

**MEMORANDUM OF UNDERSTANDING  
REGARDING CONTRACT  
BETWEEN THE STATE OF TENNESSEE,  
DEPARTMENT OF GENERAL SERVICES  
AND  
JONES LANG LASALLE AMERICAS, INC.  
Agency Tracking No. 32101-00124, EDISON Record ID 36239 (the "Contract")**

This Memorandum of Understanding (this "Memorandum") is made and entered into as of this 17th day of February, 2017, by and between the **State of Tennessee, Department of General Services**, hereinafter referred to as the "State," and **Jones Lang LaSalle Americas, Inc.**, hereinafter referred to as the "Contractor." The following items are mutually understood and agreed by and between said undersigned parties:

1. Governance. Attached hereto as Exhibit A is: (i) the list of the Executive Steering Committee membership updated from the original Memorandum of Understanding dated the 28<sup>th</sup> day of June, 2013; (ii) the list of the Management Steering Committee membership updated from the original Memorandum of Understanding dated the 28<sup>th</sup> day of June, 2013.
2. Reports. Attached hereto as Exhibit B is: (i) the List of Reports modified from the Contract Amendment Number Two signed the 28<sup>th</sup> day of June, 2013.

This instrument may be executed in one or more counterparts. It shall be fully executed when each party whose signature is required has signed at least one (1) counterpart, even though no one (1) counterpart contains the signatures of all the parties to this instrument. Electronic, scanned or facsimile signatures shall have the same force and effect as original signatures.

IN WITNESS WHEREOF,

JONES LANG LASALLE AMERICAS, INC.

SIGNATURE

DATE

PRINTED NAME AND TITLE OF SIGNATORY (above)

STATE OF TENNESSEE

DEPARTMENT OF GENERAL SERVICES:

SIGNATURE

DATE

PRINTED NAME AND TITLE OF SIGNATORY (above)

**Exhibit A**

1.3 **Executive Steering Committee**

(a) **Membership.** The Executive Steering Committee will comprise the following personnel.

<b>State</b>	<b>Contractor</b>
<ul style="list-style-type: none"><li>○ Commissioner of Department of General Services</li><li>○ Deputy Commissioner of STREAM</li><li>○ COO &amp; Deputy Commissioner</li><li>○ CFO &amp; Deputy Commissioner</li><li>○ State Contract Manager</li></ul>	<ul style="list-style-type: none"><li>○ Account Oversight Executive(s)</li><li>○ Solutions Development Executive</li><li>○ Contract Alliance Director</li></ul>

1.4 **Management Steering Committee**

(a) **Membership.** The Management Steering Committee will comprise the following personnel:

<b>State</b>	<b>Contractor</b>
<ul style="list-style-type: none"><li>○ STREAM Energy Representative</li><li>○ Director of Office of Financial Management, CFO</li><li>○ State Contract Manager</li></ul>	<ul style="list-style-type: none"><li>○ Contract Alliance Director</li><li>○ Senior Facility Managers</li><li>○ Finance Manager</li><li>○ Procurement Manager</li></ul>

**Exhibit B**

**List of Reports**

Contractor shall provide to State the specified reports identified below. Such reports shall be provided on a regular basis as set forth below and in a format as mutually agreed upon by the Parties. The following reports shall be required:

<u>Service Line</u>	<u>Report Name</u>	<u>State Recipient</u>	<u>Frequency</u>
Finance	Financial Variance Analysis	Director of Office of Financial Management, CFO	Monthly
Finance	Financial Trend Analysis	Director of Office of Financial Management, CFO	Monthly
Procurement	Minority Vendor Spend Analysis	Chief Procurement Officer	Monthly
Operations	Work Order Trend Analysis	State Contract Manager	Monthly
Operations	Work Order Completion Analysis	State Contract Manager	Monthly
Operations	Work Orders – Customer Satisfaction	State Contract Manager	Monthly
Management	KPI Report	State Contract Manager	Monthly