

Statement of Work ("SOW")

Addresses and contacts for notices

"Microsoft"	"Supplier"
Company Name: Microsoft	Company Name: Charles University
Primary Contact: Kateřina Magnna	Primary Contact: JUDr. PhDr. Tomáš Karásek, Ph.D.
Address: Vyskočilova 1561/4a 140 00 Prague, Czech Republic	Address: Ovocný trh 560/5 110 00 Prague, Czech Republic DIČ: CZ00216208
Phone number: [REDACTED]	Phone number: [REDACTED]
Fax number:	Fax number:
Email (if applicable): [REDACTED]	Email (if applicable): [REDACTED]
Secondary Contact: N/A	Secondary Contact: N/A
	Microsoft Supplier Number: 2314280

SOW Effective Date:	12 th June 2025
SOW Expiration Date:	30 th June 2025
Contract ID for Master Agreement	N/A

Agreed and accepted

Microsoft	Supplier
Microsoft Signature: [REDACTED]	Supplier Signature: [REDACTED]
Microsoft Name: Michal Stachník	Supplier Name: Tomáš Karásek
Microsoft Title: Country Manager	Supplier Title: Dean
Microsoft Date: Jun 9, 2025	Supplier Date: Jun 7, 2025

☒ This SOW pursuant to the Microsoft Purchase Order Terms and Conditions is entered into by the parties and effective as of the SOW Effective Date above.

1. Description of Services

Pursuant to and in conformance with any standards, guidelines and/or specifications which may be provided by Microsoft to Supplier from time to time, Supplier will perform or deliver to Microsoft under the Agreement as a work made for hire (collectively, the "Services").

Supplier will provide following services as part of the AI Skilling program designed for the Czech Republic below. The aim is to enhance AI literacy and promote effective use of AI solutions across different sectors of society, such as Government/Public administration and Academia. The program will include an in-person seminar tailored for government officials and Academia and AI skilling/enhancing AI literacy in EDU.

Concrete milestones/activities:

- a. AI-skilling event for key stakeholders in Czech government and public administration and academia including organization and technical support
- b. Preparation of an AI Curriculum/framework of a lecture series (4 events) by experts from FSV UK on AI-related topics for relevant stakeholders – to be implemented in 2025/2026
- c. Preparation of a curriculum for a micro-credential in AI and Security at FSV UK, to be established in academic year 2025/2026 including groundwork for Microsoft Chair in Digital Social Science at FSV UK

2. Deliverables/Delivery Schedule

- a) Supplier must complete and deliver all Services to Microsoft on or before 30th June 2025. The milestone delivery schedule for the Services, if applicable, shall be as follows:

Milestone #	Brief Description of Services to be Completed by Supplier and Delivered to Microsoft	Due On or Before
In-person AI Skilling	AI-skilling event for key stakeholders in Czech government and public administration and academia including organization and technical support	30th June 2025
AI Curriculum	Preparation of an AI Curriculum/framework of a lecture series (4 events) by experts from FSV UK on AI-related topics for relevant stakeholders – to be implemented in 2025/2026	30th June 2025
Micro-credential	Preparation of a curriculum for a micro-credential in AI and Security at FSV UK, to be established in academic year 2025/2026	30th June 2025

	including groundwork for Microsoft Chair in Digital Social Science at FSV UK	
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- b) Supplier may begin Service delivery only on the later of: (a) the SOW Effective Date or (b) when Supplier receives the applicable Purchase Order from Microsoft.

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3. Payment

3.1 Services Fees

Microsoft will pay Supplier the following amounts as full and final payment for the Services. Microsoft will only make payment for Services that Supplier has completed and delivered to Microsoft, and that Microsoft has accepted:

☐ ☒ Total fee not to exceed **CZK 573 000,-** in accordance with the following milestone payment schedule:

Milestone #	Not to Exceed Amount	Budgetary Milestone Date
In-person AI Skilling	CZK 250 000,-	30th June 2025
AI Curriculum	CZK 143 000,-	30th June 2025
Micro Credentials	CZK 180 000,-	30th June 2025
TOTAL:	CZK 573 000,-	

3.2 Expenses: (choose one of the below)

- ☐ As reflected in Section 3.1, above, Microsoft will reimburse Supplier up to \$25 000 USD/573 000 CZK for the actual travel expenses that Supplier incurs while performing the Services. The travel expenses must be pre-approved by Microsoft and comply with the Microsoft travel policy. The travel expenses must also be reasonable and related to the Services. Supplier must submit appropriate documentation evidencing the expenses to be reimbursed.

OR

- ☒ Supplier will be solely responsible for all expenses it incurs while performing the Services, unless Microsoft otherwise consents in writing.

3.3 Cancellation:

In the event of a cancellation of services not related to breach of contract by the Supplier, or specifically related to breach of contract by Microsoft, Microsoft will pay the Supplier 100 percent of the standard fee for all deliverables tested and accepted, as well as a prorated amount for all work in progress, according to criteria agreed upon by both parties in the case of cancellation.

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