EXHIBIT A

STATEMENT OF WORK

PROCURMENT & ACCOUNTING MANAGEMENT SOLUTIONS
(Revised 9/10/26)

1. Background

MBN provides news and information programming to audiences across the Middle East and North Africa.

2. Purpose

MBN seeks a quote for professional services to provide automated solutions to its procurement operations. Middle East Broadcasting Networks, Inc. (MBN) is seeking a qualified Contractor to provide, implement, configure, integrate, test, train, and support a cloud-based Procure-to-Pay (P2P) and Accounts Payable (AP) Automation Solution. MBN's objective is to modernize and automate the invoice-to-payment process while maintaining internal audit controls.

The selected solution shall therefore support an exception-based, automated workflow in which appropriately authorized transactions move through the process without redundant manual approval, while transactions containing exceptions or requiring additional authority are automatically routed to the appropriate individual. The solution shall integrate, to the extent technically feasible, with MBN's existing Deltek Costpoint financial management environment and related systems.

MBN intends for the solution to support the following lifecycle: Purchase Requisition → Budget/Funding Verification → Procurement Method/Sourcing → Evaluation and Approval → Purchase Order/Contract → Receipt of Goods/Services → Invoice Capture and Validation → Three-Way Match → Exception Resolution → Payment.

3. General Requirements

Project Overview & Objectives
The purpose of this project is to modernize and automate the organization’s procurement and accounting operations. The result will deploy an integrated solution covering the entire procurement and accounting lifecycle management process. MBN reserves the right to award all or any portion of the project to one or more vendors, at its sole discretion, based on what it determines to be in the best interest of MBN.

A. CORE PROCUREMENT OBJECTIVES

1. **Purchase Requisition Solution**
   Provide a Purchase Requisition solution for how employees request review and approve goods or services.

2. **Supplier Evaluation Solution**
   Provide a vendor evaluation ("Score Card") solution for how employees assess scoring and select suppliers.
   - Cost and pricing
   - Quality
   - Reliability
   - Compliance
   - Risk Management

3. **Contracts Management Solution**
   Provide a Contracts Management solution for how contracts are tracked and stored.
   - AI & Analytics
   - Powerful search function

4. **Integration with Accounting Software**
   Ensure seamless integration with the organization's accounting software, Deltek Costpoint, for data synchronization.

B. CORE ACCOUNTING OBJECTIVES

Provide a detailed implementation schedule identifying milestones, dependencies, responsibilities, testing, training, go-live, and post-implementation support.

The Contractor's solution shall include the following:

1. Document MBN's current-state procure-to-pay and AP processes and proposed future-state workflows.

2. Provide real-time status visibility and notifications to requestors and approvers.

3. Ability to track committed, invoiced, received, and remaining amounts.

4. Accept invoices through email, electronic submission, PDF, scanning, and other appropriate channels.

5. Ability to extract vendor number, invoice number, date, PO number, line items, amounts, tax, payment terms, and other relevant data.

6. Automatically identify duplicate invoices using a matching criterion.

7. Validate vendor number, PO number, invoice amount, mathematical accuracy, coding, payment terms, and other required information.

8. Route exception alerts to the appropriate party and track resolution.

9. Trouble shoot invoices without POs.

10. Perform automated matching among the approved PO, evidence of receipt of goods/services, and vendor invoice.

11. Exceptions shall be automatically routed to the party responsible for resolution and approval.
12. Provide approval routing based on dollar amount, department, funding source, project, vendor, and delegated authority.

13. Provide reminders, escalations, delegation, and out-of-office rerouting to backup approval.

14. Maintain a complete electronic history of all approvals and changes.

15. Integrate ACH, check, wire, and other payment methods used by MBN, as applicable.

16. Integrate payment batching, approval, scheduling, and status tracking.

17. Provide appropriate segregation of duties between invoice processing, payment approval, and payment release.

18. Integrate or create macros to communicate (both upload and download) with Deltek Costpoint on premises version, including, as applicable, vendors, purchase orders, accounts payable, general ledger, projects, funding, and payment status.

19. Ensure documents and audit trails can be retrieved for internal and external audits.

20. Provide automatic reporting to management and staff.

21. Reports shall be exportable to Excel and other commonly used formats.

22. Provide role-based training for users.

23. Provide user manuals, administrator documentation, recorded training where available, and training materials.

24. Support change management and transition from current manual processes.

25. Provide go-live support and a defined hypercare period.

26. Provide ongoing technical support, software updates, security patches, issue management, and service-level commitments.