

# **SCHEDULE B – Extension/Request for Additional Service(s)** **For GovQA FOIA Applications**

**A. Relationship to Original Contract and Purpose:**

This is a Schedule to the existing **WebQA Services Agreement** executed between WEBQA, Inc. (“WEBQA”) and the City of Columbia, MO (“Customer”) signed 11/22/2016 (“Original Contract”), with its current term starting 11/22/2016 and ending 11/21/2017 (“Current Contract Period”). The purpose of this Schedule is to add the new service(s) selected below.

**B. Service(s) Descriptions:**

| <b>Subscribed Services</b>    |  |
|-------------------------------|--|
| <b>GovQA Invoicing Module</b> | The Invoicing Module will allow you to create cost estimate letters to be sent via email, portal and mail to a requester. The Cost Estimate can define a deposit due. A Cost Estimate can easily be converted to an Invoice. The Invoice can track partial payments and we notify staff when a requester has outstanding invoices prior to staff beginning a new request. Requesters will be flagged with this information and work flow can be applied to support your business process. This module can be connected to a payment module to allow the requester to make payments online. |

**C. WebQA Agrees To The Following Functionality:**

- (a) One-time setup of additional modules.
- (b) One online administrator training session.
- (c) One online training session for end users.
- (d) Ongoing support through system videos and knowledgebase.
- (e) Periodic webinars to train and update customers on new features.
- (f) Customer will log ALL ISSUES, including high-priority at [www.supportqa.com](http://www.supportqa.com) to receive service.

**D. Fees:**

| <b>Fees and Software Subscription Costs*</b>                               |                                  |                     |                    |
|--|----------------------------------|---------------------|--------------------|
|  | <b>Implementation (One-time)</b> | <b>Monthly Cost</b> | <b>Annual Cost</b> |
| <b>GovQA Invoicing and Implementation as described in Sections B and C</b> | \$0                              | \$250               | \$3000             |
| <b>Total (Includes all Service(s) upgrades)</b>                            | <b>\$0</b>                       | <b>\$250</b>        | <b>\$3000</b>      |

**Data:** Customer data is owned by Customer. Storage limits defined within Customer’s Master Services Agreement

**E. Terms:** **Sync to Original Services:** the **Billable Term** start date will be 4/22/2017 and will go to a SYNC DATE of 11/21/2017 at which point the term for these Additional Services will sync to the term of the Original Contract and all subsequent renewals. **The fee’s for this term are \$1,750.**

**F. Billing:** All fees are exclusive of taxes, billed on an annual basis at time of contract signing, and due upon receipt of invoice. This secures site, servers and resources necessary to begin project. If payment is not received by the start of the **Annual Billable Term**, WEBQA has the right to suspend all services. Furthermore, invoices accrue one percent per month past due and customer is responsible for all costs, including attorney fees, for the collections of invoices.

**G. Remittance:** All payments should be made directly to WebQA. WebQA mailing address for all payments is:  
**WebQA Accounts Receivable Department, 900 S. Frontage Road Suite 110, Woodridge, IL 60517**

**BY SIGNING BELOW, CUSTOMER AGREES TO THE TERMS AND CONDITIONS OF THIS SCHEDULE.**

**Customer**

**WEBQA, Inc.**

By: Mike Matthes

By: John Dilenschneider

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: City Manager

Title: CEO

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Nancy Thompson, City Counselor

ATTEST:

By: \_\_\_\_\_  
Sheela Amin, City Clerk