased through an addendum to this SOW. All fees are subject to state sales tax where applicable.

All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

# STATEMENT OF WORK APPROVAL

The undersigned agree to this Statement of Work.

**ORIGAMI RISK LLC**

By: _____

Name: __Earnest Bentley__
       (Print Name)

Title: __President, Risk Solutions__

Date: __November 9, 2020__

**OKLAHOMA    CITY    MUNICIPAL FACILITIES AUTHORITY**

By: _____

Name: _____
      (Print Name)

Title: _____

Date: __12-22-2020__

# EXHIBIT A
## PRICING DETAIL

| Quote Year ↑ | Product: Product Family | Opportunity Name | Primary Quote: Quote Number | Product Name | Product Notes | Quantity Description | Prior Quantity | Quantity | Quantity Adjustment | Net Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Year 1 | ONGOING SUPPORT | OKC - Additional Service Hours | Q-03269 | Ongoing Support & Maintenance One Time Bundled | | HOURS | 0 | 30 | 30 | USD 6,300.00 |
| Subtotal | Sum | | | | | | | | | USD 6,300.00 |

## STATEMENT OF WORK #20201203

This Statement of Work ("SOW") describes services to be performed by Origami Risk LLC ("Origami") for Oklahoma City Municipal Facilities Authority ("Client"). This SOW is subject to all the terms and conditions of the Software Subscription Agreement between Client and Origami dated July 5, 2017, including the Statement of Work #20200705 (collectively, the "Agreement").

# TERM

The term of this SOW shall begin on December 3, 2020 and shall be coterminous with the term of the Agreement.

# PROJECT SCOPE

This SOW adds thirty-five (35) hours of Professional Services in the current contract year (intended to be utilized for Professional Services provided prior to 12/30/2020). Professional Services include any work performed by Origami professionals on behalf of Client. Examples include:

- Helpdesk support for users
- User training
- General assistance utilizing the Service
- Configuration of features for Client's use
- Maintenance of screens and system configurations as workflows evolve
- Configuration of customized reports
- Attendance in meetings
- Project management tasks and administration

# PRICING AND INVOICE SCHEDULE

The price for the licenses and services listed above in this SOW is $7,350 for the current contract year.

Such payments will be due as follows:

Upon execution of this SOW - $7,350

Exhibit A provides a detailed breakdown of the components of the price.

If needed, additional services can be purchased through an addendum to this SOW. All fees are subject to state sales tax where applicable.

All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

# STATEMENT OF WORK APPROVAL

The undersigned agree to this Statement of Work.

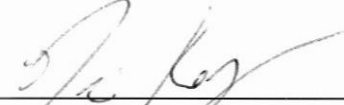**ORIGAMI RISK LLC**

By: _____

Name:    Earnest Bentley _____
           (Print Name)

Title:    President, Risk Solutions _____

Date:    December 3, 2020 _____

**OKLAHOMA CITY MUNICIPAL FACILITIES AUTHORITY**

By: _____

Name: _____ Nick Kelly _____
           (Print Name)

Title: _____ Risk Manager _____

Date: _____ Dec. 22, 2020 _____

# EXHIBIT A

## Pricing Details

| Quote Year ↑ | Product: Product Family | Opportunity Name | Primary Quote: Quote Number | Product Name | Product Notes | Quantity Description | Prior Quantity | Quantity | Quantity Adjustment | Net Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Year 1 | ONGOING SUPPORT | Oklahoma City Municipal Facilities Authority - Additional Service Hours | Q-04097 | Ongoing Support & Maintenance One Time Bundled | | HOURS | 0 | 35 | 35 | USD 7,350.00 |
| Subtotal | Sum | | | | | | | | | USD 7,350.00 |

This Statement of Work ("SOW") describes services to be performed by Origami Risk LLC ("Origami") for Oklahoma City Municipal Facilities Authority ("Client"). This SOW is subject to all the terms and conditions of the Software Subscription Agreement between Client and Origami dated July 5, 2017, including the Statement of Work #20200705 (collectively, the "Agreement").

## TERM

The term of this SOW shall begin on March 1, 2021 and shall be coterminous with the term of the Agreement.

## PROJECT SCOPE

Origami will implement the import routines for the new NeoGov interface for vendor information.

## IMPLEMENTATION PROCESS

Origami will:
- Implement import routines and schedules required to accommodate imports from NeoGov.

Client will:
- Provide specifications, direction and feedback as needed by Origami in a timely manner.

## ONGOING SUPPORT

### Maintenance of Automated Interfaces, Imports & Extracts To / From 3rd Party Systems

Origami will:
- Maintain import routines and schedules required to accommodate imports from third party systems listed below:
  - NeoGov Vendor Import

Client will:
- Ensure the ongoing performance of import responsibilities of each 3rd party system.

## PRICING AND INVOICE SCHEDULE

The price for the licenses and services listed above in this SOW is $3,966.67 for the current contract year. Thereafter, the billable amount for each year of the Agreement will increase by $2,500.00

Such payments will be due as follows:

Upon execution of this SOW - $3,966.67

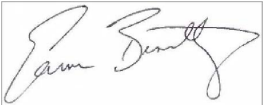07/05/2021 - $2,500

07/05/2022 - $2,500

07/05/2023 - $2,500

07/05/2024 - $2,500

Exhibit A to this SOW provides a detailed breakdown of the components of the price. If needed, additional services can be purchased through an addendum to this SOW. All fees are subject to state sales tax where applicable.
All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

# STATEMENT OF WORK APPROVAL

The undersigned agree to this Statement of Work.

**ORIGAMI RISK LLC**

By: _____

Name: ___Earnest Bentley_____
         (Print Name)

Title: ___President, Risk Solutions___

Date: ___February 16, 2021_____

**OKLAHOMA CITY MUNICIPAL FACILITIES AUTHORITY**

By: ___Stephen Fuller_____

Name: ___Stephen Fuller_____
         (Print Name)

Title: Enterprise Program Manager___

Date: 2/17/21_____

# EXHIBIT A
## PRICING DETAIL

| Account Name: | Oklahoma City Municipal Facilities Authority | | | | |
|---|---|---|---|---|---|
| | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| DATA PROCESSING | USD 1,041.67 | USD 2,500.00 | USD 2,500.00 | USD 2,500.00 | USD 2,500.00 |
| IMPLEMENTATION | USD 2,925.00 | USD 0.00 | USD 0.00 | USD 0.00 | USD 0.00 |
| Total | USD 3,966.67 | USD 2,500.00 | USD 2,500.00 | USD 2,500.00 | USD 2,500.00 |

<div align="center"><u>**STATEMENT OF WORK #20210503**</u></div>

This Statement of Work ("SOW") describes services to be performed by Origami Risk LLC ("Origami") for Oklahoma City Municipal Facilities Authority ("Client"). This SOW is subject to all the terms and conditions of the Software Subscription Agreement between Client and Origami dated July 5, 2017, including the Statement of Work #20200705 (collectively, the "Agreement").

# TERM

The term of this SOW shall begin upon execution of this SOW and shall be coterminous with the term of the Agreement.

# PROJECT SCOPE

This SOW adds Single Sign On authentication of named users.

<u>Origami will</u>:
- Perform Initial Configuration of SSO
- Support testing efforts in Staging environment


<u>Client will</u>:
- Coordinate any action required for configuration of the above items

# PRICING AND INVOICE SCHEDULE

The price for the licenses and services listed above in this SOW is $**6,300.00** for the current contract year.

Such payments will be due as follows:

Upon signature by both parties: **$6,300.00**


Exhibit A to this SOW provides a detailed breakdown of the components of the price.

If needed, additional services can be purchased through an addendum to this SOW. All fees are subject to state sales tax where applicable.

All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

# STATEMENT OF WORK APPROVAL

The undersigned agree to this Statement of Work.

**ORIGAMI RISK LLC**

By: _____

Name:  Earnest Bentley
        (Print Name)

Title:  President, Risk Solutions

Date:  May 3, 2021

**OKLAHOMA    CITY    MUNICIPAL FACILITIES AUTHORITY**

By: _Stephen Fuller_____

Name:  Stephen Fuller
        (Print Name)

Title: Enterprise Program Manager

Date: 5/6/2021

## EXHIBIT A
## <u>PRICING DETAIL</u>

| Quote Year ↑ | Opportunity Name | Product Name | Start Date | Net Total |
|---|---|---|---|---|
| Year 1 | Oklahoma City Municipal Facilities Authority (OKC) - SSO | Security / SSO Configuration | 6/1/2021 | USD 5,175.00 |
| | Oklahoma City Municipal Facilities Authority (OKC) - SSO | Iterative Project Management | 6/1/2021 | USD 1,125.00 |
| Subtotal        Sum | | | | USD 6,300.00 |

This Statement of Work ("SOW") describes services to be performed by Origami Risk LLC ("Origami") for Oklahoma City Municipal Facilities Authority ("Client"). This SOW is subject to all the terms and conditions of the Software Subscription Agreement between Client and Origami dated July 5, 2017, including the Statement of Work #20200705 (collectively, the "Agreement").

# TERM

The term of this SOW shall begin on June 1, 2021 and shall be coterminous with the term of the Agreement.

# PROJECT SCOPE

The scope of this project includes the configuration of Certificates of Insurance tracking and OCR functionality for the Accord 25 form.

# LICENSES

This SOW adds:

| Extended Functionality Licenses | | | |
|---|---|---|---|
| **License** | **Selected** | **Quantity** | **Description** |
| OCR Scanning | Yes | **Included** | This license provides optical character recognition (OCR) functionality for mapping specified data from scanned documents to data fields within the Service. |
| Certificate of Insurance Tracking | Yes | **500 Insureds** | This license provides certificate of insurance tracking for third party insureds, such as tenants, vendors, contractors or customers. |

## IMPLEMENTATION

This SOW includes up to 55 hours of Professional Services in the first year to configure the Accord 25 form for OCR Processing and configuration of Certificate Tracking Profiles. Professional Services include any work performed by Origami professionals on behalf of Client for the creation of OCR documents and Certificate of Insurance Configuration.

# PRICING AND INVOICE SCHEDULE

The price for the licenses and services listed above in this SOW is $14,208.34 for the current contract year. Thereafter, the billable amount for each year of the Agreement will increase by $11,000.00

Such payments will be due as follows:

Upon signature by both parties: $14,208.34
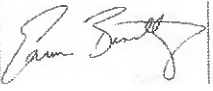
07/05/2021 - $11,000

07/05/2022 - $11,000

07/05/2023 - $11,000

07/05/2024 - $11,000

## STATEMENT OF WORK APPROVAL

The undersigned agree to this Statement of Work.

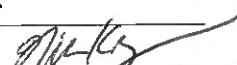**ORIGAMI RISK LLC**

By: _____

Name:  Earnest Bentley
        (Print Name)

Title:  President, Risk Solutions

Date:  May 3, 2021

**OKLAHOMA    CITY    MUNICIPAL FACILITIES AUTHORITY**

By: _Stephen Fuller_____

Name:  Stephen Fuller
        (Print Name)

Title: Enterprise Program Manager

Date: 5/27/2021

This Statement of Work ("SOW") describes services to be performed by Origami Risk LLC ("Origami") for Oklahoma City Municipal Facilities Authority ("Client"). This SOW is subject to all the terms and conditions of the Software Subscription Agreement between Client and Origami dated July 5, 2017, including the Statement of Work #20200705 (collectively, the "Agreement").

# TERM

The term of this SOW shall begin on 7/5/2021 and shall be coterminous with the Agreement.

# PROJECT SCOPE

Provide Origami's Environment, Health, and Safety (EHS) software-as-a-service offering (the "Service") to the Client.

# CLIENT ROLES AND RESPONSIBILITIES

Client will identify a System Administrator ("Client SA") who will be responsible for working with Origami to implement the Service and to provide ongoing production support to Client's Users. The Client SA and, from time to time, other Client employees will be available to provide timely direction and feedback as needed by Origami to complete the Origami tasks in this SOW. The Client SA will also be responsible for setting up, assigning security rights, and maintaining user IDs for all Users.

Client will have final responsibility for decisions regarding the configurations or customizations (such as forms, dashboards, interfaces, reports, workflows and data flows) created by or for Client or Client's users in the Service. For all such configurations and customizations, Client shall be responsible for quality assurance to ensure that such configurations and customizations operate as intended (including functionality, usability and data access rights), and Origami shall not be responsible for any damages caused by any such configurations or customizations.

# LICENSES

**Base Functionality**

| Functionality | Selected | Description |
|---|---|---|
| RMIS | Yes | Includes functionality related to risk management, including incidents, claims, locations, safety, and risk management portal. |
| Enterprise Risk Management (ERM) | No | Includes ERM functionality. |

\* Origami offers other base functionality (e.g., Claims Adjudication and Policy Underwriting and Issuance) not included under this SOW.

**User Licenses**

| License | Quantity | Description |
|---|---|---|
| Full User | 0 | These licenses have access to all the capabilities and features of the Service under the base functionality selected above, except those features utilized for adjusting claims such as check writing, setting reserves and calculating indemnity benefits. These licenses have access to Extended Functionality features to the extent selected below. |
| Light User | 0 | These licenses have access to the dashboard, reports pre-configured for them, and read-only access to other areas of the Service under the selected base functionality. Light Users do not have access to Administration features or Extended Functionality features. |
| Operations Supervisor/Manager User | 60 | These licenses have access for workflow approval including edit/create Incidents, edit/create RCA and Corrective actions, view pre-configured Dashboards and Reports. |

**Non-Named-User Access Licenses**

| License | Selected | Quantity | Description |
|---|---|---|---|
| Enterprise Wide Record Entry | Yes | Up to **3,000 records** added per year | These licenses are not named licenses and have access only to enter records either by (1) an anonymous collection portal, by clicking an anonymous collection link generated via Origami's administration features ("Portal Data Entry") or (2) granting access to a URL sent from Origami Risk as a Data Entry Event email notification, giving time limited access to a single record ("Grant Access"). |
| Enterprise Values Collection | No | **0 Users** | These licenses allow representatives in the field to enter data through the Service's online platform pertaining to information necessary for renewal submissions, such as TIV, Square Footage, COPE information, or other such asset and exposure data. |

**Extended Functionality Licenses**

| License | Selected | Quantity | Description |
|---|---|---|---|
| API Access | No | **N/A** | This license provides access to Origami's web service REST APIs using calls. Includes access for up to 5,000 calls per day. API calls may be made concurrently, subject to reasonable limitation when needed to preserve system performance. Requires a minimum of five (5) Full Users and/or Claims Adjusting Users. |
| Secure Email | No | Up to **0 Secure Emails** sent per month | This license provides secure email functionality, which provides password protected hosting for email communications from and to the Service. |
| OCR Scanning | No | **Not Included** | This license provides optical character recognition (OCR) functionality for mapping specified data from scanned documents to data fields within the Service. |
| Certificate of Insurance Tracking | No | **0 Insureds** | This license provides certificate of insurance tracking for third party insureds, such as tenants, vendors, contractors or customers. |
| SMS Messaging | No | **0 SMS Messages** (over initial 500) | This license provides the ability to send SMS messages as workflow actions within the Service's administration features. The first 500 messages per year are provided at no additional cost, and this license provides the ability to send more than 500 messages per year. |
| Two Factor Authentication | No | **0 2FA Messages** (over initial 500) | This license provides the ability to send SMS and/or email messages to users to validate their identity before logging in from a new device and/or once every 30 days from the same device. The first 500 messages per year are provided at no additional cost, and this license provides the ability to send more than 500 messages per year. |
| Mobile Forms App | No | **Not Included** | Origami's Mobile Forms App may be used by any named user for no additional license fee, but service hours are required for configuration. |
| Mobile Claimant App | No | **Not Included** | Origami's Mobile Claimant App may be used by any named user for no additional license fee, but service hours are required for configuration. Requires a minimum of three (3) Claims Adjusting Users. |
| Workers' Compensation Solutions | No | Jurisdictions: **None** | This license includes the following Origami Compliance solutions (this functionality is only available to Claims Adjusting Users): <br>• Automated EDI FROI/SROI State Reporting via Mitchell <br>• Indemnity Benefits Rates <br>• Workers' Compensation State Forms |
| ODG Integration User | No | **0 Users** | This license provides integration with ODG's Return to Work guidelines. Only Claims Adjusting Users and Full Users may utilize this feature. This feature queries ODG's RTW and treatment guidelines based on WC claim diagnosis codes. |
| Tableau | No | **0 Users** | This license allows Origami users to access Tableau within the Origami environment, providing enhanced data visualization. |
| eSignature Integration | No | **0 Envelopes** | This license provides the ability to tag mail merge documents with electronic signature fields, authenticating through a third-party eSignature tool. |

## License Notes:

1. Origami adds generally available features from time to time that may require configuration prior to use. If Client requests Origami's assistance in this configuration, Professional Services hours may be applied for any such configuration.

2. In addition to the generally available features, Origami may occasionally deploy new functionality that will require an Extended Functionality License similar to those listed in the Extended Functionality License section above. These features may require additional fees based on record volume, number of additional users accessing the new features,

or some other incremental cost driver. Client may agree to add such an Extended Functionality License in a separate Statement of Work.

# HOSTING

Origami will host the application and data in a secure internet accessible environment. Origami will backup Client data at periodic intervals each day. Origami will provide data storage as part of the Agreement.

# IMPLEMENTATION PROCESS

Implementation is the process of configuring the Service for use by Client including system settings, supporting Client in loading data, training users, and other work identified in this section of the SOW. The implementation phase is completed when Client is able to utilize the Service platform for the purposes described in the Project Scope above, referred to by Origami as being Live in the system. Origami will manage the overall implementation process, including scheduling and leading meetings, communicating with the team, follow up documentation, and maintaining the project schedule through the Go-Live date. Upon Go-Live, Origami will move Client from its staging environment to its live production environment, and continued use of Origami's staging environment after Go-Live will incur additional hosting fees.

Client's provision of timely and accurate specifications, direction and feedback is essential to the implementation. Origami provides implementation for a fixed price based on reasonable estimates from Client and Client's continued and uninterrupted effort toward Go-Live. Both parties understand that time is of the essence with regard to the implementation and agree to use reasonable and good faith efforts to promptly complete the implementation. If necessary, Client will be allowed up to one implementation "pause" not to exceed 30 days. Any additional pauses in implementation or failures to meet the obligations above will result in the conversion of the implementation to a time and expense engagement, effective upon email notice from Origami to Client and billed monthly as incurred at Origami's bundled hourly rate set forth below after crediting Client for any remaining unused portion of the fixed price. Origami may pause and reallocate its resources as reasonable in the event of significant delays.

## System Configuration

Origami will:
- Configure up to 31 standard EHS Audits/Inspections/Observations.
- Configure Standard Lock Out Tag Out (LOTO) module.
- Configure Standard Safety Meetings and Safety Scheduler modules.
- Configure Standard Safety Data Sheets (SDS) module.
- Conduct up to 10 hours for Employee Training Topics/Electronic Roster Module Configuration.
- Conduct up to 8 hours for Mobile Form Configuration.
- Conduct up to 5 hours for System Needs Analysis.
- Conduct up to 10 hours of Workflow Configuration.

Client will:
- Provide specifications, direction, and feedback as needed by Origami in a timely manner.

## Training

Origami will:
- Provide 8 hours of training to Client in current year of this SOW and provide additional training each subsequent year as needed. Professional Service hours will be eroded for training in future years. Training will be provided at Client offices or online at Client's request. Training can be provided in one session or several on mutual agreement between Client and Origami. Travel & Expenses associated with any on-site training will be pre-approved by Client and billed as incurred.

Client will:
- Provide Origami with guidance about the employees to be trained and any training requirements or a preferred approach.
- If training is to be provided in Client office, provide appropriate meeting space and internet access so Origami can perform the training and also provide for transportation and other expenses for Client employees who attend the training.

## PROJECT MANAGEMENT OPTION SELECTED:

Origami is founded on a set of **ITERATIVE** processes from top to bottom. These contemporary tenets are the foundation of Origami's ability to deliver better service and faster and more accurate implementations. Origami also maintains a set of best practices, tools and experts for our clients who require a more **TRADITIONAL** approach to managing their implementation project. The selection below indicates the project management model included within this SOW:

This SOW includes:
**[Included]** Iterative Project Management
**[Not Included]** Traditional Project Management

### Iterative Project Management - Included
Origami will:
- Schedule and lead initial kickoff call or meeting
- Maintain schedule with key deliverables and expected dates
- Lead status calls twice per month
- Maintain project status document containing priority list, open items and changes which may impact timeline
- Coordinate all activity within Origami to complete Origami's tasks on the project schedule and assign project management as shared role of team members
- The Service's administrative tools and screens serve as documentation of the implementation for Client's System Administrator to reference.

Client will:
- Participate in status calls and working meetings
- Coordinate all activity within Client's organization to complete Client's tasks on the project schedule
- Coordinate all activity of Client's 3rd party providers required to complete tasks on the project schedule

### Traditional Project Management – Not Included
If included, in addition to the responsibilities listed in Iterative Project Management above, Origami will designate a Project Manager to provide a specified number of hours of project management during the Implementation. This Project Manager will (1) manage the Origami tasks listed in Iterative Project Management above, (2) coordinate meetings and discussions with stakeholders as needed to maintain project progress, and (3) maintain a library of written artifacts and documentation including:

- Formal project kickoff agenda
- Communication plan
- Formal stakeholder analysis
- Project charter
- Collaboration website
- Detailed work breakdown structure
- Weekly project status calls, agenda, meeting notes
- Detailed issues and risks log
- Action items list
- Detailed project plan

- On site agendas
- Change control management
- Executive steering committee status call agenda (as needed)
- Origami governance decision management document
- UAT test plan for critical items (dependent on Client input and test cases provided)
- Executive project dashboard
- Lessons learned analysis

# ONGOING SUPPORT

After the Implementation is completed or Client is using the Service in production for greater than 30 days, this section of the SOW describes Origami services through the remainder of the term of this SOW. If the parties agree that certain parts of the Service will go Live before others, this section will apply to each part upon going Live.

## Professional Services

This SOW includes up to 25 hours of Professional Services in the current year of the Agreement (year 2), up to 25 hours in the third year of the Agreement, up to 25 hours in the fourth year of the Agreement, and up to 25 hours in the fifth year of the Agreement. Professional Services include any work performed by Origami professionals on behalf of Client. Examples include:

- Helpdesk support for users
- User training
- General assistance utilizing the Service
- Configuration of features for Client's use
- Maintenance of screens and system configurations as workflows evolve
- Configuration of customized reports
- Maintenance or modification of any import or export scripts
- Attendance in meetings
- Project management tasks and administration

# PRICING AND INVOICE SCHEDULE

The price for the licenses and services listed above in this SOW is $55,760 for the current year (year 2 of the Agreement), $28,250 for year three of the Agreement, $28,250 for year four of the Agreement, and $28,250 for year five of the Agreement. Exhibit A provides a detailed breakdown of the components of the price.

Payment for the current year will be invoiced and due upon execution of this SOW. Payments for Years 3 through 5 are due annually upfront on the anniversary date of the Agreement.

If needed, additional services can be purchased through an addendum to this SOW. All fees are subject to state sales tax, where applicable. All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

## ADDITIONAL PRICING:

1. Additional Professional Service hours will be invoiced as incurred at Origami's unbundled rate. Bundled hours (minimum of 10) may be added prior to the start of each contract year at Origami's bundled rate.

2. Additional users, additional licenses or additional use beyond that which is listed above in the Licenses section of this SOW shall require additional fees. Origami shall invoice Client, and Client shall pay for any additional licenses, hosting, service hours or other usage in excess of what is specified in this SOW.
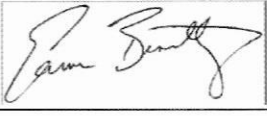
## MARKETING TERMS:

A. Unless expressly prohibited in writing by Client, Origami may use Client's name, logo, and any testimonials/quotes in Marketing and Sales materials (including the Origami website).
B. Upon Origami's request, Client will cooperate in good faith with Origami in conducting case studies or in drafting a press release.

# STATEMENT OF WORK APPROVAL

The undersigned agree to this Statement of Work.

**ORIGAMI RISK LLC**

By: _____
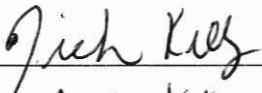
Name: ___Earnest Bentley_____
      (Print Name)

Title: ___President, Risk Solutions_____

Date: ___July 12, 2021_____

**OKLAHOMA CITY MUNICIPAL FACILIITIES AUTHORITY**

By: _____    *Stephen Fuller*

Name: ___Nick Kelly_____    Stephen Fuller
      (Print Name)

Title: ___Risk Manager_____    Enterprise Program

Date: ___7/14/2021_____    8/2/2021

# EXHIBIT A
## PRICING DETAIL

| Quote Year ↑ | | Opportunity Name | Product: Product Family | Product Name | Start Date | End Date | Quantity Description | Prior Quantity | Quantity | Quantity Adjustment | Net Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Year 2 | | OKC - EHS | IMPLEMENTATION | Training Historical Rate | | | HOURS | 0 | 8 | 8 | USD 1,680.00 |
| | | OKC - EHS | IMPLEMENTATION | Mobile Form Configuration Historical Rate | | | HOURS | 0 | 8 | 8 | USD 1,680.00 |
| | | OKC - EHS | IMPLEMENTATION | Workflow Configuration Historical Rate | | | HOURS | 0 | 10 | 10 | USD 2,100.00 |
| | | OKC - EHS | IMPLEMENTATION | System / Needs Analysis Historical Rate | | | HOURS | 0 | 5 | 5 | USD 1,050.00 |
| | | OKC - EHS | IMPLEMENTATION | Iterative Project Management Historical Rate | | | HOURS | 0 | 14 | 14 | USD 2,940.00 |
| | | OKC - EHS | IMPLEMENTATION | Employee Training Topics/Electronic Roster Module | | | HOURS | 0 | 10 | 10 | USD 2,100.00 |
| | | OKC - EHS | IMPLEMENTATION | Standard RCA Fishbone & 5 Why's Module Configuration | | | HOURS | 0 | 10 | 10 | USD 2,100.00 |
| | | OKC - EHS | IMPLEMENTATION | Standard JSA Module Configuration | | | HOURS | 0 | 20 | 20 | USD 4,200.00 |
| | | OKC - EHS | IMPLEMENTATION | Standard SDS Module Configuration | | | HOURS | 0 | 8 | 8 | USD 1,680.00 |
| | | OKC - EHS | IMPLEMENTATION | Standard Safety Meetings/Scheduler Module Configuration | | | HOURS | 0 | 8 | 8 | USD 1,680.00 |
| | | OKC - EHS | IMPLEMENTATION | Standard LOTO Module Configuration | | | HOURS | 0 | 8 | 8 | USD 1,680.00 |
| | | OKC - EHS | IMPLEMENTATION | Audit / Inspection Configuration Historical Rate | | | HOURS | 0 | 22 | 22 | USD 4,620.00 |
| | | | | | | | | | | | USD 27,510.00 |
| | | OKC - EHS | LICENSE | EHS Supervisory User | 7/31/2021 | 7/4/2022 | LICENSES | 0 | 60 | 60 | USD 10,500.00 |
| | | OKC - EHS | LICENSE | Environmental, Health, and Safety (EHS) | 7/31/2021 | 7/4/2022 | LICENSES | 0 | 1 | 1 | USD 7,500.00 |
| | | OKC - EHS | LICENSE | Enterprise Wide Record Entry | 7/31/2021 | 7/4/2022 | RECORDS PER YEAR | 3000 | 6000 | 3000 | USD 5,000.00 |
| | | OKC - EHS | ONGOING SUPPORT | Ongoing Support & Maintenance | 7/31/2021 | 7/4/2022 | HOURS | 75 | 100 | 25 | USD 5,250.00 |
| | | | | | | | | | | | USD 28,250.00 |
| Subtotal | Sum | | | | | | | | | | **USD 55,760.00** |
| Year 3 | | OKC - EHS | LICENSE | EHS Supervisory User | 7/5/2022 | 7/4/2023 | LICENSES | 0 | 60 | 60 | USD 10,500.00 |
| | | OKC - EHS | LICENSE | Environmental, Health, and Safety (EHS) | 7/5/2022 | 7/4/2023 | LICENSES | 0 | 1 | 1 | USD 7,500.00 |
| | | OKC - EHS | LICENSE | Enterprise Wide Record Entry | 7/5/2022 | 7/4/2023 | RECORDS PER YEAR | 3000 | 6000 | 3000 | USD 5,000.00 |
| | | OKC - EHS | ONGOING SUPPORT | Ongoing Support & Maintenance | 7/5/2022 | 7/4/2023 | HOURS | 75 | 100 | 25 | USD 5,250.00 |
| Subtotal | Sum | | | | | | | | | | **USD 28,250.00** |
| Year 4 | | OKC - EHS | LICENSE | EHS Supervisory User | 7/5/2023 | 7/4/2024 | LICENSES | 0 | 60 | 60 | USD 10,500.00 |
| | | OKC - EHS | LICENSE | Environmental, Health, and Safety (EHS) | 7/5/2023 | 7/4/2024 | LICENSES | 0 | 1 | 1 | USD 7,500.00 |
| | | OKC - EHS | LICENSE | Enterprise Wide Record Entry | 7/5/2023 | 7/4/2024 | RECORDS PER YEAR | 3000 | 6000 | 3000 | USD 5,000.00 |
| | | OKC - EHS | ONGOING SUPPORT | Ongoing Support & Maintenance | 7/5/2023 | 7/4/2024 | HOURS | 75 | 100 | 25 | USD 5,250.00 |
| Subtotal | Sum | | | | | | | | | | **USD 28,250.00** |
| Year 5 | | OKC - EHS | LICENSE | EHS Supervisory User | 7/5/2024 | 7/4/2025 | LICENSES | 0 | 60 | 60 | USD 10,500.00 |
| | | OKC - EHS | LICENSE | Environmental, Health, and Safety (EHS) | 7/5/2024 | 7/4/2025 | LICENSES | 0 | 1 | 1 | USD 7,500.00 |
| | | OKC - EHS | LICENSE | Enterprise Wide Record Entry | 7/5/2024 | 7/4/2025 | RECORDS PER YEAR | 3000 | 6000 | 3000 | USD 5,000.00 |
| | | OKC - EHS | ONGOING SUPPORT | Ongoing Support & Maintenance | 7/5/2024 | 7/4/2025 | HOURS | 75 | 100 | 25 | USD 5,250.00 |
| Subtotal | Sum | | | | | | | | | | **USD 28,250.00** |

# ORIGAMI RISK

## **ORDER FORM #20221128**

### CONTACT INFORMATION

| | |
|---|---|
| **Client:** Oklahoma City Municipal Facilities Authority | **Bill To Contact:** Stephen Fuller |
| **Address:** 100 N. Walker Ave | **Bill To Email:** stephen.fuller@okc.gov |
| Ste 600 | |
| Oklahoma City, OK 73102 | |
| **Primary Contact:** Marcus Johnson | **Is purchase order (PO) required?** ☐ |
| **Primary Contact Email:** marcus.johnson@okc.gov | Upon entering into this Order Form, please send any Pos, vendor registration links or tax exemption certificates to finance@origamirisk.com |

### SUBSCRIPTION DETAILS

Effective Date: 2022-11-28
End Date: 2025-07-04

### RECURRING SUBSCRIPTIONS – DATA PROCESSING

| Subscription | Quantity / Functionality Purchased |
|---|---|
| File Export – Weekly | Special Data Processing |
| Claims Export – Weekly in .csv format | Special Data Processing |
| | Current Period Total: $2,666.66<br>Annual Total: $4,000.00 |

**Total Current Period Fees: $2,666.66**
**Total Annual Fees: $4,000.00**

### BILLING DETAILS AND ADDITIONAL TERMS

This Order Form is effective as the Effective Date (as identified above) for the purchase of the subscription services listed above from Origami Risk LLC ("Origami"). This Order Form is subject to all the terms and conditions of the underlying agreement between Client and Origami (the "Agreement"). To the extent the Agreement does not contemplate order forms, this Order Form will be deemed a Statement of Work for purposes of the Agreement. This Order Form will be deemed a part of the Agreement. Origami and Client agree that the term of the Agreement shall be extended through the duration of the term of this Order Form.

Fees for the current year of recurring subscription fees and all one-time fees under this Order Form will be invoiced and due upon execution of this Order Form. Fees for ongoing contract years are due annually upfront on each anniversary date thereafter. All fees are subject to applicable sales tax, which will appear separately on each invoice. All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

Service descriptions and service-specific terms and conditions are set forth at origamirisk.com/servicedescriptions, which are hereby incorporated by reference in the form available at such link as of the Effective Date. Additional professional services may be set forth in other Statements of Work as agreed between the parties.

**ORIGAMI RISK**

## ORDER FORM APPROVAL

The undersigned agree to this Order Form.
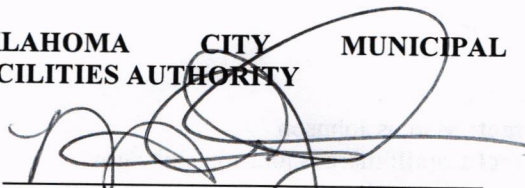
**ORIGAMI RISK LLC**

By: _____

Name: **Earnest Bentley**
       (Print Name)

Title: **President, Risk Solutions**

Date: **11/28/2022**

**OKLAHOMA CITY MUNICIPAL FACILITIES AUTHORITY**

By: _____

Name: Marcus A Johnson
       (Print Name)

Title: Assistant Risk Manager

Date: 12/29/2022

This Statement of Work ("SOW") describes services to be performed by Origami Risk LLC ("Origami") for Oklahoma City Municipal Facilities Authority ("Client"). This SOW is subject to all the terms and conditions of the Software Subscription Agreement between Client and Origami dated July 5, 2017(the "Agreement").

# TERM

The term of this SOW shall begin upon the execution of both parties and shall be coterminous with the term of the Agreement.

# IMPLEMENTATION PROCESS

Implementation is the process of configuring the Service for use by Client including system settings, supporting Client in loading data, initial user training, and other work identified in this section of the SOW. The implementation phase is completed when Client is able to utilize the Service platform for the purposes contemplated by the implementation tasks set forth below in this SOW. Origami will manage the overall implementation process, including scheduling and leading meetings, communicating with the team, follow up documentation, and maintaining the project schedule.

Client's provision of timely and accurate specifications, direction and feedback is essential to the implementation. Both parties understand that time is of the essence with regard to the implementation and agree to use reasonable and good faith efforts to promptly complete the implementation.

Origami provides fixed price implementations based on reasonable estimates from Client and Client's continued and uninterrupted effort toward completion of the implementation work set forth herein. Any voluntary project interruptions or stoppages ordered by Client outside of the project plan or any failures by Client to meet the obligations above will result in the conversion of the implementation to a time and expense engagement, effective upon email notice from Origami to Client and billed monthly as incurred at Origami's bundled hourly rate after crediting Client for any remaining unused portion of the fixed price.

Origami will perform:
- 10 Hours of Iterative Project Management
- 15 Hours of Claims Export Configuration (in .csv format)
- 10 Hours of File Export Configuration

# PRICING AND INVOICE SCHEDULE

The price for the professional services listed above in this SOW is $7,875.00 which will be invoiced and due upon execution of this SOW.

If needed, additional services can be purchased through an additional Statement of Work. All fees are subject to state sales tax where applicable.

All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

## STATEMENT OF WORK APPROVAL

The undersigned agree to this Statement of Work.

**ORIGAMI RISK LLC**

By: _____

Name: Earnest Bentley
       (Print Name)

Title: President, Risk Solutions

Date: 11/28/2022

**OKLAHOMA CITY MUNICIPAL FACILITIES AUTHORITY**

By: _____

Name: Marcus A. Johnson
      (Print Name)

Title: Assistant Risk Manager

Date: 12/29/2022

**ORIGAMI RISK**

**ORDER FORM #20230216**

| CONTACT INFORMATION | |
|---|---|
| **Client:** Oklahoma City Municipal Facilities Authority | **Bill To Contact:** Stephen Fuller |
| **Address:** 100 N. Walker Ave | **Bill To Email:** stephen.fuller@okc.gov |
| Ste 600 | |
| Oklahoma City, OK 73102 | |
| **Primary Contact:** Marcus Johnson | **Is purchase order (PO) required?** ☐ |
| **Primary Contact Email:** marcus.johnson@okc.gov | Upon entering into this Order Form, please send any Pos, vendor registration links or tax exemption certificates to finance@origamirisk.com |

| SUBSCRIPTION DETAILS |
|---|
| Effective Date: 2023-02-16 |
| End Date: 2023-07-04 |

| ONE-TIME PURCHASES | |
|---|---|
| **Product** | **Quantity / Functionality Purchased** |
| Client Support Hours | 50 Hour(s) |

**Total One-Time Fees:** $10,500.00

| BILLING DETAILS AND ADDITIONAL TERMS |
|---|

This Order Form is effective as the Effective Date (as identified above) for the purchase of the subscription services listed above from Origami Risk LLC ("Origami"). This Order Form is subject to all the terms and conditions of the underlying agreement between Client and Origami (the "Agreement"). To the extent the Agreement does not contemplate order forms, this Order Form will be deemed a Statement of Work for purposes of the Agreement. This Order Form will be deemed a part of the Agreement. Origami and Client agree that the term of the Agreement shall be extended through the duration of the term of this Order Form.

Fees for the current year of recurring subscription fees and all one-time fees under this Order Form will be invoiced and due upon execution of this Order Form. Fees for ongoing contract years are due annually upfront on each anniversary date thereafter. All fees are subject to applicable sales tax, which will appear separately on each invoice. All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

Service descriptions and service-specific terms and conditions are set forth at origamirisk.com/servicedescriptions, which are hereby incorporated by reference in the form available at such link as of the Effective Date. Additional professional services may be set forth in other Statements of Work as agreed between the parties.

ORIGAMI RISK

## ORDER FORM APPROVAL

The undersigned agree to this Order Form.

**ORIGAMI RISK LLC**

By: _____

Name: __Earnest Bentley_____
         (Print Name)

Title: __President, Risk Solutions_____

Date: __February 17, 2023_____

**OKLAHOMA CITY MUNICIPAL FACILITIES AUTHORITY**

By: __Stephen Fuller_____

Name: __Stephen Fuller_____
          (Print Name)

Title: __Enterprise Program Manager_____

Date: __2/20/2023_____

![Origami Risk logo]

**ORDER FORM #20240426**

| CONTACT INFORMATION | |
|---|---|
| **Client:** Oklahoma City Municipal Facilities Authority<br>**Address:** 100 N. Walker Ave<br>Ste 600<br>Oklahoma City, OK 73102<br>**Primary Contact:** Mikel Alexander<br>**Primary Contact Email:** mikel.alexander@okc.gov | **Bill To Contact:** Mikel Alexander<br>**Bill To Email:** mikel.alexander@okc.gov<br><br>**Is purchase order (PO) required?** [X] PO # COKC_PO000394<br>Upon entering into this Order Form, please send any Pos, vendor registration links or tax exemption certificates to finance@origamirisk.com |

| SUBSCRIPTION DETAILS |
|---|
| Effective Date: 2024-04-26<br>End Date: 2024-07-04 |

| ONE-TIME PURCHASES | |
|---|---|
| **Product** | **Quantity / Functionality Purchased** |
| Ongoing Support Hour(s) | 25 Hour(s) |

**Total One-Time Fees:** $5,250.00
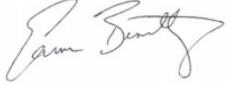
| BILLING DETAILS AND ADDITIONAL TERMS |
|---|

This Order Form is effective as of the Effective Date (as identified above) for the purchase of the subscription services listed above from Origami Risk LLC ("Origami"). This Order Form is subject to all the terms and conditions of the underlying agreement between Client and Origami (the "Agreement"). To the extent the Agreement does not contemplate order forms, this Order Form will be deemed a Statement of Work for purposes of the Agreement. This Order Form will be deemed a part of the Agreement.

Fees for the current year of recurring subscription fees and all one-time fees under this Order Form will be invoiced and due upon execution of this Order Form. Fees for ongoing contract years are due annually upfront on each anniversary date thereafter. All fees are subject to applicable sales tax, which will appear separately on each invoice. All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

Service descriptions and service-specific terms and conditions are set forth at origamirisk.com/servicedescriptions, which are hereby incorporated by reference in the form available at such link as of the Effective Date. Additional professional services may be set forth in other Statements of Work as agreed between the parties.

## ORDER FORM APPROVAL

The undersigned agree to this Order Form.

**ORIGAMI RISK LLC**

By: _____

Name: _____
     Earnest Bentley
     (Print Name)

Title: President, Risk Solutions

Date: April 26, 2024

**OKLAHOMA CITY MUNICIPAL FACILITIES AUTHORITY**

By: __PO in lieu of Signature_____

Name: _____
     (Print Name)

Title: _____

Date: _____

**Origami Risk LLC**
**222 N Lasalle Street**
**Suite 2100**
**CHICAGO, IL 60601**
**Cook**

The condition of this order must not be changed by supplier. If order is not acceptable, return to the originating Purchasing Department of The City of Oklahoma City. Failure to deliver or to comply with any of the terms and conditions according to the Purchase Order or any contract that so generated this Purchase Order may disqualify the supplier from receiving future orders. In the event of conflict between the terms and conditions of this Purchase Order and the terms and conditions of the Contract that generated this Purchase Order, the terms and conditions of the Contract shall take precedence.

**PAYMENT ACCEPTANCE** - Notice: Any supplier who accepts payment confirms the following: The (claimant, architect, contractor, supplier, engineer, or supervisory official), of lawful age, being first, duly sworn on oath says that this (invoice, claim, or contract) is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, orders, or request furnished to the affiant. Affiant further states that (s)he has made no payment, given or donated or agreed to pay, give, or donate, either directly or indirectly, to any elected official, officer, or employee of The City of Oklahoma City, or of any Trust for which The City of Oklahoma City is a beneficiary, of money or any other thing of value to obtain payment or the award of this contract.

**QUALITY** - All materials or services furnished on this order must be specified, and subject to City, or Trust, inspection, and approval within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authority from the Purchasing Agent. Material rejected will be returned at the supplier's risk and expense.

**QUANTITY/PRICE** - The quantity of material ordered, or the price specified must not be exceeded without written authority being first obtained from the Purchasing Agent.

**INDEMNITY AND INSURANCE** - The supplier agrees to indemnify and hold harmless The City of Oklahoma City and its Trusts, including all officers, agents, and employees, from all claims, damages, losses and expenses, including reasonable attorney's fee, brought or incurred on account of injuries or damages sustained by any party due to the operations of or goods sold by the supplier under this contract. The supplier further agrees to provide worker's compensation for all employees, and to maintain such general and auto liability insurance as is deemed necessary by The City for the particular circumstances and operations of the supplier. The supplier further agrees to provide The City, and any of its Trusts which may utilize the Contract, with Certificates of Insurance, indicating the amount of coverage in force, upon request.

**PACKING** - Packages must be plainly marked with shipper's name and Purchase Order Number; charges are not allowed for boxing or crating unless previously agreed upon in writing.

**DELIVERY** - All material must be shipped F.O.B. Destination. Neither The City nor its Trusts will pay freight or express charges, except by previous agreement. If specific purchase is negotiated on the basis of F.O.B. shipping point, SUPPLIER IS TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE. Deliveries must actually be effected within the time stated on Purchase Order, failing which The City and its Trusts reserve the right to cancel this order and purchase elsewhere. Deliveries shall be made between 8:00 A.M. and 5:00 P.M. Monday through Friday, excluding legal holidays, unless otherwise stated. In case of default by the supplier, The City of Oklahoma City or its Trusts may procure the articles or service covered by this order from other sources and hold the supplier responsible for any excess expense occasioned thereby. Inside delivery may be required.

**SAFETY DATA SHEETS** - The supplier agrees to furnish The City of Oklahoma City, and any of its Trusts utilizing the Contract, with a current Safety Data Sheet (SDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under appropriate State of Oklahoma Statute. Appropriate labels and SDSs shall be provided for all shipments. Send SDSs and other pertinent data to: City of Oklahoma City, Risk Management Division, 420 W. Main, Suite 630, Oklahoma City, Oklahoma 73102.

**OSHA REQUIREMENT** - The supplier or contractor hereby guarantees The City of Oklahoma City and its Trusts that all material, supplies and equipment as listed on the Purchase Order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Act of 1970, as from time to time amended and in force at the date hereof.
THE CITY OF OKLAHOMA CITY AND ITS TRUSTS ARE EXEMPT FROM PAYMENT OF OKLAHOMA SALES TAX AND FEDERAL EXCISE TAX. THE CITY'S SALES TAX EXEMPT PERMIT NUMBER IS 516924.

**APPROVED** by the Trustees and signed by the Chairman of The Oklahoma City Municipal Facilities Authority this __10TH__ day of __SEPTEMBER__, 2024.

**ATTEST**:

_Amy K Simpson_
SECRETARY

**SEAL**

_David Holt_
CHAIRMAN

_Jill Burnett_
ASSISTANT MUNICIPAL COUNSELOR