

## E-BUILDER WORK ORDER

THIS ADDENDUM dated: March 31, 2020

BETWEEN:

**e-BUILDER, INC.**  
("e-Builder")

– and –

**CHICAGO HOUSING AUTHORITY**  
("Customer")

**WHEREAS**, Customer and e-Builder jointly seek to supplement their Professional Services Agreement (CHA Contract No. 11549, hereinafter the "Master Services Agreement"), dated and effective as of February 27, 2015, to authorize the supplemental Services described below in this Work Order and Exhibit A to this Work Order. The terms of the Master Service Agreement apply to this Work Order unless otherwise stated below. In the event there is a conflict between the terms and conditions of any Associated Customer Purchase Order (PO) and this Work Order, the terms of this Work Order will take precedence.

### DESCRIPTION OF SERVICES

**One-Time Professional Services Scope:**

JOC Program Professional Services:

Phase & Deliverables	Scope	Comments
<b>Project Kickoff &amp; Discovery</b>		
Kickoff Discussion	Included	1-2 weeks after Work Order execution
Deliverable Schedule	Included	Defined during Kickoff Discussion
Data Gathering Guide	Included	Defined during Discovery
<b>Project Design &amp; Requirements</b>		
Solution Document	Included	Requirements & Solution Design
<b>Project Configuration &amp; Testing</b>		
User Role Setup	2-User Roles	TBD during Discovery
Cost & Funding Module	6-Templates	<ul style="list-style-type: none"> <li>• (2) Funding Templates</li> <li>• (3) Budget Templates</li> <li>• (1) Cashflow Template</li> </ul>
Process Module	8-Processes	<ul style="list-style-type: none"> <li>• Project/Service Request – Includes Standard* New Project Creation &amp; Standard* User Role Assignment Code Steps</li> <li>• Budget Approval Process – Client to verify whether or not process</li> </ul>

Phase & Deliverables	Scope	Comments
		<p>should be spawned from Project/Service Request Process</p> <ul style="list-style-type: none"> <li>• JOC Proposal - Walk through Process</li> <li>• Master Commitment Process – Includes “Unit Cost Code Step”**, Mail Merge Required for Schedule of Values/Amounts</li> <li>• PO/Task Order Process</li> <li>• Change Orders/Supplements Process</li> <li>• Invoice Process</li> <li>• Project Closeout Process – Includes Contractor Evaluation (No Standard* Code Steps are available at this time and therefore are not included)</li> </ul> <p>*Standard Code Steps are included as is without any Custom Development to make changes.</p>
<b>Schedule Module</b>	1-Template	4 to 6 Milestones - TBD during Discovery
<b>Document Module</b>	1-Template	TBD during Discovery
<b>Dashboard Module</b>	2-Dashboards	TBD during Discovery
<b>Reports Module</b>	2-Reports	TBD during Discovery
<b>Data Migration Workshop</b>	2-Days	Per the <b><i>Data Migration Workshop</i></b> section found in Exhibit A of this Work Order

Code Step Professional Services:

\*\*\*“Unit Cost Code Step” will use the combination of custom fields and excel sheet to look up unit cost for a commitment process.

**M/W/DBE Requirement:**

KFA has been selected as the designated M/W/DBE organization to work in conjunction with e-Builder on the projected scope defined herein at a rate of 20% of the JOC Program Professional Services.

**Section 3 Requirement:**

e-Builder will contribute to the Section 3 fund. Such contribution shall be applicable only to the JOC Program Professional Services amount.

**INVESTMENT SUMMARY:**

The following details the Investment Summary for the One-Time Professional Services fee:

<b>Item</b>	<b>Price</b>
JOC Program Professional Services	\$155,380.00
Code Step Professional Services	\$21,640.00
<b>Total One-Time Professional Services</b>	<b>\$177,020.00</b>

**PAYMENT TERMS:**

**Payment for One-Time Professional Services** is as follows: fees for Professional Services shall be invoiced, and due and payable, as follows:

(i) 50% due upon signed Work Order, (ii) 25% due upon sixty (60) days from the signing of the Work Order, and (iii) 25% due upon completion of Professional Services

**Travel and Expenses** - Travel expenses for three (3) two (2) day trips are included in the above investment.

**Validity:** This Work Order is effective until March 31, 2020. e-Builder has the right to not offer the services presented at the prices in this Work Order after March 31, 2020.

**CLIENT INVOICING INFORMATION**

Billing Address: 60 East Van Buren  
Chicago, IL 606051  
United States

Attention: Matt Mosher

Email Address: mmosher@thecha.org

Is there a PO required for invoicing?

Yes       No

Associated PO#: 67537-1

**IN WITNESS WHEREOF** e-Builder and Customer have executed this Agreement under the hand of its officer duly authorized in that regard on the date first written above.

**e-BUILDER, INC.**

Print Name: Jeanne Prayther  
Signature: DocuSigned by:  
*Jeanne Prayther*  
Title: 069833B5563C42B...  
Chief Financial Officer  
Date: 3/31/2020

**CHICAGO HOUSING AUTHORITY**

Print Name: Sheila Johnson  
Signature: *Sheila Johnson*  
Title: Deputy Chief Procurement Officer  
Date: 3-31-2020

**Approved as to Form for CHA Purposes Only**

Print Name: *Cheryl Colston*  
Signature: *Cheryl Colston*  
Title: *Chief Legal Officer*  
Date: *3-31-2020*

**Attn: Zuri Williams - [zwilliams@e-Builder.net](mailto:zwilliams@e-Builder.net)**