



STATE OF MICHIGAN
CENTRAL PROCUREMENT SERVICES
 Department of Technology, Management, and Budget
 525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
 P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **9**
 to
 Contract Number **071B8200298**

CONTRACTOR	GOVERNMENTJOBS.COM, INC.
	222 N. Sepulveda Blvd. STE. 2000
	El Segundo, CA 90245
	Daniel
	(310) 426-6304 x 103
	lmcdaniel@neogov.net
	CV0015034

STATE	Program Manager	Susan Wilmore	MCSC
		517-373-6539	
		wilmore@s@michigan.gov	
	Contract Administrator	KeriAnn Trumble	DTMB
		(517) 241-7000	
		trumblek1@michigan.gov	

CONTRACT SUMMARY

E-RECRUITING			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
September 15, 2008	September 11, 2011	100 - 1 Year	September 14, 2021
PAYMENT TERMS		DELIVERY TIMEFRAME	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card	<input type="checkbox"/> PRC	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

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DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input checked="" type="checkbox"/>	3 Years	<input type="checkbox"/>		September 14, 2024
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$4,124,300.00	\$2,222,941.00	\$6,347,241.00		

DESCRIPTION

Effective 7/28/2021, the State is exercising 3 option years available on this Contract. The revised Contract expiration date is 9/14/2024. Additionally, this Contract is hereby increased by \$2,222,941.00 for the Michigan Civil Service Commission's ongoing maintenance and support for NEOGOV modules.

All other terms, conditions, specifications, and pricing remain the same. Per contractor, agency, DTMB procurement and State Administrative Board approval on 7/27/2021.



**MICHIGAN DEPARTMENT OF TECHNOLOGY,
MANAGEMENT AND BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: NEOGOV	Period of Coverage: 09/15/2021 – 9/14/2024
Requesting Department: Civil Service Commission	Date: 06/15/2021
Agency Project Manager: Susan Wilmore	Phone: 517-643-2247
DTMB Contract Administrator: Kemal Tekinel	Phone:

Brief Description of Services to be provided:

This Statement of Work (SOW) is to add funds to Contract No. 071B8200298 between the State of Michigan (SOM) and NEOGOV (Contractor).

BACKGROUND:

The State of Michigan currently leverages NEOGOV's hosted solution to provide technology for several processes across the employee life cycle including recruitment and selection via Insight/OHC, performance management via Perform (PE), and onboarding via Onboard (ON). These modules comprise the current enterprise suite of tools available statewide. Funds are being added to the contract in order to cover maintenance costs for these modules through September 2024. In addition, two upgrades are included to further enhance the employee life cycle – eForms (EF) and Candidate Text Messaging (CTM).

eForms provides the functionality to easily build seamless routing workflows in minutes and create online forms to handle everything from complex life events to simple parking forms. It makes organization easy by managing all employee documents electronically and storing all completed forms in an employee personnel file.

Candidate Text Messaging provides a medium to reach candidates in a format that they prefer and check frequently. By adding text messaging to our recruiting strategy, we can get applicants' attention quicker than email and present the State of Michigan as an organization that is up-to-date with the latest methods of communication.

RENEWAL PRODUCTS

Service Description		9/15/21 - 9/14/22	9/15/22 - 9/14/23	9/15/23 - 9/14/24
Insight Enterprise Subscription (IN)		\$250,000.00	\$250,000.00	\$250,000.00
Onboard (ON)		\$80,000.00	\$80,000.00	\$80,000.00
Perform (PE)		\$190,000.00	\$190,000.00	\$190,000.00
Total:		\$520,000.00	\$520,000.00	\$520,000.00

ADDITIONAL PRODUCTS

Service Description	7/1/21 – 9/14/21	9/15/21 - 9/14/22	9/15/22 - 9/14/23	9/15/23 - 9/14/24
eForms (EF) Subscription	WAIVED	\$101,866.00	\$206,818.00	\$308,684.00
Total:	\$0.00	\$101,866.00	\$206,818.00	\$308,684.00

Service Description		9/15/21 - 9/14/22	9/15/22 - 9/14/23	9/15/23 - 9/14/24

Candidate Text Messaging (CTM)		\$15,191.00	\$15,191.00	\$15,191.00
Total:		\$15,191.00	\$15,191.00	\$15,191.00

Total

Service Description	7/1/21 – 9/14/21	9/15/21 - 9/14/22	9/15/22 - 9/14/23	9/15/23 - 9/14/24
Insight Enterprise Subscription (IN)	N/A	\$250,000.00	\$250,000.00	\$250,000.00
Onboard (ON)	N/A	\$80,000.00	\$80,000.00	\$80,000.00
Perform (PE)	N/A	\$190,000.00	\$190,000.00	\$190,000.00
eForms (EF) Subscription	WAIVED	\$101,866.00	\$206,818.00	\$308,684.00
Candidate Text Messaging (CTM)	N/A	\$15,191.00	\$15,191.00	\$15,191.00
Total:	\$0.00	\$637,057.00	\$742,009.00	\$843,875.00

PROJECT OBJECTIVE:

The objective of the project is to take eForms and Candidate Text Messaging live in FY 2021 and beyond.

- Support eForms by working with agencies to develop electronic forms and processes to replace current manual processes
 - Beginning with the Remote Work Agreement
- Standardize Executive Branch agency processes through the use of eForms for state-defined forms
- Enhance remote work processes by removing the need for manual form completion and signatures
- Implement integration to move completed HR forms into employee folders in Content Manager
- Capture data to provide metrics
- Increase internal communication
- Implement Candidate Text Messaging in recruitment

SCOPE OF WORK:

This SOW is for the addition of \$2,222,941.00 to the contract to cover maintenance fees on subscriptions to Insight/OHC (IN), Onboard (ON), Perform (PE), eForms (EF) and Candidate Text Messaging (CTM) to further enhance the employee life cycle management through September 2024.

Out of scope items include modules not listed here.

TASKS:

1. Assign roles and responsibilities for the development, implementation, roll-out, and measurement of the overall eForms program structure, methodology, processes, and measurement/reporting.
2. Identify existing capacity of team members
3. Determine if further resources are needed
4. Develop a project schedule that includes development, implementation, roll-out, and measurement phases.
5. Identify deliverables and activities needed to complete deliverables.
6. Develop an implementation plan for the project that will include key dates and actions to roll-out system functionality, training, and all processes, procedures, and requirements throughout MCSC.
7. Design evaluation tools for participants and create a method for collecting, assessing, and acting on feedback from new hires, HR offices, agency support staff, and the project team.
8. Develop a communication plan that will encompass the initial effort, as well as, deployment throughout the state.
9. Develop a training plan, including all materials, schedule, locations, etc.

DELIVERABLES:

Deliverables will not be considered complete until the Agency Project Manager has formally accepted them. Deliverables for this project include: access to eForms in UAT and Production; access to Candidate Text Messaging in Production. Access to training and support materials.

Contractor must meet all requirements set forth in Contract 071B8200298.

ACCEPTANCE CRITERIA:

Per original contract.

PROJECT CONTROL AND REPORTS:

Per original contract.

SPECIFIC DEPARTMENT STANDARDS:

Agency standards, if any, in addition to DTMB standards.

PAYMENT SCHEDULE:

Payment will be made on an annual basis. DTMB will pay CONTRACTOR upon receipt of properly completed invoices which shall be submitted to the billing address on the State issued purchase order not more often than monthly. DTMB Contracts area will coordinate obtaining Agency Project Manager and DTMB Project Manager approvals. All invoices should reflect actual work completed by payment date, and must be approved by the Agency Project Manager and DTMB Project Manager prior to payment. The invoices shall describe and document to the State's satisfaction a description of the work performed, the progress of the project, and fees. When expenses are invoiced, receipts will need to be provided along with a detailed breakdown of each type of expense.

Payment shall be considered timely if made by the DTMB within forty-five (45) days after receipt of properly completed invoices.

EXPENSES:

The State will not pay for any travel expenses, including hotel, mileage, meals, parking, etc.

PROJECT CONTACTS:

The designated Agency Project Manager is:

Susan Wilmore
Civil Service Commission
Office of Business Applications Support
Capitol Commons Center, 3rd Floor
400 S. Pine Street
Lansing, MI 48909
517-643-2247
wilmores@michigan.gov

The designated DTMB Project Manager is:

Kemal Tekinel
Department of Technology, Management and Budget
Agency Services for DTMB and Civil Service
Mason Building

530 W. Allegan Street
Lansing, MI 48933
517-284-4512
gablerd@michigan.gov

The DTMB Contract Administrator for this project is:

AGENCY RESPONSIBILITIES:

Allocate sufficient resources to review and/or test deliverables.

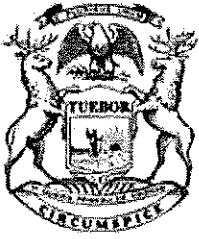
LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

Capitol Commons Center in Lansing, Michigan.

EXPECTED CONTRACTOR WORK HOURS AND CONDITIONS:

Work hours are not to exceed eight (8) hours a day, forty (40) hours a week. Normal working hours of 8:00 am to 5:00 pm are to be observed unless otherwise agreed to in writing.

No overtime will be permitted.



**STATE OF MICHIGAN
ENTERPRISE PROCUREMENT**

Department of Technology, Management, and Budget
525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number **8**

to

Contract Number **071B8200298**

CONTRACTOR	NEOGOV/Governmentjobs.com, Inc.
	222 N. Sepulveda Blvd. STE. 2000
	El Segundo, CA 90245
	Daniel
	(310) 426-6304 x 103
	lmcdaniel@neogov.net
CV0015034	

STATE	Susan Wilmore	MCSC
	517-373-6539	
	wilmore@michigan.gov	
	Mike Breen	DTMB
	(517) 249-0428	
	breen@michigan.gov	

CONTRACT SUMMARY

E-RECRUITING

INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE
September 15, 2008	September 11, 2011	100 - 1 Year	September 14, 2018
PAYMENT TERMS		DELIVERY TIMEFRAME	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-Card	<input type="checkbox"/> Direct Voucher (DV)	<input type="checkbox"/> Other	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

MINIMUM DELIVERY REQUIREMENTS

DESCRIPTION OF CHANGE NOTICE

OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input checked="" type="checkbox"/>	36 months	<input type="checkbox"/>		September 14, 2021
CURRENT VALUE	VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE		
\$2,708,300.00	\$1,416,000.00	\$4,124,300.00		

DESCRIPTION

Effective with State Administrative Board approval (9/11/18) and mutual signature the contract is amended to exercise three one year options (evergreen clause) to 9/14/2021 and add three years of additional funding for maintenance and support of \$1,416,000.00 All other terms and conditions remain the same.

Program Managers
for
Multi-Agency and Statewide Contracts

AGENCY	NAME	PHONE	EMAIL
MCSC	Susan Wilmore	517-373-6539	wilmores@michigan.gov



STATE OF MICHIGAN ENTERPRISE PROCUREMENT

Department of Technology, Management, and Budget
525 W. ALLEGAN ST., LANSING, MICHIGAN 48913
P.O. BOX 30026 LANSING, MICHIGAN 48909

CONTRACT CHANGE NOTICE

Change Notice Number 7
to
Contract Number 071B8200298

CONTRACTOR	NEOGOV/Governmentjobs.com, Inc.
	222 N. Sepulveda Blvd. STE. 2000
	El Segundo, CA 90245
	Scott Letourneau
	(310) 426-6304 x 103
	scott@neogov.com
	*****8748

STATE	Program Manager	Wilmore Susan	MCSC
		517-373-6539	
	wilmores@michigan.gov		
	Contract Administrator	Jarrod Barron	DTMB
(517) 284-7045			
BarronJ1@michigan.gov			

CONTRACT SUMMARY				
DESCRIPTION: E-Recruiting				
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW	
September 15, 2008	September 11, 2011	2 - 1 Year options; Evergreen	September 14, 2018	
PAYMENT TERMS		DELIVERY TIMEFRAME		
NA		NA		
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING	
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
MINIMUM DELIVERY REQUIREMENTS				
NA				
DESCRIPTION OF CHANGE NOTICE				
OPTION	LENGTH OF OPTION	EXTENSION	LENGTH OF EXTENSION	REVISED EXP. DATE
<input type="checkbox"/>		<input type="checkbox"/>		
CURRENT VALUE		VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE	
\$2,625,300.00		\$ 83,000.00	\$2,708,300.00	

DESCRIPTION: Effective September 8, 2016, the parties add \$83,000.00 for the attached statement of work to add and configure the NEOGOV Onboarding module. All other terms, conditions, specifications and pricing remain the same. Per contractor, agency, and DTMB Procurement agreement.

**DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
IT SERVICES
STATEMENT OF WORK**

Project Title: SOM Online Employee Lifecycle Management Initiative	Period of Coverage: 08/01/2016-09/30/2017
Requesting Department: Civil Service Commission	Date: 08/03/2016
Agency Project Manager: Susan Wilmore	373-6539
DIT Contract Liaison: Dave Gabler	335-4097

BACKGROUND:

The State of Michigan currently leverages NEOGOV's hosted solution to provide technology for several processes across the employee life cycle including recruitment, selection, and performance management. In accordance with the Governor's Priority to Reinvent Michigan by Reinventing Government it is the goal of this program to further expand the use of technology to include standardization of onboarding and the use of social media in recruitment.

On September 14, 2009, the Michigan Civil Service Commission (MCSC) implemented NEOGOV Insight as its online recruitment and selection tool for all Executive Branch agencies. On February 11, 2013, the MCSC began rolling out NEOGOV PE as the performance management tool for Executive Branch agencies. Additional MCSC projects in 2014 include the use of NEOGOV Facebook Integration for State of Michigan (government) Job Opportunities.

Currently there is no single onboarding tool available to Executive Branch agencies. Some agencies have websites specific to bringing on new employees; some agencies have orientation programs; no agencies have the ability to automatically notify the candidate upon hire with information and electronic forms for completion and provide notification to other interested parties (nameplate, computer, phone, etc.) in order to have everything ready for the employee on their first day. This project will standardize onboarding within Executive Branch agencies and implement the NEOGOV Onboard module as the new statewide tool. The vendor, NEOGOV, will provide the hosted software and technical and business process expertise to assist the MCSC in implementing Onboard as a statewide system, just as was done for Insight and PE.

Onboard functionality will further align the MCSC with the Governor's priority to Keep Our Youth – our future – here. The implementation of the Onboard module will provide new employees with a more modern and relevant experience with the State of Michigan right from the start of their employment. The use of technology and social media will support the Governor's goal to have the State of Michigan recognized as understanding the growing importance that social technology plays in we live, work, and play.

This project will increase the efficiency of the State of Michigan's Human Resources operations. Today, managers and employees are being asked to work as efficiently and effectively as possible to provide services to the citizens of the State of Michigan with the resources available so their time is valuable. Implementing new technology allows them to concentrate their time and effort on duties related to their department's strategic goals.

PROJECT OBJECTIVES:

- Support MCSC Onboarding project
- Standardize Executive Branch agency onboarding processes
- Begin onboarding new employees as of their date of hire including employee first day information, required forms completion, and State of Michigan processes for office, phone, security, etc.
- Streamline processes through the use of standard/state-defined forms and templates
- Capture data to provide metrics

- Increase internal communication

SCOPE, TASKS AND DELIVERABLES:

Contractor shall perform the following tasks:

- Attend Kickoff meeting
- Map pre-existing configuration requirements from existing Infor Enwisem system to the NEOGOV Onboarding module
- Implement Onboarding software module, including providing configuration, unit testing, and go-live support
- Develop and implement API to the State's Human Resource Management Network (HRMN) for new hires.
- Assist State Project Manager with developing schedule and identifying milestones
- Assist State Project Manager with business process re-engineering, where applicable
- Assist State Project Manager with keeping project team on track with identified goals
- Provide technical assistance creating data files for export from Onboarding module into HRMN

ACCEPTANCE CRITERIA:

Deliverables will not be considered complete until the MCSC and DTMB Project Managers have formally accepted them. The following high-level acceptance criteria apply:

Document Deliverables

- Documents are dated and in electronic format, compatible with State of Michigan software.
- Any changes to requirements once they are approved will be captured in the change control document and the revised Work Requests.
- Draft documents are not accepted as final deliverables.
- The documents will be reviewed and accepted in accordance with the requirements of the Contract and Appendices.
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Software Deliverables - General

Software includes, but is not limited to, software product, development tools, support tools, data migration software, integration software, and installation software.

- Beta software is not accepted as final deliverable.
- The software will be reviewed and accepted in accordance with the requirements of the contract.
- DTMB will review software within a mutually agreed upon timeframe for acceptance of functionality, usability, installation, performance, security, standards compliance, backup/recovery, and operation.
 - Approvals will be written and signed by both the DTMB Project Manager and Agency Project Manager.
 - Unacceptable issues will be documented and submitted to the Contractor.
 - After issues are resolved or waived, the Contractor will resubmit software for approval within 30 days of receipt.
- Software is installed and configured, with assistance from DTMB, in an appropriate environment (e.g. development, conversion, QA testing, UAT testing, production, and training).
- Contingency plans, de-installation procedures, and software are provided by the Contractor and approved by both the DTMB Project Manager and Agency Project Manager.
- Final acceptance of the software will depend on the successful completion of User Acceptance Testing (UAT).
- Testing will demonstrate the system's compliance with the requirements of the Contract. At a minimum, the testing will confirm the following:
 - Functional - the capabilities of the system with respect to the functions and features described in the Contract.

- Performance - the ability of the system to perform the workload throughput requirements. All problems should be completed satisfactorily within the allotted time frame.
- DTMB will review test software, data, and results within a mutually agreed upon timeframe. In the absence of an agreed timeframe, existing contract terms will control.
 - Approvals will be written and signed by both the DTMB Project Manager and Agency Project Manager.
 - Unacceptable issues will be documented and submitted to the Contractor.
 - After issues are resolved or waived, the Contractor will resubmit test software, data and results for approval within 30 days of receipt.
- Software source code, where applicable, is reviewed by DTMB within a mutually agreed upon timeframe for readability, structure, and configuration management.
 - Approvals will be written and signed by both the DTMB Project Manager and Agency Project Manager.
 - Unacceptable issues will be documented and submitted to the Contractor.
 - After issues are resolved or waived, the Contractor will resubmit source code for approval.
- Deliverable approval process outlined in the contract terms has been followed and met.

Project-Specific Acceptance Criteria / Requirements

The following acceptance criteria apply to this project's Scope Items:

- Onboarding module is installed in test environment
- Onboarding module is configured per the pre-existing requirements
- Onboarding module is integrated with HRMN system
- Data has been migrated from the NEOGOV Insight module to the NEOGOV Onboarding module
- Onboarding module has been moved into production environment
- Documentation has been provided identifying the fulfillment of each software requirement

PROJECT CONTROL AND REPORTS:

As defined in contract 071B8200298

PROJECT SCHEDULE:

The preliminary project schedule is shown below. The parties may revise this plan during project kickoff.

Task	Accountable Party	Target Completion Date	Actual Completion Date	Delay	Reason for delay	Updated Timeline
1						
2	Customer	10/7/16				
3	Both	10/21/16				
4	Customer	11/18/16				
5	Customer	12/2/16				
6	Both	12/9/16				
7	Customer	12/30/16				
8	Both	1/2/17				
9	Customer	1/2/17				
10						
11	API					

PAYMENT SCHEDULE:

This is a firm fixed, deliverables based agreement. Payment will be made in one lump sum after the State formally accepts all deliverables listed in this statement of work. The cost and effort breakdown are as follows:

Item	Cost (\$)
Onboard Software License (9/15/16 – 9/14/17)	80,000
Onboard Software Setup	0
Onboard Software Training	0
API to HRMN – New Hire Integration Setup	3,000

Total	\$83,000
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PROJECT CONTACTS:

The designated Agency Project Manager is:

Susan Wilmore
Michigan Civil Service Commission
400 South Pine Street
Lansing, MI 48909
wilmores@michigan.gov
517.373.6539

The designated DTMB Project Manager is:

Dave Gabler
Department of Technology, Management and Budget
530 West Allegan Street
Lansing, MI 48909
gablerd@michigan.gov
517. 284.4512

The designated Contractor Project Manager is:

Mitch Boland
Onboard Implementation Team
NEOGOV
222 North Sepulveda Boulevard, Suite 2000
El Segundo, CA 90245
310.658.5750

LOCATION OF WHERE THE WORK IS TO BE PERFORMED:

Contractor will perform all work remotely.

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
 PROCUREMENT
 P.O. BOX 30026, LANSING, MI 48909
 OR
 525 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE NO. 6
 to
CONTRACT NO. 071B8200298
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR	PRIMARY CONTACT	EMAIL
NEOGOV/Governmentjobs.com, Inc. 222 North Sepulveda Blvd, Suite 2000 El Segundo, CA 90245	Scott Letourneau	scott@neogov.com
	PHONE	CONTRACTOR'S TAX ID NO. (LAST FOUR DIGITS ONLY)
	(310) 426-6304 x103	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
PROGRAM MANAGER / CCI	MCSC	Susan Wilmore	517-373-6539	wilmores@michigan.gov
CONTRACT ADMINISTRATOR	DTMB	David Hatch	517-284-7044	hatchd@michigan.gov

CONTRACT SUMMARY			
DESCRIPTION: E-RECRUITING			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
September 12, 2008	September 11, 2011	2, 1 Year Options; Evergreen	September 14, 2015
PAYMENT TERMS		DELIVERY TIMEFRAME	
N/A		N/A	
ALTERNATE PAYMENT OPTIONS			EXTENDED PURCHASING
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS			
N/A			

DESCRIPTION OF CHANGE NOTICE				
EXERCISE OPTION?	LENGTH OF OPTION	EXERCISE EXTENSION?	LENGTH OF EXTENSION	REVISED EXP. DATE
<input checked="" type="checkbox"/>	3 Years	<input type="checkbox"/>		September 14, 2018
CURRENT VALUE		VALUE OF CHANGE NOTICE	ESTIMATED AGGREGATE CONTRACT VALUE	
\$1,755,300.00		\$870,000.00	\$2,625,300.00	

DESCRIPTION: Effective September 13, 2015 this contract is extended for three years; and is increased by \$870,000.00 with annual maintenance and support payments of \$290,000.00 each year per attached vendor letter and price quote. The revised contract expiration date is September 14, 2018. All other terms, conditions, specifications, and pricing remain the same. Per contractor and agency agreement, DTMB Procurement approval, and State Administrative Board approval on September 10, 2015.

Insight Enterprise (IN)
Performance Evaluation (PE)

Account Detail:		NEOGOV Contact:	
State of Michigan Susan Wilmore 517-373-6539 wilmore@sMichigan.gov		Sara Clancy NEOGOV Regional Account Manager Email: sclancy@neogov.com Direct line: 310-658-5709 Fax line: 310-426-6305	
Quote Date:	9/14/2016	Valid To:	9/30/2015
Requested Service Date:	TBD	Initial Term:	36 Months

Order Summary:

Item	Annual Recurring Price	One-time Price
1.0 Insight Enterprise		
1.1 License Subscription	\$100,000.00	
1.2 Provisioning		\$0.00
1.3 On-line User Training		\$0.00
2.0 Performance Evaluation		
2.1 License Subscription	\$190,000.00	
2.2 Provisioning		\$0.00
2.3 On-line User Training		\$0.00
Total:		\$290,000.00

This agreement is effective upon execution and is extended for an initial term of 12 months.

1.0 Insight Enterprise Edition

1.1 License Subscription

The Customer's subscription to the Insight Hiring Management Software includes the following functionality:

Recruitment

- Customized online job application
- Accept job applications online
- Online applications integration with current agency website
- Online job announcements and descriptions
- Automatic online job interest cards
- Proactively search your applicant database
- Real-time database of all applicant information
- Recruitment and examination planning

Selection

- Create, store, and reuse supplemental questions in the Insight item bank
- Screen applicants automatically as they apply
- Define unique scoring plans per recruitment, or copy existing scoring plans
- Test Item bank (optional in TMS)
- Conduct item analysis
- Test processing (automatically input Scantron test data sheets)*
- Test analysis and pass-point setting
- Score, rank, and refer applicants

Applicant Tracking

- Email and hardcopy notifications
- EEO Data collection and reports
- Track applicants by step/hurdle
- Schedule written, oral, and other exams
- Detailed applicant history record
- Skills tracking and matching

Reporting and Analysis

- Collect and report on EEO data
- Analyze and report on adverse impact and applicant flow
- Track and analyze data such as time-to-hire, recruitment costs, staff workload, applicant quality, etc.
- Over 80 standard system reports
- Ad Hoc reporting tool

HR Automation

- Create and route job requisitions
- Refer and certify applicants electronically
- Scan paper application materials

* Cost of the scanner is not included unless listed on Exhibit A – ORDER FORM

* Requires a Scantron or similar Optical Mark Reader (OMR) scanner, special forms, form set-up, and scanner software, which are not included unless listed on Exhibit A – ORDER FORM

Additionally, during the term of the subscription, the Customer will be provided:

Unlimited Customer Support (6:00 AM – 6:00 PM PT)

Customer Support shall be provided to the Customer both on-line and by telephone Monday – Friday, 6:00 AM – 6:00 PM PT (excluding NEOGOV holidays).

Product Upgrades to Licensed Software

Customer shall receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout. Product upgrade rollouts are generally released every three months.

1.2 Provisioning

The following activities are conducted as part of the Insight Enterprise implementation

- Conduct a project kick off meeting to review the project timeline, deliverables, and establish project expectations
- NEOGOV will establish an Agency-specific training environment that will be used during training and post-training to allow the Agency to learn the system and begin defining new roles, responsibilities, and activities within the HR staff
- NEOGOV will provide all required user exercises and user guides to the Agency.
- Once the core user community is comfortable with the system (typically within 10 hours of hands-on use) they will train the remaining HR staff to complete their tasks using Insight.
- Between the training and go-live, NEOGOV will complete the following activities:
 - Creating an agency-specific training environment which is used by your agency during training and afterwards to train in prior to moving into production
 - Configure printable job bulletin
 - Integrate your new production job opportunities, promotional opportunities, and class specifications web pages into your existing agency website
 - Establish the Agency's Insight Enterprise production environment

1.3 Training

NEOGOVS will deliver training to Agency recruiters. We will provide all required user exercises and user guides to the Agency.

Following the training, your agency will have full access to the training environment. Additionally, your agency has full access to our Customer Support Help Desk during the training to help new users fully utilize Insight. Our existing customers find that this unique implementation approach enables their users to become familiar with Insight in a safe environment, promoting system use and leading to a more successful rollout.

2.0 NEOGOV Performance Evaluation (PE)

2.1 PE Subscription License

The annual license for the NEOGOV Performance Evaluations Software includes the following:

- Configurable Performance Evaluations
- Team Grouping
- Goal Library
- Shareable Competency Content
- Goal Copying
- Ability to Re-use Goals
- Org Charts
- Archiving Forms
- Uploading Content
- Development Goals
- Configurable Workflow
- Ability to Design Custom Forms
- Form Templates
- Configurable Rating Scales
- Batch Form Creation
- Goal Alignment
- Goal Hierarchy
- Writing Assistant –Shared Content

Additionally, during the term of the subscription, the Customer will be provided:

PE Provisioning

The following activities are conducted as part of the NEOGOV PE implementation

- Assign a NEOGOV project implementation specialist
- Conduct project kick off conference call to provide an overview of the system, review implementation plan, and discuss deliverables timeline, project roles and assignments
- Establish your agency's performance evaluation environment

Provide import of existing employee data into the system (**PE Online Training**)

Training is a one-time cost and includes the following:

- Unlimited online training with on-demand, self-running tutorials
- Access to monthly conference calls with PE users
- Access to the online NEOGOV Community, a discussion forum to network with other users and provide answers to your PE questions
- Customer Support shall be provided to the Customer both on-line and by telephone Monday – Friday, 6:00 AM – 6:00 PM PT (excluding NEOGOV holidays).

June 24, 2015

Ms. Susan Wilmore
State of Michigan
425 W. Ottawa St
Lansing, MI 48913

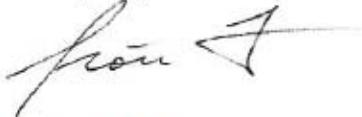
RE: Contract Extension

Dear Ms. Wilmore,

We are please to inform you that NEOGOV has agreed to offer a 3-year contract term with 2 additional 1-year options that may be used at the State's discretion. Please note that all terms and conditions set forth in the original agreement remain in effect for the entirety of this offer.

We look forward to our continued relationship with the State of Michigan.

Best Regards,

A handwritten signature in black ink, appearing to read "Scott", followed by a stylized flourish or arrow-like stroke pointing to the right.

Scott Letourneau

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
 PROCUREMENT
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

CHANGE NOTICE NO. 5
 to
CONTRACT NO. 071B8200298
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
NEOGOV/Governmentjobs.com, Inc. 222 North Sepulveda Blvd, Suite 2000 El Segundo, CA 90245	Scott Letourneau	scott@neogov.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(310) 426-6304 x103	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR	MCSC	Susan Wilmore	517-373-6539	wilmores@michigan.gov
BUYER	DTMB	David Hatch	517-284-7044	hatchd@michigan.gov

CONTRACT SUMMARY:				
DESCRIPTION: E-RECRUITING				
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW	
September 12, 2008	September 11, 2011	2, 1 Year Options	September 14, 2014	
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM	
N/A	N/A	N/A	N/A	
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MiDEAL PARTICIPANTS	
<input type="checkbox"/> P-card	<input type="checkbox"/> Direct Voucher (DV)	<input type="checkbox"/> Other	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS:				
N/A				

DESCRIPTION OF CHANGE NOTICE:				
EXTEND CONTRACT EXPIRATION DATE	EXERCISE CONTRACT OPTION YEAR(S)	EXTENSION BEYOND CONTRACT OPTION YEARS	LENGTH OF OPTION/EXTENSION	EXPIRATION DATE AFTER CHANGE
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 Year	September 14, 2015
VALUE/COST OF CHANGE NOTICE:		ESTIMATED REVISED AGGREGATE CONTRACT VALUE:		
\$290,000.00		\$1,755,300.00		

Effective September 11, 2014, this contract is extended for one year; and is increased by \$ 290,000.00. The revised contract expiration date is September 14, 2015.

Please note the buyer has been changed to David Hatch.

All other terms, conditions, specifications, and pricing remain the same. Per contractor and agency agreement, DTMB Procurement approval, and State Administrative Board approval on September 11, 2014.

23 July 2014

Ms. Susan Wilmore
State of Michigan
425 W. Ottawa St
Lansing, MI 48913
RE: Contract Extension

Dear Ms. Wilmore,

We are please to inform you that NEOGOV has agreed to extend your contract for one (1) additional year. Please note that all terms and conditions set forth in the original agreement remain in effect for the entirety of this extension.

We look forward to our continued relationship with the State of Michigan.

Best Regards,



Scott Letourneau
President

Order Form

NEOGOV™

EXHIBIT A – ORDER FORM

Customer: State of Michigan		Bill To: State of Michigan	
Quote Date: 7/29/2014	Revision: 1		
Valid From: 7/29/2014	Order Number:		
Valid To:	Initial Term: 12 Months		
Requested Service Date: TBD			

Order Summary NOTE: The following discounts are available if the contract is pre-paid for the specified number of years: 2 year = 4% discount, 3 year = 6% discount, 4 years = 8% discount, 5 years = 10% off your ongoing annual license

Line	Description ¹	Annual Recurring Cost	Non-Recurring Cost
1.0	Insight Enterprise Edition		
1.1	Subscription License	\$100,000.00	\$.00
2.0	Performance Evaluation		
2.1	Subscription License	\$190,000.00	\$.00
Order Total:			\$290,000.00
Included with License			
Unlimited Customer Support M – F, 6:00 AM – 6:00 PM PT		Included	
Product Upgrades to Licensed Software		Included	

NOTES:

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
 PROCUREMENT
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

September 13, 2013

CHANGE NOTICE NO. 4
 to
CONTRACT NO. 071B8200298
 between
THE STATE OF MICHIGAN
 and

NAME & ADDRESS OF CONTRACTOR:	PRIMARY CONTACT	EMAIL
NEOGOV/Governmentjobs.com, Inc. 222 North Sepulveda Blvd, Suite 2000 El Segundo, CA 90245	Scott Letourneau	scott@neogov.com
	TELEPHONE	CONTRACTOR #, MAIL CODE
	(310) 426-6304 x103	

STATE CONTACTS	AGENCY	NAME	PHONE	EMAIL
CONTRACT COMPLIANCE INSPECTOR	MCSC	Susan Wilmore	517-373-6539	wilmores@michigan.gov
BUYER	DTMB	Joe Kelly	517-373-3993	Kellyj11@michigan.gov

CONTRACT SUMMARY:			
DESCRIPTION: E-RECRUITING			
INITIAL EFFECTIVE DATE	INITIAL EXPIRATION DATE	INITIAL AVAILABLE OPTIONS	EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW
September 12, 2008	September 11, 2011	2, 1 Year Options	September 14, 2013
PAYMENT TERMS	F.O.B	SHIPPED	SHIPPED FROM
N/A	N/A	N/A	N/A
ALTERNATE PAYMENT OPTIONS:			AVAILABLE TO MiDEAL PARTICIPANTS
<input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
MINIMUM DELIVERY REQUIREMENTS:			
N/A			

DESCRIPTION OF CHANGE NOTICE:				
EXTEND CONTRACT EXPIRATION DATE	EXERCISE CONTRACT OPTION YEAR(S)	EXTENSION BEYOND CONTRACT OPTION YEARS	LENGTH OF OPTION/EXTENSION	EXPIRATION DATE AFTER CHANGE
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 Year	September 14, 2014
VALUE/COST OF CHANGE NOTICE:		ESTIMATED REVISED AGGREGATE CONTRACT VALUE:		
\$515,000.00		\$1,465,300.00		

Effective immediately, this Contract is hereby EXTENDED to September 14, 2014 and is INCREASED by \$515,000.00.

All other terms, conditions, specifications, and pricing remain the same.

Per agency and vendor agreement, DTMB Procurement approval, and the approval from the State Administrative Board dated September 13, 2013.



STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
 PROCUREMENT
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

March 9, 2012

CHANGE NOTICE NO. 3

TO

CONTRACT NO. 071B8200298

between

THE STATE OF MICHIGAN

and

NAME & ADDRESS OF CONTRACTOR NEOGOV/Governmentjobs.com, Inc. 222 North Sepulveda Blvd, Suite 2000 EISegundo, CA 90245 Email: scott@neogov.com	TELEPHONE Scott Letourneau (310) 426-6304 x103
	CONTRACTOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-3993 Joe Kelly
CONTRACT COMPLIANCE INSPECTOR: <p style="text-align: center;">E-RECRUITING</p>	
CONTRACT PERIOD: From: September 12, 2008 To: September 14, 2013	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
ALTERNATE PAYMENT OPTIONS: <input type="checkbox"/> P-card <input type="checkbox"/> Direct Voucher (DV) <input type="checkbox"/> Other	
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE(S):

Effective immediately, this contract is hereby INCREASED by \$285,000.00 and the attached Statement of Work is incorporated to accommodate necessary system changes.

AUTHORITY/REASON(S):

Per vendor (2/15/2012), agency and approval of the State Administrative Board on March 20, 2012.

INCREASE: \$285,000.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$950,300.00

Contract No. 071B8200298
Change Notice No. 3
Signature Block

FOR THE CONTRACTOR:

NEOGOV/Governmentjobs.com, Inc.

Firm Name

Authorized Agent Signature

Authorized Agent (Print or Type)

Date

FOR THE STATE:

Signature

Jeff Brownlee, Chief Procurement Officer

Name/Title

DTMB-Procurement

Division

Date

Item	Recurring Price	One-time Price	Extended Price
1.0 Performance Evaluation			
1.1 Annual License Subscription	\$190,000.00		\$190,000
1.2 Monthly License Subscription (March 14, 2013 thru September 14, 2013)	\$15,833.34		\$95,000
1.3 Provisioning		Waived (\$25,000.00) Included at no cost	\$0.00
1.4 On-line User Training		Waived (\$15,000.00) Included at no cost	\$0.00
Total:			\$285,000

1. NEOGOV Performance Evaluation (PE)

2.1 License Subscription to NEOGOV's Performance Evaluation Software (PE)

Unlimited Customer Support (6:00 AM – 6:00 PM PT)

Customer Support shall be provided to the Customer both on-line and by telephone Monday – Friday, 6:00 AM – 6:00 PM PT (excluding NEOGOV holidays).

Product Upgrades to Licensed Software

Customer shall receive all product upgrades to purchased package. Product upgrades are automatic and available upon the next login following a product upgrade rollout. Product upgrade rollouts are generally released every three months.

2.2 Provisioning

The following activities are conducted as part of the Performance Evaluation implementation.

- Conduct a project kick off meeting to review the project timeline, deliverables, and establish project expectations
- Provision the Customer's production environment and provide all required credentials and login information

2.3 Training

The Customer will have unlimited access to the NEOGOV Community and will have unlimited access to online training throughout the life of the contract. NEOGOV will provide all required user exercises and user guides to the Customer via the NEOGOV Community.

2. PROJECT OBJECTIVE:

- Support MCSC performance pilot
- Support DTMB's IP3 – individual performance pilot project
- Align employee work to specific and measurable outcomes that are aligned to priorities of the Departments and the Executive Office of the Governor
- Improve reporting capabilities
- Monitor individual performance relative to goals
- Streamline processes through the use of custom evaluation forms and templates

- Capture data to provide metrics
- Increase internal communication

3. SCOPE OF WORK:

- 1) Create an overall structure and methodology for the deployment of an individual employee scorecard program that is linked to department and state goals, strategies, and metrics and can be used by all departments across the state.
- 2) Develop a clear set of instructions and a process for managers and supervisors to use in creating the alignment to department and state goals, through the use of competencies, objectives, and performance metrics for each employee.
- 3) Develop a clear set of instructions and a process for managers, supervisors, and employees to use to measure and report on progress made through key performance metrics.
- 4) Create a set of tools, including a comprehensive “How to do Individual Performance in Other Areas of State or Local Government” handout that can be utilized across state government.
- 5) Design, coordinate, and deliver a pilot training program that will include a detailed instructor guide, participant guide, and other handouts, tools, and/or templates for managers, supervisors, and employees regarding the new individual scorecard program and processes.
- 6) Develop an evaluation method to collect feedback from participants who attend the pilot training sessions to use for future program and/or training improvements.
- 7) Refine competency and objective alignment to department goals, with the expectation that all employees will have performance plans in place which include individual, measurable objectives, aligned with the department’s goals.

4. TASKS:

- 1) Develop a project charter, scope, and framework.
- 2) Confirm executive sponsorship and support.
- 3) Assign roles and responsibilities for the development, implementation, roll-out, and measurement of the overall program structure, methodology, processes, measurement/reporting, and pilot.
- 4) Estimate resource requirements -
 - Identify existing capacity of team members
 - Determine if further resources are needed
- 5) Develop a project schedule that includes development, implementation, roll-out, and measurement phases.
- 6) Identify and determine impact of executive requirements and input -
 - State goals
 - Department goals/strategies/priorities/initiatives/metrics
 - MCSC strategic plan
 - DTMB strategic plan
 - ICT Assessment
 - Governor’s Employee Engagement Survey competencies
- 7) Identify deliverables and activities needed to complete deliverables.
- 8) Create shared competencies that will run horizontally through the program areas and employee objectives, which will run vertically through the department.

- 9) Develop an implementation plan for the pilot project that will include key dates and actions to roll-out the department's goals/strategies/metrics, system functionality, training, and all processes, procedures, and requirements throughout MCSC and DTMB to support the State's Performance Management Program.
- 10) Design evaluation tools for pilot participants and create a method for collecting, assessing, and acting on feedback from managers, supervisors, employees, instructors, and the project team.
- 11) Develop a communication plan that will encompass the initial effort, as well as, deployment throughout the state.
- 12) Develop a training plan, including all materials, schedule, locations, etc. for managers, supervisors, and employees regarding the new individual scorecard program and processes.

5. PROJECT CONTROL AND REPORTS:

As defined in contract 071B8200298

6. PAYMENT SCHEDULE:

As defined in contract 071B8200298

7. PROJECT CONTACTS:

The designated Agency Project Manager is:

Susan Wilmore
Michigan Civil Service Commission
400 South Pine Street
Lansing, MI 48909
wilmores@michigan.gov
517.373.6539

STATE OF MICHIGAN
 DEPARTMENT OF TECHNOLOGY MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

August 30, 2011

CHANGE NOTICE NO. 2
TO
CONTRACT NO. 071B8200298
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR NEOGOV/Governmentjobs.com, Inc. 222 North Sepulveda Blvd, Suite 2000 El Segundo, CA 90245 Email: scott@neogov.com	TELEPHONE Scott Letourneau (310) 426-6304 x103
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 373-3993 Joe Kelly
Contract Compliance Inspector: Mark Lawrence <p style="text-align: center;">E-RECRUITING</p>	
CONTRACT PERIOD: From: September 12, 2008 To: September 14, 2013	
TERMS <p style="text-align: center;">N/A</p>	SHIPMENT <p style="text-align: center;">N/A</p>
F.O.B. <p style="text-align: center;">N/A</p>	SHIPPED FROM <p style="text-align: center;">N/A</p>
MINIMUM DELIVERY REQUIREMENTS <p style="text-align: center;">N/A</p>	

NATURE OF CHANGE(S):

Effective immediately, this contract is hereby EXTENDED to September 14, 2013 and INCREASED by \$186,200.00. Please also note that the buyer has been CHANGED to Joe Kelly. All other terms, conditions, pricing and specifications remain the same.

AUTHORITY/REASON(S):

Per vendor, agency and approval of the State Administrative Board on September 15, 2011.

INCREASE: \$186,200.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$665,300.00

STATE OF MICHIGAN
 DEPARTMENT OF MANAGEMENT AND BUDGET
 ACQUISITION SERVICES
 P.O. BOX 30026, LANSING, MI 48909
 OR
 530 W. ALLEGAN, LANSING, MI 48933

January 11, 2010

CHANGE NOTICE NO. 1
TO
CONTRACT NO. 071B8200298
between
THE STATE OF MICHIGAN
and

NAME & ADDRESS OF VENDOR NEOGOV/Governmentjobs.com, Inc. 222 North Sepulveda Blvd, Suite 2000 El Segundo, CA 90245 Email: scott@neogov.com	TELEPHONE Scott Letourneau (310) 426-6304 x103
	VENDOR NUMBER/MAIL CODE
	BUYER/CA (517) 335-4804 Pam Platte
Contract Compliance Inspector: Mark Lawrence	
E-RECRUITING	
CONTRACT PERIOD: From: September 12, 2008 To: September 11, 2011	
TERMS N/A	SHIPMENT N/A
F.O.B. N/A	SHIPPED FROM N/A
MINIMUM DELIVERY REQUIREMENTS N/A	

NATURE OF CHANGE(S):

Per Executive Directive 2009-03, the vendor has offered the following price concessions to the State:

Effective immediately, the remaining balance is reduced by 5%. The new remaining balance is \$93,100.00 (\$98,000.00 - \$4,900.00 = \$93,100.00), for a total savings of \$4,900.00.

Please note that the buyer for this contract is changed to Pam Platte. In addition, the Contract Compliance Inspector has been changed to Mark Lawrence (517-241-1640).

AUTHORITY/REASON(S):

Per vendor, MDIT, MDCS and DMB agreement.

DECREASE: \$4,900.00

TOTAL REVISED ESTIMATED CONTRACT VALUE: \$479,100.00