

This Statement of Work (“SOW”) is made and entered, by Pepperdine University (“Client”) and TMA Systems, LLC (“Provider”).

Project Name: Setup and Utilization Assessment	Performance Period: TBD
<p>Scope of Work</p> <p><u>Setup and Utilization Assessment</u></p> <ul style="list-style-type: none"> • TMA will evaluate, at a minimum, the following areas of [Clients] application: <ul style="list-style-type: none"> ○ Current Work Orders ○ Current Requests ○ Preventive Maintenance Setup and Compliance ○ Executive Dashboard Design and Utilization ○ Lookups and Types ○ Priorities ○ Task Library ○ Task Utilization ○ Shop/Trade/Technician records Hierarchy ○ Facility/Building/Floor/Area Hierarchy ○ Repair Center Utilization ○ User Groups and User Utilization ○ Naming conventions ○ Signs of value loss ○ Opportunities to increase value, metrics, and information from within the system ○ Other areas of system configuration as necessary <p>At the conclusion of the assessment, TMA will provide a summary and formal recommendations to [Client], which may include a quote/SOW for any necessary services to fix or resolve issues discovered during the assessment.</p> <p>Assumptions:</p> <ul style="list-style-type: none"> • The client will provide resources necessary to support the implementation process. • Client is responsible for extracting data in a format that conforms to the defined data load templates. • Client has primary responsibility for data quality of sufficient standards to achieve Client goals. • All meetings between Provider and Client will be conducted with web conference technology. No in-person meetings are included in the SOW. • This SOW shall expire 16 weeks from the date of execution of the SOW unless within thirty (30) days prior to the expiration date Client requests a one-month extension by written request to the Provider. If the SOW expiration date has been reached with no agreed extension, this SOW will terminate, and Client agrees that Provider shall be relieved of any further performance and other obligations that have not been completed under the SOW but previously paid for. The Client can request a new SOW be created, which will require a scoping session as well as the creation of new timelines for the project and additional fees. 	
Fees: \$3,995	Payment Schedule: Fees will be invoiced upon execution of this SOW

CLIENT

By: _____
Name: _____
Title: _____
Date: _____

PROVIDER

By: _____
Name: _____
Title: _____
Date: _____