

Project Change Order.

Company Name: Florida Housing Finance Corporation
Project Name: OnBase Upgrade
Change Order ID: 01
Date: 3/23/2026

Type and Priority of Requested Change			
Type Of Change Requested		Priority	
☒	Scope Change	☐	Critical
☐	Schedule Change	☐	High
☐	Budget Change	☒	Normal
☐	PO Adjustment Needed	☐	Low
☐	New PO Required		
☐	Design Change		

Details of Requested Change

This change order will serve as agreement for DataBank IMX to not include custom development (Implement SOL Connection Workaround, Database scripts to be verified, Update Integration dll Files) to Florida Housing Finance Corporation;s upgraded OnBase environment project. This was originally in scope and documented in the Statement of Work.

All existing custom components were validated functional after the test and production environments were upgraded without any DataBank intervention. No issues were identified post upgrade.

Proposed Solution:

See above for description.

Financial Impact of Change:

De-scope the "Custom Development" milestone priced at \$8,000.00.

Updated overall cost of project will now be \$18,000.00 instead of \$26,000.00.

Change Request Approval

Angeliki G. Sellers, CFO

03/25/26

Approval Date



Bismad (Bis) Channey, DataBank Project Manager

03/23/2026

Approval Date



FLORIDA HOUSING FINANCE CORPORATION

STATEMENT OF WORK

ONBASE UPGRADE

DECEMBER 8, 2025



DataBank
A KYOCERA GROUP COMPANY

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1.0 VERSION CONTROL

1.1 Document Attributes

Document Name	Statement of Work
Document Identifier	20250917 Florida Housing Finance Corporation OnBase Upgrade SOW
Publish Date	9/17/2025
Template Version Number	0.5

1.2 Version History

Version Number	Date	Responsibility (Author)	Description
0.1	9/17/2025	Rick Billiet	Initial draft
0.2	11/4/2025	Rick Billiet	Break out of Custom Development
0.3	11/14/2025	Brian Wienclaw	Pricing Updates
0.4	12/04/2025	Brian Wienclaw	Redline Updates/Comments
0.5	12/04/2025	Brian Wienclaw	Additional Redline Updates

1.3 RACI Chart

Name	Position	*	R	A	S	C	I
Lee Meyerdirk	DataBank - Public Sector Practice Director	X		X	X		X
Jeff Eveland	DataBank - Vice President of Services			X	X		X
Rick Billiet	DataBank - Manager, Database & Infrastructure				X		X
Kendra Deutsch	DataBank - Director of Professional Services - Public Sector				X		X
Brian Wienclaw	DataBank - Proposal Specialist		X				X
Richard Culhane	DataBank - Account Manager				X		X
David Hearn	Florida Housing Finance Corporation - Project Sponsor	X				X	X
Column Key		* - Authorize: This individual has ultimate signing authority for any changes to the document and will be responsible for signing the Master Agreement R - Responsible: Person responsible for creating this document. A - Accountable: Person accountable for accuracy of this document. S - Supports: Individuals providing supporting services in the production of this document. C - Consulted: Individuals providing input (interviewee, etc.). I - Informed: Individuals who must be informed of any changes.					

1.4 End User Maintenance

Customer Number	6117
Maintenance Status	FULL
Expiration Date	7/31/2026

DataBank has verified End User Maintenance will be valid for the duration of this project.

2.0 INTRODUCTION

Hyland Software, Inc., manufacturer of OnBase, routinely releases new versions of the software. Each new version may contain new modules, new features in existing modules, corrections and/or enhancements to the software. DataBank strongly encourages their Customers to stay relatively current with the release schedule of OnBase. This benefits Customers in terms of maintenance, support, and overall user experience.

Florida Housing Finance Corporation (hereinafter referred to as "Customer") is seeking to upgrade their current OnBase environments and is leveraging DataBank IMX, LLC, a Delaware Limited Liability Company (hereinafter referred to as "DataBank"), with its principal offices located at 458 Pike Road, Huntingdon Valley, PA 19006 to assist with the upgrade implementation.

3.0 OBJECTIVE

The objective of this document is to present the project scope, deliverables, assumptions, and professional service estimates for implementing the solution at Customer. It will also serve to solicit approval from Customer to move ahead with the described activities upon receipt of a signed copy.

4.0 UPGRADE PROJECT PLAN OVERVIEW

This Statement of Work outlines a project plan for an In-Place OnBase upgrade from version 23.1 to Current OnBase Release Build.

This project is to be performed remotely, using a remote screen-sharing application (Teams, Zoom, etc.).

Environments, servers and complex solutions to be covered under this project are:

TEST Environment

- 1 Database Server
- 1 App Server
- 1 Processing Server

PROD Environment

- 1 Database Server
- 1 App Server
- 1 Processing Server

Certain OnBase modules pose particular considerations for OnBase projects. Modules licensed in the Customer environment include, but are not limited to:

f81Workflow	f81WorkView	OSSO/Identity Provider
☐ Encrypted Keyword/Diskgroups	☐ Autonomy IDOL	☐ File Server/DDS
☐ Mobile	☐ Thick Client Processing	f81Other

As part of the pre upgrade analysis an assessment of custom components was conducted. The results are located within Appendix C

External Autofill Keyword Sets and Data Sets that use SQL Select string queries or VB Scripts are no longer recommended for use and may be removed in a future release. The rewrite \ replacement of these is out of scope for this project. The rewrite\replacement of these can be added as an additional billable expense.

Hyland has removed the Workflow functionality from the OnBase Thick Client as of version 23.1. Any end users currently using Thick client workflow will need to be transitioned to the Web or Unity client. Any back end



processing will need to be moved to the Hyland Timer Service. As part of this project DataBank can install the required modules. Depending on the level of complexity of the solution a change order may be required to set up the workflows to run using the new modules.

5.0 SCOPE OF SERVICES

The scope of this project consists of planning, discovery, development, testing, training, and deployment activities associated with the implementation of this project. Installation and/or configuration of OnBase components not listed or that exceed the documented numbers will require an approved change order.

The scope of this initiative will be limited to DataBank performing the following activities:

Activity	Description
Environmental Discovery and Project Initiation	• Outline roles and responsibilities between Customer and DataBank. • Discuss downtime (window when Customer cannot access OnBase). • DataBank will share User Acceptance Testing best practices and discuss Customer testing responsibilities as needed. • Determine target delivery date and rollout plan. • DataBank will survey Customer environment and document servers, processing locations, timers, and service paths. • DataBank will review all existing and/or new servers for compatibility and ensure they have necessary pre-requisites installed prior to install. • DataBank will analyze the existing OnBase software configuration and database settings. • DataBank to provide Customer with documentation on how to download necessary installer files from Hyland. Customer to download files.
Upgrade Test Environment Implementation	• DataBank will provide Customer with guidelines for server compatibility upon request. • Customer will provide servers as identified in Project Kickoff meeting, and is responsible for granting remote server access and necessary rights to the DataBank Engineer at the agreed upon time. • DataBank will install destination version OnBase server components as determined in Environmental Readiness Assessment for In Place upgrades or on new servers if IPUP. • If moving the OnBase database to a new server, Customer holds responsibility to ensure that the database software is installed and for taking a full backup of the production database and moving the database to the new database server. DataBank will be responsible for updating database connections, and database pointers within OnBase. • Customer assumes responsibility for Third-Party applications hosted on these servers and their compatibility. • DataBank will install destination version OnBase server components as determined in Environmental Readiness Assessment for In Place upgrades or on new servers if IPUP. • Customer is responsible for backing up the OnBase database. • Upgrade database and all component servers to target version.



Activity	Description
	• DataBank will perform basic functionality testing of the Test upgrade. Basic OnBase functionality testing shall be limited to user login, storage, and retrieval. • Customer will be required to conduct user acceptance testing with Customer Subject Matter Experts and sign off on the Test environment upgrade. • After DataBank receives Customer sign off, upgrade can be performed in the production environment.
Custom Development (Optional)	• Unity Scripts ◦ Implement SOL Connection Workaround (14) ◦ Database scripts to be verified (15) ◦ Update Integration dll Files (1)
Upgrade Production (Prod) Environment Implementation	• Customer is responsible for backing up the OnBase database. • DataBank will provide Customer with guidelines for server compatibility upon request. • Customer will provide servers as identified in Project Kickoff meeting, and is responsible for granting remote server access and necessary rights to the DataBank Engineer at the agreed upon time. • DataBank will install destination version OnBase server components as determined in Environmental Readiness Assessment for In Place upgrades or on new servers if IPUP. • If moving the OnBase database to a new server, Customer holds responsibility to ensure that the database software is installed and for taking a full backup of the production database and moving the database to the new database server. DataBank will be responsible for updating database connections, and database pointers within OnBase. • Customer assumes responsibility for Third-Party applications hosted on these servers and their compatibility. • Customer is responsible for backing up and moving the backup of the OnBase database where applicable. • Upgrade database and all component servers to target version. • DataBank will perform basic functionality testing of the Prod upgrade. Basic OnBase functionality testing shall be limited to user login, storage, and retrieval. • Customer will be required to conduct user acceptance testing with Customer Subject Matter Experts and sign off on the Prod environment upgrade. • Within 15 days after project hand-off, support of the system will be transitioned to DataBank Support.
Testing and Go-Live Support	• DataBank will provide post-upgrade support for unexpected software behavior or issues reported by Customer. • Any custom integration pieces should undergo User Acceptance Testing by Customer, and OnBase-side integration will be supported by DataBank. • If using the IPUP methodology, a Foundation version of OnBase and a Legacy version of OnBase will coexist for the duration of the project. To



Activity	Description
	cut down on Go-Live Support costs and improve turnaround time, if unexpected behavior occurs in the Foundation version environment, Customer should verify all reported issues are not occurring in the Legacy environment prior to reporting the issue. • Customer is responsible for reporting & prioritizing unexpected behavior. • If issues are found with the software or upgraded environment result in a Software Change Request (SCR) from Hyland Software and Customer chooses to have DataBank upgrade the solution to a different fixed build, and this causes Go-Live Support to exceed the estimated hours, a Change Order for extra support time may be required.
Project Management	• DataBank will own project management activities such as status meetings, budget reports, and change management.

The following items have been discussed but are considered out of scope for this project:

Activity	Description
Server Migrations	• Customer desires the OnBase database and OnBase component servers to stay on their existing servers, as determined in Pre-Upgrade Analysis. If Customer decides to migrate to new servers or have migration performed by DataBank, a change order will be required.
Script Conversions	• Following a pre-upgrade custom script check, it is assumed that there are no custom Scripts that need to be converted at this time. If Scripts are later identified and must be converted, a change order will be required.
Electronic Form Rewrites	• Following a pre-upgrade custom form check, it is assumed that there are no electronic forms that need to be rewritten at this time. If forms are identified and need to be rewritten, a change order will be required.
Test Refresh	• The refresh of the Test database is out of scope. This requires updating many OnBase pieces in the new Test instance and would require an 8 hour change order if this is later added.
User Acceptance Testing	• User Acceptance Testing is defined as the testing of unique processes configured by the Customer through the OnBase product. • To minimize DataBank's billable time, User Acceptance Testing is the responsibility of the Customer. • DataBank requires Customer involve their business subject matter experts and/or end users in functional testing.
Configuration of modules or components not currently installed	• OnBase solutions, configuration or components that are not currently installed will not be considered in scope for this project. • No additional new functionality will be considered part of the project. • Any requests for DataBank to change configuration of existing components will require an approved change order.



Activity	Description
Workstation client software deployment	Customer is responsible for deploying OnBase client-side software, ODBC Data Sources, or other items to user workstations, unless explicitly stated in scope, or if an approved change order is processed.
OnBase Training	- Upgraded software may include new configuration options or updates to the user interface (UI). - Administrator or end user training is not considered in scope for any upgrade project. If training is required, Customer will work with their Account Manager in a separate service request.
Data Conversion	Work outlined in this SOW does not include data conversion from existing or legacy systems to OnBase. Out of scope items would include, but not limited to: data related to integration, content stored in other repositories, etc. If this is desired, an approved change order will be required.
Custom Interfaces	Standard OnBase interfaces will be leveraged for this project. Customized web front-ends, applications, or web services are not in scope and will require an approved change order.
Integrations	Application integrations with OnBase will require a change order.
Activities not listed	Activities not listed in the in scope statement will require a change order.

6.0 CRITERIA FOR PROJECT COMPLETION

DataBank defines upgrade project status as "Done"; that is, completed and ready for sign-off when the following statuses are present:

- All in scope installation activities have been completed
- All showstopper issues have been corrected or a viable workaround has been found
- Project will remain open for up to 15 (fifteen) days after the upgrade of the production system is complete. If after 15 days there are no open issues the project will be considered complete.

Note any non-showstopper issues with the software may be kept open with the upgrade technician when necessary. Pursuing corrections for unexpected software behavior often requires installing a new build of OnBase for correction. Once the unexpected software behavior is corrected and scheduled for release the issue will be considered closed. Resolution will require installing a new build and that installation would require a change order.

7.0 COMPENSATION & PAYMENT SCHEDULE

DataBank will charge and bill services fees to Customer for the Professional Services provided under this Statement of Work (SOW) in the following manner:

1. Milestone or Fixed Fee project payments will be billed upon delivery or completion of the milestone.

All payments for subscription services or services outlined in this SOW must be made via Automated Clearing House (ACH) transfer. ACH transfers are required to facilitate timely and efficient payment processing. ACH transfers should be completed within thirty (30) days from the invoice date, unless otherwise agreed upon in writing by both parties.



8.0 PRICING BREAKDOWN

8.1 Professional Services Fees - Fixed Fee

The services rendered under this SOW will be delivered on a fixed fee basis. All Fixed Fee or Milestone projects will require a Project Initiation to commence. From that point forward, DataBank shall invoice Customer on completion or delivery of the following project related milestones. Travel and Expenses are outlined separately in the section below.

Milestone	Deliverables	Fixed Fee
Environmental Discovery and Project Initiation	- Project Kickoff - Project Plan - Release notes, documentation, download file info from Hyland Community	\$3,320.00
Upgrade Test and Implementation	- Upgrade done on Test Servers - Database schema updated	\$5,480.00
Upgrade PROD and Implementation	- Upgrade done on PROD Servers - Database schema updated - Project Sign-off	\$7,040.00
Production Deployment	Go-Live Support	\$2,160.00
Total		\$18,000.00

Note: Fixed Fee project. Customer will be billed for the specific milestone amount upon completion of each milestone above. It is important to note that scope can change throughout the lifecycle of a project requiring the use of DataBank's change order process. DataBank recommends Customer add a contingency reserve of 20% of total project estimate to account for change orders and additional requests.

8.2 Professional Services Fees - Fixed Fee (Custom Development)- Optional

The services rendered under this SOW will be delivered on a fixed fee basis. All Fixed Fee or Milestone projects will require a Project Initiation to commence. From that point forward, DataBank shall invoice Customer on completion or delivery of the following project related milestones. Travel and Expenses are outlined separately in the section below.

Milestone	Deliverables	Fixed Fee
Custom Development	- Implement SOL Connection Workaround (14) - Database scripts to be verified (15) - Update Integration dll Files (1)	\$8,000.00
Total		\$8,000.00

Note: Fixed Fee project. Customer will be billed for the specific milestone amount upon completion of each milestone above. It is important to note that scope can change throughout the lifecycle of a project requiring the use of DataBank's change order process. DataBank recommends Customer add a contingency reserve of 20% of total project estimate to account for change orders and additional requests.



8.3 Investment Summary

Item	Frequency	Year 1	Year 2	Year 3
Professional Services – Fixed Fee	One-Time	\$18,000.00	\$0.00	\$0.00
Professional Services – Fixed Fee (Custom Development)	One-Time	\$8,000.00	\$0.00	\$0.00
Total Investment		\$26,000.00	\$0.00	\$0.00

9.0 DATABANK POLICIES

9.1 Travel & Expense Policy

Work is to be performed remotely.

9.2 Non-Standard Time Policy

Professional Services are considered non-standard time if they are performed outside of standard business hours in EST time zone. In certain circumstances, DataBank will perform work outside of normal business hours. DataBank will only charge a premium when Customer has requested that work be performed outside of standard business hours (see above for location and/or hours details). Premium rates are billed at 1.50 times the quoted services rate.

9.3 Change Order Policy

Mutually agreed Upon Change Orders in writing will be utilized for all scope changes not specifically stated in the in-scope section of this SOW, if the schedule changes from the defined schedule in this SOW, or Project Assumptions listed in this SOW are not met. This includes billable and non-billable project changes. Purchase Orders will be required for all mutually agreed upon billable changes. Any Change Orders that are agreed upon during the deployment phase can affect the project schedule. The Project Schedule will be updated and approved by Customer as part of the Change Order Process.

10.0 CUSTOMER RESPONSIBILITIES

Customer agrees that the following actions and project requirements will be solely owned and completed/provided by Customer staff and Customer resources. Failure to complete actions will directly impact the project start date, project schedule and project success. Any requirements or Customer responsibilities not provided during the project will result in a change order to account for increased project schedule, increased resource expenses, and increased operating expenses.

10.1 Required Prior to Project Start

DataBank resources will be assigned to the project and engaged in project activities beyond the initiation meeting once all of the following requirements have been met by the Customer.

1. Signed Statement of Work and Purchase Order, if required by Customer.
2. All applicable System Servers are installed, tested, and properly working
3. All applicable Operating Software is installed, tested, and working properly
4. Work will be performed during a joint working session with customer's OnBase administrator, who will input all credentials to provide access and run necessary processes.
5. A work space will be made available for DataBank resources to perform the work described in this SOW. The space will be a physical space if work is performed on-site. The space will be remote machines if the work is performed remotely.



6. Customer will provide project staff with access to all printed and electronic information relevant to this project at the beginning of the project.
7. Customer will assign a Project Manager or Lead Resource to manage the day-to-day activities related to the project. This will include ongoing project planning, schedule coordination, and issue escalation in order to meet all milestones/requirements.

10.2 Required During Project

Customer will provide the following during the project.

1. Customer will maintain and keep available all line items listed as requirements prior to project start.
2. Customer will manage/schedule its own resources during the project.
3. Customer will test the deployed solution as defined within the Solution Design Document.
4. Customer will document all issues/change requests as part of the Customer testing process.

11.0 ASSUMPTIONS

11.1 Project Assumptions

The following Assumptions are paramount to the defined scope and schedule for this project. Any variables in the project found to not match the listed assumptions will be documented by DataBank Project Manager as a project risk. A change order will be required for any variables that do not match the Project Assumptions and that impact the project deliverables, project schedule or project expenses.

1. This quote and description of work is valid for 180 days following delivery of the Statement of Work to the Customer or the next OnBase long term release (LTR), whichever comes first. If work does not begin within that allotted period, a follow-up review of the system will be performed, and a Change Order for additional work may be required.
2. Recognizing that technology is a changing landscape in which changes to software (OS and browser updates, OnBase major versions, etc.) are outside the control of DataBank, changes in software may necessitate a change in the approach or requirements of an upgrade in order to preserve the functionality of the solution. This work may require a Change Order to bring Customer system in compliance with updated software.
3. DataBank resources will schedule a kickoff call within (2) weeks after both parties sign this SOW.
4. A schedule will be presented during the kickoff call and will be updated after discovery is complete. If Customer delays lead to gaps of more than (5) unplanned days, the currently assigned DataBank resources may be reassigned to other projects. If the currently assigned resources are reassigned to other projects, the costs associated with performing knowledge transfer to new resources will be the responsibility of Customer. The timing of project reinitiating with a new resource will be determined on the resources new project booking. Customer has the opportunity to pay a \$6,500.00 a week resource hold fee during delays to retain resources and keep project schedules on track which will be issued through a change order.
5. During Customer testing, the only issues that will be considered to be addressed are those that are not pre-existing issues and are upgrade-related.
6. DataBank will manage/schedule its own resources during the project.
7. Both parties will attend up to 1 project status meeting per week throughout the duration of the project. Attendance will be via remote conference call unless other requirements are agreed upon by both parties. Additional Project Status requirements are subject to applicable Project Management fees.
8. DataBank assumes no liability or responsibility for any changes made in the production environment that are not made by a DataBank employee.
9. After completion of the upgrade, it is possible that additional issues may be identified. For a period of 15 business days (about 3 calendar weeks), the DataBank project team will be available to provide support for issues falling within the upgrade project scope. After the 15th business day, post-upgrade support will transition to the DataBank Support teams to provide primary assistance.
10. This Agreement may be terminated with or without cause by either Party with not less than thirty (30) days prior written notice. The termination, effective upon the agreed termination date, shall result in the



cessation of all work. Termination shall not relieve either Party of any obligation accrued prior to the termination date.

11. Software Manufacturers occasionally publish a schedule that indicates which versions or functionality is no longer supported or being phased into an end-of-life status. DataBank assumes that Customer is taking responsibility for monitoring such end-of-life, deprecation, or sunset schedules and taking necessary precautions. If DataBank encounters a condition in the course of its project work that requires action or modification to resolve such an issue, it may result in a change order.
12. DataBank resources will perform work unimpeded by Customer staff monitoring, shadowing, or Customer driven remote technology where DataBank resources are limited by Customer staff availability. A request to monitor/shadow DataBank resources, while welcomed, does impede resource efficiency which has a direct impact on the duration of the project and time needed to complete the project. A change order will be required to cover the increased project time that results from resource monitoring.
13. Formal Change Orders will be utilized for all scope changes not specifically stated in the in-scope section of this document. This includes billable and un-billable project changes. Purchase Orders will be required for all mutually agreed upon billable changes.
14. Any Change Orders that are agreed upon during the deployment phase can affect the project schedule. The Project Schedule will be updated and approved by Customer as part of the Change Order Process.
15. As part of the project there will be certain activities that are the responsibility of Customer. These activities will be outlined within the project plan and timeframes for these activities will be agreed upon by DataBank and Customer in writing. Delays to these activities will extend the overall project timeline and increase the amount of time DataBank resources spend on the project, and may require a change order.
16. The current release build that the upgrade will target will be agreed upon by DataBank and Customer at the start of the project. Changing the agreed upon targeted version during the project, particularly a change in the major version, will result in additional time and effort and a Change Order may be required.

12.0 GENERAL TERMS AND CONDITIONS

The performance of the Services described in this Statement of Work ("SOW") by DataBank for the Customer is subject to and shall be governed by the following terms and conditions. If this SOW is made pursuant to a Master Services Agreement ("MSA"), the terms and conditions set forth in such MSA are incorporated herein by reference and made a part of this SOW.



13.0 ACCEPTANCE OF SOW

This SOW represents DataBank's offer to perform the project on the terms set forth herein; and this offer shall be accepted only upon Customer signing and delivering this SOW to DataBank within 90 days from the date of this document (the "Acceptance Deadline"). DataBank may withdraw this offer at any time prior to acceptance by Customer. In any event, this offer shall be void, and shall for all purposes be deemed to have been withdrawn by DataBank, if this offer is not accepted, in the manner provided above, by Customer on or before the Acceptance Deadline.

For purposes of this SOW, a signed copy delivered by facsimile or electronically shall be treated by the parties as an original of this SOW and shall be given the same force and effect.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have executed this SOW as of the date(s) set forth with their respective signatures below.

DataBank IMX, LLC, a Delaware Limited
Liability Company
Company Name ("DataBank")

Florida Housing Finance Corporation
Company Name ("Customer")

Kendra Deutsch

By (Signature)

Angeliki G. Sellers

By (Signature)

Kendra Deutsch - PS Director
Printed Name and Title

Angeliki G. Sellers, CFO
Printed Name and Title

Dated 12/12/25

Dated 12/11/25

Billing Information

Anelis Figueroa, IT Operations Senior Analyst
Billing Contact and Title

Anelis.Figueroa@floridahousing.org
Billing Email Address

227 N. Bronough Street, Suite 5000
Billing Address

Tallahassee, FL 32301
Billing City, State, Zip



APPENDIX A - UAT ACCEPTANCE FORM

- ☐ Customer acknowledges that User Acceptance Testing (UAT) is complete. No further solution changes will be required before the migration of the solution to the production environment.

Exceptions:

Comments/Reason:

Company Name ("Customer")

Project Sponsor Name (Print)

Project Sponsor Signature

Date



APPENDIX B - WORK ACCEPTANCE FORM

Date Submitted: ___ / ___ / ___ /

Company: _____

Project Name: _____

Deliverable/Milestone: _____

Exceptions:

- ☐ Accept Deliverable
- ☐ Decline Deliverable

Comments/Reason:

Company Name ("Customer")

Project Sponsor Name (Print)

Project Sponsor Signature

Date



APPENDIX C – CUSTOM DEVELOPMENT ANALYSIS



Florida Housing
Upgrade Analysis - I

Summary:

- Validate database connection strings for 15 Unity Scripts
- Implement SQL connection work around for 14 unity scripts
- Replace up to 19 VBScripts
- Update api dll's and configuration on 1 integrations

Details:

- 5 Html Forms
 - 2 EForms
 - 3 User Forms
 - No Urgent Forms
- 17 Unity Scripts
 - 15 Scripts make a direct database connection and should be tested to verify that connection settings have not changed after upgrade
 - 14 Unity Scripts are casting the Dbconnection object from GetConnection() to SqlConnection and should be updated to prevent database connection errors
- 19 VBScripts
 - Any in use require replacement
- Integrations
 - Florida Housing - OnBase Web Service
 - Need to update Hyland dll's and App Server path



Appendix D

Additional Terms

The following statutorily-required terms and conditions are hereby appended to the Statement of Work dated December 12, 2025 between DataBank IMX, LLC ("DataBank") and Florida Housing Finance Corporation.

1. Public Records

Files Subject to Florida's Public Records Law: Any file, report, record, document, paper, letter, or other material received, generated, maintained or sent by DataBank in connection with this Contract is subject to the provisions of Section 119.01-.15, Fla. Stat., as may be amended from time to time (Florida's Public Records Law). DataBank represents and acknowledges that it has read and understands Florida's Public Records Law and agrees to comply with Florida's Public Records Law.

Pursuant to Section 119.0701(2)(b), Fla. Stat., DataBank will be required to comply with public records laws, specifically to:

a. Keep and maintain public records required by the public agency to perform the service.

b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

Notwithstanding anything contained herein to the contrary, the provisions and requirements of this paragraph shall only apply if and when DataBank is acting on behalf of Florida Housing.

If DataBank has questions regarding the application of Chapter 119, Florida Statutes, to DataBank's duty to provide public records relating to this contract, contact the Corporation Clerk at:

**Corporation Clerk
227 N. Bronough Street, Suite 5000
Tallahassee, Florida 32301-1329
Phone: 850.488.4197
E-mail: Corporation.Clerk@floridahousing.org**

2. DataBank understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.

3. DataBank understands and agrees to comply with the provisions of Section 448.095, Fla. Stat.

4. DataBank attests, under penalty of perjury, that it does not meet any of the criteria in Section 287.138(2)(a) – (c), Fla. Stat.

5. DataBank attests, under penalty of perjury, that it does not use coercion for labor or services as defined in Section 787.06, Fla. Stat.

DATABANK IMX, LLC

By: 

Name: Lynn M. Bell

Title: VP, Revenue Operations

Date: 12/11/2025

FLORIDA HOUSING FINANCE CORPORATION

By: 

Angeliki G. Sellers, CFO

Date: 12/11/25