

**Zimbra****francisco.martinez@co.hidalgo.tx.us**

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**RE: Onsite Consultation - Financial Edge (Week of May 23, 2016)**

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**From :** Kelly Foster <Kelly.Foster@blackbaud.com> Tue, Apr 19, 2016 10:24 AM  
**Subject :** RE: Onsite Consultation - Financial Edge (Week of May 23, 2016)  
**To :** Francisco M. Martinez  
<francisco.martinez@co.hidalgo.tx.us>

Hi Francisco,  
I have addressed your concerns below. Please let me know if you have any questions.

Thanks.  
Kelly

**From:** Francisco M. Martinez [mailto:francisco.martinez@co.hidalgo.tx.us]  
**Sent:** Tuesday, April 19, 2016 8:40 AM  
**To:** Kelly Foster  
**Cc:** Diana Serna  
**Subject:** Re: Onsite Consultation - Financial Edge (Week of May 23, 2016)

Good Morning Kelly,

We have to make sure with you that all our concerns below are addressed prior to us presenting the agenda item for onsite consultation to our board for approval. Please advise so that we may proceed to present the agenda item on the next court date May 3, 2016. Thanks



**Francisco M. Martinez**  
Finance Division Director  
Hidalgo County Urban Program  
427 E. Duranta Avenue, Suite 107

Alamo, TX 78516  
PH: (956) 292-7000 ext 2253  
Fax: (956) 318-2988

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**From:** "Francisco M. Martinez" <francisco.martinez@co.hidalgo.tx.us>  
**To:** "Kelly Foster" <kelly.foster@blackbaud.com>  
**Cc:** "Diana Serna" <diana.serna@co.hidalgo.tx.us>  
**Sent:** Tuesday, April 12, 2016 3:20:48 PM  
**Subject:** Onsite Consultation - Financial Edge (Week of May 23, 2016)

Good Afternoon Kelly,

We have a few concerns that we have to address before we present the agenda item for Financial Edge onsite consultation to our board for approval.

First, we need assurance from you that the all the data in the Financial Edge will be there prior to the onsite consultation (beginning balances, encumbrances, expenditures, ending balances, chart of accounts, etc.).

***[Kelly Foster ] As you know, I have received your data from Fundware and I am in the process of mapping all of those transactions to your new Financial Edge account numbers. I spent a lot of time getting those June 30 balances in the system but they were not correct. Luckily, we were able to extract the data directly from the database. This data should be correct and balance once it has been mapped. I have created a deadline to have those entries in your database by April 25.***

Second, we have to ensure that the financial staff is going to be able to post invoices, journal entries, purchase orders, fixed assets, receivables as well as produce financial reports in the Financial Edge.

***[Kelly Foster ] The staff can post invoices, journal entries, purchase orders, fixed assets, and receivables right now. The test database is ready for them to log in and use to test these transactions. The reports that I will create are an Income Statement and a Balance Sheet. We can review the other reports you need and discuss the best way to set them up in the new database.***

Finally, we will need to time to test the database after the consultation concludes before we go live on July 1.

***[Kelly Foster ] You can test the database until June 30.***

Please advise.

Thanks



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## CHANGE ORDER

**SF Project Name:** Hidalgo County Urban Programs  
**Project Definition Number:** PR-293945  
**SITE ID:** 31710  
**WBS ID:** 0000287239-20-013

**To:** Francisco Martinez  
Hidalgo County Urban Programs

**From:** Kelly Foster, Financial Systems Consultant  
Blackbaud

**Cc:** Tracey Jackson Scott, Manager Professional Services  
Blackbaud

**Date:** April 1, 2016

**Subject:** Financial Edge consulting – Change Order – onsite consulting hours

**Originator of Change Order – Kelly Foster**

### Need for Scope Change

Hidalgo County Urban Programs has requested onsite Financial Edge consulting hours – 3 days onsite

- review database configuration
- review database functionality
- review reporting setup and options
- other consulting as time allows

This onsite visit will allow the staff to work and test in the Financial Edge database environment along with the FE consultant.

This type of onsite/hands on would be beneficial to the Financial Edge database users and decision makers for this project implementation.



To accomplish the activities previously listed, we estimate the following:

Activity	Time Estimate
Financial Edge database consulting – onsite working with staff	24 hours
<b>Total Hours</b>	<b>24 hours</b>

**Additional Resources Required**

Financial Edge consulting – Kelly Foster

**Impact on Scheduled Deliverable / Objective**

N/A

**Estimated Additional Time / Expense Required**

Service Description	SKU Code	Hours	Rate	Fee
Financial Edge consulting- 3 days onsite	ACSFECTM	24	*191.50	\$4596.00
*this rate has been discounted (orig. \$225)				
<b>Total Amount</b>				<b>\$4596.00</b>

This Change Order is subject to all terms, conditions and assumptions contained in the original Scope of Work document. By signing and submitting this Change Order, Hidaigo County Urban Programs acknowledges understanding of the changes and/or additions to the original Scope of Work, and has not amended or adjusted this Change Order in any way.

In addition; Estimated Travel Costs of \$1245 – see below for itemization:

*Mileage = 774 miles roundtrip @ .575 = \$445  
Spring, TX to Alamo, TX*

*Hotel for 4 nights: 5/22-25 = \$160x4 = \$640*

*Per-diem: 4 x \$35 = \$140*

*Parking and Tolls = \$20 (if applicable)*



Proposed by: Kelly Foster, Financial Systems Consultant

Accepted by:

Blackbaud, Inc.

Hidalgo County Urban Programs

By:

By:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of Signing Person  
(Please Print)

Diana R. Serna

\_\_\_\_\_  
Name of Signing Person  
(Please Print)

Office of the General Counsel

Director, Hidalgo County Urban Programs

\_\_\_\_\_  
Title of Signing Person

\_\_\_\_\_  
Title of Signing Person

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

Please email your consultant, Kelly Foster, the signed copy to [kelly.foster@blackbaud.com](mailto:kelly.foster@blackbaud.com). Thank you.