



**Change Order  
to Partner Statement of Work**

Verterim, Inc.  
Code for America Labs, Inc.  
Admin On-Demand

This Change Order is by and between Onspring Technologies, LLC (“Onspring”) and Verterim Inc., (“Service Provider”). This Change Order will become effective when all parties have signed it. The date this Change Order is signed by the last party to sign it (as indicated by the date stated under that party’s signature) will be deemed the Change Order Effective Date. This Change Order is entered into pursuant to that certain Master Services Agreement for Professional Services, dated on October 30, 2024, between Onspring and Service Provider (the “Agreement”) and amends the Statement of Work dated February 27<sup>th</sup>, 2025, entered into between Onspring and Service Provider (the “SOW”). This Change Order shall be governed in all respects by the terms and conditions of the Agreement, and is hereby incorporated into the Agreement by reference. Nothing in this Change Order shall modify or amend any provisions of the Agreement. Capitalized terms not defined in this Change Order are as defined in the Agreement.

**Description of Change and Deliverables Impact**

The change order will provide additional hours for the Admin On-Demand phase of this project and is for 40 hours to be billed on a time & materials basis.

**Original Estimated Fees**

Project Phase	Hours
Admin On-Demand	40
Total Hours:	40

Rate for Services: \$210 per hour  
Estimated Travel and Expenses: N/A  
Total Estimated Fees: \$8,400

**Revised Estimated Fees**

Project Phase	Hours
Admin On-Demand	80
Total Hours:	80

Rate for Services: \$210 per hour  
Estimated Travel and Expenses: N/A  
Total Estimated Fees: \$16,800

### **Primary Onspring Contact**

<b>Name</b>	Kailyn Schutte		
<b>Title</b>	Director, Professional Services		
<b>Email Address</b>	<a href="mailto:kailyn.schutte@onspring.com">kailyn.schutte@onspring.com</a>		
<b>Phone</b>	Direct: (573) 579-1335	Fax:	Main:

### **Primary Client Contact**

<b>Name</b>	Brandy Lee Rodney		
<b>Title / Dept.</b>	Vice President of Delivery		
<b>Email Address</b>	<a href="mailto:brodney@verterim.com">brodney@verterim.com</a>		
<b>Phone</b>	Direct: (916) 475-3486		

Signatures

IN WITNESS WHEREOF, the parties, by their duly authorized representatives, have signed this Change Order as of the dates listed below.

Onspring Technologies, LLC

Verterim, Inc. (“Service Provider”)

By:  
signature

By:  
signature

Printed Name:

Printed Name: Brandy Rodney

Title:

Title: Vice President, Service Delivery

Date:

Date:

## Certificate Of Completion

Envelope Id: 127391EC-DD93-4356-8EA3-1FA12A2D97D7

Status: Sent

Subject: Complete with Docusign: Onspring - Verterim Subcontract - Time and Materials - Change Order\_202...

Source Envelope:

Document Pages: 4

Signatures: 0

Envelope Originator:

Certificate Pages: 5

Initials: 0

Ellen Pantaenius

AutoNav: Enabled

10801 Mastin St.

Envelopeld Stamping: Enabled

Suite 400

Time Zone: (UTC-06:00) Central Time (US & Canada)

Overland Park, KS 66210

ellen@onspring.com

IP Address: 66.216.224.220

## Record Tracking

Status: Original

Holder: Ellen Pantaenius

Location: DocuSign

4/23/2025 9:16:37 AM

ellen@onspring.com

## Signer Events

## Signature

## Timestamp

Brandy Rodney

brodney@verterim.com

Vice President, Service Delivery

Security Level: Email, Account Authentication  
(None)

Sent: 4/23/2025 9:18:40 AM

Viewed: 4/23/2025 7:38:44 PM

### Electronic Record and Signature Disclosure:

Accepted: 4/23/2025 7:38:44 PM

ID: 75001219-0702-4c66-abd2-0bf789032b32

Christian C. Pantaenius

chris@onspring.com

Security Level: Email, Account Authentication  
(None)

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

Kailyn Schutte

Kailyn.schutte@onspring.com

Security Level: Email, Account Authentication  
(None)

### Electronic Record and Signature Disclosure:

Accepted: 2/1/2022 7:27:45 AM

ID: 89b75689-b364-4b4a-8d4d-429e40df72b1

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/23/2025 9:18:40 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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### **How to contact Onspring Technologies, LLC:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [legal@onspring.com](mailto:legal@onspring.com)

#### **To advise Onspring Technologies, LLC of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [legal@onspring.com](mailto:legal@onspring.com) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

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#### **Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"><li>• Allow per session cookies</li></ul>



	<ul style="list-style-type: none"> <li>• Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li> </ul>
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\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

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