
MEMORANDUM

TO: Robert Nilles, Director of Finance
FROM: Macy Walker, Financial Analyst
SUBJECT: Budget Software Selection
DATE: April 6, 2020

In order to fulfill a gap in efficiency and accuracy in the budget preparation process, Finance was authorized by Council to implement budget software. Finance viewed multiple demonstrations of budget software companies such as Caselle Advantage, Questica, Forecast5, GovInvest, MDSS, Caseware, and ClearGov. After thorough analysis, my recommendation is ClearGov.

ClearGov (recommended): Unlimited licenses and training allowed for multiple users at different levels per department. Software is intuitive and user-friendly with some flexibility. The data input and changes have an audit trail. The software has a budget book bundle package and will have a personnel module available in the next year as well, which provides one tool to accomplish the full budget process. Quick implementation estimated at two to four weeks.

Forecast5: Only does forecasting and did not include a comprehensive budget tool.

Caseware: Only did the budget book part of the process with a cost greater than budget software.

GovInvest: Only labor costing instead of an entire budget process.

Questica: Limited in licenses not allowing multiple users per department. More expensive in upfront cost with a longer implementation period of an estimated six months, which involves City of El Mirage doing much of the work to decrease service costs. Software did not include a budget book component.

MDSS: The cheapest option, which included unlimited licenses, customizations, and training, but is too similar to what Finance does through current process, so the minimal improvements did not warrant the cost.

Caselle Advantage: Not user-friendly, so training would be necessary at an additional cost. Customer service during the process was not great, which is worrisome for how implementation would go. Many aspects the City of El Mirage would need were considered customizations, which would be an additional cost. System is not very flexible to meet our specific needs, and the implementation and training would be burdensome to Finance and Department Heads.

The selection of ClearGov allows Finance to create a more efficient budget process. It provides easy-to-use software that City of El Mirage can continue use as it grows, but is not too sophisticated for where the City is now. Being able to conduct the entire budget process and create the budget book in one program will greatly help the Finance department create an award-winning budget book.



2 Mill & Main; Suite 630; Maynard, MA 01754

Service Order

Created by	Ryan Wilson
Contact Phone	(508) 365-2084
Contact Email	rwilson@cleargov.com

Order Date	Apr 6, 2020
Order valid if signed by	Apr 15, 2020

Customer Information			
Customer	City of El Mirage	Contact	Macy Walker
Address	10000 N El Mirage Road	Title	Budget Analyst
City, St, Zip	El Mirage, AZ 85335	Email	mwalker@elmirageaz.gov
Phone	623-972-8116	Billing Contact	
		Title	
		Email	
		PO # (If any)	

To be clear, you will initially be billed as follows...		
Billing Date(s)	Amount(s)	Notes
May 1, 2020	\$20,000.00	Setup Fee & Annual Subscription Fee
May 1, 2021	\$21,700.00	Annual Subscription Fee
May 1, 2022	\$21,700.00	Annual Subscription Fee

Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein.

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
Setup	May 1, 2020	May 1, 2020	ClearGov Setup Services
Initial	May 1, 2020	Apr 30, 2023	ClearGov Subscription Services

The Services you will receive and the Fees for those Services are...		
Set up Services	Tier/Rate	Service Fees
ClearGov Setup: Includes activation and onboarding for ClearGov Budgets.	Tier 3	\$2,400.00
ClearGov Setup: Includes activation and onboarding for ClearGov Digital Budget Book.	Tier 3	\$2,400.00
Onboarding Discount: WAIVED Setup Fee - customer value add	100%	(\$4,800.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME		\$0.00
Subscription Services	Tier	Service Fees
ClearGov Budgets Suite - Civic Edition: Includes Budgeting, Forecasting, Benchmarking Modules	Tier 3	\$16,000.00
ClearGov Digital Budget Book Suite - Civic Edition: Includes Budget Book, Capital Request Modules	Tier 3	\$9,500.00
Bundle Discount: 40% off ClearGov Digital Budget Book	Tier 3	(\$3,800.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE		\$21,700.00
Special Terms	Applies to	Amount
Early Adopter Discount: One-time, customer value add.	First 12 months	(\$1,700.00)
Billing Terms and Conditions		
Valid Until	Apr 15, 2020	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.
Rate Increase	3% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions	
Taxes	The Service Fees set forth in this ClearGov Service Order do not include applicable taxes.
Customer Deliverables	Customer shall provide all deliverables and respond to all approval requests within three (3) business days of such requests. Any delay by Customer in meeting these deliverable requirements may result in a delayed launch of the applicable Service(s), but such delay shall not affect or change the Service Period(s) as set forth in this Service Order.

Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period(s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature above affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov Service Agreement.

Customer	
Signature	
Name	Robert Nilles
Title	Finance Director

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045