SAP Concur
Travel and Expense Management Services

PROPOSAL:
- 600 Expense Reports per quarter
- Assigned users will have full access to Concur Expense web based module and mobile application.
- Assigned admins will have access to full administration support through Essential care and full reporting suite and custom report creation with Consultative Intelligence

PRICING:
- One-time setup cost of $9000 for implementation
- During implementation, monthly pre-production fee of $836 per month (approx. 3 months)
- After implementation (target date 7/1/23), fee structure moves to quarterly base fees, which are $7,794 per quarter
- Promotional discount will waive quarterly base fees for the first 6 months of going live.

Services	Setup Fee	Monthly Pre-Production Fee	Quarterly Base Fee	Per Report Cost	Incremental Transaction Fee	Quarterly Base Transaction Volume
Core Service						
Expense - Professional	$9,000.00	$836.00	$7,794.00	$12.99	$16.25	600
Expenselt for Concur Expense	$0.00		Included	Included	Included	Included
Essential Care - Expense	$0.00		Included	Included	Included	Included
Consultative Intelligence	$0.00		Included	Included	Included	Included
Total Fees	$9,000.00	$836.00	$7,794.00	$12.99	$16.25	N/A

PRICING SCHEDULE WITH PROMOTION:

2023	
Q2	$11,508.00
Q3	$ -
Q4	$ -
Total	$11,508.00

2024	
Q1	$ 7,794.00
Q2	$ 7,794.00
Q3	$ 7,794.00
Q4	$ 7,794.00
Total	$31,176.00

2025	
Q1	$ 7,794.00
Q2	$ 7,794.00
Q3	$ 7,794.00
Q4	$ 7,794.00
Total	$31,176.00

Concur Technologies, Inc.
ORDER FORM

Professional Edition

GENERAL INFORMATION

Customer Name: REACH Cyber Charter School   **Order Effective Date:** March 14, 2023

Order Type: Initial Sale   **PO to be Issued:** No

Currency for Fees: USD

Service Type Billing Cycle: Quarterly beginning on the Transaction Fee Start Date

Initial Term: 36 months beginning on the Order Effective Date

Email Address For Notice: kyeselavage@reach.connectionsacademy.org

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SERVICES ORDERED (primary service offerings)	**Pre-Production System Fee**	**Initial Set Up Fee**
Expense	$ 836.00	$ 9,000.00

SERVICES ORDERED FEE DETAILS (recurring fees for the primary service offerings ordered above)

Service	Billing Cycle(s) (beginning on the Transaction Fee Start Date)	Base Transactions (per Billing Cycle)	Base Transaction Fee (per Billing Cycle)	Incremental Transaction Fee (per incr. Trans.)
Expense	1 and beyond	600	$ 7,794.00	$ 16.25

EXTENDED SERVICES ORDERED (Transaction-based recurring services pertaining to the above or previously-ordered Service Types)	**Initial Set Up Fee**

EXTENDED SERVICES ORDERED FEE DETAILS (recurring fees for the transaction-based extended services ordered above)

Extended Service	Billing Cycle(s) (beginning on the Transaction Fee Start Date)	Base Transactions (per Billing Cycle)	Base Transaction Fee (per Billing Cycle)	Incremental Transaction Fee (per incr. Trans.)

EXTENDED SERVICES ORDERED (additional unit-based recurring services pertaining to the above or previously-ordered Service Types)

Description	Unit Quantity	Initial Set Up Fee
ExpenseIt for Expense	1 Set Up(s)	Included in the fees for the Service Type Ordered above
Essential Care - Expense	1 Set Up(s)	Included in the fees for the Service Type Ordered above
Consultative Intelligence	1 Each	Included in the fees for the Service Type Ordered above

EXTENDED SERVICES ORDERED FEE DETAILS (recurring fees for the unit-based extended service ordered above)

Extended Service	Billing Cycle(s) (beginning on the Transaction Fee Start Date)	Recurring Fee (per Billing Cycle)	Incremental Transaction Fee (per incr. Trans.)
ExpenseIt for Expense	1 and beyond	Included in the fees for the Service Type Ordered above	Included in the fees for the Service Type Ordered above

Essential Care - Expense	1 and beyond	Included in the fees for the Service Type Ordered above	Included in the fees for the Service Type Ordered above
Consultative Intelligence	1 and beyond	Included in the fees for the Service Type Ordered above	Included in the fees for the Service Type Ordered above

ADDITIONAL SERVICES ORDERED (additional services with one-time fees pertaining to the above or previously ordered Service Type)

Description	Unit Quantity	Initial Set Up Fee

ORDER TERMS

General: This Order Form is issued by **Concur Technologies, Inc.** ("Concur") and the Customer specified herein. Customer hereby orders the services specified in this Order Form (collectively the "Service") and Concur hereby agrees to provide such Service, subject to the terms set forth herein and as provided at http://go.sap.com/about/agreements.html. All undefined capitalized terms herein shall have the meanings ascribed to such terms in the Agreement. This Order Form incorporates the following documents in effect as of the date specified above as the "Order Effective Date" in the following order of precedence, all of which are collectively referred to herein as the "Agreement": (i) this Order Form, (ii) product-specific Supplemental Terms ("Supplement") for the Service, (iii) Support Schedule for Cloud Services, (iv) Service Level Agreement for the Service, (v) Data Processing Agreement for Cloud Services ("DPA"), and (vi) General Terms and Conditions for Cloud Services (United States) (''GTC''). All references to "SAP" in the GTC and DPA shall mean "Concur". This Order Form as issued by Concur is an offer by Concur. When signed and returned to Concur by Customer on or prior to the end of the calendar month of the Order Effective Date, it becomes a binding written ordering document executed by Customer and Concur as of the Order Effective Date, unless unauthorized changes were made by Customer to this Order Form in which case it will be rejected.

Notification period after expiration of initial Term or any Renewal Term: Ninety (90) days

Invoicing: Concur shall be entitled to invoice Customer for the fees specified in this Order Form as set forth in the Supplement.

Pre-Production System Fees: For each Service Type specified in this Order Form that includes a Pre-Production System Fee, Concur shall be entitled to invoice Customer for such Pre-Production System Fee beginning with the first calendar month after the date specified above as the "Order Effective Date" and continuing monthly thereafter until the Transaction Fee Start Date for such primary service.

Payment Terms: Customer will pay each accurate invoice within 30 days after the applicable invoice date.

Additional Definition(s): For purposes of the Agreement, the following terms shall have the definitions set forth below:

"Transaction Fee Start Date" means the first calendar month after the date of Production Availability.

Waiver of Fees: Concur shall waive the Recurring or Base Transaction Fees (as applicable) for additionally ordered Service Types and/or Extended Services as specified below that may come due under the Agreement for a period of six (6) calendar months, beginning on the Transaction Fee Start Date set forth above.

- **Expense**
- **ExpenseIt for Expense**
- **Essential Care - Expense**
- **Consultative Intelligence**

Publicity: SAP may include Customer's name and subscribed Cloud Services in SAP customer lists and earnings communications.

[signature page follows]

SAP Concur C·

Concur Technologies, Inc.

Signature _____

Thomas M. Nolan
Legal Director

REACH Cyber Charter School

Signature _____

_____
Print Name

_____
 Title

SAP Concur C·