



## ORDER FORM

### CUSTOMER INFORMATION

**Customer:** Sheboygan, WI

**Address:** 828 Center Avenue, Sheboygan, WI 53081

**Phone:** (920) 459-4000

**Primary Contact:** Kaitlyn Krueger – [Kaitlyn.krueger@sheboyganwi.gov](mailto:Kaitlyn.krueger@sheboyganwi.gov)

**System Administrator:** Kaitlyn Krueger – [Kaitlyn.krueger@sheboyganwi.gov](mailto:Kaitlyn.krueger@sheboyganwi.gov)

**Billing Contact:** Kaitlyn Krueger – [Kaitlyn.krueger@sheboyganwi.gov](mailto:Kaitlyn.krueger@sheboyganwi.gov)

ACH:

PO: Number

Tax Exempt:

**Catalis Representative:** George Hoermann, [George.hoermann@catalisgov.com](mailto:George.hoermann@catalisgov.com), (203) 246-3611

Contract requests or questions can be directed to [contracts@catalisgov.com](mailto:contracts@catalisgov.com).

Any payment or remittance questions can be directed to [receivable@catalisgov.com](mailto:receivable@catalisgov.com).

### TERM

**Subscription Start Date:** July 1, 2026

**Auto-Renewal:** Yes

The Subscription Start Date is the date the Software will be provisioned to the System Administrator. The Initial Term of this order form shall begin on the Subscription Start Date and will continue for five (5) years (“Initial Term”). Upon completion of the Initial Term, the Order Form shall automatically renew for subsequent period(s) equal to the duration of the Initial Term unless terminated by written notice by either party at least 180 days prior to the subsequent term start.

### PRICING

#### 1. Software Subscription Fees

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Retired Product(s): Market Drive CAMA</b> <i>Product discontinued and replaced with services in this order.</i>	-	-	-	-	-
<b>Catalis CAMA AP5 - SAAS</b> Full AP5 CAMA System, web-enabled, real estate database and AP5 application hosted in AWS.	\$19,150.00	\$20,299.00	\$21,516.94	\$22,807.96	\$24,176.44
<b>Total Subscription Fees</b>	<b>\$19,150.00</b>	<b>\$20,299.00</b>	<b>\$21,516.94</b>	<b>\$22,807.96</b>	<b>\$24,176.44</b>

#### 2. Professional Services Fees

Description	Amount
<b>Professional Services - Fixed Fee (T&amp;C)</b> <b>Catalis CAMA Enterprise – Implementation</b> Conversion of existing CAMA database, Implementation, Project Management & Training.	\$50,000.00
<b>Total Services Fees</b>	<b>\$50,000.00</b>



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## TERMS AND CONDITIONS

### 1. Order Of Precedence

The Agreement contains the following, listed in order of appearance. In the occurrence of a conflict between any of the above with one another, this Order Form shall control.

This Order Form

The Master Software Subscription and Services Agreement

<https://catalisgov.com/master-software-subscription-and-services-agreement/>

The Service Level Agreement and Support Terms

<https://catalisgov.com/saas-service-level-agreement-and-support-terms/>

Schedule A: Software Description and Scope of Use

Schedule B: Professional Services Scope of Work, if applicable

Schedule C: Recurring Professional Services Scope of Work, if applicable

### 2. Order Form General Terms

- 2.1. Fees for a retired product (services being discontinued) shall be replaced with the fees in this Order Form upon the Subscription Start Date. Any recurring fees paid for the retired product(s) after the Subscription Start Date will be prorated and credited to the Customer account, or if not invoiced will be prorated through the Subscription Start Date.
- 2.2. For clarity, any previous agreement(s) regarding any retired product(s) are replaced in entirety by this Order Form and its terms.
- 2.3. Capitalized terms used herein but not defined in this Order Form have the meanings given to them in the Master Software Subscription and Services Agreement.
- 2.4. Pricing and/or terms are subject to change if the Order Form is not signed within sixty (60) calendar days of the Order Form Date.
- 2.5. Following adoption of this Order Form, changes to the Statement of Work must be memorialized with a written Amendment or Work Order, without regard to whether the change affects costs, and must be approved in writing by Catalis and the Customer. If the changes impact cost, an estimate of the cost impact shall be included.
- 2.6. Any Recurring Fees will increase annually by the greater of six percent (6%) or by the increase in the Consumer Price Index ("CPI") for the prior calendar year.
- 2.7. Professional Services marked "Fixed Fees" shall be billed upon the execution of this Order Form or, where a Milestone Billing Schedule is included in the Scope of Work, upon Catalis' notice to the Customer of milestone completion. If Catalis anticipates any aspect of the Professional Services Fees to exceed the above estimate(s) by ten percent (10%) or more, Catalis will advise Customer, and secure a written agreement to proceed with said overage.
- 2.8. Professional Services marked "Time & Materials" are estimates based upon initial evaluation of project complexity and duration. Estimate(s) above are the minimum fees Catalis shall invoice for this Order Form. Catalis will invoice Customer each month for Services provided in the preceding month. Customer agrees to pay Catalis for any overage hours for in-scope Services at the same rate(s) quoted and according to the terms of this Order Form. Fees shall be billed each month for services provided in the preceding month.
- 2.9. Invoices shall be due and payable within Net 30 calendar days following invoice by Catalis



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## ACCEPTANCE

By signing below, signatories represent that they are validly authorized to enter into this Order Form and accept their terms and conditions. The Order Form is dated effective and shall be considered binding upon execution (“Effective Date”) by and between both parties.

**Sheboygan, WI:**

**Catalis Tax & CAMA, Inc.:**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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



## SCHEDULE A: SOFTWARE DESCRIPTION AND SCOPE OF USE

This section provides a description of the Software Services being offered; however, it is understood that detailed Functional Specifications will also be available in separate Documentation provided for guidance on product functionality and usage.

### AssessPro 5.0 (AP5) CAMA Software (AP5 Cloud Hosting Option)

The purpose of this project is to convert the existing Computer-Assisted Mass Appraisal (“CAMA”) System from (“Catalis Market Drive” to “AssessPro 5.0”) on behalf of **Sheboygan, WI**. The latest released version of the AP5 application will allow Customer to modernize and improve existing administrative processes using tools designed with industry best practices. The project Scope of Services includes all deliverables and associated professional services described in each section and subsection.

In support of this strategy, Licensor shall furnish all staffing and materials to accomplish the work in a timely manner in accordance with the scope of work. The licensor shall also ensure strict conformity with all applicable Federal, State and local laws, each of which is incorporated by reference, and shall be responsible for obtaining all necessary approvals required for the performance of such work. Customer shall provide remote and onsite access to necessary servers and data and shall provide working facilities to Licensor employees when on site work is required. This accommodation shall include desk or meeting space and access to printing and telecommunications.

Module Name	Description of Software
AssessPro 5.0 (AP5)	AssessPro 5.0 CAMA Software (AP5 Cloud Hosting)
Real Estate	Real Estate
WebPro	WebPro – Hosted online property search

#### Project Assumptions:

- Approximately (17,059) Parcels, (10) years of data
- Real Estate
- AP5 Cloud Hosting Option (5) Full Remote Users, additional Full Remote Users will be \$1,000.00 each.
- The current CAMA system is Catalis Market Drive CAMA.
- The conversion estimate is based on the current CAMA vendor providing a copy of the City’s existing CAMA database for the conversion to AssessPro 5.0 (AP5). (All files must be delivered in a readable / unencrypted format).

#### **AP5 Cloud Option** (Price Includes 5 Full Remote Users. Additional Remote Users will be \$1,000.00 each)

The AP5 Cloud Option moves the database out of the on-premises environment and into our hosted solution powered by (AWS) Amazon Web services. The software can run fully remotely and or locally. To run the software locally it must be shared from a PC or fileserver and installed onto any PC that is expected to run AssessPro 5.0. Connection locations are whitelisted and as such you are only able to work from the office or would require either a VPN or Remote Access into the office. Costs are independent of the number of users and continue to be priced as a site-license.

**Site -license requirement:** To ensure valid user authentication, AWS Hosting REQUIRES the computer running AssessPro 5.0 to be joined to a valid centrally managed domain. Currently Azure Domains are not supported. If the jurisdiction does not have a Domain Controller, all AP5 users will need to be fully remote.

**Backups:** All Backups are included for no additional charge. The AWS servers are backed up in total nightly while the databases are backed up off the server on an hourly basis. In a disaster recovery scenario, the hosted/cloud server can be restored to any AWS region within minutes.



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## SCHEDULE B: PROFESSIONAL SERVICES SCOPE OF WORK

### Description of Services

#### AssessPro 5.0 (AP5) Conversion, Implementation and Training

- Convert all Real Property data from the current (Market Drive CAMA) system to the AssessPro 5.0 (AP5) CAMA System.
- Adjust any observed discrepancies in the database conversion from the existing system to AssessPro 5.0 (AP5).
- Install/Set-up the converted database and proposed appraisal system on AWS. (AP5 Cloud Option)
- Provide training in the use of the proposed system as required by Assessing Office staff; provide user manuals and training documentation (printed or electronic format).
- Licensor shall provide Customer with the latest released version of AssessPRO 5.0 (AP5) CAMA system for Real Estate, as of the date of the execution of this Agreement.
- The implementation of AP5 by the Licensor will include all core modules including Analysis, Reports, Report Viewer, Wisconsin reports and extracts and Standard Valuation Modules.