



## FINANCE DEPARTMENT

Date: November 16, 2022  
To: Mark Berman, City Attorney  
Via: Suzette Sibble, Assistant City Manager  
From: Karen Santen, Finance Department, Grants Coordinator  
Subject: Request for Ordinance – Master Subscription and Service Agreement with eCivis, Inc.

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The Finance Department is requesting an ordinance, approving and authorizing the proper City officials to enter into a Master Subscription and Service Agreement between the City of Pompano Beach (the “City”) and eCivis, Inc. This Agreement is the result of renegotiations of the terms of the City’s previous Agreement with eCivis approved by Commission via Resolution No. 2014-304 and amended via Ordinance 2020-12. The City will continue to have five licensed users. The renewed Agreement will remain valid through the contract subscription period of 10/31/2025 at which time it can be re-negotiated. The three-year subscription rate is \$10,000 per year.

Please prepare the appropriate Ordinance. For your convenience, I have attached a copy of the Agreement and have prepared a sample request for the ordinance. If you need additional information or have any questions, please contact me at extension 4926.

Thank you.

### Software functions and elements:

- Provides alerts for Notices of Funding Availability (NFA) for grant funding opportunities which is shared with City staff
- Tracks all grant activity and commitments at an organizational, departmental and project level
- Automatic reminders and alerts of due dates to ensure compliance with grant requirements
- Centralized access to information to assist with internal audits and single-audit preparation
- Migration of all City grant information into one source

Benefits:

- Allows users from different levels to see a project's current status and upcoming activity enter Research function allows users to receive alerts when NFAs are released for grant funding opportunities
- Ensures that critical tasks and deadlines are not missed
- Improves accuracy and eliminates redundant processes
- Ensures clear communication across multi-departments
- Centralizes reports for internal and external use