# ORDER FORM #00379890.0 to Call-Off Contract #CCZN22A09 under Framework BOS

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| **Customer Name** | Crown Commercial Service |
| **Workday Entity Name** | Workday LimitedRegistration number: **REDACTED TEXT under FOIA Section 40, Personal Information**Registered office: **REDACTED TEXT under FOIA Section 40, Personal Information** |
| **Call-Off Contract Effective Date** | March 3, 2022 |
| **Order Effective Date** | The later of the dates of the parties’ signatures below |
| **Order Term** | January 24, 2023 through April 12, 2025 |
| **Currency** | GBP |
| **Underlying Order Forms** | OF #300434 & OF #377785 |
| **Total Subscription Fee** | 35,141 |

## Payment Schedule Table

**REDACTED TEXT under FOIA Section 43 Commercial Interests.**

*For the avoidance of doubt, the Payment Schedule Table will be used for invoicing purposes.*

## Subscription Fees Table

**REDACTED TEXT under FOIA Section 43 Commercial Interests.**

*The Subscription Fees Table provides the Subscription Fees for each applicable Subscription Period. The Subscription Fee for Subscription Period 2 onwards includes a capped Innovation Index of 2.0% (as defined in the Underlying Order Forms). During the initial Term, any increases due to CPI (also defined in the Underlying Order Forms) are waived****.***

## Subscription Rights Table

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| --- | --- | --- | --- |
| **SKU** | **Service** | **Pricing Metric** | **Annual Subscription Rights** |
| TLOA | Talent Optimization Add On | FSE\* | Full Enterprise |

*\*For Pricing Metric details see the Full-Service Equivalent (“FSE”) Count Table below.*

## Full-Service Equivalent (“FSE”) Count Table

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| **FSE Population Category** | **Baseline FSE Count** |
| Full Enterprise | 956 |

1. **Growth and Expansion.**

**REDACTED TEXT under FOIA Section 40, Personal Information**

Customer will report to as specified

in the Underlying Order Forms for the metrics as provided below. Due to the Add-On Services shown in the Subscription Rights Table, the Expansion Rates in the Underlying Order Forms are incrementally increased as provided below:

## FSE Metric Reporting.

Reporting for Active FSE Worker Records is based on the additional FSE Workers which are defined as any Active FSE Worker records exceeding the Baseline FSE Count.

## FSE Expansion Table

**REDACTED TEXT under FOIA Section 43 Commercial Interests.**

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| **Customer Information** | **Billing Contact, In Care of** |
| Contact Name | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Street Address City, Post Code, Country | **REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information****REDACTED TEXT under FOIA Section 40, Personal Information** |
| Email (required) | **REDACTED TEXT under FOIA Section 40, Personal Information** |

The Total Subscription Fee is based on the maximum indicated in the Subscription Rights table, and any use in excess of the maximums indicated will be subject to the terms in the Underlying Order Forms, if applicable.

Customer understands that the Base Subscription Fee for the Renewal Term of this Order Form is **GBP 16,022**. These fees are incremental to the Base Subscription Fees in the associated Underlying Order Forms.

This Order Form is only valid and binding when executed by both parties and is subject to the additional terms in the above-referenced MSA, the Underlying Order Forms, or related renewal Order Form in effect, and the Addendums and Exhibits attached hereto. In the event of a conflict, the provisions of this Order Form take precedence over the MSA and its exhibits and attachments. Capitalized terms not defined herein shall have the same meaning as the Underlying Order Forms. An active HCM & FIN subscription is required for use of the Service applications listed herein.

**REDACTED TEXT under FOIA Section 40, Personal Information**

All remittance advice and invoice inquiries shall be directed to

IN WITNESS WHEREOF, this Order Form is entered into as of the Order Effective Date.

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| --- | --- |
| **Crown Commercial Service****REDACTED TEXT under FOIA Section 40, Personal Information** | **Workday Limited****REDACTED TEXT under FOIA Section 40, Personal Information** |
| Signature**REDACTED TEXT under FOIA Section 40, Personal Information** | Signature**REDACTED TEXT under FOIA Section 40, Personal Information** |
| Name**REDACTED TEXT under FOIA Section 40, Personal Information** | Name**REDACTED TEXT under FOIA Section 40, Personal Information** |
| Title**REDACTED TEXT under FOIA Section 40, Personal Information** | Title**REDACTED TEXT under FOIA Section 40, Personal Information** |
| Date Signed | Date Signed |
|  |  |

# ADDENDUM

**WORKDAY SERVICE SKU DESCRIPTIONS**

Customer may only use the Service SKUs subscribed to as indicated in the body of this Order Form.

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| **Service** | **Description** |
| Talent Optimization Add On | Talent Optimization Add On includes features that (if and when available) enable organizations to optimize their workforce and workers to optimize their careers. It supports talent mobility by connecting an organization's workforce with internal opportunities matched to their skills, experience, and interests. It also guides workers and enables them to explore potential opportunities. This SKU requires customers to maintain an active subscription to Innovation Services and opt-in to the corresponding Innovation Service. |

**Joint Schedule 2 (Variation Form)**

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

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| **Contract Details** |
| This variation is between: | **Crown Commercial Services ( “the Buyer") And****Workday Limited** (**"the Supplier"**)**Registered number:** **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Contract name: | **Provision of Workday Licences (“the Contract”)** |
| Contract reference number: | **CCZN22A09** |
| **Details of Proposed Variation** |
| Variation initiated by: | **Crown Commercial Services/ Buyer** |
| Variation number: | **3** |
| Date variation is raised: | **12th January 2023** |
| Proposed variation | Variation 3Change of scope to the requirement to include 956 FSE with an increase in costs of £36,863.00 (excluding VAT) in accordance with Supplier Order Form #00379890.0.**New Total Value £1,719,273.00 (excluding VAT) New Total Value £2,063,127.60 (including VAT)** |
| Reason for the variation: | Buyer & Supplier currently have a contract (CCZN22A09) that expires 12th April 2025. There is a need to include an additional add on to the existing contract. The Buyer requires a Workday functionality to help with identifying, growing and retaining talent as this is important to the CCS and the Civil Service. |
| An Impact Assessment shall be provided within: | Five (5) working days |
| **Impact of Variation** |
| Likely impact of the proposed variation: | Inclusion of additional functionality to current Workday tenant. |
| **Outcome of Variation** |
| Contract variation: | The Talent Optimisation SKU is a Workday functionality to help with identifying, growing and retaining talent as this is important to the CCS and the Civil Service. Talent management and development is championed and supported by senior managers in CCS, who see this as critical in identifying and recognising the talent of our employees and providing enhanced opportunities for development, thereby ensuring that employees are able to contribute to the best of their ability and for the benefit of CCS.* The contract change notice will be for the purchase of the Talent Optimization SKU for 956 FSE workers in
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|  | accordance with Supplier Order Form #00379890.0 executed herewith. |
| Financial variation: | Original Contract Value: | **£1,558,804.00 (excluding VAT)****£1,870,564.00 (Including VAT)** |
| Additional cost due to variation: 2 | **The contract was increased by****£123,606.00 (excluding VAT) as follows**New Total contract value for variation 2**£1,682, 410.00 (excluding VAT)****£2,018,892.00 (including VAT)** |
| Additional cost due to variation: 3 | **Variation uplift £36,863.00 (excluding VAT)****Variation uplift £44,235.60 (including VAT)** |
| New Contract value: | New Total Value **£1,719,273.00 (excluding VAT)****New Total Value £2,063,127.60 (including VAT)** |

1. This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by **Crown Commercial Services** Buyer
2. Words and expressions in this Variation shall have the meanings given to them in the Contract.
3. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Buyer

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| --- | --- |
| Signature DateName (in Capitals) | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Jan 20, 2023 |
| **REDACTED TEXT under FOIA Section 40, Personal Information** |

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| --- | --- |
| Address | **REDACTED TEXT under FOIA Section 40, Personal Information** |
|  |

Signed by an authorised signatory to sign for and on behalf of the Supplier

|  |  |
| --- | --- |
| Signature DateName (in Capitals)Address | **REDACTED TEXT under FOIA Section 40, Personal Information** |
| Jan 20, 2023 |
| **REDACTED TEXT under FOIA Section 40, Personal Information** |
| **REDACTED TEXT under FOIA Section 40, Personal Information** |

Approved as to legal form by;

**REDACTED TEXT under FOIA Section 40, Personal Information**