PERMITS.PRO™
TECHNICAL SERVICES AGREEMENT

This PERMITS.PRO™ Technical Services Agreement (the "**Technical Services Agreement**") is entered into as of May 20, 2021 by and between **Advanced Database Designs, LLC**, a California limited liability company ("**Licensor**") and **Feather River Air Quality Management District** ("**Licensee**"). This Technical Services Agreement (and any subsequent technical services agreements entered into by the parties hereto) is subject to the terms and conditions of the Software License, Maintenance and Support Agreement (the "**Agreement**") and is incorporated therein by this reference. In the event of any conflict or inconsistency between the terms and provisions of this Technical Services Agreement and the Agreement, the terms and provisions of the Agreement shall control.

1. **TECHNICAL SERVICES**.

   a. **Technical Services** include the following services (the "**Technical Services**"):

      i. Initial data import and software customization/integration services, and initial training services for Licensee personnel, all of which shall be provided on or about the Effective Date; and

      ii. Any other Technical Services mutually agreed to by Licensor and Licensee.

   b. Licensor agrees to provide to Licensee the Technical Services described in *Schedule 1* attached hereto, as may be amended from time to time upon written agreement of both parties.

2. **TECHNICAL SERVICE FEES**. The Technical Service Fees for all Technical Services (the "**Technical Service Fees**") shall be charged on a time and materials basis. Hourly rates for Licensor's time shall be charged at Licensor's current hourly rate of $150.00/hour. As a non-binding estimate, Licensor anticipates that initial data import, software integration and training services shall require approximately 53 hours (@$150/hour = $7,950).

3. **PAYMENT OF TECHNICAL SERVICE FEES**. Prior to commencement of such initial Technical Services, Licensor shall invoice Licensee for 50% of the estimated Technical Service Fees, which shall be due and payable prior to commencement of such services; Licensor shall invoice Licensee for the remaining Technical Service Fees upon completion of such services, with payment due within thirty (30) days of delivery of the invoice. All other Technical Service Fees shall be invoiced to Licensee on a monthly basis with payment due within thirty (30) days of delivery of the invoice.

4. **LATE PAYMENTS**. All late payments of Technical Service Fees shall be subject to an interest charge of 10% per annum or the maximum rate allowed by law, whichever is lower, from the date due until paid.

5. **MODIFICATION**. No modification of, or amendment to, this Technical Services Agreement shall be effective unless in writing, signed by an authorized representative of each party.

THE UNDERSIGNED HEREBY CERTIFY THAT THIS TECHNICAL SERVICES AGREEMENT WAS MUTUALLY NEGOTIATED.

Licensor: **Licensee:**
Advanced Database Designs, LLC   **Feather River Air Quality Management District**

By: _____   By: _____
   Steven M. Sweeney, Managing Member   Christopher D. Brown AICP, APCO

Description of Technical Services

Deliverables for the Timesheet Detailed Enhancements Project are:

1) Add a Weekly Detailed Time Off Report
    a. One piece of paper that shows all the time off for all employees
    b. Summary totals by Employee and by Time Off Subcategory
2) Add a "Summary of Time Off" report
    a. One "cover sheet" with time-off totals for all employees
    b. Provide a signature line for APCO signoff of weekly timesheet package
3) Add a check box for the Admin department to click/validate
    a. Time-off – Checked after Maria validates against the approved time-off requests
    b. Program – Checked after Shelley validates against the Program time applied to Grants
4) Provide the Admin Approval button ONLY for the Admin Supervisor
    a. Remove non-Supervisor Admin staff as approvers of timesheets
    b. Display Admin Approval button after non-Supervisor Admin staff has checked their approvals
5) Show a popup before any timesheet reports are printed where something has NOT been fully approved
6) Produce an exception report of any timesheets NOT approved
7) Create a new menu option to show ALL timesheet pay periods not fully approved
8) Add new sub-cateogry #9 - Comp Time Used
9) Augment the sub-category table to denote which sub-categories are NOT included in timesheet totals
10) On the Timesheet Subcategories in the Admin menu show the Category, then the Sub-Category
11) Provide a Facility like search action with screen data displayed as a report
12) Modify the Timesheet Approvals button on the left menu
    a. Sort and show the Supervisor first - then, show the employee(s) indented
13) Modify the Timesheet rejection process
    a. When a Supervisor rejects a timesheet clear the **TWO** Checkboxes
    b. This requires Admin staff to review and validate again
14) Current individual timesheet report
    a. At some point, the timesheets will have to be printed for the hardcopy record. This print must show all the e-approvals that have been done along with the dates approved
15) Need to do the bulk print of all employee's timesheets detail with the approvals for the weekly package
    a. Summary Report by Employee is all that is needed, including approval info and any notes