

Agreement of Services

This agreement is entered into between Second Harvest Food Bank ("*The Client*") and Jeremiah Ellis ("*The Consultant*").

Deliverable

This agreement states that *The Consultant* shall deliver a database tool ("*The Pantry App*") for collecting datasets and providing monthly reports about the datasets collected. *The Pantry App* shall have a user interface (UI) for entering data into *The Pantry App* and a UI for creating reports. *The Pantry App* shall be able to collect, store, and report on the following data in order to be considered fully functional;

- Household Details
 - Address, City, Zip Code
 - Total Annual Income
 - Income Verification Date & Type
- Household Member Details
 - Full Name
 - Gender
 - Birthdate
 - Race & Ethnicity
 - Status (Head of Household, Homeless, Disabled, Veteran)
- Household Activity
 - Activity Date & Type
 - Activity Counts

The Consultant shall also provide a "Setup & Installation" document, a "User Manual" document, and maintain a readily accessible internet download location for all applicable files.

The Client gives authorization to use previous database tool as a starting point for the purpose of keeping development time/cost to a minimum. *The Client* is aware that *The Pantry App* is dependent on the prerequisite software Microsoft Access 2013. *The Client* is made aware that *The Pantry App* will NOT include a "user authentication" system under this agreement.

Cost

This agreement states that *The Consultant* shall bill *The Client* at a rate of \$75 per hour worked, with a "*Not to Exceed*" amount of \$2000. *The Client* shall be issued an invoice for the final dollar amount owed at an agreeable time to be determined. The full amount of the invoiced dollar amount shall be due upon receipt of the invoice by *The Client*.

Guarantee and Extra Services

The Consultant shall provide full guarantee that *The Pantry App* operates in a fashion that it shall perform the functions it originally performed as required in the statement of deliverables above and shall continue to do so as long as the prerequisite software is maintained and supported by its vendors. All work done to meet this guarantee, allowing original function of *The Pantry App* to continue shall be done at no charge to *The Client*.

Additional Features maybe added to *The Pantry App* as the request of *The Client*. Work performed to provide these features shall be considered outside of this original contract and may be subject to additional fees. Small updates, changes, and features shall be done a no charge to *The Client*. The determination of charging for additional work shall be left up to *The Consultant*. Additional work resulting in additional fees shall only be done under authorization from *The Client* and under a separate agreement of services.

The Client

Name: _____

Signature: _____

Date: _____

The Consultant

Name: Jeremiah Ellis _____

Signature:  _____

Date: 09/21/2015 _____