

## PRODUCT SPECIFICATIONS FOR OPSBID™

UPDATED: March 5, 2020

These Product Specifications describe the current functionality and certain dependencies of the above-referenced product center (the “Product Center”). Access to and use of the Product Center is governed by an underlying agreement and, as applicable, addendum (collectively, the “Agreement”) with RealPage, Inc. and, as applicable, its affiliates (collectively referred to herein as the “Provider” “we” or “us”). Capitalized terms used in these Product Specifications have the meanings provided in the Agreement unless otherwise defined herein.

Subject to the terms of the Agreement, these Product Specifications may be modified at any time. If we modify these Product Specifications, we will post the updated version at <http://www.specifications.controls.realpage.com> and update the “Updated” date above. We recommend that you review these Product Specifications periodically for any changes. Your continued access to or use of the Product Center will constitute your acceptance of the updated Product Specifications.

### 1. AUTHORIZED USERS AND PASSWORD

Provider will provide the licensee under the Agreement (“Licensee”) with a user name and password permitting Authorized Users to access the Product Center. Licensee is responsible for the protection and dissemination of such user name and password and for any activities or actions occurring under Licensee’s account or log-in credentials—including, without limitation, for any losses or damages resulting from the loss, theft or misuse of or failure to protect any such user name or password. Licensee will permit only Authorized Users to access the Product Center, will ensure that all Authorized Users comply with the terms and conditions set forth in the Agreement and herein, and will not permit any person that ceases to be an Authorized User to continue to use a user name or password.

### 2. OVERVIEW OF OPSBID

OPSBID provides Customer with a single platform to manage the complete lifecycle of a capital improvement or rehab project. The solution allows managing and tracking of bids, contracts, purchase orders, invoices, and budgets for project-based business processes. Users, vendors, and systems can collaborate on transactions, approvals, and documents. The OpsBid solution allows users to share and integrate information with relevant internal and external applications.

OPSBID provides:

- Dashboard: Provide visibility to bid requests, bid responses, contracts, purchase orders, invoices, change orders, vendor document statuses, and approvals
- Jobs: Create and track Job progress
- Bid Requests: To create and process bid requests
- Bid Responses: Ability to create and/or process bid responses
- Contracts: To create and process direct contracts or contracts for an awarded bid
- Change Order: To create and process change orders for a contract
- Purchase Orders: To create and process purchase orders
- Invoices: To create and process invoices
- Lender Loans and Draws Schedules
- Budget Change Orders
- Retainage and Lien Waivers
- Budget Controls: To configure contract, purchase order, and invoice approvals based on a user’s profile budget limits

- Workflow Approval and Notification System: To electronically route, stamp, and approve/reject contracts, purchase orders, and invoices based upon a company's business rules
- Vendor Information Management: Manage vendor and secondary vendor documents and information
- Lender Information Management: Manage lender information
- Customized Integration with third-party accounting systems
- Reports: Standard and Ad hoc reporting

Note: The OPSBID Product Center was not designed to store electronic protected health information, as defined by Section 160.103 of the HIPAA Regulations, 45 CFR Parts 160, under the Health Information Portability and Accountability Act Omnibus Final Rule released on January 17, 2013. Users should not use any feature of the OPSBID Product Center to upload or to store any electronic protected health information.

### 3. DETAILED SPECIFICATIONS FOR OPSBID

This section outlines the major capabilities of OPSBID:

#### 3.1. Dashboard

- a. View information as applicable to the logged-in user
- b. An aging summary view of Bid Requests in various statuses
- c. An aging summary view of Contracts, Change Orders, and Purchase Orders pending approval
- d. An aging summary view of Invoices pending receipt of goods and pending approval
- e. An aging summary of Invoices in various statuses
- f. An aging summary of Budget Change Orders in various statuses
- g. An aging summary of expiring vendor documents

#### 3.2. Cost Segments and Cost Codes

- a. Define segment format specific to company needs
- b. Support for up to seven (7) segments with mandatory cost code and cost type sections
- c. Each segment can store up to 16 alphanumeric characters
- d. Option to define either a period or hyphen as delimiter between segments
- e. User-defined segment names, and segment values
- f. Bulk upload of segment values
- g. Define cost codes based on segments
- h. Option to enforce a company-wide requirement to map cost code to work-in-progress code
- i. Establish a mapping between cost code to work-in-progress codes
- j. Bulk download and upload of cost codes
- k. Define header and posting codes within each cost segment
- l. Ability to nest headers within each cost segment for roll-up reporting
- m. Define cost code templates by uploading cost codes, or creating them on the fly
- n. Define taxable codes

#### 3.3. Bid Requests

- a. Create bid requests for company vendors
- b. Online submission of bids for network vendors
- c. Generate, print, and send a bid request by email for company vendors
- d. Bid request search with a wide variety of filter criteria

- e. Option to “share” estimated bid amount with vendors
  - f. Option to specify G/L code / Cost codes on the bid line items
  - g. Send email notifications on updates to a bid request
  - h. Add projects, assets on the fly to associate with bid request
  - i. Display bid requests along with responses received based on filter criteria
  - j. Tabular comparison of up to five bid requests
  - k. Clone an existing bid request
  - l. Create private bid requests for specific vendors
  - m. Publish bid to all vendors that are part of the OpsCommunity vendor network
  - n. Create/use templates (Contract, Purchase Order, Change Order, etc.) to create documents to be submitted as a part of bid request
- 3.4. Bid Responses
- a. Obtain online responses for bid requests from OpsCommunity vendors
  - b. Manually enter responses for company vendors
  - c. Tabular review and comparison of up to five responses
  - d. Establish criteria for minimum number of bids required to award a bid
  - e. Option to override minimum bid requirement
  - f. Electronically notify vendors upon awarding a bid
  - g. Send bid award status email notifications to vendors
  - h. Option to attach documents with bid responses
- 3.5. Jobs
- a. Define budget tracking level for the Job
  - b. Create Jobs from predefined templates
  - c. On the fly creation of Job type templates
  - d. Define cost segments and cost codes for the Job
  - e. Allocate budgets for the Job or to individual cost codes
  - f. Option to either bulk upload or individually allocate cost code budgets
  - g. Manage multiple budget versions of proforma and actual budgets
  - h. Option to assign lender loan for the Job
  - i. Option to assign the rehab property units to a Job
  - j. Establish the cost code to lender category code mapping
  - k. Define the Payable, Retainage, and Work in progress accounts for the Job
  - l. Mark the final transaction budget version for the Job as construction budget
  - m. Lock budgets to prevent unauthorized modifications
  - n. Track progression of the Job through Job statuses
  - o. Quickly create similar Jobs through cloning
- 3.6. Contracts
- a. Create direct contracts or contracts for awarded bids
  - b. Generate, print, and send a contract by email
  - c. Contract search with a wide variety of filter criteria
  - d. Option to check budget against the current contract prior to submission
  - e. Set contract workflow and approval process depending on spend limit and user permissions
  - f. Option to dip from an annualized bucket of budgets

- g. Allow allocations in future fiscal years
- h. Allocate budgets for line items on the contract
- i. Change allocations before first invoice is received
- j. Option to reallocate budget across assets, general ledger code, fiscal years, and funds
- k. Specify the unit number on a line item of the order
- l. Option to select secondary vendor on the line item
- m. Option to specific lien waiver requirements
- n. Option to specify retainage percentages on contract line item
- o. Option to enforce vendor document requirements upon contract execution
- p. Audit user actions of the contract in workflow
- q. Audit progress of the contract
- r. Void contracts
- s. Add attachments to a contract
- t. Create a document using predefined templates to add to a contract
- u. Option to override tax requirements on contract line items depending on user type permissions
- v. Option to modify lien waiver and joint check on an executed contract
- w. Option to override vendor document requirements on the contract

### 3.7. Change Orders

- a. Create Change Orders for a Contract
- b. Allow allocations in future fiscal years
- c. Allocate budgets for line items on the Change Order
- d. Option to reallocate budget across assets, general ledger code, fiscal years, and funds
- e. Code a specific line item on the Order to a unit number
- f. Audit user actions of the Change Order in workflow
- g. Audit progress of the Change Order
- h. Add attachments to a Change Order
- i. Generate a Change Order document from a predefined template
- j. Option to clone a Change Order

### 3.8. Purchase Orders

- a. Order search by a wide variety of search criteria
- b. Create Purchase Orders for company vendors
- c. Generate, print, and send a purchase order by email
- d. Option to check the budget against the current purchase order prior to submission
- e. Set contract workflow and approval process depending on spend limit and user permissions
- f. Option to dip from an annualized bucket of budgets
- g. Allow allocations in future fiscal years
- h. Allocate budgets for line items on the contract
- i. Change allocations before the first invoice is received
- j. Option to reallocate budget across assets, general ledger code, fiscal years, and funds
- k. Code a specific line item on the order to a unit number
- l. Audit user actions of the order in workflow
- m. Audit progress of the order

- n. Void orders
- o. Add attachments to an order

### 3.9. Invoices

- a. Invoice search by a wide variety of search criteria
- b. Create Invoices
- c. Link multiple Invoices to an Order
- d. Link Invoices to Purchase orders, Contracts
- e. Option to copy over line items from an Order upon Invoice creation
- f. Perform budget checks against the current invoice prior to submission
- g. Option to withhold retainage for each line item on the Invoice
- h. Option to override tax requirements on Invoice line items
- i. Option to override retainage requirements on the Invoice line items
- j. Option to modify lien waiver/joint check during Invoice approval process
- k. Set contract workflow and approval process depending on spend limit, percentage variance to draw, and user permissions
- l. Allow allocations in future fiscal years
- m. Option to reallocate budget across assets, general ledger code, fiscal years, and funds
- n. Ability to print, or send Invoices by email
- o. Add attachments to an Invoice
- p. Option to attach a PDF image of the paper Invoice
- q. Option to link each Invoice record with a scanned invoice image URL
- r. Enforce receipt of goods for Invoices created by a particular user type
- s. Enforce PO linking during Invoice ROG approval for vendors requiring it
- t. Restrict Invoice approval until all lien waiver requirements are met
- u. Offset the budget on an Order (Purchase Order, Contract, Change Order) during the ROG approval process
- v. Option to define company configuration to allow automatic offset of an Invoice linked to a PO during Invoice ROG approval
- w. Option to define company configuration that allows ROG approving Invoice exceeding the PO
- x. Enable Invoices to offset allocations on contracts/orders in future fiscal years
- y. Void an invoice

### 3.10. Draws

- a. Package Invoices into Draws based on draw schedules
- b. Track Draw progress for the loan amount on the Job
- c. Track status of the draw schedule submitted to lender
- d. Generate a consolidated PDF copy of G-702 Application for payment, and the supporting Invoices
- e. Submit draw request to the lender
- f. Option to exclude costs not funded by the lender

### 3.11. Lien Waivers

- a. Define lien waiver requirements for a Job
- b. Create lien waivers
- c. Receive lien waivers and link lien waivers to Invoices

- d. Verify lien waiver requirements and amount during Invoice approval, Retainage approval process
  - e. User type controls on lien waiver creation, receipt, and linking to Invoices
- 3.12. Retainage
- a. Define and withhold Retainage for Invoices
  - b. Create Retainage release requests for Invoices with Retainage
  - c. Track Retainage amounts based on Retainage release requests approved
  - d. Workflow Approval process for Retainage release requests
  - e. Prevent approvals unless lien waiver conditions are met
  - f. Audit trail
  - g. User type controls on Retainage create, update, approval, reject
- 3.13. Lenders
- a. Manage lender Information
  - b. Define lender-specific loan categories
- 3.14. Loans
- a. Create lender loans
  - b. Assign loans to Jobs
  - c. Assign loan amount per lender category
  - d. Track progress of loan approval through loan statuses
  - e. Create draws against the loan
  - f. User type controls on loan create, update, approve, and close processes
- 3.15. Budget Controls
- a. Perform a budget check during the generation of a Purchase Order, Contract, and Invoice
  - b. Option to reallocate budget across assets, general ledger code, fiscal years, and funds
  - c. Bulk reallocate from multiple assets, G/L codes, fiscal years, and fiscal month through upload
  - d. Reallocate from a future fiscal year
  - e. Reallocate from past fiscal years
  - f. Import budgets from a Microsoft Excel spreadsheet
  - g. Option to require approvals on invoices which exceed the total of matched purchase orders by a specified percent variance
  - h. Option to require approvals on invoices which exceed the total of matched draws (in a contract) by a specified percent variance
- 3.16. Budget Changes
- a. Listing of budget change orders
  - b. Snapshot of budget change order approvals on the dashboard
  - c. Approval process for budget updates
  - d. Workflow for budget update requests
  - e. Option to fulfill budget increase requests through reallocation of budgets across cost codes
  - f. Option to fulfill budget increase requests through update budget
  - g. Budget approval process audit trail
  - h. User type controls for budget change order create and approval
- 3.17. Purchasing Associate Spending Controls

- a. Option to establish a monetary spending limit, per order or Contract, for each user type with purchasing authority
  - b. Option to notify the user, or an approver, if a user exceeds their spending limit
  - c. Option to require approval if a user exceeds their spending limit
- 3.18. Purchasing Associate Budget Update Controls
- a. Option to establish a monetary reallocation limit, per budget order, for each user type with budget change approval authority
  - b. Option to establish a monetary budget update limit, per budget order, for each user type with budget change approval authority
- 3.19. Vendor Information Management
- a. Save vendor information, including name, a unique vendor number, address, web site, status, contact, and customer number
  - b. Import vendors from a customer's accounts payable system
  - c. Import vendors from a tab delimited file
  - d. Define and track Secondary vendors
- 3.20. Online Approvals
- a. Generate email notifications when a purchase order or invoice requires approval
  - b. Shortcut for approvers to click a link embedded in an email message, to sign on and approve purchases
  - c. Option for approvers to forward a purchase approval decision to another approver through endorsement
  - d. Option for approvers to see all purchasing activity forwarded to them for approval
  - e. Approval history record kept for each Purchase order, Contract, Change order, and Invoice
- 3.21. User Types
- a. Group users into user types with a given set of responsibilities
  - b. Set up contract, change order, purchase order, and invoice workflow hierarchy per user type
- 3.22. Integration
- a. Import vendor information from PMC's accounting system
  - b. Import payment information from PMC's accounting system
  - c. Integrate with OpsInvoice
  - d. Integrate with OpsBuyer for a near real-time budget synchronization
- 3.23. Password Management
- a. Enforce complex password requirement
  - b. Lock account after 'x' failed attempts
  - c. Auto reset locked account after 'x' minutes
  - d. Change password enforcement after 'x' days
- 3.24. Reports
- a. Standard transaction reports
  - b. Standard budget reports
  - c. Standard and Ad hoc reports from the Integrated Custom report writer

#### 4. CALIFORNIA CONSUMER PRIVACY ACT OF 2018 ("CCPA") DATA PROCESSING STATEMENT

This CCPA Data Processing Statement applies to "Personal Information" of a "Consumer" as those terms are defined under the CCPA (referred to hereafter as "Personal Data") that RealPage processes

in the course of providing services under the Product Center (“Services”) governed by the Agreement to Customer.

RealPage understands the terms in this CCPA Data Processing Statement and agrees to comply with them. The terms of this CCPA Data Processing Statement will prevail in connection with the purpose and scope of this CCPA Data Processing Statement over any conflicting terms in the Agreement.

- 4.1. Customer’s Role. The Customer is a for profit entity that determines the purpose and means of processing Personal Data. Customer will provide Personal Data to RealPage solely for the purpose of RealPage performing the Services.
- 4.2. RealPage’s Role. RealPage shall provide the Services and process any Personal Data in accordance with the Agreement. RealPage may not retain, use, or disclose Personal Data for any other purpose other than for providing the Services and in performance of the Agreement.
- 4.3. Data Processing, Transfers, and Sales. RealPage will process Personal Data only as necessary to perform the Services, and will not, under any circumstances, collect, use, retain, access, share, transfer, or otherwise process Personal Data for any purpose not related to providing such Services. RealPage will refrain from taking any action that would cause any transfers of Personal Data to or from RealPage to qualify as “selling personal information” as that term is defined under the CCPA.
- 4.4. Sub-Service Providers. Notwithstanding the restrictions in Section 2.3, Customer agrees that RealPage may engage other Service Providers (as defined under the CCPA), to assist in providing the Services to Customer (“Sub-Service Providers”). RealPage carries out appropriate due diligence on each Sub-Service Provider and the arrangement between RealPage and each Sub-Service Provider is governed by a written contract which includes terms substantially equivalent to those set out in this CCPA Data Processing Statement.
- 4.5. Security. RealPage will use commercially reasonable security procedures that are reasonably designed to maintain an industry-standard level of security, prevent unauthorized access to and/or disclosure of Personal Data.
- 4.6. Retention. RealPage will retain Personal Data in accordance with Customer instructions, the terms of the Agreement, or any applicable law(s), whichever requirement is controlling under the circumstances. At the termination of this CCPA Data Processing Statement, or upon Customer’s written request, RealPage will either destroy or return Personal Data to the Customer, unless legal obligations require storage of the Personal Data.
- 4.7. Assistance with Consumers’ Rights Requests. If RealPage, directly or indirectly, receives a request submitted by a Consumer to exercise a right it has under the CCPA in relation to that Consumer’s Personal Data, it will provide a copy of the request to the Customer. The Customer will be responsible for handling and communicating with Consumers in relation to such requests.
- 4.8. Enforceability. Any provision of this CCPA Data Processing Statement that is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof. The parties will attempt to agree upon a valid and enforceable provision that is a reasonable substitute and shall then incorporate such substitute provision into this CCPA Data Processing Statement.