

City of Dillingham Action Memorandum Agenda of: March 2, 2023

2023-05
Action Memorandum No. _____

Subject:
Confirm the Purchase of Questica Budget Software

City Manager: Recommend Approval

Signature: *Lauri Goodell*

Fiscal Note: Yes No **Funds Available:** Yes No

Other Attachments:

- Questica Budget quote
- ClearGov Budget quote

Summary Statement:

Several of the City Council strategic planning goals were budget oriented. Having this software will assist the Finance Director to:

- Meet strategic planning goals
- Improve project transparency for departments, council and public
- Improve efficiency and reduces errors
- Budget book will provide support for GFOA best practices
- Support 3-5 year budget process

Integration of the program will occur over 90 days. Full use is anticipated over the next six months.

DMC 4.30.080 Contracts/purchases of eight thousand dollars to twenty-nine thousand nine hundred ninety-nine dollars.

D. City Council Approval. The city manager shall review all quotations and award the contract or purchase in writing. The city manager shall notify the city council of the award of such contract or purchase at the next regular city council meeting.

This purchase is not in the current budget, however funds are available and shown in the fiscal note.

5 year contract commitment:
Year 1 \$24,625; Year 2 \$20,475; Year 3 \$21,498.75
Year 4 \$22,573.69; Year 5 \$55,702.37

Action Memorandum No. 2023-05

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on _____.

Mayor

ATTEST:

[SEAL]

City Clerk

Route to	Department Head	Date
	Finance Director	
	Public Works Director	
X	City Clerk	

City of Dillingham
Fiscal Note

Agenda Date: March 2, 2023

Questica - Budget proposal software

ORIGINATOR: Finance Director

FISCAL ACTION (TO BE COMPLETED BY FINANCE)		FISCAL IMPACT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
AMOUNT REQUESTED: \$112,875		FUNDING SOURCE City of Dillingham	
FROM ACCOUNT 1000 7920 10 29 0000 0 IT - Software		Project Provide budget software for the city	
TO ACCOUNT:		VERIFIED BY: Anita Fuller	
		Date: 2/24/2023	

EXPENDITURES

OPERATING	FY23	FY24	FY25	FY26 & FY27
1000 7920 10 29 0000 0	\$24,625	\$ 20,475.00	\$ 21,498.75	\$ 46,276.06
TOTAL OPERATING	\$ 24,625.00	\$ 20,475.00	\$ 21,498.75	\$ 46,276.06

CAPITAL	\$ -			
---------	------	--	--	--

REVENUE	-			
---------	---	--	--	--

FUNDING

Dock	\$ -			
IT	\$24,625	20,475.00	21,498.75	46,276.06
TOTAL FUNDING	\$ 24,625.00	\$ 20,475.00	\$ 21,498.75	\$ 46,276.06

POSITIONS

Full-Time				
Part-Time				

Analysis: (Attach a separate page if necessary)
cost not covered in current FY23 Budget

Questica proposal

PREPARED BY: Anita Fuller

February 24, 2023

DEPARTMENT: Finance

APPROVED BY: _____



Questica Budget Proposal

CITY OF DILLINGHAM – FEBRUARY 2023

Prepared By: Chris Olsen

Prepared On: February 24, 2023





PRICING NOTES

Quotation ID#: City of Dillingham – February 24, 2023

Pricing valid through: **April 30, 2023**

- ◆ Questica annual subscription is based on a 5-year term
- ◆ Questica annual subscription has been discounted to \$14,625 in year 1
- ◆ Questica will apply a 5% inflationary increase beginning in year 2

Questica Annual Fees

- Year 1 is \$24,625.00 (SaaS and Professional Services)
- Year 2 is \$20,475.00 (includes 5% increase)
- Year 3 is \$21,498.75 (includes 5% increase)
- Year 4 is \$22,573.69 (includes 5% increase)
- Year 5 is \$23,702.37 (includes 5% increase)
- Total 5 Year contract is \$112,874.81

Above pricing in US Dollars. Applicable Taxes Extra. Pricing is not applicable in response to a formal RFP Process.

Terms of Payment

- ◆ **Software:**
 - 100% upon Contract Effective Date (Net 30)
 - Year 2 due 365 days from Contract Effective Date and annually thereafter
- ◆ **Professional Services:**
 - 100% upon Contract Effective Date (Net 30)
- ◆ **Additional Professional Services** are available upon request at Questica's then current hourly rate, currently set at \$250/hr.



Service Order

2 Mill & Main; Suite 630; Maynard, MA 01754

Created by	Shane Barrett
Contact Phone	205-451-8517
Contact Email	sbarrett@cleargov.com

Order Date	Feb 21, 2023
Order valid if signed by	Mar 15, 2023

Customer Information					
Customer	City of Dillingham, Alaska	Contact	Anita Fuller	Billing Contact	Anita Fuller
Address	141 Main St.	Title	Finance Director	Title	Finance Director
City, St, Zip	Dillingham, AK 99576	Email	anita.fuller@dillinghamak.us	Email	anita.fuller@dillinghamak.us
Phone	907-842-5211			PO # (If any)	

The Services you will receive and the Fees for those Services are...			
Set up Services		Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions		Tier 2	\$ 9,000.00
ClearGov Setup Bundle Discount: Discount for bundled solutions		Tier 2	\$ (3,600.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME			\$ 5,400.00
Subscription Services		Tier	Service Fees
ClearGov Operational Budgeting - Civic Edition		Tier 2	\$ 12,700.00
ClearGov Personnel Budgeting - Civic Edition		Tier 2	\$ 12,100.00
ClearGov Capital Budgeting - Civic Edition		Tier 2	\$ 8,500.00
ClearGov Digital Budget Book - Civic Edition		Tier 2	\$ 7,750.00
ClearGov Transparency - Civic Edition		Tier 2	\$ 6,950.00
ClearGov Budget Cycle Management Bundle Discount: Discount for bundled solutions		Tier 2	\$ (21,600.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE			\$ 26,400.00

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
Setup	Apr 1, 2023	Apr 1, 2023	ClearGov Setup Services
Initial	Apr 1, 2023	Mar 31, 2026	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Apr 1, 2023	\$5,400.00	One Time Setup Fee
Apr 1, 2023	\$26,400.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth here		
Billing Terms and Conditions		
Valid Until	Mar 15, 2023	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.
Initial Period Rate Increase	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
Rate Increase	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions

Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

Customer	
Signature	
Name	Anita Fuller
Title	Finance Director

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Customer Upgrades (ClearGov internal use only)			
This Service Order is a Customer Upgrade	No	If Yes: Original Service Order Date	

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
- ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
- ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
- After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
- Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.