

RESOLUTION #24-78

AUTHORIZING PURCHASE OF CIVICCLERK AGENDA AND MEETING MANAGEMENT SOFTWARE  
FROM CIVICPLUS, WITH \$11,500 REQUESTED FROM UNASSIGNED RESERVES

WHEREAS, support for City's current agenda and meeting management software, IQM2, will  
unavailable after September 30, 2025, making it necessary for the City to migrate to an alternative  
platform; and

WHEREAS, CivicClerk is desired to provide a replacement platform based upon cost, ease of  
use and peer recommendation and has available and offers to provide personnel and equipment  
necessary to accomplish the installation, training and migration within the required timeframe; and

WHEREAS, the amount of \$11,500 is requested from Unassigned Reserves to start the  
migration process in 2024 to avoid two overlapping platforms, which will ultimately reduce the  
overall costs by eliminating the need to renew IQM2 in 2025.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

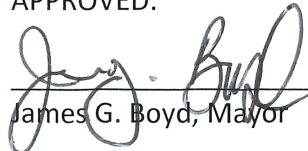
The Mayor is authorized and directed to execute such Statement of Work, as well as  
other documentation required by CivicPlus, subject to review and revisions as  
deemed necessary by the City Attorney.

BE IT FURTHER RESOLVED THAT:

All City officials, officers and employees are authorized and directed to take such  
steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 20th day of August,  
2024.

APPROVED:

  
James G. Boyd, Mayor

ATTEST:

  
Carey E. Danen, City Clerk

Ayes: 6

Nays: 0

Board/Committee Approval: 08/13/2024

**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:****Date:****Expires On:**

Statement of Work

Q-77947-1

6/10/2024 1:56 PM

8/31/2024

**Client:**

City of De Pere, WI

**Bill To:**

DE PERE, WISCONSIN

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Megan Poole		megan.poole@civicplus.com		Net 30

## Discount(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicClerk Year 1 Annual Fee Discount	Year 1 Annual Fee Discount
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1.00	CivicClerk Year 1 Annual Fee Discount	Year 1 Annual Fee Discount

## One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template
2.00	Virtual Consulting Fee	1 hour Virtual Consulting
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours
1.00	CivicPlus Media: Implementation Fee	CivicClerk Media Implementation Fee
1.00	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)	CivicClerk Historical File Import (up to 7,500 files – PDF / MP3 / MP4)

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Agenda and Meeting Management Select Annual Fee	Agenda and Meeting Management Select Annual Fee
1.00	Live Meeting Manager Annual Fee	Agenda and Meeting Management Select: Live Meeting Manager Annual Fee - Live Meeting, Electronic Voting, Display Pages
1.00	CivicPlus Media Annual Fee	Agenda and Meeting Management Select: Media Annual Fee - Unlimited storage, unlimited users, up to 3 concurrent streams

List Price - Initial Term Total	USD 28,420.55
Total Investment - Initial Term	USD 24,745.55
Annual Recurring Services (Subject to Uplift)	USD 14,700.00

Initial Term	Beginning at signing and ending 12/31/2025, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	30% invoiced at signature. Remainder invoiced 1/1/2025.
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	3% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

## Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

Printed Name:

Printed Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)