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<b>Order Date</b>	May 20, 2026
<b>Order Valid If Signed By</b>	<b>Jun 25, 2026</b>

Customer Information					
<b>Customer</b>	Seminole County, FL	<b>Contact</b>	Tim Jecks	<b>Billing Contact</b>	
<b>Address</b>	1101 S. 1st st.	<b>Title</b>	Management and Budget Director	<b>Title</b>	
<b>City, St, Zip</b>	Sanford, FL 32771	<b>Email</b>	tjecks@seminolecountyfl.gov	<b>Email</b>	
<b>Phone</b>	407-665-000			<b>PO # (If any)</b>	

This Service Order will be contracted through...	
<b>Procurement Aggregator</b>	<b>ClearGov Contract</b>
Buyboard	Buyboard Proposal No. #792-26

The Services you will receive and the Fees for those Services are...		
<b>Customer Annual Budgeted Expenditures - All Funds Total</b>	<b>\$800,000,000</b>	
<b>Setup Services</b>	<b>Tier / Rate</b>	<b>Service Fees</b>
ClearGov Setup: Includes activation, onboarding, and training for ClearGov solutions	Tier 6B	\$ 63,000.00
ClearGov Setup: Bundle Discount - Discount for bundled solutions	Tier 6B	\$ (12,060.00)
<b>Total ClearGov Setup Service Fee - Billed ONE TIME</b>		<b>\$ 50,940.00</b>
<b>Subscription Services</b>	<b>Tier / Rate</b>	<b>Service Fees</b>
ClearGov Base Platform - Civic Edition	Tier 6B	\$ 7,000.00
ClearGov Operational Budgeting - Civic Edition	Tier 6B	\$ 38,800.00
ClearGov Personnel Budgeting - Civic Edition	Tier 6B	\$ 38,800.00
ClearGov Capital Budgeting - Civic Edition	Tier 6B	\$ 38,800.00
ClearGov Digital Budget Book - Civic Edition	Tier 6B	\$ 29,500.00
ClearGov Capital Project Tracking - Civic Edition	Tier 6B	\$ 29,500.00
Bundle Discount: Platform (50%)	Tier 6B	\$ (3,500.00)
Bundle Discount: Modules (25%)	Tier 6B	\$ (43,850.00)
<b>Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE</b>		<b>\$ 135,050.00</b>
<b>Special Terms</b>	<b>Applies to</b>	<b>Amount</b>
See attached Statement of Work	-- N/A --	\$ -

**ClearGov will provide your Services according to this schedule...**

Period	Start Date	End Date	Description
Setup	Jul 1, 2026	Jul 1, 2026	ClearGov Setup Services
Pro-Rata	Jul 1, 2026	Sep 30, 2026	ClearGov Subscription Services
Initial	Oct 1, 2026	Sep 30, 2031	ClearGov Subscription Services

**To be clear, you will be billed as follows...**

Billing Date(s)	Amount(s)	Notes
Jul 1, 2026	\$50,940.00	One-time Set-up Fee (excluding Grants Management)
Jul 1, 2026	\$33,762.50	3 Month Pro-Rata Subscription Fee
Oct 1, 2026	\$135,050.00	Year 1 Annual Subscription Fee
Oct 1, 2027	\$139,101.50	Year 2 Annual Subscription Fee
Oct 1, 2028	\$143,274.55	Year 3 Annual Subscription Fee
Oct 1, 2029	\$147,572.78	Year 4 Annual Subscription Fee
Oct 1, 2030	\$151,999.96	Year 5 Annual Subscription Fee

Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

**Billing Terms & Conditions**

<b>Valid Until</b>	<b>Jun 25, 2026</b>	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
<b>Payment</b>	<b>Net 30</b>	All invoices are due Net 30 days from the date of invoice.
<b>Initial Period Rate Increase</b>	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
<b>Rate Increase</b>	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

**General Terms & Conditions**

<b>Statement of Work</b>	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
<b>Taxes</b>	The Service Fees and Billing amounts set forth above in this ClearGov Service Order <b>DO NOT</b> include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
<b>Term &amp; Termination</b>	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service (s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.
<b>Auto-Renewal</b>	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an <b>"Annual Term"</b> ), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
<b>Agreement</b>	The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: <a href="http://www.ClearGov.com/terms-and-conditions">http://www.ClearGov.com/terms-and-conditions</a> . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

**Customer**

<b>Signature</b>	
<b>Name</b>	Tim Jecks
<b>Title</b>	Management and Budget Director

**ClearGov, Inc.**

<b>Signature</b>	
<b>Name</b>	Michael Mattson
<b>Title</b>	Chief Revenue Officer

**Please e-mail signed Service Order to [Orders@ClearGov.com](mailto:Orders@ClearGov.com) or Fax to (774) 759-3045**

**Order Type (ClearGov Internal Use Only)**

<b>Select Order Type for this Service Order</b>	NL	<b>If XS: Original Service Order Date</b>	
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# **ADDITIONAL TERMS**

## **IT Security & Identity Requirements**

### **1. Single Sign-On (SSO) Authentication**

Vendor shall support integration with Microsoft Entra ID for Single Sign-On (SSO) and federated authentication. County users shall authenticate to the ClearGov application using Entra ID to support identity lifecycle management and user experience.

### **2. Multi-Factor Authentication (MFA)**

Vendor shall support Multi-Factor Authentication (MFA) for County users authenticated via Microsoft Entra ID. MFA enforcement shall be configurable and managed through the County's Entra ID environment.

### **3. Geofencing / Conditional Access**

Vendor shall support authentication via Microsoft Entra ID such that the County may enforce location-based access restrictions, including geofencing, through its own Entra ID Conditional Access policies.

Vendor does not provide native application-level geofencing controls within the ClearGov application.

### **4. User Identification and Prohibited Data**

Vendor shall not use Social Security Numbers (SSNs) as a primary identifier within the application or database. Vendor shall support the use of a County-provided employee identifier (e.g., Seminole County Employee ID) as the unique identifying key for user records, subject to mutually agreed implementation details.

### **5. Security Incident and Breach Notification**

In the event of a Security Incident that rises to the level of a data breach involving County data, Vendor shall notify the County Department and the County Information Security Team without undue delay, in accordance with agreed incident response procedures.

Notification shall be made via email to: [infosec@seminolecountyfl.gov](mailto:infosec@seminolecountyfl.gov).

### **6. Compliance with County Policies**

Vendor shall ensure that the ClearGov application supports the County's compliance with applicable administrative codes, policies, and procedures related to data handling, privacy, and reporting requirements. Vendor shall maintain appropriate auditing and logging capabilities and, upon request, provide relevant audit data to support County compliance, reporting, and incident response activities.

## **The following terms shall be added to Exhibit A - Statement of work below:**

- Audit Tracking During Implementation. ClearGov shall utilize a shared success plan to be maintained and updated throughout the implementation process. This document will outline each module's configuration and associated training activities. Both parties shall have access to the shared success plan to monitor progress at each stage of implementation. The shared success plan is intended to promote alignment, accountability, and transparency between the parties.
- ClearGov and the Customer will mutually define the datasets exchanged between ClearGov and the Customer's financial system, JD Edwards (JDE). These datasets will include budget data, actuals, transaction data, chart of accounts, organizational structure, personnel information (if applicable), and capital project data. ClearGov will support the ingestion and export of these datasets in formats that align with the Customer's budget development processes and JDE upload requirements.
- ClearGov will provide import and export templates and related mapping documentation that outline how Customer-provided data aligns to ClearGov's configuration and how exported data supports the Customer's downstream JDE processes. ClearGov and the Customer will jointly validate all imported and exported data to ensure accuracy and compatibility with JDE requirements.
- Successful completion of data integration will include validated imports of all in-scope datasets, agreed-upon mapping documentation, and verified export files that support the Customer's operational and budget workflows, including re-loading finalized budget data into JDE.
- The System maintains a comprehensive audit trail designed to record all material user actions and data modifications, including any financial updates made within ClearGov (who changed what and when), as well as any changes made to project scopes and details within the Capital Budgeting and Capital Project Tracking Modules.
- Customer has the ability to customize and add reports for the Budget Document module, including the ability to incorporate externally generated charts, graphs, Smart Art Graphics, PDF's and other visual elements into the Budget Document and the ability to reference Department Goals to CIP Projects.

## **EXHIBIT A**

### **Statement of Work**

This Statement of Work (“SOW”) defines the scope, objectives, deliverables, and responsibilities associated with the implementation of the SaaS Solution and Implementation Services purchased under the applicable Service Order Form.

The specific modules and services to be implemented are as outlined in the Service Order Form and will be delivered in accordance with this SOW.

Each module follows a structured, milestone-based implementation process. When multiple modules are purchased as part of a bundle, implementation will be conducted as a unified project to streamline activities and ensure cross-module consistency.

#### **Implementation Methodology & Responsibilities**

##### **Implementation Approach**

Our methodology is iterative and collaborative, rooted in best practices from both public and private sector deployments. It emphasizes co-design, proactive communication, and phased delivery to ensure successful adoption and long-term sustainability.

Each project begins with a Joint Application Design Session (JADS), where our teams collaborate to define the solution framework and implementation plan. This is followed by structured milestones: Discovery, Data Integration, Configuration, Delivery, and Sign-Off. Final user training and transition to support are included in all deployments. The detailed definitions, deliverables, and responsibilities for each phase will be provided later in a detailed project plan, which accompanies the SOW.

##### **Client Responsibilities**

The success of the implementation depends on active participation, timely decision-making, and clear communication. To support this, the Client agrees to:

- Assign a primary project lead to coordinate internal resources and communications
- Participate in all milestone activities and design sessions (e.g., Joint Application Design Sessions – JADS)
- Provide timely access to relevant data, documentation, and legacy systems
- Review and approve project deliverables in a timely manner
- Attend configuration reviews, training sessions, and system testing as scheduled
- Perform data validation and confirm accuracy of loaded information prior to go-live
- Provide formal sign-off on deliverables within ten (10) business days of submission; if no feedback or objections are received, deliverables will be considered accepted
- Notify ClearGov promptly of any internal changes that may impact project scope or timeline

## **Assumptions**

- Implementation services are delivered remotely unless otherwise agreed
- Project success depends on timely inputs from both parties
- Client-side approvals and resourcing will be in place before project kickoff
- Change orders are required for scope or timeline modifications

## **Phase 1: Discovery and Planning (Joint Application Design Sessions – JADS)**

In this phase, ClearGov and the Customer will collaborate through Joint Application Design Sessions (JADS) to define the solution framework, establish key project plans, and align on configuration requirements. This milestone sets the foundation for a successful implementation by aligning both teams on scope, expectations, and timelines.

### **Objectives:**

- Review and validate the project scope, contracts, and software subscription licenses
- Assess the Customer's current systems, documentation, reports, and templates
- Define the solution framework, workflows, and data structures within ClearGov
- Identify any functional gaps or risks and outline a mitigation plan
- Establish project start and end dates and a preliminary timeline
- Confirm roles, responsibilities, and communication protocols

### **Deliverables:**

- Finalized project plan and implementation timeline
- Configuration guide detailing the proposed ClearGov system setup
- Roles and responsibilities matrix
- Risk log and mitigation strategies
- Documentation of current state review and system assessment

## **Phase 2: Data Integration**

Following the completion of the Discovery and Planning phase, ClearGov and the Customer will begin configuring the system based on the jointly defined solution design. During this phase, ClearGov will configure data elements, integrations (if purchased), and validation logic to align with the Customer's business requirements. Ongoing collaboration will be essential to review configurations, resolve issues, and ensure alignment as questions or changes arise.

### **Objectives:**

- Configure data elements, roles, reports, dimensional structures, and workflows in accordance with the agreed-upon design
- Establish integration with source systems or ingest structured data from the Customer
- Configure automated data imports, mapping structures, and validation logic
- Load, validate, and test required datasets
- Align on configuration changes through iterative reviews with the Customer

**Deliverables:**

- Data integration framework and documentation
- Configured system environment reflecting the Customer's structure and workflows
- Validated data imports with quality assurance (QA) checks
- Initial test results and configuration sign-off
- Import configuration templates (e.g., for data file extracts and imports)

**Phase 3: Configuration**

With data structures and integration points established, the Configuration phase focuses on building the ClearGov system to meet the Customer's approved design specifications. ClearGov will configure templates, workflows, business rules, reports, outputs, and user roles to ensure alignment with project objectives. This phase also includes planning for module delivery and documenting any necessary, changes, updates and modifications prior to full acceptance

**Objectives:**

- Configure system components including database models, dimensions, cubes, rules, and views
- Build module-specific templates, data entry forms, workflows, and dashboards
- Set up user roles, groups, and approval routing based on the design
- Conduct internal system testing, review and QA
- Identify and document required adjustments based on testing feedback

**Deliverables:**

- Fully configured ClearGov environment aligned to the approved scope
- Module-specific templates and workflows
- Role-based access and routing setup documentation
- Formal configuration, module delivery and acceptance

**Phase 4: Project Sign Off**

In the final phase of the implementation, ClearGov and the Customer will complete final testing, formalize acceptance of delivered modules, and transition the relationship to the Training, Customer Success, and Support teams. This phase ensures that all agreed-upon deliverables have been met and that the Customer is equipped for a successful go-live and continued system adoption.

**Objectives:**

- Complete final testing and obtain user acceptance of the configured solution
- Review implementation experience and assess outcomes with the Customer
- Upload final project documentation and system configurations
- Confirm delivery of all in-scope modules and services per the implementation plan
- Prepare system for transition to training and post-go-live support

**Deliverables:**

- Formal module and project sign-off documentation signed by both parties
- Delivery of all purchased modules and implementation services
- Uploaded documentation and/or training recordings
- Transition summary and handoff to Training, Customer Success, and Support teams
- Communication and support plan for end-user engagement

**Phase 5: Training**

ClearGov will work collaboratively with the Customer to deliver effective training tailored to user roles and the modules in scope. Standard training materials for administrators and end users will be provided. Training may be delivered by ClearGov and/or the Customer, depending on internal preferences and capacity. Prior to training, a plan will be reviewed and agreed upon to ensure alignment with the Customer's internal rollout and support needs.

**Objectives:**

- Develop a training plan based on the approved configuration and user roles
- Deliver administrator and/or end-user training aligned to the modules deployed
- Confirm successful knowledge transfer

**Deliverables:**

- Training plan reviewed and approved by the Customer
- Standard training materials (Admin and End User) delivered
- Completed training sessions for applicable user groups
- Support transition and knowledge transfer plan finalized

**This Statement of Work shall be governed by the terms and conditions set forth in the applicable Service Order Form and the associated Terms and Conditions document between the parties.**