

AMENDMENT NO. 3
AGREEMENT FOR ENTERPRISE ASSET MANAGEMENT SOLUTION (EAMS)
(City of Glendale Solicitation No. RFP 18-19, Contract No. C18-0605)

This Amendment No. 3 (“Amendment”) to the Agreement for Enterprise Asset Management Solution (EAMS) (“Agreement”) is made this _____ day of _____, 2021, (“Effective Date”), by and between the City of Glendale, an Arizona municipal corporation (“City”) and TriTech Software Systems, a California corporation authorized to do business in Arizona (“Contractor”).

RECITALS

- A. City and TriTech Software Systems (“Contractor”) previously entered into Agreement for Enterprise Asset Management Solution (EAMS), Contract No. C18-0605, dated June 29, 2018 (“Agreement”); and
- B. The Agreement had an initial five-year term beginning June 29, 2018 through June 28, 2023 and provided the option to extend for two additional three (3) year terms; and
- C. On December 31, 2019 Contractor and/its successor notified the City that Lucity, Inc. ("Assignee") was consolidated by CentralSquare Technologies, LLC into TriTech Software Systems. CentralSquare Technologies, LLC informed the City that TriTech Software Systems will perform all services required by the parties' Agreement and will assume all obligations, duties, interests and rights associated with the Agreement. The City hereby consents to this Assignment; and
- D. City and Contractor previously entered into Contract Amendment No. 1 for the addition of API integration with NorthStar Utility Solutions and increasing the not to exceed amount by \$41,000.
- E. City and Contractor previously entered into Contract Amendment No. 2 for the addition of setup of Project Management for Field Operations and increasing the not to exceed amount by \$100,000.
- F. City and Contractor wish to modify and amend the Agreement subject to and strictly in accordance with the terms of this Amendment.

AGREEMENT

In consideration of the mutual promises set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Contractor hereby agree as follows:

1. **Recitals.** The recitals set forth above are not merely recitals, but form an integral part of this Amendment.

2. **Term.** The term of the Agreement is unchanged.
3. **Scope of Work.** The Scope of Work will add Project Management for Parks & Recreation as provided in the Implementation Statement of Work in Exhibit A.
4. **Compensation.** The compensation for this Agreement will increase by \$48,750 as provided in Exhibit A. The total compensation available under this Agreement shall not exceed \$1,061,425 for the initial term and any renewal terms.
5. **Insurance Certificate.** Current certificate will expired on August 31, 2021. A new certificate applying to the extended term must be provided to Procurement and the Contract Administrator in order for this Amendment to become effective.
6. **Non-discrimination.** Contractor must not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or any disability. Contractor will require any Sub-contractor to be bound to the same requirements as stated within this section. Contractor, and on behalf of any subcontractors, warrants compliance with this section.
7. **No Boycott of Israel.** To the extent A.R.S § 35-393 through § 35-393.03 are applicable, the parties hereby certify that they are not currently engaged in, and agree for the duration of the Agreement to not engage in, a boycott of goods or services from Israel, as that term is defined in A.R.S § 35-393.
8. **Attestation of PCI Compliance.** When applicable, the Contractor will provide the City annually with a Payment Card Industry Data Security Standard (PCI DSS) attestation of compliance certificate signed by an officer of Contractor with oversight responsibility.
9. **Ratification of Agreement.** City and Contractor hereby agree that except as expressly provided herein, the provisions of the Agreement shall be, and remain in full force and effect and that if any provision of this Amendment conflicts with the Agreement, then the provisions of this Amendment shall prevail.

[Signatures on the following page.]

CITY OF GLENDALE, an Arizona
municipal corporation

Kevin R. Phelps, City Manager

ATTEST:

Julie K. Bower, City Clerk (SEAL)

APPROVED AS TO FORM:

Michael D. Bailey, City Attorney

TriTech Software Systems
a California corporation

DocuSigned by:

Dan Maier

E4124F28B4F5410

By: Dan Maier

Its: CRO

Exhibit A



SALES ORDER PURSUANT TO EXISTING AGREEMENT

Order Number: [_____]

This Sales Order is intended as a binding Agreement between the City of Glendale, AZ and TriTech Software Systems, a CentralSquare Technologies company, and shall be effective as of the date of the last signature herein.

Quote Number: Q-40164 is attached hereto as Exhibit "A". The Quote contains a description of all products and services sold pursuant to this Sales Order. The Quote is hereby incorporated by reference as a term of this Sales Order.

Payment Terms. Fees for Professional Services shall be fixed and due pursuant to the following milestone table:

Line No.	Milestone	Deliverable
20%	Initiation	Completion of initial Kickoff meeting
20%	Planning	Delivery and sign off of the Implementation Plan Schedule
20%	Configuration	Delivery and sign off of Configuration Acceptance document that all necessary configuration and testing has been completed
20%	Training	Delivery and sign off of detailed Training Materials in electronic printable format
20%	Go-Live	Delivery and sign off of Go-Live Acceptance document which includes an issues log and resolution plan

Payment due in full 30 days from date of invoice.

Statement of Work: The Services to be performed shall be described in the Statement of Work attached hereto as Exhibit "B".

Master Agreement. This Sales Order shall be governed by the terms and conditions of the existing Agreement between the parties, more specifically described as: Agreement for Enterprise Asset Management Solution (EAMS), Contract No. C18-0605, dated June 29, 2018, as subsequently amended by the parties, (the "Master Agreement"). NO OTHER TERMS OR CONDITIONS OF THE MASTER AGREEMENT ARE NEGATED OR CHANGED AS A RESULT OF THIS DOCUMENT.

Purchase Order. Customer may provide CentralSquare with a valid purchase order, upon execution of this Sales Order. Notwithstanding anything to the contrary herein, purchase orders are to be used solely for Customer's accounting purposes and any terms and conditions contained therein shall be deemed null and void with respect to the parties' relationship and this Sales Order. Any such purchase order provided to CentralSquare shall in no way relieve Customer of any obligation entered into pursuant to this Sales Order including, but not limited to, its obligation to pay CentralSquare in a timely fashion.

Acceptance of Order Terms. By signing this Sales Order below, Customer represents and warrants that: (a) it has read and understands the Master Agreement and Quote that are incorporated by reference into this Sales Order and agrees to be bound by the terms thereof, and (b) it has full power and authority to accept this Sales Order.

Exhibit A

TriTech Software Systems ("TriTech")	City of Glendale, AZ ("Customer")
1000 Business Center Dr. Lake Mary, FL 32746	5850 W. Glendale Ave. Glendale, AZ 85301
By:	By:
Print Name:	Print Name:
Print Title:	Print Title:
Date Signed:	Date Signed:

Exhibit A

Quote #: Q-40164
Quote expires on: June 02, 2021

Quote prepared for:
Danielle Dutsch
City of Glendale
5850 W. Glendale Ave.
Glendale, AZ 85301
623-930-4135

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SERVICES ARE INCLUDED?

DESCRIPTION	TOTAL
Public Administration Consulting Services - Fixed Fee	13,065.00
Public Administration Data Conversion Services - Fixed Fee	5,070.00
Public Administration GIS Services - Fixed Fee	5,070.00
Public Administration Project Management Services - Fixed Fee	8,190.00
Public Administration Technical Services - Fixed Fee	8,580.00
Public Administration Training Services - Fixed Fee	8,775.00
Services Total	48,750.00 USD

QUOTE SUMMARY

Services Subtotal	48,750.00 USD
Quote Total	48,750.00 USD

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	\$0.00

Exhibit A

FIRST YEAR SUBSCRIPTION TOTAL

\$0.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance. Renewal invoices will include this total plus any applicable uplift amount as outlined in the relevant purchase agreement.

This Quote is not intended to constitute a binding agreement. The terms herein shall only be effective once incorporated into a definitive written agreement with CentralSquare Technologies (including its subsidiaries) containing other customary commercial terms and signed by authorized representatives of both parties.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form?

(Customer to complete) Yes No

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number:

Initials:

Exhibit A

EXHIBIT B- Implementation Statement of Work

Project: Glendale AZ, Enterprise Asset Management (EAM) Additional Implementation 2021

CentralSquare is implementing a configurable, commercially available, off-the-shelf solution. The parties mutually agree and acknowledge this Statement of Work (SOW) is to be a planning document, not the detailed requirements or design of the solution.

Project Start Date

Parties agree the Project Kickoff Meeting will be scheduled within sixty (60) days from the Effective Date of the CentralSquare Solutions Agreement.

Services Scope

The following outlines the proposed methodology for the project management, consulting, configuration, testing, training, and other services work necessary for the implementation.

Functional Groups

The Enterprise Asset Management solution will be implemented for the City for the Parks and Recreation functional group.

Project Teams

Project teams from all parties will include functional experts, technical resources, and decision makers. Resource management is critical to success, for all parties. CentralSquare and the Customer agree to make all necessary arrangements to ensure resources are available at each stage to ensure timelines are met. CentralSquare uses a RACI (Responsible, Accountable, Consulted, and Informed) chart to outline the expectations from each member of the team, from all parties. A sample RACI Chart can be found below.

Project Management Methodology

The implementation is conducted by a cross-functional team of experts from several departments within CentralSquare led by the assigned Project Manager. A phased approach to project management is followed to ensure the critical services are consistent and results are achieved. Phases include:

Initiation: This phase includes the contract execution and transition to the Service Delivery team. CentralSquare may schedule an all-team meeting to kick off the project. The kickoff meeting will include time for the project managers from both teams to review all contractual documentation and begin the process of finalizing the integrated project schedule.

Planning: During the planning phase, the project managers from both teams will meet to discuss all tasks and resources necessary to successfully complete implementation. The project team from CentralSquare will be finalized, project governance will be established, and a communications plan will be drafted and shared with the parties.

Deliverables during the planning phase include the integrated baseline project schedule, communications plan, resource plan, and governance plan.

Exhibit A

Monitor and Control: Throughout the project, the project managers will work together on monitoring and controlling the overall project health. This includes regular status meetings/reports, quality reviews, managing risks/issues, and managing resources. Project managers will work together to manage the overall timeline, scope and respective budgets, as well as ensuring the customer's objectives are being met along the way. Any items determined to be out of scope will be immediately address by Central Square and customer Project Manager.

Project governance is essential to establishing a decision making and communications model for the project. Key stakeholders will be identified by all parties and regular status meetings will be scheduled to review the project health, risks to timeline/budget, and issues that may block forward progress.

Deliverables during this phase include regular status reports, risk/issue log, regular stakeholder meetings, and all project schedule updates.

Project Close Out: The final stage of the project includes an introduction and transition to the Customer Support team and the Customer Success team. During transition, the project managers will work together to conduct an audit of tasks and deliverables associated with the project. Any mutually agreed upon delayed deliverables will be scheduled for post go-live and documented. Any contracted post go-live activities will be reviewed and scheduled as necessary before transition to Customer Support.

Implementation Methodology

CentralSquare Professional Service Consultants and Project Manager follow a standard implementation approach divided into stages throughout the course of the project. Several types of services and resources (defined herein) will be used during each stage to complete the necessary steps for successful deployment of the contracted services.

Analysis:

During this stage of the implementation, CentralSquare Consultants will meet with the Customer's functional experts to review the current workflows of key functions impacted by this project and the contract software. In this stage we also begin the process of data conversion by analyzing your legacy data. Significant tasks include:

<i>Major Task</i>	<i>Description</i>
<i>Business Process Review</i>	Remote workshop meetings with different areas of EAM reviewing and analyzing all key business processes. All sessions will be discussions on processes relating to that area within EAM. Deliverable: EAM Formal BPR Report and Recommendations.
<i>Workflow setup</i>	The consultant will use a work-booking process to gather the required inputs for all possible workflow combinations within the Work modules. Categories help organize work by organizational division and asset type, Problems define the reason work is being done, Tasks identify the actions taken and Causes capture the reason the Problem occurred.
<i>GIS Integration</i>	The GIS specialist will first perform a GIS audit to review the existing GIS architecture and discuss ESRI deployment options. A data mapping exercise

Exhibit A

<i>Major Task</i>	<i>Description</i>
<i>Data Migration Mapping</i>	<p>will then align each GIS feature class layer to the pertinent asset module and the GIS data will be loaded into EAM using synchronization tools. Once the initial GIS data has been loaded, the various system settings will be adjusted to refine how data flows between EAM and GIS to ensure full synchronization for all editing workflows. Customer is responsible for providing asset IDs and any asset tagging that may be required.</p> <p>The process of mapping fields from a legacy system to a comparable field in the new CentralSquare system. This could also refer to mapping legacy codes to new codes setup in the new application.</p>

Configuration:

Finalizing the EAM configuration will be a collaborative process driven by the functional requirements discovered during the business process review and through consultative engagements between CentralSquare staff and the customer's Subject Matter Experts. Significant tasks include:

<i>Major Task</i>	<i>Description</i>
<i>The Work-Booking Process</i>	The Consultant will work with the client remotely across multiple sessions to refine the workbooks to a final state of acceptance.
<i>System Configuration</i>	The consultant will build the initial configuration based on the Business Process Review and Workflow Setup activities. Further refinement of the system configuration will be performed collaboratively with subject matter experts from each functional group.
<i>Configuration Validation</i>	The consultant will work with the system administrator to develop an Acceptance Test Plan to verify the configured EAM meets the stated functional requirements.
<i>Admin Skills Workshops</i>	Training classes, designed as hands-on workshops, include building code tables, picklists, system settings, and assignment of security permissions. Designed for supervisors, system administrator, and staff with decision-making authority. Please see below for more details.

Admin Skills Workshops:

The System Administrator training classes are designed as hands-on workshops, include building code tables, picklists, system settings, web dashboard / form / view configuration and assignment of security permissions. Designed for supervisors, system administrator, and staff with decision-making authority, these workshops help define the application configuration process for designated project committee members. These classes should be attended by those responsible for maintaining user information and code tables, as well as by subject-matter experts in the specific application area. Class time focuses on

Exhibit A

configuration under the guidance of the assigned CentralSquare trainer, as well as to discuss CentralSquare recommendations regarding potential configuration options as identified.

Class Title	Training Type	Intended Audience	Topics	Location
System Admin Training	Instructor-led	System Admins	System Settings Web Configuration Work Flow Setup Security Import & Update EAM and GIS Integration GIS Map Setup	Remote

Integration / Interfaces:

Integrations and/or interfaces contracted for this project includes:

<i>Integration/ Interface</i>	<i>Use of System</i>	<i>Type / Frequency</i>	<i>Import/ Export</i>	<i>Interface Method</i>
<i>QAlert</i>	Interface to push work request information for Parks and Rec into EAM and send a status update back to Qalert when the request is closed in EAM	Daily / Weekly / Monthly / As needed	Import / Export	RESTAPI
<i>ESRI GIS</i>	Uses a published feature service to synchronize data and display map	Daily / Weekly / Monthly / As needed	Import / Export	Web services

Exhibit A

<i>Integration/ Interface</i>	<i>Use of System</i>	<i>Type / Frequency</i>	<i>Import/ Export</i>	<i>Interface Method</i>
	data within the system			

Testing:

Testing will assess your team’s readiness for Go Live. It is an iterative process, conducted by the client, to verify the configured EAM meets the stated functional requirements. This phase is especially important to ensure a smooth transition at go-live. All testing will be done in client’s test environment. Significant tasks include:

Testing Tasks	Definition	Deliverable
Planning	CST will work with the System Administrator to develop an Acceptance Test Plan to verify the configured EAM meets the stated functional requirements. This Plan will include user test scripts covering the various EAM functions	Acceptance Test Plan
Issue Tracking	CST will collaborate with the System Administrator to maintain a log of issues, configuration problems, and software malfunctions identified during testing	Issues Log
Issue Resolution	CST will work collaboratively to resolve all such issues, problems and malfunctions to the customer’s satisfaction	
Acceptance Testing	System Administrator will perform acceptance testing to ensure acceptance criteria items have been addressed, and certify EAM is ready for “go-live”	
Go Live Support	This session will be used to provide support for Go Live. The topic will be determined by client needs. <i>See Go Live below.</i>	

TRAINING:

End-User Training

Exhibit A

End-user training provides hands-on, process-based instruction focusing on key tasks related to users' job responsibilities. A CentralSquare instructor provides materials and facilitates training on the chosen contracted solutions. End-user classes incorporate extensive activities based on realistic scenarios focusing on processes and tools within the applications for productive use of the system at and after Go-Live. Topics in end-user classes will include data entry, searching, reporting, and application navigation.

Core Solution	Training Type	Intended Audience	Topics	Location
Overview Training	Instructor-led Training	System Administrators SMEs	EAM Overview Dashboards Forms / Views Document Control	Remote
Work Requests	Instructor-led Training	System Administrators SMEs	Customer Information Request Information	Remote
Work Orders	Instructor-led Training	System Administrators SMEs	Status Tracking Workflow Setup Resource Tracking Assets / Locations	Remote
Assets	Instructor-led Training	System Administrators SMEs	Attribute editing	Remote
Asset Inspections / Readings	Instructor-led Training	System Administrators SMEs	Condition Assessment Readings / Monitoring	Remote
GIS	Instructor-led Training	System Administrators SMEs	Show in Map Open View in Map Create Request in Map Create Work Order in Map Add Asset/XY from Map	Remote

Deployment:

Once the project passes the Go-Live readiness assessment, final planning for Go-Live takes place. This will include completing the staging of the production environment, defining a communications plan for Go-Live, and defining a Go-Live schedule that is mutually accepted significant tasks include:

Exhibit A

Major Task	Description
Configure Production Environment	CentralSquare Consultant completes the Configuration Validation checklist of the system to verify system is configured to meet the requirements.
Plan Cutover Schedule and Communications	Describes tasks to be handled by CentralSquare and Customer personnel during the initial cutover to Go-Live, including a detailed schedule of CentralSquare personnel covering each shift with resources, process for reporting issues, how they will be handled or escalated, contact names/phone numbers of onsite staff, remote and third-party vendors.
Execute Go Live	The transition from the legacy system to the EAM system. Conducts normal day-to-day business with the new system.
Go Live Support	This session will be used to provide support for Go Live. The topic will be determined by client needs. <i>See Go Live below.</i>

Exhibit A

- **Responsible** (Who is/will be doing this task?)
- **Accountable** (Who is the decision maker?)
- **Consulted** (Anyone/stakeholders that can talk about it)
- **Informed** (Whose work depends on this task/needs to be kept up to date?)

Task	Project Management				RMO		Service Delivery						GIS		Cloud Services		Call Center	Support	Customer					
	Account Executive	PMO Senior Leadership	PM Manager	Project Manager	RMO Leadership	Resource Planner	SD Senior Leadership	SD Manager	Trainer	Consultant	Installation Specialist	Data Conversion Specialist	GIS Manager	GIS Specialist	Cloud Team Leadership	Cloud Team	Call Services Manager	Support Analyst	Customer Sponsor	Customer PM	Customer Functional Leads	Customer SMEs		
Phase 1: Initiation																								
Assigning a Project Manager			R, A	I						I														
Sending Introductory Email to Customer			R, A	I						I											I			
Performing Contract / Project Setup and Intelligence Review			C, R, A	I						I														
Sizing a Project for Velocity			C, R, A	I						C														
Requesting an Implementation Guide			C, R, A	I																				
Building Project Folder			R, A	I																				
Building Initial Draft of Project Artifacts			C, R, A	I																				
Initially Contacting Third Party Vendors			R, A	I																				
Requesting Work From the Cloud Team			R, A	I						I					I	I								
Sending Welcome Package to Customer			R, A	I																	I	I	I	
Conducting Sales to Service Transition Call	C		C, R, A	I						C	I	I	I	I	C	I	I				I	I	I	
Initially Calling Customer			R, A	I																	I	C	I	I
Drafting Initial Project Timeline			R, A	I						C											I	C	C	C
Completing Project Initiation Checklist			R, A	I																	I	C	C	C
Phase 2: Planning																								
Performing Project Kickoff	I	I	C, R, A	I						I	C	C	C	C	C	C	C	C	C	C	I	I	I	I
Scheduling Resources			I, C	I	C	R				A, C	I	I	I	I	C	I						C	C	C
Reviewing Project Plan with Customer			R, A	I																	I	C	C	C
Receiving Project Plan Customer Signoff			I, R, A	I	I	I	I	I	I	I	I	I	I	I	I	I					C	C	C	C
Completing Project Planning Checklist			R, A	I																	I	C	C	C
Phase 3: Monitor & Control																								
Conducting Cadenced Status Meetings			R, A	I						C	C	C	C	C	C	C					I	C	C	C
Completing Monthly Status Reporting			I, R, A	I						I	I	C	C	C	C	C	I	C	I			I	I	C
Performing Issue Management			I, C, R, A	I						I	C	C	C	C	C	C	I	C			I	C	C	C
Performing Risk Management			I, C, R, A	I						I	C	C	C	C	C	C	C	I	C			C	C	C
Performing Change Control Management			R, A	I																	C	C	C	C
Performing Change Management			C	I																	R, A	R	R	R
Performing Project Health Management			I, C, R, A	I						I	C	C	C	C	C	C	C	I	C			I	C	C
Performing Executive Stakeholder Management			I, C, R, A	I						I	C	C	C	C	C	C	C	I	C			C	C	I
Preparing for Go-Live			I, C, R, A	I						I	C	C	R	R	C	C	C	C	C			I	C	C
Conducting Go-Live	I	I	C, R, A	I						I	C	C	R	R	R	C	R	R			I	I	C	C
Stage 1: Analysis																								
Workflow Analysis			I, I	I						I	C	C	R	A	C	C	C					I	C	C
Analyze Technical and Functional Requirements			I, I	I						I	C	C	R	A	C	C	C					I	C	C
Data Migration Mapping			I, I	I						I	C	C	I	A	C	R	C	C				I	C	C
Stage 2: Configuration																								
Build Environment			I	I						I	I	I	A	R		C	C					I	I	C
Configure Environment													C	R	C		C	C				I	I	C
Unit Testing			A	I									R	C		C	C					I	I	C
Administrative Workshops													R	C		I	I					I	I	C
Data Conversion			I	I									A	C	R	I	C					I	I	I
Stage 3: Testing																								
Testing			I	I									I	R	C								I	C
Fix Issues and Retest			I	I									C	R	A	C							I	C
System Sign-Off			A	I									I	R	C		I	C				I	C	C
Knowledge Transfer/User Training			I	I									I	R									I	C
Go-Live Readiness			A	I									I	R									I	I
Stage 4: Deployment																								
Configure Production Environment			I, I	I									I	C	R								I	C
Plan Cutover Schedule and Communications			R	I									C	C	C								I	C
Pre-Launch Testing													I	R	C								I	C
Go-Live + Communication			I, C, R	I									C	C	C								I	I
Phase 4: Closeout																								
Completing Transition to Support and CSM			I, I, R, A	I									I	I	I	I						R	R	C
Delivering Post-Go-Live Items			R, A	I									R	R	R	R								C
Performing Post-Go-Live Issue Resolution			R, A	I									R	R	R	R						R		C
Conducting Closeout Meeting with Customer			R, A	I																			I	C
Performing Contract Reconciliation			R, A	I																				C
Completing Lessons Learned			I, C, R, A	I	C	I	C	C	C	C	C	C	C	C	C	C	I	C	I	I				
Archiving Project Folder			R, A	I																				
Performing Management Review			C, R, A	I																				
Closing Project in OpenAir			R, A	I																				
Completing Project Closeout Checklist			R, A	I																				