

Created By	Michael Lanza
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Order Date	Mar 9, 2026
Order Valid If Signed By	Mar 20, 2026

Customer Information					
Customer	Village of Orland Park	Contact	Brandi Watson	Billing Contact	Lori Johnson
Address	14700 Ravinia Avenue	Title	Purchasing/Contract Administrator	Title	Accounts Payable
City, St, Zip	Orland Park, IL 60462	Email	bwatson@orlandpark.org	Email	accountspayable@orlandpark.org
Phone	(708) 403-6100			PO # (If any)	

The Services you will receive and the Fees for those Services are...			
Setup Services		Tier / Rate	Service Fees
ClearGov Setup: Includes activation, onboarding, and training for ClearGov solutions		Tier 4C	\$ 26,531.50
		Total ClearGov Setup Service Fee - Billed ONE TIME	
			\$ 26,531.50
Subscription Services		Tier / Rate	Service Fees
Disclosure Stuido - ACFR, PAFR, Monthly, Quarterly		Tier 4C	\$ 53,062.50
Bundle Discount: Modules (30%)		Tier 4C	\$ (15,918.75)
		Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE	
			\$ 37,143.75

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
Setup	May 1, 2026	May 1, 2026	ClearGov Setup Services
Pro-Rata	May 1, 2026	Dec 31, 2026	ClearGov Subscription Services
Initial	Jan 1, 2027	Dec 31, 2028	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
May 1, 2026	\$26,531.50	One-Time Setup Fee
May 1, 2026	\$21,667.18	7 Month Pro-Rata Subscription Fee
Jan 1, 2027	\$37,143.75	Annual Subscription Fee
Jan 1, 2028	\$38,258.06	Annual Subscription Fee

Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

Billing Terms & Conditions		
Valid Until	Mar 20, 2026	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 60	All invoices are due Net 60 days from the date of invoice, in accordance with the IL Local Government Prompt Payment Act.
Initial Period Rate Increase	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
Rate Increase	6% per annum	After the Initial Service Period 1/1/2027 - 12/31/2028 the Annual Subscription Service Fee shall automatically increase by this amount as of 12/31/2028 per the Village's discretion to renew for an additional term(s).

General Terms & Conditions	
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work. Please note that ClearGov will not activate and/or implement services for any Customer with outstanding balance past due over 90 days for any previous subscription services.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.

Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov BCM Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service (s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term. The initial subscription period expires on 12/31/2028.
Agreement	The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

Customer	
Signature	
Name	George Koczvara
Title	Village Manager

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Order Type (ClearGov Internal Use Only)			
Select Order Type for this Service Order	XS	If XS: Original Service Order Date	3/9/21

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- If Customer is subscribing to any products that require data onboarding:
 - ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
 - ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
 - ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
 - After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.

- If Customer is subscribing to any products that require data onboarding:

- Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.

- Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.

- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.

- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.

Document History

SignNow E-Signature Audit Log

All dates expressed in MM/DD/YYYY (US)

Document name: ClearGov - Orland Park IL Service Order (Disclosure Studio Add On)
Document created: 03/09/2026 15:20:48
Document pages: 3
Document ID: b74c2eb6ab6e4d73af9fb2899c2ef0c412cf8de4
Document Sent: 03/09/2026 18:12:16 UTC
Document Status: Signed
03/09/2026 19:06:31UTC

Sender: mlanza@cleargov.com
Signers: bburdick@cleargov.com
CC:

Client	Event	By	Server Time	Client Time	IP Address
SignNow Web Application	Uploaded the Document	mlanza@cleargov.com	03/09/2026 15:20:48 pm UTC	03/09/2026 15:20:48 pm UTC	73.238.70.46
SignNow Web Application	Viewed the Document	mlanza@cleargov.com	03/09/2026 15:20:54 pm UTC	03/09/2026 15:20:56 pm UTC	73.238.70.46
SignNow Web Application	Document Saved	mlanza@cleargov.com	03/09/2026 18:11:43 pm UTC	03/09/2026 18:11:43 pm UTC	73.238.70.46
SignNow Web Application	Invite Sent to: bburdick@cleargov.com	mlanza@cleargov.com	03/09/2026 18:12:17 pm UTC	03/09/2026 18:12:16 pm UTC	73.238.70.46
SignNow Web Application	Viewed the Document	bburdick@cleargov.com	03/09/2026 19:06:20 pm UTC	03/09/2026 19:06:19 pm UTC	98.110.245.96
SignNow Web Application	Unfinished Document	bburdick@cleargov.com	03/09/2026 19:06:30 pm UTC	03/09/2026 19:06:30 pm UTC	98.110.245.96
SignNow Web Application	Signed the Document	bburdick@cleargov.com	03/09/2026 19:06:31 pm UTC	03/09/2026 19:06:31 pm UTC	98.110.245.96
SignNow Web Application	Document Saved	bburdick@cleargov.com	03/09/2026 19:06:31 pm UTC	03/09/2026 19:06:31 pm UTC	98.110.245.96