

**CITY OF RICHMOND
CONTRACT AMENDMENT**

Department:	Project Manager:
Project Manager E-mail:	Project Manager Phone No:
P.R. No:	Vendor No:
P.O./Contract No:	
Description of Services:	
Amendment No. ____ modifies the: (2nd or subsequent amendments attach Amendment History page)	
<input type="checkbox"/> Term, Payment Limit and Service Plan	<input type="checkbox"/> Payment Limit and Service Plan
<input type="checkbox"/> Term and Service Plan	<input type="checkbox"/> Service Plan

The parties to this Contract Amendment do mutually agree and promise as follows:

1. Parties. The parties to this Contract Amendment are the City of Richmond, California, a municipal corporation (City), and the following named Contractor:

Company Name: _____

Street Address: _____

City, State, Zip Code: _____

Contact Person: _____

Telephone: _____

Email: _____

Business License No: _____

/ Expiration Date: _____

A California ☐ corporation, ☐ limited liability corporation ☐ general partnership, ☐ limited partnership, ☐ individual, ☐ non-profit corporation,
☐ individual dba as [specify:] _____
☐ other [specify:] _____

2. Purpose. This Contract Amendment is being entered into to amend the Contract between City and Contractor which was approved by the City Council of the City of Richmond or executed by the City Manager on _____, which **original** term commenced on _____ and terminates _____ with an **original** contract payment limit of \$ _____. Said contract shall hereinafter be referred to as the "Original Contract" and is incorporated herein by reference.

3. Original Contract Provisions. The parties hereto agree to continue to abide by those terms and conditions of the Original Contract, and any amendments thereto, which are unaffected by this Contract Amendment.

4. Amendment Provisions. This Contract Amendment is subject to the Amendment Provisions attached hereto, which are incorporated herein by reference, and which control over any conflicting provisions of the Original Contract, or any amendment thereto.

5. City of Richmond Business License Active Status Maintained. Pursuant to Municipal Code Section 7.04.030, the Contractor must maintain its City of Richmond business license for this Contract Amendment to be deemed to be in effect.

6. Insurance Coverage Updated and Maintained. Pursuant to the Original Contract, the Contractor shall provide the City with updated insurance certificates, and the Contractor shall maintain insurance coverage, for this Contract Amendment to be deemed to be in effect.

7. Signatures. These signatures attest the parties' agreement hereto:

CITY OF RICHMOND, CALIFORNIA
a municipal corporation

CONTRACTOR:

By _____

(*The Corporation Chairperson of the Board, President or Vice-President should sign on the line below.)

Title:

By _____

I hereby certify that the Original Contract and this Amendment have been approved by the City Council or executed by the City Manager.

Title: _____

(*The Corporation Chief Financial Officer, Secretary or Assistant Secretary should sign on the line below.)

By _____
City Clerk

By: _____

Title: _____

Approved as to form:

By _____
City Attorney

(NOTE: Pursuant to California Corporations Code Section 313, if Contractor is a corporation or nonprofit organization, this Contract (1) should be signed by the Chairperson of the Board, President or Vice-President and the Chief Financial Officer, Secretary or Assistant Secretary; (2) should have both signatures conform to designated representative groups pursuant to Corporations Code Section 313.

List of Attachments:

1. Amendment Provisions
2. Updated Insurance Certificates

AMENDMENT PROVISIONS (TERM, PAYMENT LIMIT AND SERVICE PLAN)

1. Paragraph 2 (Term) of the Original Contract is hereby amended to extend the Contract term. Paragraph 2 of the Original Contract is amended to read as follows:

"2. Term. The effective date of this Contract is

(Insert original contract commencement date)

and it terminates

_____.
(Insert new contract termination date)

unless sooner terminated as provided herein."

2. Paragraph 3 (Payment Limit) of the Original Contract is hereby amended to increase the payment limit by \$_____. Paragraph 3 of the Original Contract is amended to read as follows:

"3. Payment Limit. City's total payments to Contractor under this Contract shall not exceed \$_____ including expenses."

"The City of Richmond shall not pay for services that exceed the Contract Payment Limit without the prior written approval of the City Manager if the total Contract amount does not exceed \$10,000 or without the prior approval of the City Council if the total Contract amount is over \$10,000."

3. The Service Plan (Exhibit A) of the Original Contract is hereby amended to include the following tasks and/or services:

Amendment No. _____

P.O./Contract No. _____

AMENDMENT PROVISIONS (AMENDMENT HISTORY)

The **first** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- ☐ Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- ☐ Term Amendment (insert new termination date): _____
- ☐ Service Plan

The **second** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- ☐ Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- ☐ Term Amendment (insert new termination date): _____
- ☐ Service Plan

The **third** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- ☐ Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- ☐ Term Amendment (insert new termination date): _____
- ☐ Service Plan

The **fourth** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- ☐ Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- ☐ Term Amendment (insert new termination date): _____
- ☐ Service Plan

The **fifth** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- ☐ Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- ☐ Term Amendment (insert new termination date): _____
- ☐ Service Plan



NetFile
2707 Aurora Road
Mariposa, CA 95338
Tel (209) 742-4100
Fax (209) 391-2200

April 8, 2022

Pamela Christian
City of Richmond City Clerk
450 Civic Center Plaza
Richmond, CA 94804

Dear Pamela:

Here is some background information as well as a proposal for our e-filing and administration systems for both the Campaign Disclosure filings as well as the Form 700 filings.

How NetFile Works

NetFile is a hosted system that provides you with an extremely affordable solution that will enable you to paperlessly electronically file both Campaign Statements and Form 700 filings. No IT involvement is required. You don't have to waste time or effort or risk a breach of your own servers by hosting yourself.

Who Uses NetFile

NetFile is being used by over 270 local government agencies in CA today. For Cities, NetFile dominates this market space. Over 73% of Cities in CA using a Form 700 e-filing system and over 90% of Cities in CA using a Campaign e-filing system use NetFile. In Northern CA alone, NetFile has 135 agencies including State agencies, Counties, and Boards and Commissions who use our systems as well.

Cost information

NetFile does not charge any costs upfront. No setup fees to worry about. Our ongoing quarterly fee includes everything (unlimited training, support, maintenance). All form changes and system updates are included as well. Don't be fooled with false economics showing software you own is less expensive. If you buy software and want to compare with our service, you need to add all the hidden costs you have for IT labor, hardware to run the software, bandwidth to host the product online, and all the extra IT time to apply security updates and patches.

The costs for the systems for your city would be as follows:

SEI System: \$1,500/quarter*** ongoing for up to 350 filers. This system includes your admin portal (allowing you to automate letters and generate status reports), filer portal (where the filer creates and electronically files their documents), industry exclusive mobile device filer platform, industry exclusive advanced public viewing portal (this automatically shows the redacted filing online without you having to scan or upload documents), and a private viewing portal (we can lock down any number of computers you wish in your office that you can point the public to search unredacted documents). All the interested party has to do is pick the filing they want and if they want a hard copy, click on the print button that would print to one of your printers behind your counter. All staff has to do is charge the per copy document fee! NetFile even pays for your FPPC \$1,000 paperless application fee. This fee will cover the City for up to 5 years or

until the FPPC deems there is any major software change. No matter what, NetFile will pay the fee.

Campaign System: \$2,500/quarter*** ongoing. This system includes all the same features as the SEI system above.

***Because of our sponsorship of the CCAC, we can offer special pricing. If you take both systems, we can discount the Campaign System down to \$1,750/quarter for up to 5 years.

The total for both systems after the discount above is \$3,250/quarter ongoing. We can guarantee this rate for up to 5 years.

All of our contracts offer 30 day out clauses for any reason so if you don't want to use it you don't have to. This gives you peace of mind. The good news is we have never had anyone take us up on that.

NetFile's Included Main Features

- Hosted platform means you don't need to load any software on your servers or apply any updates or security patches
- Includes your setup, unlimited support, maintenance, and unlimited training
- Automated correspondence and generate filing status reports on the fly
- Filer portal (where the filer creates and electronically files their documents)
- Industry exclusive Form 700 mobile device filer platform
- Your 87200 filers can paperless file directly to the FPPC through the NetFile system
- Your 87200 filers can create expanded statements to cover their local boards and commissions which is something they cannot do in the old FPPC e-filing system.
- NetFile pays for your FPPC \$1,000 paperless application fee
- Exclusive Campaign Filer App training program that includes free web-based training by NetFile
- Free public viewing portal to display your FPPC 800 series forms you are required to post online

NetFile's Exclusive Public Viewing Portal Features

NetFile easily gives you the ability to automatically show electronically filed documents. On January 1, 2021 AB 2151 went into effect that requires local government agencies (like Cities and Counties) to post on the internet within 72 hours a copy of any campaign filing made (both paper and electronic). Any electronic filing through NetFile is instantly posted online as soon as it is filed. The same thing goes for Form 700 filings that are electronically filed.

Ethics Training and Sexual Harassment Training Tracking & 800 Series Form Public Site

The NetFile Form 700 system also includes the ability to track all your Ethics Training and Sexual Harassment Training filers and their filings. The system also comes with a free public viewing portal to display your FPPC 800 series forms.

Cross Jurisdictional Electronic Filings

NetFile is the ONLY solution that can offer you cross jurisdictional filings to all of our Form 700 agencies. The reason we can do this and others can't is because ALL of our clients use our hosted solution. Just tell us which filers of your's file to our other agencies and we can link them at the database level to make their paperless filing easy across all their agencies.

How Long Does it Take to Setup?

No time for you as you are currently setup in both systems.

The NetFile Difference

The County of Santa Clara was our first Campaign agency back in 2003. NetFile made history with our Campaign system having the first ever paperless campaign statement filed on January 22, 2013. The California Political Treasurers Association has endorsed NetFile as the preferred system for local government clients. Attached is a press release about this.

For Form 700 Statements of Economic Interests, NetFile leads the way. Starting the end of 2006 for the County of San Bernardino as well as the City of Anaheim, NetFile beat the competition to the market by 2 years. NetFile has industry exclusive features for the Form 700 system as well like dedicated mobile apps available through GooglePlay for android devices or the Apple App store for iPhones or iPads.

One of the most important advantages with NetFile is all your revenue spent with NetFile stays in the USA. Additionally, the philosophy at NetFile is that we are a Service Company not a Software Company. We feel our most important strength is the support we provide our clients. This starts at the top and percolates through every level of our organization.

NetFile Social Responsibility Program

City Clerks comprise our largest customer market segment. Several years ago we developed a program geared towards giving back to the community of Clerks. Last year we spent over \$50k just on the CCAC! This included providing free Workshops for Cities all over CA. We had 135 clerks attend our 2 workshops in Ontario and 93 attend our 2 workshops in Mountain View in July 2019. In 2020, due to Covid, we provided 6 free web-based workshops free to clerks to help them achieve their CMC or MMC accreditation. In 2021 we provided another 3 free workshops and plan more for this year. Over 1,400 clerks have attended these sessions to advance their education and earn points towards their MMC or CMC accreditation.

If you need any additional information, just let me know.

Best regards,



Tom Diebert
Vice President, NetFile



California Political Treasurer's Association

1127-11th Street, Suite 210
Sacramento, CA 95814

January 1, 2020

Tom Diebert
Vice President & COO
NetFile, Inc.
2707-A Aurora Road
Mariposa, CA 95338

Dear Tom:

One of the goals of the California Political Treasurer's Association (CPTA) is to promote the concept of paperless electronic filing for Campaign Disclosure statements in California at all levels.

As such, we would like to acknowledge NetFile, Inc. and their contributions over the years to the local Agency filing community, specifically County and City Agencies in California.

Our members have worked with several of these Agencies and applaud NetFile's efforts in making their Agency system work within the confines of Assembly Bill 2452 which allows local governments to electronically file Campaign Statements in California in a true paperless fashion. We know the first ever paperless filing in CA took place on January 22, 2013 through a CPTA treasurer filing to a NetFile Agency system. Since then we have seen NetFile being adopted by several local government Agencies in CA today.

As such, we recommend that all local government Agencies in CA go to a paperless filing system for their Campaign Disclosure filings. From the prospective of the CPTA, we recommend those Agencies use NetFile as their preferred solution.

NetFile's background in Campaign Disclosure gives them the unique advantage of having expertise nowhere else available for the local government filing community. The fact that NetFile accounts for over 70% of all filings made to the Secretary of State of CA gives them a distinctive advantage in Campaign Disclosure expertise not found anywhere else. All of the treasurers agree that any filings made to local governments that use the NetFile system, makes the process easy and results in the ultimate level of transparency.

We applaud NetFile's efforts in promoting paperless electronic filing in CA and endorse them as the solution of choice for California local government Agencies.

Sincerely,

A handwritten signature in black ink that reads "Laura Ann Stephen".

Laura Ann Stephen
Vice President, Legislative Affairs