

PROPOSAL

Cooper City, Florida

Accela Code Enforcement Record Project

Submitted by:

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Code Enforcement Record Project

Executive Summary

GovForce, Inc. (“GovForce”) proposes to provide professional services to the City of Cooper City (“CC”) to implement a Code Enforcement record within CC’s existing Accela environment.

This initiative will enable CC to manage Code Enforcement cases, assignments, inspections, and status tracking directly within Accela. GovForce will collaborate with CC stakeholders to validate operational requirements and configure the system to support the City’s Code Enforcement operations.

GovForce will utilize the City of Weston’s Code Enforcement record implementation as a baseline template, adapting the configuration, automation, and reporting to meet Cooper City’s specific operational needs.

Implementing a proven configuration significantly reduces implementation risk, shortens development time, and ensures CC benefits from a workflow model already successfully deployed within another Florida municipality.

The outcome of this engagement will be a fully configured and operational Code Enforcement record in Accela, supported by automation, reporting, and documentation necessary to support CC’s daily operations.

Leveraging GovForce’s prior implementation for the City of Weston allows Cooper City to benefit from a proven Code Enforcement configuration while reducing implementation time, cost, and risk.

CC has expressed urgency in having a functional Code Enforcement module built out in Accela as they are currently using paper to track code enforcement violations. With this need, GovForce has determined that a 2 phase approach will work best to get CC using Accela as quickly as possible.

Phase 1: Phase 1 will entail establishing an operational baseline Code Enforcement record so that CC can begin capturing data and track workflow statuses. GovForce will develop and deploy the Code Enforcement record which will include the workflow, custom fields, custom lists, and 2

required reports – Notice of Violation and Warning. GovForce will train staff to be able to use the Code Enforcement record in Accela. This will allow for CC Code Enforcement staff to begin using Accela, however notifications and other automations will still need to be manually performed by Code Enforcement employees.

Phase 2: This phase will involve deeper configuration of the Code Enforcement record so that CC can leverage more of Accela’s capabilities. GovForce will develop and deploy saved searches, additional reports that weren’t created in Phase 1, and configure ACA (Accela Citizen Access). GovForce will also develop SOP’s in this phase so that code enforcement users will have a reference to understand how the record works.

Scope of Work

GovForce will provide the following services (These services will be conducted over both Phase 1 and 2)

- Project management services throughout the engagement
- Onsite or virtual kickoff meeting with Cooper City stakeholders
- Discovery sessions with Code Enforcement leadership and power users
- Review of Cooper City’s existing Accela environment and configuration
- Review and validation of the City of Weston Code Enforcement template configuration
- Configuration of the Code Enforcement record including:
 - Record types and workflow stages
 - Status updates and automation scripts
 - User roles and assignments
 - Notifications and task routing
- Configuration of automation to reference Municode Code of Ordinances data
- Development and configuration of Code Enforcement SSRS reports (Notice of Violation and Warning in Phase 1, with remaining reports delivered in Phase 2)
- Development of Standard Operating Procedures (SOPs) documenting system usage
- User Acceptance Testing (UAT) preparation and training
- Coordination of system migration across Accela environments:
 - NonProd1
 - NonProd2

- Production
 - End-user training prior to Go-Live
 - Go-Live coordination and deployment
 - Post-implementation support (up to 20 hours or two weeks, whichever occurs first)

Project Approach

GovForce will utilize experienced Accela architects, developers, and project management professionals to deliver this engagement.

Work will be performed collaboratively with Cooper City stakeholders through structured workshops, configuration sessions, testing cycles, and validation meetings guided by industry best practices for Accela configuration, automation, integration, and reporting.

Quality assurance and executive oversight will be applied throughout the project lifecycle to ensure accuracy, completeness, and alignment with Cooper City's operational requirements.

The GovForce project manager will coordinate milestone approvals and ensure key stakeholders review configuration results during discovery, testing, and go-live preparation phases.

To provide the most efficient expertise-to-cost ratio, GovForce will strategically deploy a mix of senior and technical resources throughout the engagement.

Because this implementation builds upon the City of Weston Code Enforcement template, Cooper City will benefit from a configuration that has already been proven within a similar municipal environment.

Configuration Acceptance

Following User Acceptance Testing, Cooper City will review the configured Code Enforcement record and confirm that it aligns with the agreed requirements. Once accepted, the configuration will be promoted to the production environment. Requests for changes following production deployment will be considered post-implementation enhancements and may be addressed under a separate support agreement or change order.

Billing and Payment Terms

GovForce will invoice the Client upon completion of Project Initiation, Phase 1, and Phase 2 milestones as outlined in the Pricing, Phases, and Milestones table below.

Milestones are considered complete upon delivery of the associated work products and completion of review sessions with Cooper City stakeholders.

Phase 2 services may be initiated upon completion and acceptance of Phase 1 or through separate written authorization.

Payment terms are Net 30 days from the invoice date unless otherwise agreed in writing.

Any services requested outside the scope of this agreement will require written authorization and may be billed separately through a formal Change Order.

Pricing, Phases and Milestones

Phase	Milestone	Deliverables	Cost
Project Initiation			
N/A	Project Initiation, Assessment, Management	Conduct kickoff meeting with Cooper City stakeholders	\$5,777.46
		Establish project governance and communication procedures	
		Research and implement project management tools for the engagement	
		Review Cooper City Accela environment and Weston template configuration	
		General Coordination & Support throughout project	
Project Initiation Subtotal:			\$5,777.46
Phase 1 - Core Code Enforcement Deployment			
1	Discovery	Review existing Code Enforcement setup	\$561.22
	Solution Design	SSRS Report Design (NOV & Warning)	\$1,165.12
		Modify workflow for Cooper City needs	
		Create and confirm Go-Live schedule	
Development	Import Code Enforcement template	\$3,464.39	

2		Modify configuration to Cooper City needs		
		Configure core reports (NOV + Warning)		
		Configure Municode integration (core use)		
	Testing	Promote configuration NonProd1 → NonProd2	\$1,292.25	
		Conduct UAT training		
		Gather feedback / revisions		
		Final Demo		
	Go-Live	Preparation for training	\$1,937.92	
		End-user training		
		Coordinate Go Live		
		Production deployment (NonProd2 → Production)		
		Initial post-go-live support		
	Phase 1 Subtotal:			\$ 8,420.90
	Phase 2 – Enhancements & Expansion			
	2	Discovery	Discovery sessions to define additional reporting, Accela Citizen Access (ACA), and automation needs	\$719.84
Solution Design		SSRS report design - Remaining ~13 reports	\$1,122.44	
		Design ACA configuration		
		Design automation and notification requirements		
Development		Modify configuration and automations to support Phase 2 enhancements	\$6,176.54	
		Develop reports not created in Phase 1		
		Configure ACA (Accela Citizen Access)		
		Develop Standard Operating Procedures (SOPs)		
Testing		Promote configuration NonProd1 → NonProd2	\$5,412.33	
		Conduct UAT training for enhancements		
		Gather Feedback / Revisions		
		Final Demo		
Go-Live		Final User Training (enhancements)	\$5,730.33	

		Coordinate Go Live for Phase 2 enhancements	
		Production deployment (NonProd2 → Production)	
		Post-Enhancement Support	
		Phase 2 Subtotal:	\$19,161.89
		Total Project Cost:	\$33,360.25

Assumptions & Budget Management

- This proposal represents GovForce’s best estimate based on the current understanding of the project scope and requirements.
- GovForce will utilize the City of Weston Code Enforcement configuration as a baseline template, making modifications necessary to align with Cooper City’s operational requirements.
- Phase 1 is intended to provide a functional baseline system. Certain advanced capabilities, including additional reporting, automation, and ACA configuration, will be delivered in Phase 2.
- Work conducted in Phase 1 is expected to carry over seamlessly into Phase 2. Any requested rework of the configuration performed in Phase 1 after Phase 1 go live may require a change order.
- Data conversion from legacy system to Accela is not included in this scope – this work will be handled via the general support contract.
- It is assumed that Weston’s configuration closely aligns with Cooper City’s workflow; however minor adjustments may be required during discovery and testing.
- SOP documentation will be delivered as PDF guides describing how the configured record should be used by staff.
- Training is assumed for approximately 5 users.
- Any requests outside the defined scope will require a Change Order.
- Cooper City will provide timely access to required systems, documentation, and personnel.
- GovForce will require administrative access to the relevant Accela environments for configuration and migration activities.

Schedule

Based on GovForce's current workload and resource availability, the estimated duration to complete this engagement is approximately four (4) months from project kickoff, assuming timely collaboration and stakeholder availability.

Deliverables

- Configured Code Enforcement record in Accela
- Configured automation and workflow updates
- Configured SSRS reports
- User Acceptance Testing support
- Production deployment of the Code Enforcement record
- SOP documentation for staff usage
- Post-implementation support (20 hours or two weeks)

Continuing Support

Through completion of this engagement, GovForce will develop detailed familiarity with Cooper City's Accela configuration and operational workflows.

Following Go-Live, ongoing enhancements are commonly required, including:

- Workflow adjustments
- Script modifications
- Reporting enhancements
- Additional integrations
- System administration support

GovForce can provide ongoing support services under a separate agreement or follow-up proposal.

Acceptance

This proposal is valid for acceptance as written and reflects GovForce’s understanding of the requested services.

Work may commence upon written authorization from Cooper City.

GovForce, Inc.

Authorized Signature: _____

Name / Title: _____

Date: _____

Cooper City

Authorized Signature: _____

Name / Title: _____

Date: _____