

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.2
(ID # 26518)

MEETING DATE:

Tuesday, January 14, 2025

FROM : EXECUTIVE OFFICE

SUBJECT: EXECUTIVE OFFICE: Approve and Execute the Order Form for eCivis Grants Network Grantee Post-Award software effective January 14, 2025 through June 30, 2026, for the total aggregate amount of \$71,330; All Districts. [Total Cost \$71,330, additional compensation not to exceed \$7,133 - General Fund Contingency - 100%] (4/5 Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and Execute the Order Form for eCivis Grants Network Grantee Post-Award software effective January 14, 2025, through June 30, 2026, for the aggregate amount of \$71,330, and to authorize the Chairperson of the Board to sign three (3) copies of the same;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, based on the availability of fiscal funding and as approved as to form by County Counsel, a) to sign amendments that stay within the intent of the agreement and the Order Form, and b) to increase the compensation not to exceed \$7,133 through the term of the agreement; and
3. Authorize the Purchasing Agent to issue Purchase Orders for invoices received for goods/services rendered that do not exceed the Board of Supervisor's approved amount; and
4. Approve and direct the Auditor-Controller to make the adjustment shown in Schedule A; and
5. Direct the Clerk of the Board to retain one (1) copy of the Agreement and return two (2) copies of the Agreement to the Executive Office for distribution.


ACTION:4/5 Vote Required, Policy


Stephanie Perez, Deputy Director of Admin. Services 1/8/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: January 14, 2025
xc: EO

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$31,830	\$39,500	\$71,330	\$0
NET COUNTY COST	\$31,830	\$39,500	\$71,330	\$0
SOURCE OF FUNDS: 100% General Fund Contingency.			Budget Adjustment: Yes	
			For Fiscal Year: 24/25 – 25/26	

C.E.O. RECOMMENDATION: Approve.

BACKGROUND:

Summary

On July 11, 2023 the Board of Supervisors (Board) approved the purchase of grant search software from eCivis that allowed all departments county-wide to conduct nation-wide searches for grant opportunities. (Minute Order #3.3) County-wide training was offered in September 2023 and departments immediately gained access to the platform.

eCivis, as part of their software package, also offers a post-award module with increased functionality to track, report, and monitor on grant activity, thereby assisting departments in complying with grant terms and increasing the County’s collective ability to coordinate and report on grant applications and awards. Now that we have demonstrated success and familiarity with eCivis, the Executive Office is recommending that we acquire this enhanced reporting and tracking functionality to better manage our grant application process. The software will allow departments to efficiently track funding and streamline reports that are required to be submitted to granting agencies.

Impact on Residents and Businesses

The ability to pursue and obtain grant funding allows the County to find significant supplemental funding to enhance service delivery to our constituents.

Additional Fiscal Information

Current fiscal year costs of \$31,830. Fiscal Year 2024-25 costs will be paid out of County Contingency Funds and, Fiscal Year 2025-26 costs will be included in the proposed budget.

Contract History and Price Reasonableness

The original agreement with eCivis secured favorable pricing through the Riverside County Purchasing Department’s effort to locate a federal General Services Administration agreement that included a Participation Clause allowing the County to get the same terms negotiated by the federal government. Pricing being offered by eCivis for this module continues with those terms and have been found by Purchasing to be reasonable.

ATTACHMENT:

- Attachment A. - eCivis Government Order Form

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Brett Austin
Brett Austin, Supervising Accountant 1/8/2025

Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet 1/6/2025

Katherine Wilkins
Katherine Wilkins, Deputy County Counsel 1/7/2025



GOVERNMENT – ORDER FORM

CARAHSOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190 PHONE
 (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
 WWW.CARAHSOFT.COM | ECIVIS@CARAHSOFT.COM



TO: Rania Odenbaugh
 Director of Constituent Services
 Riverside County
 4080 Lemon St.
 4th Floor
 Riverside, CA 92501 USA

FROM: Mandi Queen
 Carahsoft Technology Corp.
 11493 Sunset Hills Road
 Suite 100
 Reston, Virginia 20190

EMAIL: rodenbaugh@rivco.org

EMAIL: Mandi.Queen@carahsoft.com

PHONE: (951) 955-3109

PHONE: (571) 662-3051

FAX: (703) 871-8505

TERMS: GSA Schedule No: 47QSWA18D008F
 GSA Term: August 22, 2018 - August 21, 2028
 FTIN: 52-2189693
 Shipping Point: FOB Destination
 Credit Cards: VISA/MasterCard/AMEX
 Remit To: Same as Above
 Payment Terms: Net 30 (On Approved Credit)
 Cage Code: 1P3C5
 DUNS No: 088365767
 UEI: DT8KJHZXVJH5
 Business Size: Other than Small
 Sales Tax May Apply

QUOTE NO: 50677978
QUOTE DATE: 11/18/2024
QUOTE EXPIRES: 12/15/2024
RFQ NO:
SHIPPING: ESD
TOTAL PRICE: \$52,500.00
TOTAL QUOTE: \$52,500.00

LINE N	PART NO.	DESCRIPTION	QUOTE PRICE		QTY	EXTENDED PRICE
SAAS SUBSCRIPTION						
1	POST-O5B-1-611	Grants Network Grantee Post-Award - Over \$5 Billion - Annual GTY Holdings Inc. - POST-O5B-1	\$39,500.00	GSA	1	\$39,500.00
2	GN-USR-1-611	Grants Network - Users - Per User, Annual Base license (Includes 7 base user subscriptions) GTY Holdings Inc. - GN-USR-1	NSP	GSA	1	\$0.00
3	GN-USR-1-611	Grants Network - Users - Per User, Annual Per User Additional licenses GTY Holdings Inc. - GN-USR-1	NSP	GSA	100	\$0.00
SAAS SUBSCRIPTION SUBTOTAL:						\$39,500.00
IMPLEMENTATION SERVICES						
4	CON-SCE-611	Senior Consulting Engineer (Per Hour) Data Integration Carahsoft Technology Corporation - CON-SCE	\$250.00	GSA	20	\$5,000.00
5	CON-SCE-611	Senior Consulting Engineer (Per Hour) Grantee Implementation - Post Award Carahsoft Technology Corporation - CON-SCE	\$250.00	GSA	32	\$8,000.00
IMPLEMENTATION SERVICES SUBTOTAL:						\$13,000.00
SUBTOTAL:						\$52,500.00
TOTAL PRICE:						\$52,500.00
TOTAL QUOTE:						*\$52,500.00

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- Includes Implementation, training, unlimited projects, support and cloud storage.
- Applicable taxes extra.

This Order Form is governed by and incorporates the eCivis Software Subscription Agreement entered into by and between eCivis Inc. and County of Riverside, a political subdivision of the state of California, approved by the Board of Supervisors July 11, 2023, item 3.3 ("Agreement"). Sections 2.2 and 12.9, allow the parties to purchase additional services by way of an Order Form.

Additional Terms:

• Terms of Payment:

o Year 1 Software Subscription:

- Annual fees to be co-termed and pro-rated with existing Agreement.

- First year pro-rated amount due 100% upon Order Form Start Date (Net 30). Yearly fees will be added to annual invoice going forward and are payable according to Agreement.

o Professional Services:

- Due 100% upon Order Form Start Date (Net 30)

The Terms of Service: The services and any related software are provided under the Agreement.

Term begins on Order Form execution and is co-termed with Agreement. Services including account activation and implementation to start immediately upon receipt of Order Form.

Please include the following on your PO:

- PO made out to Carahsoft with our current address (11493 Sunset Hills Road, Suite 100. Reston, VA 20190)
- Payment terms: Net30
- Ship to and bill to address listed



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IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this Order Form.

COUNTY OF RIVERSIDE, a political subdivision of the State of California

By: [Signature]
V. Manuel Perez, Chair
Board of Supervisors

Dated: 1/14/2025

ECIVIS, INC. a Delaware corporation

By: [Signature]
Name: John Rowe,
Title: Director of Sales

Dated: 30/12/2024

ATTEST:

Kimberly A Rector
Clerk of the Board

By: [Signature]
Deputy

APPROVED AS TO FORM:

Minh Tran
County Counsel

By: [Signature]
Katherine Wilkins,
Deputy County Counsel

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SCHEDULE A
FY 24/25 BUDGET ADJUSTMENT

Anticipated Increase in Unassigned Fund Balance

10000-1109000000-370100	Unassigned Fund Balance	\$ 31,830
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Decrease Appropriations

10000-1109000000-581000	Appropriations for Contingency	\$ 31,830
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Increase Appropriations

10000-1100100000-525440	Professional Services	\$ 31,830
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Anticipated Use of Unassigned Fund Balance

10000-1100100000-370100	Unassigned Fund Balance	\$ 31,830
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