



Board Summary and Line-Item Explanation

CivicPlus Statement of Work - Agenda and Meeting Management

To	City of Lathrup Village Board
From	Theresa St. John
Date	August 14, 2026
Subject	CivicPlus Statement of Work Q-138898-1

Executive Summary

This document summarizes CivicPlus Statement of Work Q-138898-1 for the City of Lathrup Village, MI. The SOW covers AMM Select for agenda and meeting management, including implementation support, annual subscription services, and an optional AI Editing Assistant listed at no charge. The quoted year-one total is USD 5,400.00, with no one-time fee shown and annual recurring services of USD 5,400.00. The initial term runs from 4/1/2027 through 3/31/2028.

Recommended Board Action: Approve the CivicPlus Statement of Work for AMM Select in the amount of USD 5,400.00, including USD 0.00 in one-time fees and USD 5,400.00 in annual recurring services, and authorize the appropriate representative to execute the agreement.

Why This Is Being Considered

Need	How the proposal addresses it
Agenda and meeting setup	Configures up to 6 existing meeting types, up to 6 existing boards, approval workflows, and an existing staff report.
Staff readiness	Includes 4 hours of group training, 1 hour of consulting, and recorded training resources to support implementation.
Ongoing service continuity	The recurring annual fee keeps AMM Select active and supported after go-live.
Optional AI assistance	The AI Editing Assistant is included at USD 0.00 and can help staff generate, summarize, rewrite, or polish agenda and meeting text.
Clear renewal terms	The SOW states the invoice schedule, automatic renewal process, and 5% annual uplift beginning in year 2.

Financial Summary

The quote presents a single year-one recurring charge, one no-cost implementation line, and a no-cost optional AI feature.

Year / Item	Annual Subscription	One-time Fees	Annual Total
Year One	USD 5,400.00	USD 0.00	USD 5,400.00
Annual Recurring Services	USD 5,400.00	-	USD 5,400.00
Annual Uplift	5% beginning in year 2	-	Not separately priced



Key Quote Terms

Item	Detail
Quote number	Q-138898-1
Client	City of Lathrup Village, MI
Bill to	LATHRUP VILLAGE CITY, MICHIGAN
Quote date	July 10, 2026, 2:07 PM
Approval date	Not specified
Expiration date	10/30/2026
Salesperson	Theresa St. John
Payment terms	Net 30
Initial term	4/1/2027 - 3/31/2028
Renewal term	4/1 each calendar year
Invoice schedule	100% invoiced on initial term start date
Renewal procedure	Automatic 1-year renewal unless 60 days' notice is provided prior to renewal date
Annual uplift	5% to be applied in year 2
Binding terms	CivicPlus Master Services Agreement and applicable Solution and Services terms at civicplus.help/hc/en-us/p/legal-stuff
SOW status	This document is a Statement of Work, not an invoice

Notes for Board Review

- This document is a Statement of Work rather than an invoice, and the quote states that invoicing follows the schedule in the SOW.
- The implementation includes configuration, group training, consulting, and recorded training resources needed to launch AMM Select.
- The AI Editing Assistant is shown at no charge, so it does not change the year-one total.
- The agreement renews automatically unless notice is given, and the annual uplift begins in year 2.



Detailed Line-Item Summary

The table below lists each quoted line item, the 12-month value shown, and a plain-language explanation of why it is needed for the project.

Category	Qty	Product / Service	Quote Description	Cost / 12-Month Value	What it is and why it is necessary
One-time	1.00	AMM Select: Conversion Pro Premium Implementation	Includes config. of up to 6 existing meeting types, up to 6 existing boards, 1 approval workflow per existing meeting type, 1 existing staff report, access to 4h of group training, 1h of consulting and recorded training resources	USD 0.00	This sets up AMM Select for the City's existing meeting types and boards. It is needed to configure workflows, staff reporting, and training so the system can go live.
Recurring	1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee	USD 5,400.00	This is the recurring subscription for AMM Select. It is needed to keep the agenda and meeting management service active and supported each year.
Recurring	1.00	AMM Select: AI Editing Assistant	AI Editing Assistant is an optional AMMS feature that enables authorized users to enhance agenda and meeting content using integrated AI tools to generate, summarize, rewrite, or polish text in fields like item descriptions, fiscal info, and minutes.	USD 0.00	This optional feature helps staff draft and refine agenda and meeting content more quickly. The quote shows it at no charge, so it can be enabled without affecting the year-one total.

The line-item values reconcile to the quoted year-one total of USD 5,400.00.

Source And Accuracy Note

This summary is based on the uploaded CivicPlus quote/Statement of Work. In the event of a discrepancy, the executed CivicPlus agreement and Statement of Work control.