

Prepared by:

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City of Aurora

Public Works Conference Rooms

November 6th, 2024

Version 3.0

Revision History:

- | | |
|-----|-----------------------------|
| 1.0 | 9/20/24 by Brad Schmidgall |
| 2.0 | 10/07/24 by Brad Schmidgall |
| 3.0 | 11/06/24 by Brad Schmidgall |



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1 Project Approvals

Signatures below represent approval of both parties to execute this Proposal for Services according to the Scope, Deliverables, Approach, Schedule, Assumptions, and Cost described in this document. Please view *Section 10: Professional Fees and Expenses* for a detailed description of billing arrangements.

Accepted by:

City of Aurora
An Illinois home rule municipal corporation

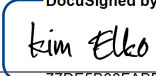
By _____
Authorized Signature

Name (print or type)

Title

On _____
Date

Burwood Group, Inc.

DocuSigned by:

77DE5B00FABB47D
By _____
Authorized Signature

Kim Elko

Name (print or type)

Chief Delivery Officer

Title

On 11/6/2024
Date



2 Executive Summary

| City of Aurora Need | | | |
|---|---|------------------|-------------------------|
| <p>The City of Aurora has identified a need to enhance the functionality and connectivity of three rooms in their new Public Works Facility. These rooms are to be equipped to support Microsoft Teams Rooms (MTRs), which will facilitate seamless communication and collaboration. The primary requirement is to enable support for Microsoft Teams, with additional capabilities to join WebEx and Zoom meetings. This upgrade is essential to improve the efficiency of meetings, ensure better collaboration among team members, and support the City's commitment to modernizing its facilities</p> | | | |
| Solution | | | |
| <p>To address the identified need, Burwood Group will provide and install the necessary equipment to transform the three designated rooms into fully functional Microsoft Teams Rooms. This solution will include:</p> <ul style="list-style-type: none">Installation of Microsoft Teams Room systems to support Microsoft Teams, WebEx, and Zoom meetings.Configuration and testing of the equipment to ensure optimal performance and seamless integration with existing systems.Training for City of Aurora staff on how to use the new equipment effectively. <p>This solution will enhance the City's ability to conduct efficient and effective meetings, improve collaboration, and support the overall goal of modernizing the Public Works Facility.</p> | | | |
| Approach | | Investment | |
| Phases | Single Phase | Structure | Fixed Fee |
| Duration | 12 weeks | Total Cost | \$85,000.00* |
| Critical Personnel | Burwood Project Manager, Burwood Technical Architect, Burwood Senior Consultant | Payment Schedule | 50% Due at signing |
| | | | 50% Due upon completion |

*Price includes an \$8,500 Local Government Discount



3 Project Background

Burwood Group is pleased to present this proposal to City of Aurora for the Public Works Conference Rooms. We are excited about this opportunity and look forward to working with City of Aurora as a strategic partner. This proposal is valid for 45 days from 11/06/24. Burwood reserves the right to reprice open proposals after 45 days.

4 Objectives

We understand the objectives of the Public Works Conference Rooms are to:

- Improve collaboration and communication among City of Aurora employees by providing seamless integration with Microsoft Teams, Webex, and Zoom meetings
- Support City of Aurora's commitment to modernizing its facilities and adopting cutting edge technology to enhance overall operational efficiency
- Provide high-quality audio and video capabilities to ensure clear communication and effective collaboration during meetings
- Integrate Teams with existing office tools and systems

5 Room Narrative

The City of Aurora has requested that three rooms in the new Public Works Facility be outfitted with equipment to support a Microsoft Teams Room. The City and Burwood conducted an onsite visit to capture the room requirements, which are bulleted out below:

- Support for Microsoft Teams via a Microsoft Teams Room. MTRs also support joining WebEx/Zoom Meetings as well.
- Conference Room 104 and 116 will feature an Android-based MTR (similar to the Public Works Conference room)
- 122 Training Room will feature a Windows-based MTR (similar to the APD Police Chief room) when in combined mode. Local-screen sharing only when in divided mode.
- Rooms 106, 107, 110, 112, 157, 212, 218, 219, 200 will have one display installed in each.

6 Scope of Services

6.1 In-Scope

We understand the scope of Burwood Group's involvement in the Public Works Conference Rooms to include:

- Project Kick-off
- **Design and Installation**
 - **Training Room 122 (Large Multi-Purpose Combine/Divide Room)**
 - When rooms are combined:
 - Teams Rooms for meetings OR Barco Clickshare to be used wirelessly to run a meeting from a laptop over USB-C
 - Single 159" main project screen
 - Side monitors can be used as a confidence displays
 - Users will have a room control button on touch panel that shows camera and microphone controls
 - Ceiling microphones
 - Six wireless microphones:
 - One gooseneck with local mute on each podium (x2)
 - One handheld for each room (x2)
 - One lavalier for each room (x2)
 - When rooms are divided:
 - 98" side displays (x2)
 - Local screen sharing only via screen casting via Apple / Android casting
 - Installation of the following:
 - New projector with new mount using provided ceiling tile replacement kit



- New projector screen at front of room (159" diagonal) with screen controller box
- NV-21 above projector
- 98" display on side of room with mounts (x2; XTM1U and FCAV1U)
- NV-21 behind each side display (x2) and wire local RS-232 from NV-21 to each TV
- Logitech Tap touch panel on wall
- QSC touch panels on wall (x2)
- Camera ceiling mount and QSC camera on mount
- Shure APT ceiling access point in ceiling tile at front of room
- Creston partition sensor with 4-conductor wire from AV equipment rack
- Cisco MXA920 ceiling microphones (x2)
- QSC ceiling speakers (x12; two 70V channels)
- Cable runs:
 - All runs from AV equipment rack in closet located in rear of room (unless otherwise noted)
 - CAT6 to main camera in rear of room
 - CAT6(S) to Shure APT8 in rear of room
 - CAT6(S) to each Shure MXA920 (x2)
 - 4-conductor wire to Crestron room partition sensor
 - CAT6 to projector (2x)
 - CAT6 to new projector screen location for projector screen control box on wall
 - CAT6 from new projector screen to projector screen control box
 - CAT6 to each side display (x3; two side displays)
 - CAT6 to each touch panel location (x1; three touch panel locations)
 - 70V speaker channels (one each room, 6 speakers each)



- **Conference Room 104**
 - Install the following:
 - 85" display with mounts
 - Neat Bar Pro
 - Shure MXA902 combined ceiling microphone/speaker
 - Neat Pad at table
 - Cable Runs:
 - CAT6 from behind display to under table (x2)
 - CAT6(S) from behind display into ceiling for ceiling mic (x1)
- **Conference Room 116**
 - Install the following:
 - 75" display with mounts
 - Neat Bar Pro
 - Neat Pad at table
 - Cable Runs:
 - CAT6 from behind display to under table (x2)
- **Rooms 106, 107, 110, 112, 157, 212, 218, 219, 200**
 - Install one display in each room (size based on room length minus 4')
- **Adoption and Training**
 - User Quick Reference Guides
 - Three (3) One-hour (1) In-person End-User Training Sessions – Scheduled Same day
 - One session per room
- **Project Close**



6.2 Out-of-Scope

Burwood Group understands that the following items are not within the scope of our responsibilities:

- Network drops, construction (including wall backing), carpentry, electrical or conduit/cable pathway work of any kind
- Anything listed in the Client Responsibilities section
- M365 Licensing
- Union Labor
- Printing or Distribution of Reference Materials
- No infection control or protections of any kind are included
- Attending any Infection Prevention/Safety Training or similar required activities. If this is a requirement, Burwood will charge any time and travel time and expenses back to the client
- Integration with any room automation (lighting, HVAC, blinds, screen, etc.) unless specifically called out in-scope
- Configuration of any existing Owner Furnished Equipment (OFE) unless specifically called out in-scope
- Extensive documentation such as Run Book, Step-by-Step Instruction Guide, or Admin/User Manual
- Burwood is not responsible for any work delays outside of the control of Burwood. This is to include but not limited to work covered by other contractors including furniture, electrical, data, and general construction
- Burwood is not responsible for delays incurred by Owner Furnished Equipment or the lack for readiness by the owner in such services as IT. Burwood reserves the right to enact a change control due to client delays
- Burwood is not responsible for the functionality or warranty of any Owner Furnished Equipment (OFE)
- Ongoing support of room/unit after successful room deployment

Any changes to the scope outlined or assistance with other City of Aurora initiatives will require a separate arrangement. Burwood Group will utilize the Project Change Control Document in Appendix B if changes are required.



6.3 Deliverables

Burwood Group understands the deliverables for the Public Works Conference Rooms to be:

- AV Room Deployment
- Design Drawings
- QSYS Designer File
- Room Test Plan

6.4 Assumptions

Burwood Group understands the assumptions for the Public Works Conference Rooms to be:

- City of Aurora team to act as liaison between Burwood and construction team(s) ensuring overall project status updates are regularly provided to the Burwood team.
- When combined, 122 Training Room furniture will face towards the projector and the 159" will become the main display. Full room functionality.
- When divided, 122 Training Room furniture will face towards the side display. No video conferencing capability. The wireless microphones for that divided room will be usable.
- Burwood was brought in very late into construction (drywall and paint were already complete). Certain design elements were modified from best practices to fit the pre-defined space.
- A room 60ft wide would normally be setup with two projector screens at the front in order to reduce the large side viewing angle of a single screen. Only one was spec'd in the blueprints.
- Touch panel locations not accounted for in current building design.
- Podiums not accounted for in current design. Usually in training rooms a presenter location is identified at the front of the room.
- For all work completed under this SOW that is subject to the Illinois Prevailing Wage Act, Burwood will provide Certified Transcripts of Payroll to the Illinois Department of Labor and to the City.
- Regular project management "best practices" will be incorporated throughout the project (e.g., weekly status reporting, issues management, etc.).



- Burwood Group will provide the client with a weekly written status report, describing work that was performed during the past week, work to be performed the next week, key issues, and items for management attention.
- Burwood Group is not responsible for manufacturer products (hardware or software) that do not perform as specified. Burwood Group time and effort involved in identifying, supporting, and resolving such manufacturer hardware and/or software issues is outside the scope of services as outlined in this proposal. The manufacturer is expected to solve defects in the hardware and/or software they supply. Any additional effort required by Burwood Group to assist in resolution will require a Change Request.
- The client will diligently work with Burwood Group to accomplish signoff within 10 working days upon successful completion of this engagement.
- The client will align the incentives and objectives of employees and other vendors to cooperate with Burwood Group resources; and will provide the appropriate staffing levels to ensure the success of the project.
- Work may be performed onsite, remote or a hybrid of both based on the requirements of the engagement.
- Burwood Group will work with the client to define all critical path items and time sensitive resource requirements prior to project kickoff.
- Burwood Group and the client will agree on a start date and end date for this project. Any delays caused by the client, that extend the project timeline, will be assessed for impact to scope and project costs. Any impact to project scope or cost will be assessed and presented to the client as a Project Change Request. Burwood will be responsible for documenting the delay and presenting that documentation to the client.
- The client will designate a responsible party to act as a liaison for the duration of this engagement. This liaison will be the primary contact for issue resolution and logistical support for the life of this project.
- The client will provide Burwood Group consultants with appropriate access to the systems as necessary to include but not limited to, reviewing configurations, performing design and implementation work.
- The client will approve Burwood Group's partner relationship as a Microsoft indirect reseller and/or Microsoft services provider. Burwood Group will reach out to organizations signer to approve partner relationship post signature.

Any changes to project requirements and these assumptions may impact project scope, duration, cost, and deliverables, resulting in issuance of a Change Control (see section Appendix A – Legal Terms and Conditions and Appendix B – Change Control Document).

7 Project Organization and Roles

Burwood Group project manager and consultants will obtain direction from Michael Pegues at City of Aurora. The Burwood Group team proposed for City of Aurora is experienced in all aspects of the execution of this project, both technically and from a project management perspective. The team structure represents how our team will work with you and align to your business, technology, and technical stakeholders. We are passionate about developing relationships with you as partners through this project, and by teaming at all levels of the project structure, we facilitate enhanced knowledge transfer to enable your ability to sustain the operation after the consultants have gone. Other Burwood Group resources will be utilized as necessary to meet the objectives of this arrangement and to deliver the value expected from our organization.

A Burwood Group Project Manager (PM) will act in the capacity of project team leader and as liaison to your team's project management team lead. In this capacity, the PM is the Burwood Group primary point of contact for day-to-day project activities, issue resolution, escalation, resource management, scope, and logistical support for the life of the project. The PM's Burwood team counterpart will be the Burwood Technical Lead, responsible for executing the technical scope of work. While not all resources may be committed at this time, Burwood Group will work with City of Aurora to confirm staffing, start dates and timing or key project milestones.

8 Client Responsibilities

City of Aurora understands that the following items are within their scope of responsibilities:

- City of Aurora to fully review the Assumptions, Client Responsibility, and Warranty sections of this document and notify Burwood prior to signature if any changes are required.
- Client Preparation Responsibilities
 - City of Aurora is responsible for ensuring all licensing for Microsoft Teams Rooms are available (per Room):
 - Microsoft Teams Room Pro License
 - Microsoft Calling Plan License (if using voice)
 - Microsoft Phone Number is available



- City of Aurora to confirm and test network connectivity prior to Burwood on site arrival. Any delay due to network misconfiguration will result in an additional professional services fee via the change request process.
- Client Regulatory/Compliance Responsibilities
 - Typical wall mounted LCDs will protrude approximately 7 inches from the wall (in a non-recessed deployment). City of Aurora understands that this may not meet ADA requirements.
 - City of Aurora is required to obtain Local Permits and/or plan approvals as well as required local inspection and compliance procedures.
 - City of Aurora is to inform Burwood of any required certificates, documentation, training and/or any other requirements in a timeframe that provides Burwood a reasonable amount of time to complete.
 - City of Aurora is to promptly notify Burwood of any unsafe condition about which Customer has knowledge and to which Burwood resources could be exposed.
 - City of Aurora is to promptly notify Burwood of any accidents or injuries involving Burwood employees or subcontractors.
- Client Logistical Responsibilities
 - City of Aurora will need to inform Burwood if infection control or protections are required. Burwood is not liable for any violations due to not being informed of this requirement.
 - City of Aurora must notify Burwood at least 4 weeks prior to construction start. This will allow Burwood to order the equipment, schedule kickoff calls and provide final drawings to the client and construction teams.
 - Depending on product availability, procurement could take ~2 weeks. Equipment is not ordered upon receipt of PO. Equipment will be ordered once City of Aurora provides confirmed construction timeline to Burwood.
 - City of Aurora is responsible for providing access to a dumpster for disposal of all boxing material.
 - City of Aurora is responsible for disposal of any existing equipment Burwood will de-install.
 - City of Aurora will provide appropriate access to the facility with no charge to Burwood Group employees.
 - City of Aurora is to provide secure receiving and storage of equipment shipped to the location for the project.
 - City of Aurora is to provide access to the loading dock and elevator, during regular business hours, to facilitate the delivery of parts and materials as well as the removal of trash and refuse.



- City of Aurora will be able to receive direct shipment of equipment and store until it is time for the installation.
- Client Documentation Responsibilities
 - Burwood may provide the City of Aurora with a Site Information document. The document provides Burwood with the information we need to ensure a smooth installation of equipment. This document should be returned fully complete, to Burwood at least one week before the installation date.
 - Burwood may provide the client with an Equipment Sign-off Document and Room Sign-off Documents. A City of Aurora resource will be required to be on-site during installation to initial and sign-off on all of all forms prior to Burwood leaving the site the day of installation.
- Client Day of Install Responsibilities
 - City of Aurora is responsible to have rooms/work areas where work is to be performed clear of any equipment, chairs, cabinets etc. that will impede the installation of equipment. Burwood assumes that we have full access to the rooms during the installation window. Client is responsible for moving any meetings and notifying employees. This also includes any area that Burwood may need to access to pull cable (e.g. floor below). If Burwood is delayed because of a meeting, construction, painting, etc. a change control will be issued, and additional time will be required.
- Client Post-Install Responsibilities
 - City of Aurora will be responsible for patching and painting and replacing any wall plate from existing equipment de-installation
 - City of Aurora is responsible for repair and/or replacement of any ceiling materials modified or damaged during installation of any ceiling mounted equipment. City of Aurora is responsible for the installation of required substructures to support and align this equipment to ensure proper functionality.
- By signing of this proposal City of Aurora agrees to the Warranty outlined in the following "Warranty Statement" section.
- Client to provide/install:
 - Conference Room 104
 - Teams Room Pro License
 - IP Addresses and network information
 - Trunk port to existing CoA Network
 - Network ports under table

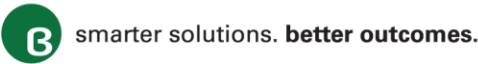


- Network ports behind display
- Wall backing behind display
- Power behind display
- Power under table
- Conference Room 116
 - Teams Room Pro License
 - IP Addresses and network information
 - Trunk port to existing CoA Network
 - Network ports under table
 - Network ports behind display
 - Wall backing behind display
 - Power behind display
 - Power under table
- 122 Training Room
 - AV Equipment Rack in 122B with power nearby (12 RU needed) and network connection to CoA network
 - Structure to support large 159" projector screen in drop ceiling at front of room.
 - Wall backing, power and cable pathway behind each 98" side displays (x2)
 - 120V AC to projector screen, including hookup once screen is installed
 - 120V AC to projector location, including hookup once screen is installed into cutouts in ceiling tile mount
 - Two-gang box on wall at room control touch panel location x2 (one in each room)
 - One-gang box on wall at MTR touch panel location (x1) (in room with projector)
 - Single gang box in soffit by wall partition track for wall partition sensor

- One-gang box with conduit into ceiling for manual projector screen control
- Teams Room Pro License
- IP Addresses and network information
 - Trunk port to existing CoA Network

9 Warranty Statement

- All Burwood provided equipment is to be free of defects in workmanship for a period of 120 days. If during that time, the system fails to perform as specified, Burwood will correct the problem at no additional charge.
 - Burwood will not support, cover, or replace equipment past the 120-day period unless an additional BMS support contract is purchased.
 - Burwood is never responsible for any damages caused my misuse or abuse of any equipment. This includes inadequate cooling of equipment. Burwood will provide BTU heat loads. City of Aurora is responsible for ensuring cooling is adequate to support these heat loads.
 - This support period does not include design or programming changes request by the customer after room sign-off has been completed.
- All materials contained in this system come with complete manufacturer's warranties against defects in parts and workmanship. Please reference the manufacturer's warranty information for each individual product as duration's due vary. A copy of all manufacturers' warranties will be included in the product's User Manual.
 - An exception would be the use of consumer grade electronics (e.g. consumer LCDs) in a commercial environment. Consumer grade LCDs used in a commercial environment will void the manufacturer's warranty.
- Burwood will not be responsible for "image burn" as a result of prolonged periods of static images being displayed on certain devices.
- Burwood is not responsible for any end-user or administrative support for the rooms unless an additional BMS support contract is purchased. If Burwood is dispatched to the room to diagnose a suspected equipment issue but the issue is deemed an end-user issue or that out of Burwood's control (not related to equipment/programming defects and not covered under workmanship guarantee) the client will be charged a \$150 trip charge and an hourly rate of \$175 at a minimum of 2 hours).



10 Professional Fees and Expenses

Thank you for our recent conversations and for providing the Burwood Group the opportunity to propose our services. The following sections outline the professional fees for Burwood Group’s participation in Public Works Conference Rooms.

This project is bid on a fixed price/fixed time basis. The professional fees for this engagement will be \$85,000.00. Burwood Group, Inc. estimates this project will be a duration of 12 weeks. Burwood requires 50% of the project’s total cost, or \$42,500.00, at signing. The remaining balance will be paid upon project completion. All payments will be made in compliance with Illinois Local Government Prompt Payment Act.

Start date will be mutually agreed to prior to project kick-off and upon final approval, readiness, and staffing of this project, at which time a letter of engagement with mutually agreed start and completion dates will be approved.

Please note Burwood Group will assign all staff resources as to best-fit the total requirements, and no individual employee is being specifically promised or quoted for this project or specific tasks. Any significant changes to the scope and assumptions outlined above or the anticipated level of effort will require a separate arrangement and additional professional fees.

| SERVICES | FEES |
|--|-------------|
| Burwood Group Consulting Services for City of Aurora Public Works Conference Rooms | \$93,500.00 |
| Local Government Discount | \$8,500.00 |
| TOTAL | \$85,000.00 |

- Travel costs are not included and will bill as actual costs.
- **City of Aurora** will reimburse Burwood Group for all reasonable and necessary business and travel expenses and pass-through costs actually incurred by Burwood Group while performing services at cost without mark-up (“Reimbursable Expenses”).
- Burwood Group will adhere to **City of Aurora** policy and procedure regarding travel, expenses, and meetings. All travel must have prior written approval from the City of Aurora.



If the project duration extends beyond the agreed-upon timeframe from the date of project commencement the project change control process will be executed. Utilizing this change process, Burwood will re-bid the remaining effort to complete the affected work streams. Both parties must approve the change, in writing, with respect to scope and charges before completion of the work streams.



Appendix A - Legal Terms and Conditions of Engagement

Services Payment Procedures

Burwood will provide an invoice to the Customer for services rendered and the Customer shall approve and thereafter pay any undisputed portions thereof in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et. seq). Approved, but unpaid invoiced amounts shall accrue interest in the manner and to the extent authorized by the Act.

In addition to the terms and conditions of any Master Services Agreement, the services described in this proposal for services will be provided subject to the following terms and conditions.

The invoicing process will be broken down as follows:

| INVOICE # | DESCRIPTION |
|-------------|---|
| Invoice One | 50% of the Fixed Price Cost upon proposal signature |
| Invoice Two | The remaining 50% of the Fixed Price Cost will occur upon completion of the Project. The client will diligently work with Burwood Group to accomplish signoff within 10 working days of completion. |

1. Change Order Requests. If project duration extends beyond the agreed-upon timeframe from the date of project commencement, the project change control process will be executed. Utilizing this change process, Burwood will re-bid the remaining effort to complete the affected work streams. Both parties must approve the change with respect to scope and charges before completion of the work streams.

Either the client or Burwood Group may request a change to scope or manner of provision of the Services, subject to the following change order process:

- a. All requests for a change to the services shall be submitted using the form listed in Appendix A by the requesting Project Manager (a "Change Order"). Change Orders shall not be required for services that are inherent, necessary, or customarily part of the services required by Burwood Group to meet the Acceptance Criteria.
- b. The Change Order will describe at a reasonable level of detail the change, the rationale for the change and the impact the change may have on the services both if it is accepted and if it is rejected.
- c. The Project Manager will review the Change Order with the client Project Lead and Service Delivery Director/Client Executive either:



- i. Approve it in writing. Upon such approval, the change will be implemented through a written authorization that may only be signed by the authorized representatives of client and Burwood Group; or
 - ii. Agree in writing to submit the Change Order for further investigation. Such investigation will determine the technical merits and the effect on price, schedule, and other terms and conditions that may result from the implementation of the Change Order.
- d. Client and Burwood Group will then agree to mutually approve or reject the Change Order. If client and Burwood Group do not agree, the parties shall attempt to resolve the disagreement in the manner set forth in the Agreement; or
 - i. Reject it. If rejected, the Change Order will be returned to the requesting Project Manager along with the reason for rejection.

Once agreed to by the parties (and executed by an authorized representative of client and Burwood Group), a Change Order shall be incorporated into and become part of this SOW.

Out-of-pocket Expense

Additional out of pocket expenses for travel, accommodations, project supplies, etc., will be billed directly back to the client at cost. Burwood understands that all expenses require prior client approval.

Microsoft Association

The client must agree and grant permission via signed Proof of Execution to allow Burwood Group to claim CPOR (Claiming Partner of Record) for any Microsoft 365 and/or Business Applications workload that the client deploys internally or consumes as part of their Microsoft partner internal use rights benefits where Burwood Group has provided design/deployment/configuration guidance and/or knowledge transfer to use said benefit internally. Burwood Group will associate with client's internal Microsoft 365, Azure, Dynamics 365 tenant. Burwood Group will be working on the following workloads:

- Intune, Exchange Online, Microsoft 365 Apps, SharePoint Online, Teams Platform, Teams Meetings, Teams Phone System, Teams Phone Enabled Users, Teams Phone Calling, Teams Apps, Teams for Frontline Workers, Teams Rooms, VivaEngage, VivaInsights, VivaTopics, VivaLearning, Viva Goals, VivaConnections, Azure Active Directory Premium, Azure Active Directory Premium 2, Microsoft Defender for Office 365, Microsoft Defender for Endpoint, Microsoft Defender for Cloud Apps, Microsoft Defender for Identity, Microsoft Information Protection, Windows 365, Outlook Mobile, Insider Risk Manager"

The client acknowledges that Microsoft may provide Burwood Group with monetary fees, commission, or compensation in connection with the services provided to client.



Purchase Orders and Remittance Information

Purchase Order Address

Burwood Group, Inc.
1515 W 22nd St Suite 200W
Oak Brook, IL 60523

State Tax ID 2861-2671
Federal Tax ID 36-4180073

Remittance Address

Burwood Group, Inc.
Attn: Accounts Receivable
8582 Solutions Ctr
Chicago, IL 60677-8005

Responses

Any responses or questions regarding
this proposal should be directed to:
Brad Schmidgall

At bschmidgall@burwood.com
(312) 327-4633

Invoices

Invoices shall be sent to:
Michael Pegues
City of Aurora
44 E Downer Pl
Aurora, IL, 60505



Appendix B - Project Change Control Document

| REQUEST (COMPLETED BY REQUESTER) | |
|----------------------------------|--|
| AUTHOR: | |
| DATE OF REQUEST: | |
| CHANGE #: | |
| TITLE OF CHANGE: | |
| DESCRIPTION OF CHANGE: | |
| REASON FOR CHANGE: | |
| HARDWARE REQUIRED: | |
| SOFTWARE REQUIRED: | |
| ACTION REQUIRED: | |
| TARGET COMPLETION DATE: | |
| CHANGE REQUESTED BY: | |

| IMPACT (COMPLETED BY PROJECT MANAGER) | |
|--|--|
| TIMELINE IMPACT: | |
| COST IMPACT: | |
| OVERALL IMPACT: | |
| PM COMMENTS: | |
| PROJECT MANAGER (Burwood): | |
| SERVICE DELIVERY DIRECTOR / CLIENT EXECUTIVE (Burwood): | |
| (BURWOOD SIGNATURE/DATE): | |
| CHANGE APPROVER (Client): | |
| (CLIENT SIGNATURE/DATE): | |

Instructions: The **Request** portion of this form is to be completely filled out by the requester and delivered to the Project Manager. The Project Manager will research the impact on the project timeline as well as any cost or resource impact and complete the **Impact** portion of this form. The approval authority for the project will then sign the **Approval** portion before any work can take place and return the form to the Project Manager for action. The Project Manager will take appropriate action to implement the approved Change Request, document the change in the **Work Record** portion of this form, and make any required adjustments to the timeline and financials. This completed form will be retained as part of the permanent project file.