

**THIRD AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND
INCAPSULATE, LLC**

THIS AMENDMENT TO THE AGREEMENT, entered into this ____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Incapsulate, LLC, hereinafter called "Contractor";

WITNESSETH:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement for Contractor's Records Management Services on July 12, 2022; and

WHEREAS, Resolution 079039 also authorized the Chief of San Mateo County Health or designee to execute contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions; and

WHEREAS, the parties wish to amend the Agreement to increase the County's maximum fiscal obligation of \$1,325,000 by \$250,000 for a new amount of \$1,575,000 to implement the changes as stated on Change Order (CRO2) and additional change orders approved by Director of Environmental Health Services or their designee to deploy the Incapsulate, LLC's Records Management Services platform.

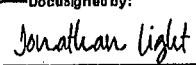
NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Exhibit A, of the agreement is amended to incorporate Change Order (CRO2) which is attached hereto and incorporated herein by reference.
2. Exhibit B, of the agreement is amended to incorporate the associated total price on Change Order (CRO2) which is attached hereto and incorporated herein by reference.

3. All other provisions, terms and conditions of the Agreement between the County and Contractor, as amended, shall remain in full force and effect and are applicable to the services provided under this amendment, except as expressly set forth herein.

In witness of and in agreement with this Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: INCAPSULATE, LLC.

<small>DocuSigned by:</small>  <small>7804702704028CC...</small>	<u>7/31/2023</u>	<u>Jonathan Light</u>
Contractor Signature	Date	Contractor Name (please print)

For County:

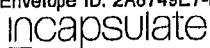
COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board



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Change Request

Client	San Mateo	Change #	02
Project Name	San Mateo - EHS	Date Submitted	5/16/2023
Requested By	Incapsulate, LLC	Date Reply Due	6/5/2023

Section One: Description of Change

As part of the San Mateo - EHS project, Incapsulate is requesting San Mateo County provide a funding increase of \$122,473. This funding increase is due to the changes in requirements that Incapsulate has received recently in order to go-live that differ from the Requirements Traceability Matrix (RTM).

The details of the changes are listed in Appendix A.

Section Two: Financials

The work associated with this Change Request will be performed on a Firm Fixed Price basis for a total of \$122,473.

Service	Cost*
Professional Services	\$122,473.00

Section Three: Payment Schedule

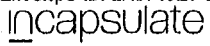
Payment Schedule	Payment Milestone	Amount
Go-Live	SMEHS Users activated in Production	\$122,473.00

Section Four: Approvals

This change has been:

- Approved
- Rejected
- Other _____

Comments:



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IN WITNESS WHEREOF, each of the parties has caused this Change Request to be executed and delivered by its duly authorized officers as of the day and year written below.

San Mateo County - EHS

Heather Forshey,

Director

Signature

Digitally signed by Heather Forshey, Director
Date: 2023.07.28.14:18:18 -07'00'

Incapsulate, LLC

Digitally signed by Jonathan Light

Signature

Jonathan Light Senior Vice President, State & Local

Name, Title

7/31/2023

Date

Name, Title

Date

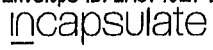
Appendix A

Section One: Description of Change

As part of the San Mateo - EHS project, Incapsulate is requesting San Mateo County provide a funding increase of \$122,473.

The changes support new scope related to change in requirements for Go-Live since RTM Sign-Off. Below are the requirements for the change in scope.

Category	Original Scope	New Scope
Accounting	Not originally identified in SOW/RTM. This use case was not discussed in the earlier sessions. It is custom and not config	Bulk permit generation based on the date range.
	Not originally identified in SOW/RTM.	Inspector can add comments from the visit - which should get added to the bill.
ATKS	Not originally identified in SOW/RTM. This use case was not discussed in the earlier sessions. It is custom and not config	Capability for users to manually intervene and make changes in the scheduled jobs for the files which are uploaded to the ATKS during long weekends or on need basis.
New Forms	SM018: 1. As a facility user, I should be able to submit application forms for Permits and Licenses 2. As a facility user, I should be able to save the form in draft status and resume filling the application form at later. 3. These forms will vary based on the programs 4. Some fields which correspond to the facility will be pre-populated on the form 5. As a facility user, I should be able to submit a project plan and add relevant documents 6. I should be able to download/ print the license and application 7. Application forms can be saved in draft status in which case they will not be visible to the county users.	Data Model/Framework for Release-2 forms and programs without forms Release 1 forms Additional fields to be created 9 Programs that don't have portal forms -> 4 programs will have data-migrated (3 out of these will need renewal, 1 will have hourly manual billing) -> 5 programs have data to be migrated and no renewals (4 have a generic form and 1 have independent forms). -> 5 Renewal workflows + 1 permit extension
Miscellaneous	Not originally identified in SOW/RTM.	Managing different Anniversary dates while merging accounts - EHS/Mike to provide anniversary date, invoice generation dates



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		<p>and settlement dates per BLA Incapsulate to work on following three points:</p> <ul style="list-style-type: none">- Create batch to generate billing and status update- Late fees based on the settlement date- Extend permit/generate new permit and manage permit dates to match the account anniversary date
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