

PROJECT CHANGE REQUEST (PCR)

ERP & CIVIC DIVISION

The purpose of this form is to assess the impact of a proposed change to the project. This form is not a legal contract change order or amendment. If the change is approved, a change order or amendment will be drafted and will go through the formal approval process for the client and Tyler to execute the change.

The signatures at the end of this document acknowledge the desire to move forward with a change order or amendment after a full assessment of the impacts of the change.

CHANGE REQUEST DETAILS

Client Name <i>La Habra, CA</i>	Investment Summary <small>XXXX-XXXXXX-XXXXXX</small> <i>2022-355604-H5K0C6</i>	
Client Project Manager (CPM) <i>Jack Ponvanit</i>	Requested By (Name & Email) <i>Jack Ponvanit</i>	Request Date <i>3/19/2026</i>
Tyler Project Manager (TPM) <i>Jaclyn McGeough</i>	Sales Representative <i>Karen Grosset</i>	PCR No. <i>TY-HRM-2026-01</i>
Change Request Type <input checked="" type="checkbox"/> Add/Remove Conversions <input checked="" type="checkbox"/> Add/Remove Implementation Services <input type="checkbox"/> Add/Remove SaaS Products <input type="checkbox"/> Add/Remove Miscellaneous <input checked="" type="checkbox"/> Go-Live Date Change <input type="checkbox"/> Phase Change <input type="checkbox"/> Other - _____ <input type="checkbox"/> Add/Remove On-Prem Software & Support	SaaS Hosting <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No-On Prem	Project Phase: <input type="checkbox"/> Business License <input type="checkbox"/> Enterprise Asset Mgt <input type="checkbox"/> Financials <input checked="" type="checkbox"/> Human Resources Mgt <input type="checkbox"/> Tax Billing <input type="checkbox"/> Time & Attendance <input type="checkbox"/> Utility Billing <input type="checkbox"/> Other - _____
	Contract Type <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Retainer <input type="checkbox"/> Milestone	

CHANGE DESCRIPTION and REASON	<p><i>La Habra, CA would like to make the following changes to their contract:</i></p> <ol style="list-style-type: none"> <i>1) Move the HRM go live to July 1, 2026</i> <i>2) Add additional PM and IC days to accommodate the additional time needed for training.</i> <i>3) Remove unused conversions from the FIN phase.</i>
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CHANGE IMPACTS

SCHEDULE / TIMELINE	Phase/Task/Milestone/Deliverable	Original Start Date	Original Finish Date	Proposed Start Date	Proposed Finish Date
	<i>Phase 2 - HRM</i>		<i>4/1/2026</i>		<i>7/1/2026</i>



SERVICES	A REMOVE Contracted Modules or Conversions			
	Service Type	PSA Project Name for Module/Conversion being Removed	Contract Description for Module/Conversion being Removed	Contract Extended Price
		Format example: City of Nexus, ST – ORIGINAL SAAS CONTRACT (123456)		Format example: PR PAYROLL - ACCUMULATORS
	Conversions	LA HABRA, CA - ORIGINAL SAAS CONTRACT (190087)	GB- Bills up to 5 years	-\$4,000.00
Conversions	LA HABRA, CA - ORIGINAL SAAS CONTRACT (190087)	GB Std CID	-\$1,500.00	
Conversions	LA HABRA, CA - ORIGINAL SAAS CONTRACT (190087)	Purchasing - Standard	-\$2,700.00	
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Confirm Part A TOTALs before proceeding to Summary →			(\$8,200.00)	
<i>(right-click and select 'Update Field' on Total) →</i>				

SERVICES	B ADD Quoted Modules or Conversions			
	Service Type	Sales Quote # for Module/Conversion being Added	Quote Description for Module/Conversion being Added	Quote Extended Price
		Format example: CLIENT NAME – SALES QUOTE: YYYY-XXXXXX-XXXXXX		Format example: PR PAYROLL - ACCUMULATORS
	Choose an item			
Choose an item				
Choose an item				
Choose an item				
Choose an item				
Choose an item				
Choose an item				
Confirm Part B TOTALs before proceeding to Summary			\$ 0.00	
<i>(right-click and select 'Update Field' on Total) →</i>				



C	ADD/REMOVE Implementation Services						
	Request Type	PSA Project Name & Phase Task for Services being Removed <i>Format example:</i>	IMPL ONSITE HOURS		IMPL REMOTE HOURS		TOTAL <i>(Right-click & 'Update Field')</i>
		New Sales Quote # & New Service Type Description for Services being Added <i>Format example:</i>	Est. Billable Hours <i>(-decrease/ increase)</i>	Contract Rate/hr	Est. Billable Hours <i>(-decrease/ increase)</i>	Quote Rate/hr	
		City of Nexus, ST – ORIGINAL SAAS CONTRACT (123456) FIN IMP - ONSITE					
		IMP REMOTE - HRM SALES QUOTE: YYYY-XXXXXX-XXXXXX					
Add	Implementation – Onsite 2026-601287-D0K8R9		80	\$200			\$16,000.00
Add	Implementation – Remote 2026-601287-D0K8R9		160	\$200			\$32,000.00
Add	Project Management 2026-601287-D0K8R9		48	\$200			\$9,600.00
Choose an item							\$ 0.00
Choose an item							\$ 0.00
Choose an item							\$ 0.00
Choose an item							\$ 0.00
Choose an item							\$ 0.00
Choose an item							\$ 0.00
Choose an item							\$ 0.00
Confirm all hours are in 4- or 8-hour increments Confirm Part C TOTAL before proceeding to Summary <i>(Right-click and select "Update Field" on Total) →</i>							\$57,600.00

D	ADD/REMOVE MISCELLANEOUS				
	Request Type	PSA Project Name & Description of Miscellaneous Item to Remove <i>Format example:</i>	Quantity*Price		Total Price <i>(Right-click & 'Update Field')</i>
		New Sales Quote # & Item Description of Item being Added <i>Format example:</i>	Quantity <i>(-decrease/ +increase)</i>	Contract/Quote Unit Price	
		City of Nexus, ST – ORIGINAL SAAS CONTRACT (123456) 3rd Party Hardware Description Cash Drawer			
		CASH DRAWER SALES QUOTE: YYYY-XXXXXX-XXXXXX			
Choose an item					\$ 0.00
Choose an item					\$ 0.00
Choose an item					\$ 0.00
Choose an item					\$ 0.00
Choose an item					\$ 0.00
Choose an item					\$ 0.00
Choose an item					\$ 0.00
Confirm Part D TOTAL before proceeding to Summary <i>(right-click and select 'Update Field' on Total) →</i>					\$ 0.00



Total PCR Budget/Cost Summary						
Service Types		Total Modules /Conversions Removed	Total Modules /Conversions Added	Total Implementation Services	Total Miscellaneous	TOTAL (Right-click & 'Update Field') ↓
A/B	Modules/Conversions	-\$8,200.00				(\$8,200.00)
C	Implementation Services			\$57,600		\$57,600.00
D	Miscellaneous					\$ 0.00
OTHER						\$ 0.00
Confirm OVERALL PCR TOTAL before proceeding (right-click and select 'Update Field' on Total) →						\$49,400.00

RESOURCE S	<i>Kelly Pascual is their current IC, but is unavailable for the 3 month extension of this project. Jason Shaw will be taking over.</i>
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SCOPE	N/A
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RISK ANALYSIS	Risk Identification – Transfer identified risks to Client’s Risk Register, if applicable.		Probability of Risk
	<i>Jason has not previously worked with this client. There is always a risk when changing a lead IC mid implementation.</i>		Unlikely to occur
	Risk Mitigation Strategy & Response Plan	Accept	<i>Jason will be joining the final parallel with Kelly for a Knowledge Transfer.</i>

APPROVALS	Acceptance			
	NOTE: No changes may be made to this project without the agreement of the Project Manager(s) and must be approved by the Implementation Management. Submit endorsed Change Order to the Tyler Technologies Project Manager.			
	Sign Date	Title	Approved By	Signature
	3/19/2026	Project Manager	Jaclyn McGeough	<i>Jaclyn McGeough</i>
	Click or tap to enter a date.	Tyler Implementation Mgt	Katharina Howard	
	Click or tap to enter a date.	Client Project Manager		



