



ORDER FORM

CUSTOMER INFORMATION

Customer:	Princeton, MN	Address:	City of Princeton
Contact Name:	Edward Yost		705 N 2nd St.
Email Address:	eyost@princetonmn.org		Princeton, MN 55371
Phone:	763-350-6011		
Billing Contact:	Edward Yost	ACH:	<input type="checkbox"/>
Billing Email:	eyost@princetonmn.org	PO Required:	<input type="checkbox"/>
Billing Phone:	763-350-6011	Tax Exempt:	<input type="checkbox"/>

Catalis Representative: Zachery Sorken, Zachery.sorken@catalisgov.com, 509-866-0258

SUBSCRIPTION TERM

Subscription Start Date: June 1, 2024
 Subscription End Date: May 31, 2028
 Auto-Renewal: Yes (Annual)
 The Initial Term of the Subscription shall begin on the Subscription start date and will continue for 4 years.

PRICING

1. Fee Summary

Software Subscription Fees for Year 1 Total: \$4,854.40
Fee details for these totals are in the tables below.

2. Software Subscription Fees

	Year 1	Year 2	Year 3	Year 4
Website Management	\$4,854.40	\$5,145.60	\$5,454.33	\$5,781.59
Annual Subscription				
Total Subscription Fees	\$4,854.40	\$5,145.60	\$5,454.33	\$5,781.59

- 2.1. Year 1 Software Subscription Fees shall be billed upon the Subscription Start Date.
- 2.2. Future Year Software Subscription Fees shall be billed annually in advance.

3. Additional Services

Future Professional Services, customizations, modifications, or integrations can be provided at a current year hourly services rate. Any additional work requested will require a Professional Services Work Order.

TERMS AND CONDITIONS

The Agreement incorporates by reference the following, in order of precedence:

- This Order Form*
- The Master Software Subscription and Services Agreement*
<https://catalisgov.com/master-software-subscription-and-services-agreement/>
- Schedule A: Software Description and Scope of Use*



General Notes:

1. Capitalized terms used herein but not defined in this Order Form have the meanings given to them in the Master Software Subscription and Services Agreement.
2. The Parties agree to keep all aspects of this agreement confidential to the extent permitted by law.
3. Pricing and/or terms are subject to change if the Order Form is not signed within sixty (60) days of the Order Form Date.
4. The Pricing listed above is estimated based on the information available to Catalis at the time of the making of this Order Form. Following adoption of this Order Form, changes shall be memorialized with a written Amendment, without regard to whether the change affects costs, and shall be approved in writing by Catalis and the Customer. If the Amendment impacts cost to one or more Parties, an estimate of the cost impact shall be included in the written Amendment.
5. Any Recurring Fees will increase annually by the greater of six percent (6%) or the increase in the CPI for the prior calendar year (as reflected in the pricing table(s) above).
6. Invoices shall be due and payable within thirty (30) days following invoice by Catalis.

ACCEPTANCE

By signing below, signatories represent that they are validly authorized to enter into this Order Form and accept their terms and conditions. The Order Form is dated effective and shall be considered binding upon execution ("Effective Date") by and between both parties.

City of Princeton:

**CATALIS PUBLIC WORKS & CITIZEN
ENGAGEMENT, LLC:**

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____



SCHEDULE A: SOFTWARE DESCRIPTION AND SCOPE OF USE

This section provides a description of the Software Services being offered; however, it is understood that detailed Functional Specifications will also be available in separate Documentation provided for guidance on product functionality and usage.

Website Management	
Nightly Backups	Inc.
Content Management Software and Maintenance	Inc.
SSO	Inc.
Administrator Dashboard	Inc.
Automatic Feature Updates	Inc.
Accessibility Development	Inc.
Responsive Designs	Inc.
AWS North America Hosting	Inc.
SSL Certificates	Inc.
Up to 30 hours of Design	Inc.
Up to 300 pages of Content Transfer	Inc.
1-hour remote training (post academy graduation)	Inc.
5 hours paid Support (no annual rollover)	Inc.