



Board Summary: CivicPlus Statements of Work

Town of Cottage City, Maryland

Agenda and Meeting Management Select Pro (AMM Select) + CivicSend

AMM Select Q-123799-1 (expires August 31, 2026) | CivicSend Q-145529-1 (expires September 21, 2026)

Executive Summary

The Town of Cottage City is considering two CivicPlus Statements of Work. **AMM Select Pro** provides the agenda and meeting-management platform, AI Editing Assistant, and Conversion Pro Premium implementation and package components. **CivicSend** provides an ongoing communication creation and distribution module within Websites Central to support timely resident outreach from a centralized workflow. Together, the solutions support more efficient public-meeting administration and clearer, more consistent communication with residents. The combined initial-term investment is **USD 3,293.20**, consisting of **USD 2,293.20** for AMM Select and **USD 1,000.00** for CivicSend after the quoted Year 1 discount. The visible implementation line items are **USD 0.00**. The two quoted annual recurring service amounts total **USD 4,667.20** before uplift and remain subject to separate start dates, invoice schedules, renewals, and the stated 5% Year 2 uplift.

COMBINED INITIAL TERM	AMM SELECT SOW	CIVICSEND SOW
USD 3,293.20	USD 2,293.20	USD 1,000.00

Recommended Board Action

Approve the CivicPlus Statements of Work for AMM Select Pro and CivicSend in the combined initial-term amount of USD 3,293.20, consisting of USD 2,293.20 for AMM Select Pro and USD 1,000.00 for CivicSend, including the quoted USD 0.00 implementation line items, subject to each SOW's invoice, renewal, and annual uplift terms, and authorize the appropriate Town representative to execute both agreements.

Financial Summary

Financial Component	Amount / Quote Detail
AMM Select - One-time implementation line item	USD 0.00
AMM Select - Annual recurring services	USD 2,293.20
AMM Select - Total Investment - Initial Term	USD 2,293.20
CivicSend - List Price - Initial Term Total	USD 3,124.00
CivicSend - Year 1 Annual Fee Discount	USD -1,374.00
CivicSend - One-time implementation line item	USD 0.00
CivicSend - Annual Recurring Services	USD 2,374.00
CivicSend - Total Investment - Initial Term	USD 1,000.00
Combined Initial-Term Investment (calculated)	USD 3,293.20
Combined Annual Recurring Services (calculated)	USD 4,667.20
Year 2 Annual Totals	Not specified in either quote; each SOW states a 5% Year 2 uplift.

Key Quote Terms

Term	Quote Detail
Document type	Two separate CivicPlus Statements of Work (SOWs)
Quote numbers	AMM Select: Q-123799-1 CivicSend: Q-145529-1
Client / Bill to	Town of Cottage City, MD / COTTAGE CITY TOWN, MARYLAND
Salesperson	Theresa St. John theresa.stjohn@civicplus.com
Pricing approval dates	AMM Select: July 6, 2026 at 2:31 p.m. CivicSend: July 24, 2026 at 3:01 p.m.
Expiration dates	AMM Select: August 31, 2026 CivicSend: September 21, 2026
Payment terms	Net 30 under both SOWs
Initial terms	AMM Select: July 17, 2026 - July 16, 2027 CivicSend: 12 months beginning at signing
Invoice schedules	AMM Select: 100% invoiced on the Initial Term Start Date CivicSend: 100% invoiced upon the Signature Date
Renewal procedure	Each SOW renews automatically for one year unless 60 days notice is provided before its renewal date
Annual uplift	Each SOW states a 5% uplift to be applied in Year 2
Binding terms	Each SOW incorporates the CivicPlus Master Services Agreement and applicable Solution and Services terms
Purchase orders	May be used for internal administrative purposes only and do not modify the Binding Terms, agreement, or SOW
Effective date	Each SOW becomes effective on the date of its last signature

Notes for Board Review

- Both documents are Statements of Work and not invoices. CivicPlus will issue invoices according to the separate schedules stated in each SOW after execution.
- The AMM Select SOW lists the Conversion Pro Premium implementation, Conversion Pro Premium package, and AI Editing Assistant at USD 0.00. Its paid annual subscription and initial-term total are USD 2,293.20.
- The CivicSend SOW lists a USD -1,374.00 Year 1 annual fee discount, USD 0.00 implementation, and USD 2,374.00 in annual recurring services, producing a discounted initial-term investment of USD 1,000.00.
- The two annual recurring service amounts total USD 4,667.20 before uplift. Each SOW applies its own 5% Year 2 uplift and follows its own service and billing anniversary.
- The AMM Select SOW states a July 17, 2026 start date; if execution occurs after that date, the Town should confirm the intended service and billing start. CivicSend begins and is invoiced at signing.
- Each SOW renews automatically for one-year terms unless 60 days notice is provided before renewal. Authorized signatures and requested billing information are required, and purchase orders do not modify the governing terms.



Detailed Line-Item Summary

Every visible line item from both Statements of Work is shown below. Costs are presented exactly as listed in the applicable SOW.

Category	Quantity	Product Name	Quote Description	Cost / 12 Month Value	What it is and why it is necessary
One-time Implementation	1.00	AMM Select: Conversion Pro Premium Implementation	AMM Select: Conversion Pro Premium Implementation	USD 0.00	Implementation and conversion support for moving the Town into AMM Select. It supports an organized setup and transition so staff can begin using the meeting-management platform with less manual effort and implementation risk.
Recurring Feature	1.00	AMM Select: AI Editing Assistant	AMM Select: AI Editing Assistant	USD 0.00	An AI-assisted editing capability within AMM Select. It can help staff refine agenda and meeting content for clarity and consistency while staff retain responsibility for final review and publication.
Annual Subscription	1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 2,293.20	The annual subscription for AMM Select Pro. It keeps the agenda and meeting-management system available for ongoing staff workflows and public access to meeting information.
Conversion Package	1.00	Conversion Pro Premium Package	Conversion Pro Premium Package	USD 0.00	The packaged conversion component associated with premium implementation. It supports a structured transition of meeting content and configuration into AMM Select and is included at no additional charge.
Discount	1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	USD -1,374.00	The first-year fee reduction applied to CivicSend. It lowers the initial-term investment while the SOW separately identifies the ongoing annual recurring service amount.
One-time Implementation	1.00	CivicSend Implementation - Websites Central	CivicSend Implementation	USD 0.00	Configuration and onboarding for CivicSend within Websites Central. It supports an organized rollout and staff readiness, and the SOW lists it at no additional charge.
Annual Subscription	1.00	CivicSend Annual - Websites Central	CivicSend Annual	USD 2,374.00	The annual subscription for CivicSend, a communication creation and distribution module within Websites Central. It keeps the service active for centralized resident outreach and timely multi-channel updates.

Reconciliation note: AMM Select net line items total USD 2,293.20, matching Quote Q-123799-1. CivicSend net line items total USD 1,000.00 after the USD -1,374.00 discount, matching Quote Q-145529-1. The combined initial-term amount is USD 3,293.20. The CivicSend SOW also states a USD 3,124.00 list-price initial-term total but does not allocate that full list-price amount across the visible net line-item values.

Source and Accuracy Note: This summary is based on the uploaded CivicPlus quotes/Statements of Work. In the event of a discrepancy, the executed CivicPlus agreements and Statements of Work control.