



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: 09/17/2024

* = Mandatory, information must be provided

or Procurement Director Award:

***Contractor/Vendor Name/Grantor (DBA):**

Origami Risk, LLC

***Project Title/Description:**

Risk Management Information System

***Purpose:**

Amendment of Award: Master Agreement No. SC2400000793, Amendment No. 06. This Amendment revises the Scope of Services to include the configuration of the RMIS to collect supplementary information regarding Workers Compensation and Motor Vehicle incidents, the implementation and configuration of Contractor's Environment, Health and Safety ("EHS") Suite, related ongoing subscriptions, and increases the not-to-exceed contract amount by \$50,000.00 for a cumulative not-to-exceed contract amount of \$1,292,000.00.

Administering Department: Finance and Risk Management.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.020, Competitive Sealed Bidding, on 09/2/2014, the Board of Supervisors approved an award of contract for an initial five (5) year term and a not-to-exceed award amount of \$368,500.00.

On 05/03/2017, the Procurement Director approved Amendment No. 01, which increased the not-to-exceed contract amount by \$86,000.00 for a cumulative not-to-exceed contract amount of \$454,500.00. This increase was required due to additional changes to the Scope of Service.

On 08/09/2018, the Procurement Director approved Amendment No. 02, which increased the not-to-exceed contract amount by \$10,000.00 for a cumulative not-to-exceed contract amount of \$464,500.00. This increase was required to process software and license fees for year five.

On 08/30/2019, the Procurement Director approved Amendment No. 03, which extended the termination date by three (3) years to 09/01/2022 with two (2) one-year renewal options, as authorized by Board of Supervisors policy D29.4, Section XII(C), and increased the not-to-exceed contract amount by \$342,000.00 for a cumulative not-to-exceed contract amount of \$806,500.00.

On 08/24/2022, the Procurement Director approved Amendment No. 04, which extended the termination date by three (3) years to 09/01/2025, as authorized by Board of Supervisors policy D29.4, Section XII(C), exhausting the two (2) one-year renewal options added on Amendment No. 03, and increased the contract not-to-exceed amount by \$424,000.00 for a cumulative not-to-exceed contract amount of \$1,230,500.00.

On 06/18/2024, the Board of Supervisors approved Amendment No. 05, which revised the Scope of Services to include integration services between the Risk Management Information System and County's new ERP system, appended the contract with the Israel Boycott Certification language pursuant to A.R.S. § 35-393.01, appended the contract with the Forced Labor of Ethnic Uyghurs language pursuant to A.R.S. § 35-394, appended the contract with updated Indemnification requirements for the County, and increased the not-to-exceed contract amount by \$11,500.00 for a cumulative not-to-exceed contract amount of \$1,242,000.00.

PRCUID: 130961

Attachment: Contract Amendment No. 06.

***Program Goals/Predicted Outcomes:**

Continue to assist and expand data tracked for the property program including specific information on owned and leased County properties.

***Public Benefit:**

Better documentation on assets, risks and claims will minimize costs.

***Metrics Available to Measure Performance:**

Reduce redundancy and increase data integration, accuracy and allow direct departmental access to their data.

***Retroactive:**

No.

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Commencement Date: Termination Date: Prior Contract Number (Synergen/CMS):
Expense Amount \$ Revenue Amount: \$

*Funding Source(s) required:

Funding from General Fund? Yes No If Yes \$ %

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient?

Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: SC Department Code: PO Contract Number (i.e., 15-123): SC2400000793
Amendment No.: 06 AMS Version No.: N/A
Commencement Date: 09/17/24 New Termination Date: N/A
Prior Contract No. (Synergen/CMS): 15-041
Expense Revenue Increase Decrease Amount This Amendment: \$ 50,000.00

Is there revenue included? Yes No If Yes \$ N/A

*Funding Source(s) required: General Fund

Funding from General Fund? Yes No If Yes \$ % 100

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: Department Code: Grant Number (i.e., 15-123):
Commencement Date: Termination Date: Amendment Number:
Match Amount: \$ Revenue Amount: \$

*All Funding Source(s) required:

*Match funding from General Fund? Yes No If Yes \$ %

*Match funding from other sources? Yes No If Yes \$ %

*Funding Source:

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Procurement Officer, Brandon Morgan

Digitally signed by Brandon Morgan Date: 2024.08.27 15:05:44 -07'00'

Division Manager, Ana Wilber

Digitally signed by Ana Wilber Date: 2024.08.27 16:21:52 -07'00'

Department: Procurement Director, Terri Spencer

Digitally signed by Terri Spencer Date: 2024.08.27 17:10:28 -07'00'

Telephone: 520.724.8728

Department Director Signature: [Signature]

Date: 8/28/24

Deputy County Administrator Signature: [Signature]

Date: 8-29-24

County Administrator Signature: [Signature]

Date: 8/29/2024

Pima County Procurement Department

Project: Risk Management Information System

Contractor: Origami Risk LLC
222 N LaSalle Street
Chicago, IL 60601

Contract No.: SC2400000793 (formerly MA-PO-15-041)

Contract Amendment No.: 06

Orig. Contract Term:	09/02/2014 – 09/01/2019	Orig. Amount:	\$	368,500.00
Termination Date Prior Amendment:	09/01/2025	Prior Amendments Amount:	\$	873,500.00
Termination Date This Amendment:	09/01/2025	This Amendment Amount:	\$	50,000.00
		Revised Total Amount:	\$	1,292,000.00

CONTRACT AMENDMENT

The parties agree to amend the above-referenced contract as follows:

1. Background and Purpose.

- 1.1. Background. On September 2, 2014, County and Contractor entered into the above referenced agreement (the "Contract") to provide a Risk Management Information System ("RMIS") and related services, which was for a five (5) year term.
- 1.2. On May 5, 2017, the parties amended Exhibits A and B, and increased the maximum payment amount resulting in a not-to-exceed contract amount of \$454,000.00.
- 1.3. On August 9, 2018, the parties amended the Contract to increase the maximum payment amount resulting in a not-to-exceed contract amount of \$464,500.00
- 1.4. On August 30, 2019, the parties amended the Contract to exercise the extension option to add a three (3) year term with two (2) one-year renewal options and increase the maximum payment amount resulting in a not-to-exceed contract amount of \$806,500.00.
- 1.5. On August 24, 2022, the parties amended the Contract to extend the contract for a three (3) year term and increase the maximum payment amount resulting in a not-to-exceed contract amount of \$1,230,500.00.
- 1.6. On June 4, 2024, the parties amended the Contract to integrate RMIS with the County's new ERP system and increased the maximum payment amount resulting in a not-to-exceed contract amount of \$1,242,000.00
- 1.7. Purpose. County requires configuration of the RMIS to collect supplementary information regarding Workers Compensation and Motor Vehicle incidents, the implementation and configuration of Contractor's Environment, Health & Safety ("EHS") Suite, and the related ongoing subscriptions.

- 2. **Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Article III – COMPENSATION AND PAYMENT, is increased by \$50,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$1,292,000.00.

- 3. Scope of Services.** The parties have revised Article II – SCOPE OF SERVICES to add the additional incident notifications as described in **Attachment H: Statement of Work #20230315** (4 pages), and for the implementation and configuration of the EHS Suite as described in **Attachment I: Statement of Work #20240501** (9 pages).

SIGNATURE PAGE TO FOLLOW

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

PIMA COUNTY

ORIGAMI RISK LLC 

Chair, Board of Supervisors



Authorized Officer Signature

Date

Earnest Bentley President, Risk Solutions
Printed Name and Title

August 22, 2024
Date

ATTEST

Clerk of the Board

Date

APPROVED AS TO FORM



Deputy County Attorney

Rachelle Barr 08/27/2024
Print DCA Name

Exhibit H (4 pages)
STATEMENT OF WORK# 20230315

This Statement of Work (“SOW”) describes services to be performed by Origami Risk LLC (“Origami”) for Pima County (“Client”). This SOW is subject to all the terms and conditions of the underlying agreement between Client and Origami (the “Agreement”).

TERM

The term of this SOW shall begin upon the execution of this SOW by both parties and shall terminate upon the completion of the implementation work described herein.

PROJECT SCOPE

Configure incident intake using Origami’s anonymous collection portal to allow Client to collect Workers Compensation and Motor Vehicle incidents. In addition, Origami will configure grant access links for each incident type listed above to allow supervisors to provide supplementary information.

System Configuration

Origami will:

- Develop the incident forms for up to 2 types of incidents (Workers Compensation and Motor Vehicle)
- Configure anonymous portal for incident collection and grant access links for each incident type listed above
- Configure workflow notifications to support intake process

Client will:

- Provide specifications, direction, and feedback as needed by Origami in a timely manner.
- Configure additional default dashboards, fields, forms, user roles, distribution lists, reports and other features as needed by Client.

Client’s provision of timely and accurate specifications, direction and feedback is essential to the implementation. Both parties understand that time is of the essence with regard to the implementation and agree to use reasonable and good faith efforts to promptly complete the implementation.

Based on conversations with the Client, this SOW includes up to 35 hours of professional services for the implementation deliverables set forth in this SOW. In the event that additional hours are needed to complete the implementation deliverables, the parties may enter into a separate amendment or statement of work to purchase such additional hours.

PRICING AND INVOICE SCHEDULE

Origami will invoice Client \$7,875.00 for the professional services detailed in this SOW. Such payment shall be invoiced by Origami and due by Client immediately upon signature of this SOW by both parties.

If needed, additional services can be purchased through an additional statement of work. All fees are subject to state sales tax where applicable.

All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

STATEMENT OF WORK APPROVAL

The undersigned agree to this Statement of Work.

ORIGAMI RISK LLC

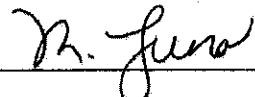
By: 

Name: Earnest Bentley
(Print Name)

Title: President, Risk Solutions

Date: March 27, 2023

PIMA COUNTY

By: 

Name: Maria Luna
(Print Name)

Title: Risk Manager

Date: 3/29/2023

ORDER FORM #20230315

Client: Pima County Address: 130 W Congress St Tucson, AZ 85701 Primary Contact: Richard Orozco Primary Contact Email: richard.orozco@pima.gov	Bill To Contact: Maria Luna Bill To Email: maria.luna2@pima.gov Is purchase order (PO) required? <input type="checkbox"/> Upon entering into this Order Form, please send any Pos, vendor registration links or tax exemption certificates to finance@origamirisk.com
--	--

Effective Date: 2023-03-15
End Date: 2025-09-01

Subscription	Quantity / Functionality Purchased
Enterprise-Wide Record Entry	Up to 2,500 records added per year
	Current Period Total: \$6,000.00
	Annual Total: \$12,000.00

Total Current Period Fees: \$6,000.00
Total Annual Fees: \$12,000.00

This Order Form is effective as the Effective Date (as identified above) for the purchase of the subscription services listed above from Origami Risk LLC (“Origami”). This Order Form is subject to all the terms and conditions of the underlying agreement between Client and Origami (the “Agreement”). To the extent the Agreement does not contemplate order forms, this Order Form will be deemed a Statement of Work for purposes of the Agreement. This Order Form will be deemed a part of the Agreement. Origami and Client agree that the term of the Agreement shall be extended through the duration of the term of this Order Form.

Fees for the current year of recurring subscription fees and all one-time fees under this Order Form will be invoiced and due upon execution of this Order Form. Fees for ongoing contract years are due annually upfront on each anniversary date thereafter. All fees are subject to applicable sales tax, which will appear separately on each invoice. All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

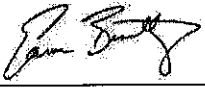
Service descriptions and service-specific terms and conditions are set forth at origamirisk.com/servicesdescriptions, which are hereby incorporated by reference in the form available at such link as of the Effective Date. Additional professional services may be set forth in other Statements of Work as agreed between the parties.



ORDER FORM APPROVAL

The undersigned agree to this Order Form.

ORIGAMI RISK LLC

By: 

Name: Earnest Bentley
(Print Name)

Title: President, Risk Solutions

Date: March 27, 2023

PIMA COUNTY

By: 

Name: Maria Luna
(Print Name)

Title: Risk Manager

Date: 3/29/2023

STATEMENT OF WORK #20240501

This Statement of Work (“SOW”) describes services to be performed by Origami Risk LLC (“Origami”) for Pima County (“Client”). This SOW is subject to all the terms and conditions of the underlying agreement between Client and Origami (the “Agreement”). Capitalized terms used herein shall have the meanings set forth in the Agreement.

OVERVIEW

This SOW sets forth the Professional Services to conduct the implementation of the Service. The term of this SOW shall begin on the Effective Date as set forth in the Order Form #20240501 and continue until completion of Go-Live Support (as described below).

This SOW does not include subscriptions to the Service. All subscriptions and associated fees are set forth in a separate Order Form between the parties.

IMPLEMENTATION

Implementation Process

Implementation is the process of configuring the Service for use by Client including system settings, supporting Client in loading data, initial user training, and other work identified in this section of the SOW. The implementation phase is completed (“Go-Live”) when Client is able to utilize the Service for the purposes contemplated by the implementation tasks set forth below in this SOW, referred to by Origami as being Live in the system. Once Origami moves Client from its staging environment to its live production environment, any additional use of Origami’s staging environment after Go-Live will incur additional hosting fees.

Client’s provision of timely and accurate specifications, direction and feedback is essential to the implementation. Both parties understand that time is of the essence with regard to the implementation and agree to use reasonable and good faith efforts to promptly complete the implementation. Any voluntary project interruptions or stoppages ordered by Client outside of the project plan or any failures by Client to meet the obligations in the preceding sentence may result in the conversion of the implementation to a time and expense engagement, effective upon email notice from Origami to Client and billed monthly as incurred at Origami’s bundled hourly rate after crediting Client for any remaining unused portion of the fixed price.

Origami provides fixed price implementations based on (i) reasonable estimates from Client to complete the deliverables as scoped in this SOW and (ii) Client’s continued and uninterrupted effort toward Go-Live. Based on conversations with the Client, Origami estimates that it will need to provide 225 hours of Professional Services for the implementation deliverables set forth in this SOW (including, without limitation, training and project management hours). If there are any changes to the scope of such deliverables, the parties will agree to meet and negotiate in good faith an amendment to this SOW to resolve any issues and to address any additional requirements.

Implementation Scope

Origami will work with Client to perform the following implementation tasks:

<u>EHS Configuration</u>	
<u>Project Management</u>	
<u>Deliverable</u>	<u>Scope</u>
Project Management	<p>Origami will designate a project manager to provide project management activities during the Implementation. Origami will follow a set of best practices and tools to manage the implementation project which includes the items listed below:</p> <p>Origami will:</p> <ul style="list-style-type: none"> • Schedule and lead initial kickoff call or meeting. • Lead 30-minute status calls every two weeks throughout the term of the project (or as otherwise agreed upon by both Origami and the Client) with attendees which will be determined at project kickoff and as may be adjusted as needed throughout the duration of the project. • Maintain a project schedule on a weekly basis with key deliverables and expected dates to drive design, configuration, and sign off of specifications and unit testing for each deliverable to ensure project stays in scope and on time. • Provide a project dashboard and QRAID (Questions, Risks, Actions, Issues, Decisions) log to provide oversight on issues which may impact scope, resources or timeline. • Coordinate all activity within Origami to complete Origami’s tasks on schedule and ensure project team’s collaboration and accountability. <p>Client will:</p> <ul style="list-style-type: none"> • Participate in status calls and working meetings. • Complete all Client assigned project tasks (e.g. discovery sessions, data gathering, unit testing, sign off) in accordance with the agreed upon timeline • Coordinate all activity within Client’s organization to complete Client’s tasks on the project schedule. • Coordinate all activity of Client’s 3rd party providers (data sources, brokers, TPAs, etc.) required to complete tasks on the project schedule
<u>System Configuration- Platform</u>	
<u>Deliverable</u>	<u>Scope</u>
User Security	<p>Configure of up to 3 user security roles.</p> <p>User Security Roles is configured to support the addition of users withing the system. With this project the 3 intended roles to be configured as follows.</p> <ul style="list-style-type: none"> • Base EHS User <ul style="list-style-type: none"> ○ Ability to submit incidents ○ Ability to submit Audits ○ Ability to be assigned Corrective Actions and update accordingly. • EHS Supervisor <ul style="list-style-type: none"> ○ Base EHS User Abilities ○ Visibility and management of investigations ○ Visibility and management to see department / location dashboards as specified ○ Visibility and management of Incident related information ○ Visibility and management of completed audits ○ Visibility and management of Corrective Actions ○ Visibility and management of completed Safety Meetings ○ Visibility and management of Trainings/certifications • Safety Manager

	<ul style="list-style-type: none"> ○ Visibility and management of all safety management suite domains <ul style="list-style-type: none"> ▪ Locations ▪ Employees ▪ Incidents ▪ Investigations ▪ CAPA ▪ Safety Meetings ▪ Audits / Inspections
Portal Creation Configuration	<p>Configure external user access via Anonymous/Assignment Portal features:</p> <ul style="list-style-type: none"> • Up to 1 Portals for the following modules: <ul style="list-style-type: none"> ○ Incident Submission ○ Audit / Inspection Submission ○ Safety Meeting ○ Document Lookups
Mobile Form Configuration	<p>Deploy the standard Origami Mobile App, which can be downloaded to supported iOS and Android devices.</p> <p>Configure Origami's fields, codes, and forms for Mobile Forms:</p> <ul style="list-style-type: none"> • Create Mobile forms for the Standard Safety Management Library Audits • Create Mobile form for the (1) Custom Audit identified withing the project. <p>Includes Origami's best practice screen designs and will allow for a single round of changes on the specification(s) developed.</p> <p>Assumptions:</p> <ul style="list-style-type: none"> • Client will be responsible for assisting their users with downloading and installing the mobile application onto their mobile devices
Audit / Inspection/Observations Configuration	Configure Origami's Audit/Inspections for up to 1 client defined Audit/Inspection types.
Document Controls Configuration	<p>Configure Origami's Document Controls module as a Document Repository for Pima County's policy/procedure storage and management.</p> <p>Includes (3) Document types and training for client to build and establish additional document types.</p>

System Configuration- Safety Management

Deliverable	Scope
Audit / Inspection / Observations Configuration – Safety Management	<p>Deploy Origami's Standard Safety Management Audits/Inspections/Observations</p> <ul style="list-style-type: none"> • Behavior-Based Safety - Construction • Behavior-Based Safety - General Industry • Electric Safety Audit Checklist • Eyewash Station Weekly Inspection • Fall Protection Checklist • Fire Extinguisher Monthly Inspection • Fire Safety Inspection • First Aid / CPR / AED Inspection Checklist • Forklift Inspection Checklist • Hand and Power Tools Inspection Checklist • ISO 45001 Audit Checklist • ISO 9001 Audit Checklist • Ladder Inspection Checklist – Asset, filter on AssetType = Ladder • Office Safety Inspection Checklist • OSHA Audit Checklist - Construction • OSHA Audit Checklist - General Industry

	<ul style="list-style-type: none"> • OSHA Excavation and Trenching Inspection Checklist • OSHA Machine Guarding Checklist • OSHA Scaffolding Inspection Checklist • PPE Self-Inspection Checklist • Truck Inspection Checklist – Asset, filter on AssetType = Vehicle <p>These audits will be implemented without changes or configuration specified by the client during the implementation.</p> <p>If desired, an audit could be selected for customization, but would utilize the (1) Custom Audit configuration as specified within this project.</p>
<p>Safety Meetings Configuration</p>	<p>Configure Origami's standard Safety Meetings functionality of the following types:</p> <ul style="list-style-type: none"> • Toolbox Talk • Safety Committee Meeting • Classroom Training <p>Origami will configure the Attendees to support the ability for the safety trainer to specify attendance manually.</p> <p>Origami will configure user assignments as a connection point to the Attendee record.</p> <p>As specified within the project, the design of safety meetings is to support the end result of a safety meeting on a topic to create a training/certification record to be attached / associated to the employee record. (More details within "Trainings & Certifications Configuration")</p>
<p>Trainings & Certifications Configuration</p>	<p>Configure Origami's standard Trainings/Certifications of the following types:</p> <ul style="list-style-type: none"> • 5 Types of Trainings and Configurations. <p>Safety Meetings will be the main driver of certification records with automation within the system. After a safety meeting is conducted, a training record will be added to the employee record associated with the certification type.</p> <p>Certifications information to include but not limited to the following details.</p> <ul style="list-style-type: none"> • Date of Training • Certification / Training Name • Date of Expiration

Workflows / Automation / Reporting

Deliverable	Scope
<p>Workflow Configuration</p>	<p>Provide up to 10 hours of Origami workflow configuration for the project:</p> <p>Workflow configuration to be primarily used for the scripting of workflows/management associated with training/certifications records connected to safety meetings.</p> <p>This bucket of hours will also be used to configure variances to the Origami standards, to configure additional workflow not explicitly noted elsewhere, and to configure additional features and functionality. In the event that additional hours in excess of the hours allocated for this deliverable are needed to complete this deliverable, the parties will enter into a separate amendment or statement of work to purchase such additional hours.</p>
<p>Dashboard Configuration</p>	<p>Client will have access to the Origami standard dashboards.</p> <p>Provide up to 10 hours of assistance to configure default dashboards using standard Origami dashboard widgets or custom widgets via Origami's standard Custom Widget Designer.</p>

	<p>Hours designated for this project should primarily be used for Report Data Set configuration.</p> <p>In the event that additional hours in excess of the hours allocated for this deliverable are needed to complete this deliverable, the parties will enter into a separate amendment or statement of work to purchase such additional hours.</p>
Report Configuration	<p>Client will have access to Origami standard reports, as well as ad-hoc report tool and custom template builder.</p> <p>Provide up to 10 hours of assistance to configure standard Origami report templates and/or create custom template via Origami's standard Custom Template Designer.</p> <p>Assumptions:</p> <ul style="list-style-type: none"> • Hours designated for this project should primarily be used for Report Data Set configuration. • Remaining hours to be used to support the client with report configuration support. <p>In the event that additional hours in excess of the hours allocated for this deliverable are needed to complete this deliverable, the parties will enter into a separate amendment or statement of work to purchase such additional hours.</p>

<u>Deployment</u>	
Deliverable	Scope
Training	<p>Provide up to 16 hours of training to Client in year 1 of this SOW and provide additional training each subsequent year as needed. Time preparing for and conducting training are included in these hours. Professional Service hours will be eroded for training in future years. Training will be provided at Client offices or online at the Client's request. Training can be provided in one session or several on mutual agreement between Client and Origami.</p> <p>Assumptions:</p> <ul style="list-style-type: none"> • Client will provide Origami with guidance about the employees to be trained and any training requirements or a preferred approach. • If training is to be provided in Client office, Client will provide appropriate meeting space and internet access so Origami can perform the training and also provide for transportation and other expenses for Client employees who attend the training. <p>In the event that additional hours in excess of the hours allocated for this deliverable are needed to complete this deliverable, the parties will enter into a separate amendment or statement of work to purchase such additional hours.</p>
User Acceptance Testing (UAT) Support	<p>Provide up to 10 hours of support for UAT.</p> <p>Assumptions:</p> <ul style="list-style-type: none"> • Client will create UAT test plan and execute all UAT scenarios. • In the event that additional hours in excess of the hours allocated for this deliverable are needed to complete this deliverable, the parties will enter into a separate amendment or statement of work to purchase such additional hours.
Go-Live Support	<p>Provide go-live support for 30 days following delivery of all the deliverables listed in this Implementation Scope section to address any issues in connection with the Implementation Scope described in this section.</p> <p>Assumptions:</p> <ul style="list-style-type: none"> • Issues/requests relating to expanded scope will be addressed using Client's ongoing support hours.

CLIENT ROLES AND RESPONSIBILITIES

- Client will designate, prior to the start of the implementation, a single point of contact who shall be responsible to coordinate and manage all activities required within Client's organization to complete Client's tasks on the project schedule and make decisions on behalf of Client. This single point of contact may be changed at any time upon Client's notice to Origami.
- Client will designate, prior to the start of this engagement, at least one System Administrator ("Client SA") who will be responsible for working with Origami to implement the Service and maintain the Service thereafter, and who will provide ongoing production support to Client's users, both internal and external. More detailed responsibilities will be provided after project kickoff based on system requirements. Client SAs will be responsible for setting up and assigning security rights and maintaining user IDs for all users. Client SAs will have sufficient knowledge, skills and abilities to perform their identified project roles.
- Client will provide requested information within a reasonable timeframe as agreed upon by Client and Origami; if providing the requested information is not achievable or will take longer than preferred, Client will promptly inform Origami of the situation and alternative solutions will be determined.
- Client will help resolve project issues and assist with bringing issues to the attention of the appropriate persons within the organization, as required.
- Client will coordinate all activity of Client's 3rd party providers required to complete tasks on the project schedule and Client will be primarily responsible for obtaining information and resolving any issues pertaining to third party products or services used by Client, if necessary. Client will be responsible for any charges levied by 3rd party providers.
- Client agrees generally to provide other reasonable assistance and cooperation to see that services are successfully completed (e.g., participate in status calls and working meetings, provide specifications, direction, and feedback as needed by Origami in a timely manner, etc.)
- For any deliverables that Origami provides to Client for approval, Client will confirm approval or provide necessary details on any requested remediation promptly.
- Client will be responsible for testing and quality assurance related to the implementation within the timeframe as agreed upon in the project schedule. Client will ensure that all configurations and customizations operate as intended (including functionality, usability and data access rights), and Origami shall not be responsible for any damages caused by any such configurations or customizations.
- Client will have final responsibility for decisions regarding all configurations and customizations (such as forms, dashboards, interfaces, reports, workflows and data flows), as agreed upon in the design documentation created by or for Client or Client's users in the Service.
- Outside of the implementation scope set forth in this SOW, Client shall have the ability to configure additional default dashboards, fields, forms, user roles, distribution lists, reports and other features as needed by Client.
- Client will review and approve specifications provided by Origami and acknowledges that requests for substantial deviations from the specification are outside the scope of the project.
- Upon Origami's completion of the deliverables set forth above, Client will provide written acknowledgment of Go-Live.
- At the conclusion of the implementation as set forth herein, Client agrees to use good faith efforts to respond to any Origami questionnaire or other request for feedback.

PRICING AND INVOICE SCHEDULE

Origami will invoice Client \$48,093.25 for the Professional Services detailed in this SOW. Such payment shall be invoiced by Origami upon signature of this SOW by both parties and due in accordance with the terms of the Agreement.

If needed, additional Professional Services can be purchased through a separate Statement of Work. All fees are subject to state sales tax, where applicable. All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.

STATEMENT OF WORK APPROVAL

The undersigned agree to this Statement of Work.

ORIGAMI RISK LLC

CH

By: 

Name: Earnest Bentley
(Print Name)

Title: President, Risk Solutions

Date: April 2, 2024

PIMA COUNTY

By: 

Name: Mario Luna
(Print Name)

Title: Risk Manager

Date: 4/11/24



ORDER FORM #20240501

CONTACT INFORMATION	
Client: Pima County Address: 130 W Congress St Tucson, AZ 85701 Primary Contact: Richard Orozco Primary Contact Email: richard.orozco@pima.gov	Bill To Contact: Maria Luna Bill To Email: maria.luna2@pima.gov Is purchase order (PO) required? <input type="checkbox"/> Upon entering into this Order Form, please send any Pos, vendor registration links or tax exemption certificates to finance@origamirisk.com

SUBSCRIPTION DETAILS
Effective Date: 2024-05-01 End Date: 2025-09-01

RECURRING SUBSCRIPTIONS - LICENSES	
Subscription	Quantity / Functionality Purchased
EHS Portal User(s)	Up to 1000 User(s)
EHS - Safety Management	Functionality Selected - Up to 250 Users*
Current Period Total: \$13,291.67 Annual Total: \$31,900.00	

Total Current Period Fees: \$13,291.67
Total Annual Fees: \$31,900.00

BILLING DETAILS AND ADDITIONAL TERMS
<p>This Order Form is effective as of the Effective Date (as identified above) for the purchase of the subscription services listed above from Origami Risk LLC ("Origami"). This Order Form is subject to all the terms and conditions of the underlying agreement between Client and Origami (the "Agreement"). To the extent the Agreement does not contemplate order forms, this Order Form will be deemed a Statement of Work for purposes of the Agreement. This Order Form will be deemed a part of the Agreement.</p> <p>Fees for the current year of recurring subscription fees and all one-time fees under this Order Form will be invoiced and due upon execution of this Order Form. Fees for ongoing contract years are due annually upfront on each anniversary date thereafter. All fees are subject to applicable sales tax, which will appear separately on each invoice. All travel costs and expenses will be pre-approved by Client in writing and billed to Client as incurred.</p> <p>Service descriptions and service-specific terms and conditions are set forth at origamirisk.com/servicedescriptions, which are hereby incorporated by reference in the form available at such link as of the Effective Date. Additional professional services may be set forth in other Statements of Work as agreed between the parties.</p> <p>* EHS - Safety Management - pricing is based on the number of Personnel Client has. At the execution of this Order Form, Client certifies to Origami that it has up to 250 Personnel. "Personnel" is defined herein as full-time employees, contractors, part-time employees, temps, or any other Client personnel that Client will be providing license rights to for purposes of the EHS - Safety Management License.</p>



ORDER FORM APPROVAL

The undersigned agree to this Order Form.

ORIGAMI RISK LLC 

By: 

Name: Earnest Bentley
(Print Name)

Title: President, Risk Solutions

Date: April 2, 2024

PIMA COUNTY

By: 

Name: Maria Luna
(Print Name)

Title: Risk Manager

Date: 4/11/24