

**AGENDA  
ITEM**

**6**



# AGENDA STAFF REPORT

**DATE:** May 1, 2019

**TO:** Mayor and City Council

**APPROVED BY:** David B. Dale, City Manager *D.B. Dale for D.D.*

**PREPARED BY:** Karla E. Lobatos, Finance Director *Ke*

**SUBJECT:** Contract Agreement for One Year with Springbrook Software for Licensed Software and Support of its Governmental Financial Municipal Services

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## Recommendation:

It is recommended that the City Council authorize the City Manager to execute all necessary documents for a contract and to approve a budget allocation of \$4,594.25 per month for the term of one (1) year, (May 2019 to May 2020), for software licenses, on-going maintenance and implementation of the Springbrook Software, Inc. suite of governmental financial software services.

## Background:

In 2014 the City of Calexico changed their municipal governmental software system from MOM System to Springbrook Software. The much newer Springbrook Software system, become a more cost effective system over time. Springbrook is cloud-based system, which offers more transparency by making more data available to citizens, businesses, and staff through the cloud-based processing. The Springbrook Software allows for the reduction of paperwork and reduces the cost of printing, usage of equipment, and staff time.

## Discussion & Analysis:

Springbrook Software has assisted the City in their financial functions, and their budgeting related tasks. Springbrook Softer has provided a major upgrade in the City's financial systems since the 2014 conversion from the MOM System.

## Fiscal Impact:

\$4,594.24 for 12 months (\$55,131.00 for one (1) year) to be to be budgeted into General Fund.

## Attachments:

1. Springbrook Software Contract.

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CALEXICO, CA – ORDER FORM

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**CALEXICO, CA- CITY OF**  
**2/14/2019**

Springbrook Operations Team  
operations@sprbrk.com



CALEXICO, CA – ORDER FORM

<i>Product</i>	<i>Amount</i>	<i>Comments</i>
Human Resources Management	\$1,809.00	10/31/2019-5/8/2020 (Annualized cost \$3,476)
Finance Suite	\$53,322.00	5/9/2019-5/8/2020
	<b>\$55,131.00</b>	



## CALEXICO, CA – ORDER FORM

Order Detail	
General Information	
Customer Name	CALEXICO, CA- CITY OF
Customer Contact	
Customer Address	CALEXICO, CA- CITY OF 608 HEBER AVE CALEXICO CA 92231
Governing Agreement(s)	This Order Form is governed by the applicable Springbrook terms found at: <a href="https://accela.box.com/v/sprbrk-saas-terms">https://accela.box.com/v/sprbrk-saas-terms</a> .
Term(s):	9 MAY 2019 – 8 MAY 2020
Order Terms	
Order Start Date	Unless otherwise specified in the Special Order Terms: - Software Licenses & Subscriptions start on the date of delivery by Springbrook; and - Maintenance, Hosting and Support start on Springbrook's delivery of the software hosted and/or supported.
Order Duration	Unless otherwise specified in the Special Order Terms: - Any Software Licenses or Hardware are one-time, non-refundable purchases. - Subscriptions, Maintenance, Hosting and Support ("Recurring Services") continue from the Order Start Date through the number of months listed in this Order Form (or if not listed, twelve (12) months). - Fees for Recurring Services will be subject to an automatic annual increase by five percent (5%) of the prior year's Recurring Fees ("Standard Annual Price Increase").
Special Order Terms	- In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction. - As applicable, Springbrook Holding Company, LLC shall replace any previously used Springbrook contracting entities as successor in interest of Springbrook. - As applicable, unless otherwise specified in this order form (e.g., as a result of the purchase of additional modules and/or conversion to SaaS, in each case to be agreed upon in writing between Springbrook and Customer), Customer shall have the same rights to Springbrook's Software based on Springbrook's new, consolidated SKUs that would otherwise exist as the result of a contract renewal between Springbrook and Customer.
Payment Terms	
Currency	USD
Invoice Date	Unless otherwise stated in the Special Payment Terms, Invoice for the Grand Total \$ above will be issued on the Order Start Date.
Payment Due Date	Unless otherwise stated in the Special Payment Terms or the Governing Agreement(s), all payments are due on the Invoice Date and payable <b>net 30 days</b> .
Special Payment Terms	None unless otherwise specified in this section.



**CALEXICO, CA – ORDER FORM**

Accounts Payable Contact Information <i>(Required)</i>			
First Name		Last Name	
Title			
Phone Number			
Email Address:			
Billing Address			
Delivery Address			
Method of Invoicing	All invoices will be sent electronically to the Email Address provided above unless otherwise specified in Special Invoicing Needs.		
Special Invoicing Need			
Signature Section <i>(Required)</i>			
Vendor	Springbrook Holding Company, LLC	Customer	CALEXICO, CA- CITY OF
Signed By		Signed By	
Date		Date	
Title of Authorized Signatory		Title of Authorized Signatory	
Name (Print) of Authorized Signatory	Doug Smith	Name (Print) of Authorized Signatory	Karla Lobatos
Additional Signatures Section <i>(Optional)</i>			
Customer		Customer	
Signed By		Signed By	
Date		Date	
Title of Authorized Signatory		Title of Authorized Signatory	
Name (Print) of Authorized Signatory		Name (Print) of Authorized Signatory	
Purchase Order Reference <i>(Optional)</i>			
If Customer requires PO number on invoices, it <b>must</b> be provided to the right and Customer <b>must</b> provide Springbrook copy of the PO prior to invoice issuance. If no PO number provided prior to invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.			PO# <i>(If required):</i>