

## **Agenda Item Summary**

**To:** Policy Board

**From:** Kim Bona, Program Manager

**CC:** Matthew Hart, Executive Director

**Meeting Date:** September 28, 2022

**Subject:** Resolution to Approve Contract Execution Between CRCOG and ClearGov for Budget Software

**Background:** Per the direction of the CRCOG Municipal Services Committee, CRCOG performed a competitive request for proposals for municipal budget software after the need for this was expressed by both CRCOG member towns, and CRPC members.

A panel composed of CRCOG staff and finance directors from surrounding municipalities interviewed three software consultants as part of the selection process. Based on the firm's reasonable fee schedule and various module offerings, as well as extensive public sector experience, the panel unanimously recommends ClearGov as the preferred vendor.

### **Benefit to Member Towns/CRCOG:**

ClearGov shall provide cloud-based budgeting software to improve efficiency of current municipal budgeting process to serve citizens and staff and will communicate the individual municipality/town's municipal budget in an easy-to-understand format and content including graphics, charts, and tables. The software shall be user-friendly, delivering maximum benefits, and easy-to-input data and to manage and retrieve information for budget analysis, decision-making, reporting and document archiving

### **Financial/Operational Impact:**

Pricing is based on annual town budget size. ClearGov offers a simple pricing model that allows towns to budget for a singular number annually which will cover all services needed and will not incur additional costs throughout the year. Please see attached fee proposal for specifics.

### **Project Schedule:**

If approved, ClearGov will be available for towns to utilize after contract execution in October. Towns will participate via a side letter, allowing them to piggyback on CRCOG's master contract.

**Recommendation:** Move to Approve the Resolution Authorizing Contract Execution Between CRCOG and ClearGov for Budget Software.

**Attachments:**

- Resolution
- ClearGov Proposal and Fee Schedule

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACT BETWEEN THE  
CAPITOL REGION COUNCIL OF GOVERNMENTS (CRCOG) AND  
CLEARGOV FOR MUNICIPAL BUDGET SOFTWARE**

**WHEREAS**, CRCOG and Capitol Region Purchasing Council (CRPC) member towns are in need of Budget Software; and

**WHEREAS**, CRCOG conducted a competitive Request for Proposals for Budget Software; and

**WHEREAS**, an evaluation committee unanimously selected ClearGov as a firm with excellent budget software modules and reasonable pricing; and

**NOW THEREFORE BE IT RESOLVED**, that CRCOG's Executive Director, or the individual authorized to act in that capacity, is authorized to act on behalf of the Capitol Region Council of Governments in negotiating, executing, and amending all appropriate and necessary contractual instruments with ClearGov for the purposes of providing Budget Software.

**CERTIFICATE**

The undersigned duly qualified CRCOG Board Member certifies that the foregoing is a true and correct copy of a resolution adopted by the voting members of the CRCOG Policy Board on September 28, 2022.

BY: \_\_\_\_\_  
Jason Bowsza, Secretary

DATE: \_\_\_\_\_