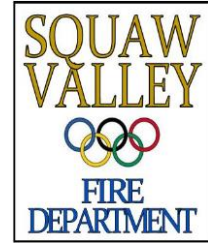




SQUAW VALLEY PUBLIC SERVICE DISTRICT



Springbrook Accounting Software Upgrade

DATE: November 19th, 2019

TO: District Board Members

FROM: Danielle Grindle, Finance and Administration Manager

SUBJECT: Contract with Springbrook, Inc., the District's accounting software provider, to perform an upgrade to the latest version of Springbrook Pro 7.18.

BACKGROUND: For well over a decade the District has used Springbrook for its accounting software. Springbrook specializes in finance and administrative solutions for local governments and is used by many of the agencies in the region. While Springbrook offers many features, the District specifically relies on the software to perform critical functions such as payroll, budgeting, reporting, billing, and accounts payable. The District currently uses version 7.14 which was installed in May of 2012. The cost for that upgrade was \$30,635. Springbrook's latest version is 7.18 which can be either cloud-based or installed on-premise.

DISCUSSION: Part of the 2012 Strategic Plan states that the District should review opportunities with existing software that will enhance the security, reliability, growth, data management, etc. Since it has been seven years since the last upgrade and Springbrook is heavily relied to perform daily finance and administrative functions, the Board approved an upgrade during the 2019-2020 budget. A few new features of the upgrade that will benefit the District include updated reporting, new layouts to invoices, and improved data fields for accounts-payable and accounts-receivable, as well as other enhancements that make the software more user-friendly and will speed up regular tasks performed by staff.

ALTERNATIVES:

1. Approve the contract to purchase and install version 7.18 of Springbrook accounting software.
2. Do not approve the contract.

FISCAL IMPACT: This will be a capital purchase funded through the Water, Sewer, and Fire capital accounts. An amount of \$10,000 was budgeted for 2019-20 fiscal year. The

cost to purchase and implement the software is not to exceed \$10,000 and is based on time and materials. Additional costs for the project such as a new server were budgeted separately along with other IT upgrades.

RECOMMENDATION: Approve the contract for Springbrook, Inc. in the amount of \$10,000, and authorize the General Manager to execute the contractual documents.

ATTACHMENTS: Springbrook 7.18 On-Premise Quote (4 pages)

DATE PREPARED: November 13, 2019



**Squaw Valley Public Services District, CA : Premise Upgrade
October 14, 2019**

Natalie Sowers
Project Manager
503-820-6275
natalie.sowers@sprbrk.com



Squaw Valley Public Services District, CA ORDER FORM

Professional Services				
Product Name	Description	Qty	Sales Price	Total Price
PS - Item Professional Services	T&M Services Standard professional services	80.00	\$125.00	\$10,000.00
				Grand Total: \$10,000.00



Squaw Valley Public Services District, CA – ORDER FORM

Order Detail	
General Information	
Customer Name	Squaw Valley Public Services District, CA
Customer Contact	Danielle Grindle
Customer Address	PO Box 2026, Olympic Valley, California, 96146-2026
Governing Agreement(s)	This Order Form is governed by the applicable Springbrook Professional Services terms found at https://accela.box.com/v/sprbrk-svcs-terms .
Order Terms	
Order Start Date	Unless otherwise specified in the Special Order Terms, Professional Services start on the date listed in this Order Form, the applicable Statement of Work, or the Governing Agreement, as applicable.
Order Duration	Unless otherwise specified in the Special Order Terms, Professional Services continue for the duration as outlined in this Order Form, the applicable Statement of Work, or the Governing Agreement.
Special Order Terms	In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.
Payment Terms	
Currency	USD
Invoice Date	Unless otherwise stated in the Special Payment Terms, Invoices will be issued monthly as work is performed.
Payment Due Date	Unless otherwise stated in the Special Payment Terms or the Governing Agreement(s), all payments are due on the Invoice Date and payable net 30 days .
Special Payment Terms	None unless otherwise specified in this section.



Squaw Valley Public Services District, CA – ORDER FORM

Accounts Payable Contact Information <i>(Required)</i>	
Name	Danielle Grindle
Title	Finance and Administration Manager
Phone Number	(530) 583-4692
Email Address:	dgrindle@svpsd.org
Billing Address	PO Box 2026, Olympic Valley, California, 96146-2026
Delivery Address	PO Box 2026, Olympic Valley, California, 961462026
Method of Invoicing	All invoices will be sent electronically to the Email Address provided above unless otherwise specified in Special Invoicing Needs. .
Special Invoicing Need	Invoice Delivery by Post is Required

Signature Section <i>(Required)</i>			
Vendor	Springbrook Holding Company, LLC	Customer	Squaw Valley Public Services District, CA
Signed By	<div style="border: 1px solid black; padding: 2px;"> <p style="font-size: small; margin: 0;">DocuSigned by: Eric Wells 52E46B0D6A2C47D...</p> </div>	Signed By	
Date	10/15/2019	Date	
Title of Authorized Signatory	Head of Professional Services	Title of Authorized Signatory	Finance & Administration Manager
Name (Print) of Authorized Signatory	Eric Wells	Name (Print) of Authorized Signatory	dgrindle@svpsd.org

Additional Signatures Section <i>(Optional)</i>			
Customer		Customer	
Signed By		Signed By	
Date		Date	
Title of Authorized Signatory		Title of Authorized Signatory	
Name (Print) of Authorized Signatory		Name (Print) of Authorized Signatory	

Purchase Order Reference <i>(Optional)</i>	
<p>If Customer requires PO number on invoices, it <u>must</u> be provided to the right and Customer <u>must</u> provide <u>Springbrook copy of the PO prior to invoice issuance</u>. If no PO number provided prior to invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.</p>	PO# <i>(If required)</i> :