



Board of Education

TO: Board of Education
FROM: Karen Apostoli, Executive Director of Business & Operations
DATE: November 7, 2024
RE: ClearGov Budgeting Software

This memo is:

- Information only.
- Information with a recommendation, and a request for Board consent.
- Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: 11/21//2024

Previous memos on this topic can be found:

- in previous Board packet(s) dated. _____
- or attached to this memo

Basic information:

District administration is asking the Board to approve a contract for ClearGov Budgeting Software. This expense was included in the FY25 Operating Budget. This software platform directly supports the Action Plan for the Business & Operations Department Goal #2 in providing an efficient, collaborative process for budgeting.

The Budgeting Software consists of two components:

- Operational Budgeting - Purchase of goods and services
- Personnel Budgeting - Salaries and benefits

The software will be used by building and district office administrators as they work with their teams to develop future budgets. It allows teams to make adjustments to the budget items and see the overall impact in real time. It provides a multi-layer approval process and directly supports the development of the district-level budget presented annually to the Board. The software also provides the opportunity to run salary and benefit scenarios to determine the impact on the budget. This will be helpful during negotiations.

Cost:

Initial Set Up Services: \$0

FY25 Prorated Subscription: \$11,040

Future Annual Cost: \$14,720

Background or historical information:

ClearGov is a company that works only with governmental entities to produce online platforms for collaborative budgeting, budget transparency to the public, Strategic Plan development, and Strategic Plan Dashboards for the public.

We currently have the following modules:

- **Digital Budget Book -**
 - Now that the FY25 Operation Budget has been approved, the Digital Budget Book will be available on our website in the near future.
- **ClearPlans - Strategic Plans**
 - District office administrators have been trained and are beginning their goal updates in Clear Plans.
 - Detailed information regarding the Strategic Planning Process is being added to the platform
 - Will be made public in the near future as well

Previous decisions, actions or parameters that relate to this topic or issue:

Currently, we use Google Sheets to track department and building budgets.

Recommendations:

Administration is recommending approval of the agreement for ClearGov Budgeting with an FY25 cost of \$11,040 and a future annual cost of \$14,720.

Other questions? What else does the Board wish to know?:



Service Order

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

| | |
|----------------------|---------------------|
| Created by | Michael Power |
| Contact Phone | 774-278-1211 |
| Contact Email | Mpower@cleargov.com |

| | |
|---------------------------------|--------------------|
| Order Date | Oct 3, 2024 |
| Order valid if signed by | Oct 7, 2024 |

| Customer Information | | | | | |
|----------------------|-------------------------|----------------|--------------------------------|------------------------|--------------------------------|
| Customer | West Chicago Elementary | Contact | Karen Apostoli | Billing Contact | Karen Apostoli |
| Address | 312 East Forest Ave | Title | Executive Director of Business | Title | Executive Director of Business |
| City, St, Zip | West Chicago, IL 60185 | Email | apostolik@wego33.org | Email | apostolik@wego33.org |
| Phone | | | | PO # (If any) | |

| The Services you will receive and the Fees for those Services are... | | | |
|---|--|------------------|---------------------|
| Set up Services | | Tier/Rate | Service Fees |
| ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions | | Tier 1 | \$ 3,600.00 |
| ClearGov Setup: BCM Bundle Discount - Discount for bundled BCM solutions | | Tier 1 | \$ (720.00) |
| ClearGov Onboarding Discount: Customer Value Add | | Tier 1 | \$ (2,880.00) |
| Total ClearGov Setup Service Fee - Billed ONE-TIME | | | - |
| Subscription Services | | Tier | Service Fees |
| ClearGov BCM Operational Budgeting - School Edition | | Tier 1 | \$ 9,600.00 |
| ClearGov BCM Personnel Budgeting - School Edition | | Tier 1 | \$ 8,800.00 |
| ClearGov BCM Bundle Discount: Discount for bundled BCM solutions | | Tier 1 | \$ (3,680.00) |
| Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE | | | \$ 14,720.00 |

| ClearGov will provide your Services according to this schedule... | | | |
|---|-------------|--------------|--------------------------------|
| Period | Start Date | End Date | Description |
| Setup | Oct 7, 2024 | Oct 7, 2024 | ClearGov Setup Services |
| Pro-Rata | Oct 7, 2024 | Jun 30, 2025 | ClearGov Subscription Services |
| Initial | Jul 1, 2025 | Jul 1, 2028 | ClearGov Subscription Services |

| To be clear, you will be billed as follows... | | |
|--|--------------------|---|
| Billing Date(s) | Amount(s) | Notes |
| Oct 7, 2024 | \$ 11,040.00 | 9 Month Pro-Rata Subscription Fee |
| Jul 1, 2025 | \$ 14,720.00 | Annual Subscription Fee |
| Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein. | | |
| Billing Terms and Conditions | | |
| Valid Until | Oct 7, 2024 | 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. |
| Initial Period Rate Increase | 3% per annum | During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount. |
| Rate Increase | 6% per annum | After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount. |

Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- If Customer is subscribing to any products that require data onboarding:
 - ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
 - ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
 - ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
 - After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding/activation process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- If Customer is subscribing to any products that require data onboarding:
 - Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
 - Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.