



AGENDA REPORT

Finance Department

DATE:	December 20, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Delmy Cuellar, Director of Finance Mubeen Qader, Budget Administrator
Subject:	Contract with ClearGov, Inc. to provide Annual Operating Budget and Five-Year Capital Plan Book Publishing Service
FINANCIAL IMPACT:	No Fiscal Impact. Fiscal Year 2022-2023 cost of \$14,075 will be absorbed in the Finance Department's approved budget (Account string – 01173415-400201).
PREVIOUS COUNCIL ACTION:	Click or tap here to enter text.
STATEMENT OF THE ISSUE:	The City of Richmond's current budget book compiling process is manual, and the formatting is original from the Fiscal Year 2009-2010. ClearGov, Inc. will modernize the budget book compilation process, automate several sections in it, and upgrade the formatting of the document in sync with current industry standards.
RECOMMENDED ACTION:	APPROVE a contract with ClearGov, Inc. to provide Budget Book compilation services, in an amount not to exceed \$42,100, over a two-year term from December 20, 2022, through December 31, 2024, with an option to extend the contract an additional two years with a three percent annual cost increase – Finance Department (Delmy Cuellar/Mubeen Qader 510-412-2077).

DISCUSSION:

The City adopts an annual operating budget and five-year Capital Improvement Plan every year and publishes respective books around June of each year. The current process of compiling the budget books is manual and outdated. City staff spends hours manually creating financial tables and sections of the book using multiple programs in the Microsoft Office Suite. ClearGov has a solution that will automate most of the financial tables and also help to create other sections of the book in a web-based portal resulting in a consistent format and a modern look. City staff believes the solution will bring much needed efficiency in the process.

City staff issued informal request for proposals in October 2022 for the Budget Book compiling and publishing services. Bids were received from the following three vendors:

- ClearGov, Incorporated
- F.H. Black & Company, Incorporated.
- Tyler Technologies Pattern Stream

City staff also received demonstrations on the proposed solutions from two of the vendors: ClearGov, Inc. and F.H. Black & Company, Incorporated. The criteria used to evaluate the proposals included:

- The Proposal/Methodology and Approach to Work - 20%
- Experience/Past Performance/References - 40%
- Proposer Qualifications - 20%
- Cost Proposal - 20%

Based on the provided features and the pricing, ClearGov, Inc. was selected as the best fit for the Budget Book creation process.

DOCUMENTS ATTACHED:

Attachment 1 – ClearGov Standard Contract