

**AMENDMENT TO THE Georgia IT Temporary Staffing Services Contract**  
**SUBCONTRACTOR AGREEMENT**  
**Version 5**

This Amendment to the Subcontractor Agreement between **Computer Aid, Inc. (as “Contractor”)**, and **the Subcontractor named below (as “Subcontractor”)** (the “Subcontractor Agreement”).

1. Paragraph 5a is revised as follows:

5a. Payment terms – T&M Services Subcontractor is not required to submit invoices to the Contractor.

**Paid When Paid Net 7 Days Option** - Contractor shall use its best efforts to pay all Customer approved time for the month seven days from the receipt of payment from the Customer. (example: Payment from customer for time from May 1 through May 31 was received by Contractor on July 1st. Payment to Supplier would be paid by July 8th).

**3%/2 Day Option** - Subcontractor shall have the option to be paid on the 8th day of the subsequent month for the previous month’s labor that is approved in the VMS no later than the 5th day of the subsequent month, subject to a discount of three percent (3%) of the invoice amount to be retained by the Contractor. All time not approved by the Customer within the VMS by the 5th day of the subsequent month, but approved in the VMS by the 19th day of the subsequent month shall be paid on the 23<sup>rd</sup> day of the subsequent month, subject to a discount of one percent (1%) of the invoice amount to be retained by the Contractor. All time not approved by the Customer in the VMS by the 19th day of the subsequent month shall be assigned an invoice date of the approval date and be paid 15 days after the approval date, subject to a discount of one percent (1%) of the invoice amount to be retained by the Contractor. Once the 3%/2 Day option is selected by the Subcontractor, it cannot be changed by Subcontractor for a period of six months. To be clear, if the Subcontractor selects the 3%/2 Day option, the Contractor has the option for each Payment Cycle, to accept the 3% discount and pay on the 8th day of the subsequent month as previously described, or to forego the discount and pay the full invoice amount seven days from the receipt of payment from the Customer at its sole discretion.

**1%/ 15 Day Option** - Subcontractor shall have the option to be paid on the 23<sup>rd</sup> day of the subsequent month (15 days from invoice date) for the previous month’s labor that is approved in the VMS by the 19th day of the subsequent month, subject to a discount of one percent (1%) of the invoice amount to be retained by the Contractor. All time not approved by the Customer within the VMS by the 19th day of the subsequent month shall be assigned an invoice date of the approval date and be paid 15 days after the approval date, subject to a discount of one percent (1%) of the invoice amount to be retained by the Contractor. Once the 1%/15 Day option is selected by the Subcontractor, it cannot be changed by Subcontractor for a period of six months. To be clear, if the Subcontractor selects the 1%/15 Day option, the Contractor has the option for each Payment Cycle, to accept the 1% discount and pay on the 15<sup>th</sup> day after invoice date as previously described,

or to forego the discount and pay the full invoice amount seven days from the receipt of payment from the Customer at its sole discretion.

2. The payment terms options located after the signature lines on the Subcontractor Agreement are revised to include the updated payment term options.
3. The remainder of the Subcontractor Agreement shall remain in full force and effect.

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**PLEASE NOTE:**

**If your company is currently paid at the Net 30 payment term option, you will automatically move to the Paid When Paid Net 7 Days Option on October 1<sup>st</sup>, 2022.**

**If your company is currently paid at either the 3%/2 Day Option or the 1%/15 Day Option, your company will remain at those payment terms.**

**If your company desires to change the selected payment term, you may do so by signing and returning the next page of this Amendment. The indicated payment term will go into effect beginning on October 1<sup>st</sup>, 2022. An Amendment is not needed unless your company desires to change to a new payment term option.**

IN WITNESS WHEREOF, the authorized parties below have executed this Amendment on the date appearing next to their names.

**CONTRACTOR**

**SUBCONTRACTOR**

COMPUTER AID, INC.

\_\_\_\_\_

By: \_\_\_\_\_  
Signature of Authorized Representative

By: \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Subcontractor agrees to the following T&M payment terms (Initial one):**

\_\_\_\_\_ **3%/2 Day Option (Subject to a discount of three percent (3%) of the invoice amount to be retained by Contractor if paid on the 8th day, as per section 5 of this Agreement.** The Contractor has the option, at its sole discretion, for each Payment Cycle, to accept the 3% discount and pay on the 8th Day or to pay the full invoice amount seven days from the receipt of payment from the Customer.

\_\_\_\_\_ **1%/ 15 Day Option (Subject to a discount of one percent (1%) of the invoice amount to be retained by Contractor if paid on the 23rd day, (15 days from invoice date) as per section 5 of this Agreement.** The Contractor has the option, at its sole discretion, for each Payment Cycle, to accept the 1% discount and pay on the 23rd Day or to pay the full invoice amount seven days from the receipt of payment from the Customer.

\_\_\_\_\_ **Paid When Paid Net 7 Days Option** - Contractor shall use its best efforts to pay all Customer approved time for the month seven days from the receipt of payment from the Customer.

**These payment terms shall be effective for 6 months and may then be changed upon mutual agreement by the Contractor and Subcontractor. Changes will go into effect the pay period following execution of the amendment.**