



INFORMATION TECHNOLOGY

Reggie Horne
Interim Chief Information Officer

Gary Hewett
Deputy Chief Information Officer

To: Mr. Darrell White, Interim Director, Procurement

From: Mr. Reggie Horne, Interim CIO *RH*

Date: May 14, 2025

Subject: Request for Approval – ClearGov Digital Budget Book and Transparency Initiative

The Augusta Finance Department along with the Augusta Information Technology Department has been investigating options for the Finance Department to produce a digital budget book that will provide greater clarity into the City’s budget while at the same time ensuring all GFOA & ASBO guidelines are met. Additionally, the Finance Department and the IT Department have been investigating better options regarding financial transparency specifically in relation to how the funds within adopted budgets are being utilized.

Central Square is the City’s Financial/ERP system that is used across all City Departments and Offices for both financial and procurement purposes. ClearGov is an industry leader in the areas of budget life-cycle management, budget reporting, and financial transparency. Central Square and ClearGov have partnered together to create a seamless integration between their sperate products so that budgets and financial data within Central Square can be easily exported to and hosted within the ClearGov environment.

The total first-year cost to begin implementation of this solution in June 2025 is \$66,885.00 to be funded through capital contingency. Beginning in 2026, the yearly subscription costs will be \$75,780.00 to be funded through the Finance Department’s operating budget.

I am sending this request through Procurement for sole-source authorization. I am requesting sole-source approval as ClearGov is the only vendor capable of providing out-of-the-box integration with Central Square. Upon your review and approval, this item will be submitted to the Augusta Commission for final approval.

Thank you in advance for your consideration and response.

Approve/Deny: *D White*
Mr. Darrell White, Interim Director, Procurement

Date: *5/15/25*

Attachment



Print Form

Sole Source Justification (Reference Article 6, Procurement Source Selection Methods and Contract Awards, § 1-10-56 SOLE SOURCE PROCUREMENT

Vendor: ClearGov E-Verify Number: TBD

Commodity: Budget Book and Transparency

Estimated annual expenditure for the above commodity or service: \$ 66,885

Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

- 1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
2. SOLE SOURCE REQUEST IS FOR ONLY THE AUGUSTA GEORGIA AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
5. THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
6. NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.

Name: Reggie Horne Department: Information Technology Date: 5/14/2025

Department Head Signature: [Signature] Date: 5/14/25

Approval Authority: [Signature] Date: 5/15/25

Administrator Approval: (required — not required) Date:

COMMENTS: