

ADDENDUM TO THE DISTRICT OF COLUMBIA IT PIPELINE CONTRACT
SUBCONTRACTOR AGREEMENT

Version 3

THIS ADDENDUM is made to the Subcontractor Agreement between Computer Aid, Inc. ("Contractor") and _____ ("Subcontractor") dated _____.

Paragraphs 4 and 5 of the Subcontractor Agreement are revised as follows effective January 1, 2019:

4. Compensation. Contractor agrees to pay Subcontractor the vendor rates set forth on the Engagement within the Vendor Management System (VMS), which is PeopleFluent, for all Customer-Approved billable hours for services rendered by Subcontractor during the term of this Agreement. The payment will be based on a payment cycle schedule which will be published on the CAI Supplier Portal at <http://dc.compaid.com>. Subcontractor employee must enter time into the VMS on a weekly basis or as directed by the Contractor or Customer. Timesheets will not be considered valid until approved by the Customer within the VMS.

4.1. Subcontractor shall maintain its payroll time records and work reports in accordance with Contractor's requirements for a period of four (4) years. Contractor may audit said books and records during the term of this Agreement and for four (4) years thereafter.

4.2. This Agreement does not entitle Subcontractor to any reimbursement of expenses unless otherwise expressly agreed to in writing in advance as Customer approved and re-billable.

5. Payment terms. Subcontractor is not required to submit invoices to the Contractor. The payment terms shall be outlined in the payment cycle schedule posted to the aforementioned Supplier Portal, and shall be dependent on approval of time by the Customer within the VMS during the payment cycle time period. Contractor shall use its best efforts to pay all approved time within 30 calendar days from the end of the payment cycle, subject to receipt of payment from the Customer. All time not approved by the Customer during the payment cycle time period shall be accounted for in the next cycle based on approval date within the VMS.

Subcontractor shall have the option of 15 calendar day net payment from the end of the payment cycle time period, subject to charge of one percent (1%) of the invoice amount to be retained by the Contractor. All time not approved by the Customer during the payment cycle time period shall be accounted for in the next cycle based on approval date and subject to the 1% charge.

All other Terms and Conditions of the Agreement remain unchanged.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be duly executed on the day and year written below.

CONTRACTOR

COMPUTER AID, INC.

By: _____
Signature of Authorized Representative

Printed Name

Title

Date

SUBCONTRACTOR

By: _____
Signature of Authorized Representative

Printed Name

Title

Date