



THIS IS NOT AN INVOICE

Order Form  
Prepared for  
Crest Hill IL Police Department

## Granicus Proposal for Crest Hill IL Police Department

### ORDER DETAILS

**Prepared By:** Ruth Gonzalez  
**Phone:** (847) 809-5692  
**Email:** ruth.gonzalez@granicus.com  
**Order #:** Q-352900  
**Prepared On:** 07 Oct 2024  
**Expires On:** 31 Oct 2024

### ORDER TERMS

**Currency:** USD  
**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)  
**Period of Performance:** The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

## PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Essentials Package 2 Setup and Configuration	Up Front	1 Each	\$0.00
GovQA - Online Training	Up Front	1 Each	\$0.00
Online Training – Users	Up Front	1 Each	\$0.00
Additional Storage Setup and Configuration	Up Front	1 Each	\$0.00
Invoicing Setup and Configuration	Up Front	1 Each	\$0.00
Public Records Platform Setup and Configuration	Up Front	1 Each	\$0.00
Redaction Setup and Configuration	Up Front	2 Each	\$0.00
Redaction Setup and Configuration	Up Front	2 Each	\$0.00
Redaction Setup and Configuration	Up Front	2 Each	\$0.00
SUBTOTAL:			\$0.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Essentials Package 2	Annual	1 Each	\$6,525.00
Hosted Data Storage (500 GB)	Annual	1 Each	\$0.00
Invoicing Module	Annual	1 Each	\$0.00
FOIA Module Non Enterprise	Annual	1 Each	\$0.00
Redaction License (per named user)	Annual	2 Each	\$0.00
Redaction License (per named user)	Annual	2 Each	\$522.00
Redaction License (per named user)	Annual	2 Each	\$0.00
SUBTOTAL:			\$7,047.00

- Once purchased data storage has been exceeded, data storage is billed in increments of 1TB over the purchased data storage amounts herein and will be assessed an additional annual fee of \$1,200.00 and billed in arrears. Storage is reviewed annually and is adjusted at the next annual renewal. Throughout the term of the contract Crest Hill IL Police Department is able to contact Granicus for a report on how much storage has been used.

## FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
Essentials Package 2	\$6,851.25	\$7,193.81
Hosted Data Storage (500 GB)	\$0.00	\$0.00
Invoicing Module	\$0.00	\$0.00
FOIA Module Non Enterprise	\$0.00	\$0.00
Redaction License (per named user)	\$0.00	\$0.00
Redaction License (per named user)	\$548.10	\$575.51
Redaction License (per named user)	\$0.00	\$0.00
<b>SUBTOTAL:</b>	<b>\$7,399.35</b>	<b>\$7,769.32</b>

**PRODUCT DESCRIPTIONS**

<b>Solution</b>	<b>Description</b>
Essentials Package 2	Essentials Package 2
Hosted Data Storage (500 GB)	Hosted Data Storage (500 GB)
Invoicing Module	Invoicing Module
FOIA Module Non Enterprise	FOIA Module Non Enterprise
Redaction License (per named user)	Redaction License (per named user)
GovQA - Online Training	GovQA - Online Training
Online Training – Users	Online Training – Users
Public Records Platform Setup and Configuration	FOIA Platform Setup and Configuration
Redaction License (per named user)	Redaction License (per named user)
Redaction License (per named user)	Redaction License (per named user)

## TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-352900 dated 07 Oct 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Crest Hill IL Police Department to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

## BILLING INFORMATION

<b>Billing Contact:</b>		<b>Purchase Order Required?</b>	<input type="checkbox"/> - No <input type="checkbox"/> - Yes
<b>Billing Address:</b>		<b>PO Number:</b> <i>If PO required</i>	
<b>Billing Email:</b>		<b>Billing Phone:</b>	

**If submitting a Purchase Order, please include the following language:**

*The pricing, terms, and conditions of quote Q-352900 dated 07 Oct 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.*

## AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Crest Hill IL Police Department	
<b>Signature:</b>	
<b>Name:</b>	
<b>Title:</b>	
<b>Date:</b>	

## Lisa Kikkert

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**From:** Harris Rosendahl <harrisr@justfoia.com>  
**Sent:** Wednesday, October 2, 2024 3:11 PM  
**To:** Lisa Kikkert  
**Subject:** RE: JustFOIA Pricing Review

**External Sender:** Use caution with links and attachments. Use caution when replying. If you are unsure please contact IT.

Hey Lisa,

Thanks for the time today! Since it comes to price, this is what I propose.

\$7,120-year 1 total for JustFOIA. Includes PRO implementation, configuration of up to 2 forms (not 1), Unlimited Users/Admins/Power Users.

Annual fee: \$6,750 with 5% escalator year over year  
Implementation fee: \$370 for dynamic fields/deflections tool

One thing I want to be very clear on is support. We are removing the Admin Assistance package, but that is NOT support. Support comes included with your JustFOIA package, please see below for the blurb that's on your proposal I sent over a few months ago. Part of the initial proposal I provided had a one-time fee for redaction exemption code configuration. I removed that, you'll be trained on how to do that, so you'll be able to do that as your system goes live. For a 2<sup>nd</sup> form, most commonly the City Clerk ends up using it. We can keep the systems totally separate so there's no mix up in requests and you maintain security. You can also use it for subpoena requests or another type of request if you want both forms to be leveraged by PD.

**“Technical Support:** JustFOIA Technical Support is provided for all clients through the online support center, by email (support@JustFOIA.com), or by telephone (800-342-2633), during business hours of 8 a.m. to 8 p.m. Eastern Time. Technical Support covers Solution break/fix support, version updates, and continued educational resources including the Training center for JustFOIA.” Tech Support is all located onshore at our HQ in Tallahassee.

Thanks and I look forward to hearing from you at the end of the month!

Harris

**Harris Rosendahl**  
Solution Consultant



Direct: [850.655.6857](tel:850.655.6857)  
Support: [866.942.0464](tel:866.942.0464)  
[harrisr@justfoia.com](mailto:harrisr@justfoia.com)  
[justfoia.com](http://justfoia.com)

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**From:** Lisa Kikkert <lkikkert@cityofcresthill.com>  
**Sent:** Thursday, September 26, 2024 12:47 PM  
**To:** Harris Rosendahl <harrisr@justfoia.com>  
**Subject:** RE: JustFOIA Pricing Review



## PRICING



3717 Apalachee Parkway, Suite 201

Tallahassee, FL 32311

866.761.5301

850.564.7496 fax

**Client Name:** City of Crest Hill

**Quote Date:** May 15, 2024

**Client Address:** 1610 Plainfield Rd. Crest Hill, IL 60435

**Proposal Number:** 31731

**Proposal Type:** New JustFOIA System

**Product Description:**

**JustFOIA ANNUAL RECURRING SERVICES**

	Qty.	Unit Cost	Total
<input checked="" type="checkbox"/> JustFOIA Pro Tier 2: 10,000-29,999 Population	1	\$6,750.00	\$6,750.00
<input checked="" type="checkbox"/> Unlimited Admins, Power Users & General Users	1	Included	Included
<input checked="" type="checkbox"/> 3 TB of Storage	1	Included	Included

**JustFOIA SUPPLEMENTAL SUPPORT SUBSCRIPTION**

<input checked="" type="checkbox"/> JustFOIA Administration Assistance	1	\$1,386.00	\$1,386.00
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*Up to 10 hours of JustFOIA staff time to be used post-implementation for training, consultation, configuration or adjustments to workflows. Hours expire when subscription period ends.*

**SUBTOTAL - RECURRING ANNUAL SERVICES**

**\$8,136.00**

**Service Description:**

**JustFOIA SERVICE PACKAGES**

	Qty.	Unit Cost	Total
<input checked="" type="checkbox"/> Pro Implementation	1	Included	Included
<input checked="" type="checkbox"/> Configuration of 1 Request Form	1	Included	Included
<i>1. Law Enforcement Records Requests</i>			
<input checked="" type="checkbox"/> Redaction Exemption Codes Configuration	1	\$1,500.00	\$1,500.00
<input checked="" type="checkbox"/> Dynamic Fields Configuration (up to 10/package)	1	\$370.00	\$370.00

**SUBTOTAL - ONE-TIME SERVICES**

**\$1,870.00**

**YEAR 1 ORDER COST**

**\$10,006.00**

*This is not a formal quote.*

**This is NOT an invoice. Please use this confirmation to initiate your purchasing process.**

**NOTE:** *The information presented in this document is based on the results of JustFOIA's and Client's collaborative preliminary discovery thus far. As planning and discovery continue, the project scope and costs may change to meet the specific needs of Client. **JustFOIA will provide an official Order with its Assumptions, Terms & Conditions for review and approval prior to the start of any project.***

## **RECURRING SERVICES**

The Recurring Services portion of this Order will systematically renew unless written notice of termination has been provided per the Master Agreement. An annual increase of **5%** will be applied to the prior year's billed amount (excluding any initial or one-time discounts).

## **SALES TAX**

Sales tax will be invoiced where Client is not exempt and/or has not communicated its tax status to JustFOIA. Sales tax is not included in the fee quote above.

## WHAT'S INCLUDED WITH JustFOIA PRO?

FEATURES & SERVICES	Pro
<b>Security &amp; Compliance</b>	
SOC 2 Certified Organization Partner	✓
Annual Employee Certified CJIS & HIPAA Training	✓
ADA/Section 508 Compliant	✓
CJIS ACE Seal of Compliance	✓
Secure Hosting on Microsoft Azure Government Cloud (FedRAMP Authorized at Level High)	✓
Texas Risk and Authorization Management Program (TX-RAMP) Certified Cloud Product	✓
System Updates	✓
Single Sign-On (SSO)	+
<b>Data Storage &amp; Users</b>	
Standard Data Storage	3 TB
Unlimited Administrators, Power Users, General Users, & Viewers	✓
<b>Requester Experience</b>	
One (1) Configurable Public Portal for Requesters to Submit & Track Requests	✓
Search Archive to Allow Requesters to Search Previous Requests	✓
Dynamic Form Fields (e.g., conditional fields or messages)	✓
<b>User Experience</b>	
Retention Schedules	✓
Configurable Workflow for User(s)/Department(s) to Work Concurrently	✓
DirectRoute Workflow	+
Notifications, Reminders & Alerts	✓
In-App Internal & External (Requester) Communication Tools	✓
In-App Redaction with Auto-Redaction (Unlimited Users)	✓
Unlimited File Size in Release to Requester	✓
Any & All Document Management with .PST File Extraction, Response Doc Folder Organization, In-App Document Viewer & Batch Auto-Redaction	+
Time & Materials Tracking	✓
Invoicing Module	✓
Payment Portal for Credit Card Processing	+
Laserfiche Integration for Importing/Exporting Files	+
Reporting Dashboard	✓
Standard & Custom Reports through Advanced Reporting	✓
<b>Training/Onboarding</b>	
Dedicated Project Lead	✓
Live, Remote Administrator & Power User Training	✓
Live, Onsite Administrator & Power User Training	+
Two-Week Hypercare Period after Go-Live	✓
24/7/365 Training Center LMS with Client-Specific & General Trainings & Videos	✓
<b>Client Service &amp; Support</b>	
Live Technical Support from 8 a.m. to 8 p.m. Eastern	✓
Dedicated Client Success Specialist	✓
Monthly Webinars	✓
JustFOIA Administration Assistance Hours	+

✓ Included + Optional