

# Exhibit

## Change Order Procedure

Any change to this Statement of Work must be agreed to, in writing, by both parties. The following procedure (whether requested by Client or Highstreet) will be used to control all changes. All Change Requests (“CR”) to the Statement of Work must be made in writing and shall be submitted by the appropriate Authorized Representative. Each request should contain the following information:

- The requested change;
- The impact, if any, on the existing work product;
- Estimated impact, if any, on project schedule; and
- Estimated change, if any, in consulting fees.

The Authorized Representative shall review and accept or reject the CR. If rejected, the CR shall be returned to the submitting party with written reasons for rejection and, as appropriate, any alternatives.

All approved CR's will be incorporated into the Change Order to this Statement of Work. Highstreet is not required to perform any Services outside of the Statement of Work until the Change Order has been signed.

### **1. Describe the requested change:**

Karen Butterfield will assist Peralta Community College District with their Functional Bundle Testing. Karen will be available to work offsite part-time to assist Peralta with their required Functional Bundle Testing. Karen’s availability will be 40 hours of work to be used as needed between Monday August 26, 2013 and Monday September 16, 2013 with no more than 20 hours of work for any given week. Karen’s rate is \$135/hour plus expenses. However, due to the fact that this work will be performed remotely we do not anticipate any expenses to be incurred. The amount is not to exceed \$5,400.00.

### **2. Define additional Deliverables required as a result of the requested change, if any:**

Karen will be responsible for testing where any Peralta resources are unable. Karen will provide test scripts for all of her completed testing.

### **3. Define the impact, if any, on existing Deliverables:**

This addition will have no effect on existing Financial Aid project deliverables. However, this addition is a change that is outside of the scope for the Financial Aid project and thus will be additional cost outside of the not-to-exceed maximum that has been proposed for this Financial Aid project.

**4. Define the impact, if any, to the existing Project schedule. Provide an updated Project schedule, if appropriate.**

This addition will have no effect on the existing Financial Aid project schedule.

**Accepted By:**

**Accepted by:**

\_\_\_\_\_ **Highstreet IT Solutions, LLC**

\_\_\_\_\_ *(Client)*

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_