

ENAVATE, Inc. Work Order with Florida Housing Finance Corporation
Agreement ID: OP-0000050559



Work Order: OP-0000050559			
FHFC GP Upgrade to 18.7			
Prepared For:	David Hearn	Entity:	ENAVATE, Inc.
Title:	CIO	Date:	2025-04-11
Email:	david.hearn@floridahousing.org	Reference:	GP 18.7 Upgrade
Address:	227 N Bronough St Tallahassee, FL 32301 United States	Account Manager:	Ed Hazan

Description	Hours	Rate	Estimate
Project Management	6	\$ 235.00	\$ 1,410.00
Team Meetings	4	\$ 235.00	\$ 940.00
System Setup / Install	6	\$ 235.00	\$ 1,410.00
Customizations - Upgrade	1	\$ 235.00	\$ 235.00
Test Software Upgrade	4	\$ 235.00	\$ 940.00
Production Software Upgrade	4	\$ 235.00	\$ 940.00
What's New Training	3	\$ 235.00	\$ 705.00
UAT / Go Live Support	6	\$ 235.00	\$ 1,410.00
Work Order Total - USD	34		\$ 7,990.00

1 Scope of Services and Deliverables

ENAVATE, Inc. shall assist Florida Housing Finance Corporation with upgrading from Dynamics GP 18.6 to Dynamics GP 18.7 with the latest compatible service pack.

1.1 In Scope

This Work Order includes the following services:

1. Installation of Software in a single environment and training for client component install on up to one workstation or terminal server.
2. Test Upgrade (GP 18.6 to GP 18.7 for one (1) companies) with the following ISVs:
 - a. eOne – Smartlist Builder
3. Customizations Upgrade, including:
 - a. Reports.dic
 - b. Integration Manager Database
4. Management Reporter service pack update and DataMart rebuild.
5. What's New Training for Dynamics GP
6. Production Upgrade (GP 18.6 to GP 18.7 for one (1) companies) with the following ISVs:
 - a. eOne – Smartlist Builder
7. Resolution of Open Items



- a. Acceptance Testing Assistance during a one (1) week period following What's New training.
- b. Go Live Support during a one (1) week period following Production Upgrade.

Additionally, ENAVATE, Inc. will provide project management for services defined within this work order, including project initiation, resource management, scope management, project planning and work plan, risk management, and project closure. Status calls and status reports will be provided by ENAVATE, Inc. within this work order on a weekly basis or as needed.

1.2 Out of Scope

Services do not include any of the following:

- New or additional services not specified in this Work Order, including but not limited to implementing modules not currently in use, system integrations, custom reports, customizations, 3rd party products and new functionality provided by upgrading.
- Redevelopment of any modified reports and/or windows/screens, integrations, and/or customizations that cannot be upgraded.
- Microsoft GP Web Client
- Client assigned
 - Pre and Post upgrade validation reports
- Visual Basic for applications (VBA) is not supported on Windows Server 2019, see [BLOG](#) for details.
- Travel Time or Expense

1.3 Duration

Based on the services outlined, the project duration is estimated at four (4) weeks, beginning with the Project Kickoff and is subject to change.

2 Assumptions

The following general assumptions have been made in the development of Enavate’s plan and associated estimates as they relate to this Project.

Assumption	Description
Estimates	All estimates set forth in this Work Order are contingent upon the accuracy of these assumptions and are subject to change should any assumption turn out to be inaccurate. Client accepts that is an estimate and therefore assumes the possibility of deviation + / - 25% of the estimated hours. If the work exceeds the estimate, Client will be notified immediately.
Client Personnel Commitment	Client personnel will accept responsibility for their assigned tasks and will complete them within the specified schedule. In the event Client personnel cannot commit the necessary time to the project or there are other delays beyond the reasonable control of Enavate, a project delay may occur resulting in extra consulting hours needed to complete the project, and a change order will be submitted to Client to address the additional hours. Client Core Team members will be consistent throughout the project.



Assumption	Description
User Acceptance of Solution	Client will be responsible for conducting complete User Acceptance Testing and validation of the Deliverables. All testing will be completed in a test environment before installation in the production environment.
Rapid Decision-Making	Access to the appropriate Client personnel and documentation will occur in a reasonable timeframe. Client will make project decisions in a timely manner (within 48 hours). Ad-hoc meetings may be scheduled for decisions requiring more timely feedback.

3 Acceptance Criteria and Procedures

Client will provide a written notice of acceptance, or notice of non-conformity, for each deliverable provided by Enavate within:

- a) 10 business days from the receipt of any software code deliverable, and
- b) Two (2) business days from the receipt of any other deliverable (the "Acceptance Period").

If at any time during this Acceptance Period, Client discovers an issue or a deficiency in a deliverable, Client will provide Enavate with a written notice of non-acceptance, including the reason for the non-acceptance and how the deliverable fails to materially conform to the applicable acceptance criteria. Upon agreement of the issue, Enavate and Client will determine the appropriate duration required to correct the deliverable. Once Enavate resubmits a deliverable, Client will have two (2) business days to test the deliverable(s) to confirm and validate that the issue has been resolved.

If Enavate fails to receive either acceptance or notice of non-conformity within the Acceptance Period, deliverable shall be considered acceptable.

4 Time and Material Fees

The time-and-material estimated fees shown herein are a good faith estimate of the timeline and total project fees for the Services in scope, are for planning purposes only and do not represent a fixed term or fee, a guaranteed completion date or a cap on fees. Client acknowledges that the actual timeline and/or fees may exceed the estimates outlined herein if: (a) the information provided by or on behalf of Client, and the assumptions set forth in this SOW, change or turn out to be inaccurate or incomplete; (b) Client fails to fulfill its responsibilities under this SOW and/or the project plan; (c) Client requests a change to the Services, scope, approach, Deliverables, or schedule; and/or (d) a change is necessitated because actions by third parties working for or on behalf of Client, or events or contingencies under Client's control, upon which Enavate's performance is dependent, do not occur or fail to occur in a timely manner. If at any point, it appears as though the project will continue beyond the estimated timeline outlined herein or the EAC exceeds the estimated fees in the SOW by 10%, Enavate will deliver a change order to Client outlining changes in the timeline, scope and/or estimates. Client will only be billed for the actual time spent working on this engagement. Any overage will be discussed between the customer and the vendor and any additional hours will be mutually agreed and a formal change order sent for signature.



5 Premium Rates

Work efforts performed on weekends and beyond standard operating hours will be billed at two (2x) times the standard rate. Work efforts on federal holidays will be billed at two (2x) times the standard rate. All work at premium rates must be pre-approved by Client.

Premium Bill Rate	Description	Hourly Bill Rate
Outside of Standard Business Hours and Weekends	2 times Standard Rate – Client approval required in advance	\$470.00
Holiday Rate	2 times Standard Rate – Client approval required in advance	\$470.00

6 Terms and Conditions

This Work Order is governed by, and subject to, the terms and conditions specified in the separately signed Master Services Agreement (MSA), effective as of May 15, 2024, between Florida Housing Finance Corporation and Enavate. The MSA and all terms are incorporated herein by reference in their entirety. The parties acknowledge having read and agree to be bound by the MSA. In the event of a conflict between the MSA and this Work Order, the MSA shall govern unless the conflict in the MSA is specifically referenced herein, in which case this Work Order will control only to the extent of the referenced conflict and only for the limited purposes set forth in this Work Order. Capitalized terms not otherwise defined in this Work Order will have the same meaning given in the MSA.

7 Acceptance

Signatures below evidence acceptance of the Professional Services as detailed above.

Florida Housing Finance Corporation	ENAVATE, Inc.
Signature: 	Signature:  DocuSigned by: 90A94A68771E408...
Printed Name: Angeliki G. Sellers	Printed Name: Tim McHale
Title: CFO	Title: Practice Manager GP/SL
Date: 6-18-2025	Date: 6/19/2025