

AGENDA STAFF REPORT



MEETING NAME: REGULAR BOARD MEETINGS
MEETING DATE(S): OCTOBER 17 & 21, 2024
FROM: ARTURO CEJA – DIRECTOR OF FINANCE
FOR: ACTION X DIRECTION INFORMATION

AWARD OF CONTRACT AGREEMENT WITH OPENGOV FOR BUDGETING & PLANNING AND PROCUREMENT SOFTWARE

STAFF RECOMMENDATION

Authorize the General Manager to execute a three-year contract agreement with OpenGov for budgeting, planning, and procurement software in the amount of \$191,993.18, plus 10% for staff time and a 10% contingency, totaling \$230,391.82 and authorize the General Manager to do all the things necessary to complete the project.

SUMMARY

During the fiscal year, the Board approved a new Contracts Analyst position, which was filled in March 2024. A major reconciliation of various contracts, agreements, Memoranda of Understanding (MOU), Letters of Intent (LOI), Master Services Agreements, and Service Level Agreements to name a few, is being completed. Additionally, some major projects involve prevailing wages and labor compliance. Staff require a robust program that offers more capabilities than the limited tracking currently done in Excel and Microsoft Calendar.

Additionally, as budget data becomes more relevant and with the Board's continued support for transparency, we require an efficient system that provides reports. OpenGov attended the CSDA conference and presented how their budget software has improved operations for other agencies. The software is compatible with the District's ERP system and can provide reports and prepare the annual budget submitted to the GFOA for the Distinguished Budget Award.

ANALYSIS

On July 29, 2024, the Director of Finance started to search for software that can help with the Annual Budget Process. After speaking with several agencies and meeting OpenGov staff at CSDA, it is evident that they offer solutions to the aforementioned issues. OpenGov's procurement program that includes project solicitations to contract management is also far beyond what other companies offer.

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

Under GASB 96, the first year's cost of implementation and software must be capitalized and depreciated. A capital job of \$136,505.11 covering these costs must be created. The remaining software costs will be charged out of the FY26 and FY27 operating costs at \$45,888.15 and \$47,998.03, respectively. This action is consistent with Strategic Plan Goals #1.2, #3.3, #6.1 and #7.1.

ATTACHMENTS

Project Plan Letter and Partnership Investment Summary
Statement of Work
Quote
Master Services Agreement

FINANCIAL DATA		
Cost Associated with this action:	\$230,391.82	
Current FY cost:	\$136,505.11	
Future FY cost:	\$93,886.71	
Is it covered in current year budget:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Budget adjustment needed:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
If yes, year needed:	FY 2024-2025	
All previous contracts including dates, amounts and board approvals are attached or have been made available.		
FUNDING SOURCES		
Source of funds:	Operating	
BID/Job#	New Job #	
Current BID/Job balance	\$0	
Balance remaining if approved:	\$230,391.82	