

Meeting Date: March 22, 2016

Agenda Item

# 12

REQUESTED COMMISSION ACTION:

☒ Consent ☐ Ordinance ☒ Resolution ☐ Consideration/Discussion ☐ Presentation

SHORT TITLE A RESOLUTION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND  
AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A FIRST AMENDMENT  
TO THE MASTER SUBSCRIPTION AND SERVICE AGREEMENT, CONTRACT NO. 8410,  
BETWEEN THE CITY OF POMPANO BEACH AND ECIVIS, INC.; PROVIDING AN  
EFFECTIVE DATE.

Summary of Purpose and Why:

Summary: The Development Services Department, with the coordination of other city departments, is seeking to execute a First Amendment to the Service Agreement contract No. 8410, approved by Commission in Resolution No. 2014-304. The Amendment will add a tracking and monitoring upgrade which will complement the eCivis research software currently being used. The Amendment will also decrease the current number of licensed users from ten to five. The current Agreement will remain valid through the contract subscription period of 9/8/2016 at which time it will be re-negotiated. This Amendment will not incur changes to the current subscription rate and is a supplement to the Service Agreement with eCivis (costing \$3,000) which is also being considered for Resolution on March 22, 2016.

- (1) Origin of request for this action: Development Services Department  
(2) Primary staff contact: Robin Bird/Karen Santen Ext. 7834  
(3) Expiration of contract, if applicable: 9/8/2016  
(4) Fiscal impact and source of funding: NA

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE
Dev. Services	<u>2/22/2016</u>	<u>Approval</u>	<u>Memo #16-094</u>
City Attorney	<u>3-14-16</u>		

☒ City Manager

ACTION TAKEN BY COMMISSION:

<u>Ordinance</u>	<u>Resolution</u>	<u>Consideration</u>	<u>Workshop</u>
1 <sup>st</sup> Reading	1 <sup>st</sup> Reading	Results:	Results:
2 <sup>nd</sup> Reading			

# MEMORANDUM

## Development Services

MEMORANDUM NO. 16-094

DATE: February 22, 2016  
TO: Mark Berman, City Attorney  
VIA: Robin M. Bird, Development Services Director *8/6 for RB*  
FROM: Karen Santen, Development Services, Grants Coordinator *KS*  
RE: Request for Resolution – Amendment to Service Agreement with eCivis

The Development Services Department, with the coordination of other city departments, is seeking to amend the City's original eCivis Agreement, approved by Commission in Resolution No. 2014-304. The Amendment will add a tracking and monitoring upgrade which will complement the eCivis research software currently being used. The upgrade will offer multiple modules that track the grant progress from research to post-award and closing activity. The Amendment will also decrease the current number of licensed users from ten to five. This Amendment will not incur changes to the current subscription rate. The current Agreement will remain valid through the contract subscription period of 9/8/2016 at which time it will be re-negotiated.

As a supplement to the Amendment, the Development Services Department will enter into a second Master Subscription and Service Agreement with eCivis, Inc. which will serve in addition to the Service Agreement currently in place. The new service being provided will migrate the City's department-wide grant information into a central location, enabling a smooth transition of all department grant activity into the current system being utilized through eCivis. The one-time fee is \$3,000.

Please prepare the appropriate resolution. For your convenience, we have attached a sample request for resolution. If you need additional information or have any questions, please contact me at extension 4926.

Thank you.

#### Software functions and elements:

- Tracks all grant activity and commitments at an organizational, departmental and project level
- Automatic reminders and alerts 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:

- 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
- Allows users from different levels to see a project's current status and upcoming activity





**City Attorney's Communication #2016-593**  
March 10, 2016

**TO:** Karen Santen, Development Services, Grants Coordinator

**FROM:** Mark E. Berman, City Attorney

**RE:** Resolutions – ECivis, Inc.

As requested in your memorandum of February 22, 2016, Department of Development Services Memorandum No. 16-094, the following forms of Resolution, relative to the above-referenced matter, have been prepared and are attached:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A FIRST AMENDMENT TO THE MASTER SUBSCRIPTION AND SERVICE AGREEMENT, CONTRACT NO. 8410, BETWEEN THE CITY OF POMPANO BEACH AND ECIVIS, INC.; PROVIDING AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A MASTER SUBSCRIPTION AND SERVICE AGREEMENT, CONTRACT NO. 10420, BETWEEN THE CITY OF POMPANO BEACH AND ECIVIS, INC.; PROVIDING AN EFFECTIVE DATE.

Please feel free to contact me if I may be of further assistance.

  
\_\_\_\_\_  
MARK E. BERMAN

/jrm  
l:cor/dev-srv/2016-593

Attachments

**CITY OF POMPANO BEACH**  
**Broward County, Florida**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A FIRST AMENDMENT TO THE MASTER SUBSCRIPTION AND SERVICE AGREEMENT, CONTRACT NO. 8410, BETWEEN THE CITY OF POMPANO BEACH AND ECIVIS, INC.; PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA:**

**SECTION 1.** That a First Amendment to the Agreement between the City of Pompano Beach and eCivis, Inc., a copy of which Amendment is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

**SECTION 2.** That the proper City officials are hereby authorized to execute said Amendment between the City of Pompano Beach and eCivis, Inc.

**SECTION 3.** This Resolution shall become effective upon passage.

**PASSED AND ADOPTED** this 22nd day of March, 2016.

  
\_\_\_\_\_  
**LAMAR FISHER, MAYOR**

**ATTEST:**

  
\_\_\_\_\_  
**ASCELETA HAMMOND, CITY CLERK**

**FIRST AMENDMENT TO ECIVIS MASTER SERVICE AGREEMENT**  
**CONTRACT NO. 8410**

THIS FIRST AMENDMENT TO ECIVIS MASTER SERVICE AGREEMENT, CONTRACT NO. 8410, dated February 16, 2016 ("Amendment") is made and entered into as of February 16, 2016 (the "Effective Date") by and between eCivis, Inc. a Delaware corporation ("eCivis") and City of Pompano Beach, TX ("Client"), and is made with reference to the following:

A. The Client and eCivis have entered into an Agreement, dated August 19, 2014 and services under the Agreement begin on September 9, 2014.

B. The Client and eCivis wish to amend the Agreement as more particularly set forth below.

NOW, THEREFORE, in consideration of the premises and the agreements, condition and covenants contained herein, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. Defined Terms. All capitalized terms used in this Amendment and not otherwise defined herein shall have the meanings assigned to them in the Agreement.
2. Products. For the remainder of Cycle 3 in the Agreement, the Client and eCivis agree to the following changes to the products provided:  
  
Grants Network: Research, KnowledgeBase – 5 User Licenses  
Grants Network: Post-Award Management – 5 User Licenses
3. Full Force and Effect. Except as amended hereby, the Agreement shall remain unaltered and in full force and effect.
4. Counterparts. This Amendment may be executed in multiple counterparts, each of which shall constitute an original and all of which, taken together, shall constitute but one and the same instrument.

[Signatures on Page 2 of Amendment]

[Remainder of page intentionally left blank]

FIRST AMENDMENT TO ECIVIS MASTER GRANTS PROFESSIONAL SERVICE  
AGREEMENT CONTRACT NO. 8410

IN WITNESS WHEREOF, the parties have executed this Amendment as of the Effective Date provided herein.

("Client")  
City of Pompano Beach, FL

By: Refer to signature  
page at end of doc.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

("Company")  
eCivis, Inc.

By:  \_\_\_\_\_

Name: James Ha

Title: CEO

Date: 3/15/16

[Remainder of page intentionally left blank]

**FIRST AMENDMENT TO ECIVIS MASTER GRANTS PROFESSIONAL SERVICE**  
**AGREEMENT CONTRACT NO. 8410**

IN WITNESS WHEREOF, the parties have executed this Amendment as of the Effective Date provided herein.

("Client")

City of Pompano Beach, FL

By: See City Signature Page

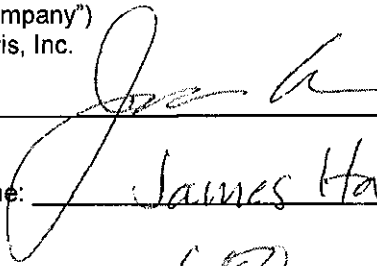
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

("Company")

eCivis, Inc.

By:  \_\_\_\_\_

Name: James Ha

Title: CEO

Date: 3/15/16

[Remainder of page intentionally left blank]

**"CITY":**

Witnesses:

**CITY OF POMPANO BEACH**

Sandra M. Murphy

By: \_\_\_\_\_

LAMAR FISHER, MAYOR

Christine Kendel

By: \_\_\_\_\_

DENNIS W. BEACH, CITY MANAGER

Attest:

Asceleta Hammond

**ASCELETA HAMMOND, CITY CLERK**

(SEAL)

Approved As To Form:

[Signature]

**MARK E. BERMAN, CITY ATTORNEY**

**STATE OF FLORIDA  
COUNTY OF BROWARD**

The foregoing instrument was acknowledged before me this 25<sup>th</sup> day of March, 2016 by **LAMAR FISHER** as Mayor, **DENNIS W. BEACH** as City Manager and **ASCELETA HAMMOND** as City Clerk of the City of Pompano Beach, Florida, a municipal corporation, on behalf of the municipal corporation, who are personally known to me.

NOTARY'S SEAL:

[Signature]  
NOTARY PUBLIC, STATE OF FLORIDA

Krystal Aaron  
(Name of Acknowledger Typed, Printed or Stamped)

\_\_\_\_\_  
Commission Number