

OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
333 West Ocean Boulevard, 11th Floor
Long Beach, CA 90802-4664

1 FIRST AMENDMENT TO AGREEMENT NO. 32808

2 **32808**

3 THIS FIRST AMENDMENT is made and entered, in duplicate, as of August
4 30, 2013, for reference purposes only, pursuant to a minute order adopted by the City
5 Council of the City of Long Beach at its meeting on September 18, 2012, by and between
6 CARDON SOLUTIONS, LLC, a Florida Limited Liability Company, with a place of
7 business at 2334 Weston Rd., #144, Weston, FL 33326 ("Consultant"), and the CITY OF
8 LONG BEACH, a municipal corporation ("City").

9 WHEREAS, the parties executed Agreement No. 32808 in October of 2012
10 for a term of one (1) year with options to renew for additional years; and

11 WHEREAS, NOW, the parties now desire to exercise the First option and
12 renew the Agreement for an additional year;

13 NOW, THEREFORE, in consideration of the mutual terms, covenants, and
14 conditions in this Agreement, the parties agree as follows:

15 1. Section 1.A of Agreement No. 32808 is amended to read as follows:

16 "1.A. SCOPE OF WORK OR SERVICES.

17 A. Consultant shall furnish specialized services more particularly
18 described in Exhibit "A" (Technical Proposal), attached to this Agreement and
19 incorporated by this reference, in accordance with the standards of the profession.
20 Said services shall be performed in accordance with the standards of the
21 profession. City shall pay for these services in the manner described below, not to
22 exceed One Hundred Sixty-Six Thousand Eight Hundred Dollars (\$166,800.00) at
23 the rates or charges shown in Exhibit "B", (Cost Proposal)."

24 2. Section 2 of Agreement No. 32808 is hereby amended in its entirety
25 as follows:

26 "2. TERM. The term of this Agreement shall commence on October 1,
27 2013, and shall terminate on September 30, 2014, unless terminated earlier, as
28 provided in this Agreement. City's City Manager shall have one (1) one-year

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option to renew the Agreement.”

3. Except as expressly amended herein all of the terms covenants and conditions of Agreement No. 32808 as amended shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have caused this document to be duly executed with all formalities required by law as of the date first stated above.

Cardon Solutions, LLC, a Florida Limited Liability Company

August 27, 2013

By Don All

Donna Wukasch

Type or Print Name

Manager

Title

August 29, 2013

By Caryn Jenney

Caryn Jenney

Type or Print Name

Manager

Title

“Consultant”

CITY OF LONG BEACH, a municipal corporation

9.17, 2013

By [Signature] Assistant City Manager

City Manager

“City”

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER.

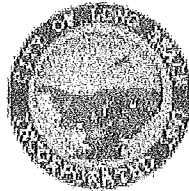
This FIRST AMENDMENT is approved as to form on Sept. 6, 2013.

CHARLES PARKIN, City Attorney

By [Signature]

Deputy

**Technical
Proposal to**



In Response to

RFP #FM 12-054

**Production Maintenance of FAMIS,
BPREP, ADPICS, FAACS,
SYSTEMWIDE, EZ FAMIS Software**

**August 23, 2012
11:00 a.m. PT**



**Cardon
Solutions, LLC**

**Cardon Solutions, LLC
13762 W State Road 84
#128
Davie, FL 33325**



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RFP #FM 12-054: Technical Proposal
Production Maintenance of
FAMIS, BPREP, ADPICS, FAACS,
SYSTEMWIDE, EZ FAMIS Software

1 Cover Sheet

City of Long Beach Request For

Proposal No. FM12-054 for

Production Maintenance of FAMIS, BPREP, ADPICS,
FAACS, SYSTEMWIDE, EZ FAMIS Software

Release Date: August 2, 2012
Due Date: August 23, 2012

For additional information, please contact:
Purchasing Division, 562/570-6200

This RFP is available in an alternative format by calling 562/570-6200

See Pages 6-8 for instructions on submitting proposals.

Company Name Cardon Solutions, LLC Contact Person Donna Wukasch

Address 13762 W State Rd 84, #128 City Davie State FL Zip 33325

Telephone (954) 693-4991 Fax (954) 653-1418 Federal Tax ID No. [REDACTED]

Prices contained in this proposal are subject to acceptance within 90 calendar days.

I have read, understand, and agree to all terms and conditions herein. Date 08/20/2012

Signed *Donna Wukasch*

Print Name & Title Donna Wukasch, Manager



2 Executive Summary

Cardon Solutions, LLC (Cardon) is excited to have the opportunity to provide the City of Long Beach (the City) with technical and functional production maintenance support and development services for the City's suite of financial products, which include FAMIS, ADPICS, BPREP, FAACS, and SYSTEMWIDE (collectively referred to as FAMIS), and SimplerSuite Reporting, known as Simpler/Financials or EZ FAMIS. Based on our extensive understanding of FAMIS, EZ FAMIS, and the specific needs of the City we are confident that our skills and experience will substantially meet or exceed the City's requirements. We believe Cardon is uniquely qualified to satisfy the City's support needs. Consider the following:

- **Cardon Understands the City's Business Processes:** Cardon professionals have been involved with the City since 1995, beginning with the implementation of the earlier version of FAMIS (4.2). Since then, Cardon professionals have worked with City on numerous projects, including a FAMIS upgrade to the current production version, and the implementation and support of EZ FAMIS.
- **Cardon Knows Both FAMIS and EZ FAMIS:** Cardon professionals have been involved in the design, development, implementation and support of the FAMIS application since 1989. In addition, we were instrumental in the initial design, development, and implementation of EZ FAMIS, and have been supporting it for the City since 2008. No other vendor has this kind of experience with both FAMIS and EZ FAMIS.
- **Cardon Staff:** Cardon staff are located on the East and West coasts, which allows us to offer the City a wide support window, from approximately 6:00 a.m. PT to 6:30 p.m. PT, with extended hours available during critical projects. The Cardon team has worked together for over 16 years, and provides a unique blend of technical and functional skills.





3 Proposed Services / Scope of Project (Section 3 in RFP)

3.1 Understanding of Project

The City of Long Beach is seeking technical and functional production maintenance support and development services for its financial management system. The financial management system is comprised of the suite of FAMIS software (FAMIS, ADPICS, BPREP, FAACS, and Systemwide), and the SimplerSuite product known as EZ FAMIS or Simpler/Financials at the City. FAMIS was originally developed by KPMG in the late 1980's and is currently owned and maintained by Cogsdale (a business unit of N. Harris Computer Corporation). The City has been using the current version of FAMIS since the late 1990's, and is using version 5.1 in production. In 2008, the City implemented EZ FAMIS to support searching, inquiry, and reporting for FAMIS data. The City has since rolled out access in many different subject areas, and anticipates the use of EZ FAMIS to continue to grow to support the ever-changing data and information needs of City users.

For the past several years, the City has contracted with outside vendors, including Cardon, to provide services similar to those requested in this RFP. The City is currently requesting support for a 12-month period commencing on October 1, 2012 and ending September 30, 2013. The City will have the option to execute up to two 12-month renewals beginning October 1, 2013.

3.2 Services

Cardon proposes to provide all of the services requested in Section 3 – Scope of Project in the RFP. The services shall be provided remotely, with staff available from approximately 6:00 a.m. to 6:30 p.m. Pacific Time. Due to the nature of the requested services, Cardon will also be available during non-business hours as requested by the City to provide support for critical and/or emergency processes.





Cardon will maintain records of all activities performed by each team member, and will include these details in monthly reports.

3.2.1 FAMIS Suite of Software

- Perform functional and technical problem determination for production issues
- Log and track all reported problems / defects
- Correct software defects and/or develop data updates to resolve problems
- Perform unit testing of all changes in the City's development region
- Document the resolution of software defects / problems and provide written testing instructions
- Migrate all changes to the City's QA Test region
- Provide procedures to the City for migration of changes to the City's production region
- Provide functional and technical support to the City as needed on specific projects, such as vendor recasting, index code data recasting, 1099 processing, year-end processing, and development of complex FAMIS interfaces
- Provide functional and technical analysis, design, and programming services to assist the City in the enhancement of its FAMIS software as needed

3.2.2 EZ FAMIS Software

- Perform functional and technical problem determination for production issues
- Log and track all reported problems / defects
- Correct defects
- Perform unit testing in the City's EZ FAMIS test region
- Document the resolution of defects / problems
- Provide procedures to the City for migration of changes to the City's Production region





- Provide functional and technical analysis, design and development services related to the enhancement of production subject areas in EZ FAMIS

3.3 Assumptions

Cardon has made the following assumptions for this proposal:

- All work will be performed offsite.
- The City shall provide remote access for all Cardon resources providing the support services. Access shall be provided to all required servers and applications (e.g. FAMIS mainframe and associated software; EZ FAMIS servers and associated software, etc.).
- The City shall provide Cardon access to FAMIS and EZ FAMIS documentation as required to perform the services.





4 Company Background and References (Section 8 in RFP)

4.1 Primary Contractor Information

4.1.1 Company Ownership

Cardon Solutions, LLC (Cardon) was organized in the State of Florida, on August 25, 2008. Cardon is a woman-owned business enterprise, owned equally by Caryn Jenney and Donna Wukasch, who both serve as Managers of the LLC.

4.1.2 Company Location and Employees

Cardon staff work from two locations: Caryn Jenney works in Clarkdale, AZ and Donna Wukasch works in Davie, FL. From these offices, we service all of our clients. Cardon does not currently, and does not intend to, operate a business in the State of California. We will provide all services requested in this RFP remotely. Although we do not operate a business in California, we are registered with the State of California Secretary of State.

Data is updated weekly and is current as of Friday, August 10, 2012. It is not a complete or certified record of the entity.

Entity Name	CARDON SOLUTIONS, LLC
Entity Number	200910610346
Date Filed	04/09/2009
Status	ACTIVE
Jurisdiction	FLORIDA
Entity Address	13762 W STATE RD 84 # 128
Entity City/State/Zip	DAVIE FL 33325

4.1.3 Primary Contact

Cardon's primary contact for a contract resulting from this RFP is:

Donna Wukasch, Manager
13762 W State Road 84
#128
Davie, FL 33325
(954) 693-4991
donna@cardonsolutions.com





4.1.4 Company Background and History

Cardon was founded in August 2008 by Caryn Jenney and Donna Wukasch. Prior to forming Cardon, Caryn and Donna worked with FAMIS and EZ FAMIS while employed by other companies – KPMG Consulting (Bearing Point), Tier Technologies, and Affinity Source Inc. Our involvement with FAMIS started in 1989, and has never stopped. For the past 20+ years, we have worked with numerous state and local governments, designing, implementing, and supporting FAMIS. In 2008, along with Simpler Systems, Inc., we brought EZ FAMIS to the City of Long Beach.

Our public sector projects have included a full range of financial management system implementation and support services:

- Project Management
- Business Process Analysis
- Requirements Definition
- Software Development
- Maintenance Support
- Production Support

4.1.5 Resumes

Cardon will utilize Caryn Jenney and Donna Wukasch on this project. We have provided resumes for your review in Appendix A, and a summary of our qualifications in **Table 4-1: Staff Experience and Qualifications**.

- **Caryn Jenney:** Caryn has over 23 years of experience in the public sector with a focus in the design, development, implementation, and maintenance of the FAMIS Suite of Software. She has over four years of experience implementing and supporting Simpler/Financials (EZ FAMIS). Caryn has provided services to the City on many projects over the past 16 years, and has an in-depth knowledge of the City's systems environment and business processes. Caryn





is currently providing FAMIS and EZ FAMIS maintenance services to the City, and will continue to provide similar support on this project.

- **Donna Wukasch:** Donna has over 20 years of public sector experience, including more than 16 years working with the FAMIS Suite of Software. She has approximately four years of experience implementing and supporting Simpler/Financials (EZ FAMIS). Donna has worked with the City on various projects since 1996, and is familiar with the City's financial management system and business processes. She has provided production maintenance support services to the City for the past several years. Donna will serve as Project Manager and will provide functional support on this project.

Experience and Qualifications: FAMIS and EZ FAMIS	Caryn Jenney	Donna Wukasch
Problem Determination	●	●
Software Corrections / Data Updates	●	
Unit Testing	●	●
Code Migration & Procedures	●	
Project Support	●	●
Analysis & Design	●	●
Programming	●	
Project Management		●
Communication & Presentation Skills		●
Business Process Analysis		●
Current Experience with City's Technical Environment	●	
Public Sector Focus	●	●

Table 4-1: Staff Experience and Qualifications



4.2 Subcontractor Information

Does this proposal include the use of subcontractors?

Yes _____ No X Initials DW

4.3 References

As requested in the RFP, Cardon offers three client references for your review. A summary of our references and their contact information is provided in **Table 4-2: Client References** at the end of this section.

4.3.1 City of Long Beach

Cardon (both Caryn and Donna) currently provides services to the City to support the operation of both FAMIS and EZ FAMIS. Cardon assists the City with all of the services requested in the RFP in **Section 3 – Scope of Project**. Cardon has provided these services since October of 2008. Prior to that, Caryn Jenney and Donna Wukasch provided the same services to the City while working for Affinity Source Inc, and also provided implementation and maintenance support services while working for KPMG and Tier Technologies from approximately 1996 to 2002. The technical environment at the City during this period was not significantly different from the current technical environment.

4.3.2 Pan American Health Organization (PAHO)

Cardon (both Caryn and Donna) currently provides services to the Pan American Health Organization to support the operation of FAMIS. Cardon provides both functional and technical problem determination, and project support. For example, Cardon supports PAHO's specialized annual and biennial closure process. Cardon has provided these services to PAHO since October 2008. Prior to that, Caryn Jenney and Donna Wukasch provided similar services to PAHO while working for Affinity Source Inc. PAHO is currently using FAMIS 5.1 in an MVS / ADABAS environment.





4.3.3 County of Sonoma

Cardon (both Caryn and Donna) provides production support services for FAMIS and EZ FAMIS for the County of Sonoma. The services are very similar to the services the City is requesting in this RFP. The County uses an older version of FAMIS (4.2) and EZ FAMIS. We have been providing these services since 2008.

Client Name	Summary of Services	Contact
City of Long Beach	<ul style="list-style-type: none"> Functional and technical problem determination, project support, and analysis and design services for FAMIS and EZ FAMIS Provide remote staffing coverage Provide services during non-business hours to support critical processes Maintain records of activities performed 	Elizabeth Haynes City of Long Beach Dept. of Financial Management 333 West Ocean Blvd. Long Beach, CA 90802 562.570.7345 Elizabeth.Haynes@longbeach.gov
Pan American Health Organization	<ul style="list-style-type: none"> Functional and technical problem determination, project support, and analysis and design services for FAMIS Software Provide remote staffing coverage Provide services during non-business hours to support critical processes Maintain records of activities performed 	Mauricio Sanmartin Pan American Health Organization FRM/FA/S (Financial Systems) 202.974.3339 sanmartm@paho.org
County of Sonoma	<ul style="list-style-type: none"> Functional and technical problem determination, project support, and analysis and design services for FAMIS and EZ FAMIS Provide remote staffing coverage Provide services during non-business hours to support critical processes Maintain records of activities performed 	Dennis Rehe County of Sonoma Auditor-Controller's Office Santa Rosa, CA 707.565.3293 Dennis.Rehe@sonoma-county.org

Table 4-2: Client References



4.4 Business License

Cardon does not currently, and does not intend to, operate a business in the City of Long Beach. We will provide all services requested in this RFP remotely, from offices in Arizona and Florida. As such, we do not anticipate the need to submit a business license application for the City of Long Beach.

5 Cost (Section 9 in RFP)

As requested, detailed pricing is contained in the separately packaged Cost Proposal.





Appendix A: Resumes

Caryn Jenney

Summary of Qualifications

Caryn Jenney has over 23 years of experience in the public sector with a focus in systems design, development, implementation, and maintenance support of public sector financial management applications.

Project Experience

City of Long Beach

Production Support and Development: FAMIS and EZ FAMIS

Provides technical support to the City of Long Beach related to the operation of their financial management system (FAMIS) and EZ FAMIS. Services provided include problem determination, analysis and design, programming, production migration support, unit testing, and special project support.

Pan American Health Organization (PAHO)

Operational Support

Provides technical support to PAHO related to the operation of their general ledger system. Support includes day-to-day problem determination and support of special projects such as financial reorganizations, year-end processing, and IPSAS implementation.

Sonoma County, CA

Operational Support

Provides technical support related to the operation of FAMIS and simpler/financials (EZ FAMIS). Support includes day-to-day problem determination and resolution.

City/County of San Francisco, CA

EIS – FAMIS/ADPICS Reporting

Provide assistance with the analysis, design and development of the FAMIS/ADPICS warehouse/reporting in the City/County's Executive Information System. Duties include requirements development, database design, extract and transformation design and development, and unit testing.

County of Santa Cruz, CA

EZ FAMIS Implementation

As a subcontractor to Simpler Systems, implemented SimplerSuite 3.0 (EZ FAMIS) for the County of Santa Cruz. Providing technical development and support services.

California Department of Social Services (DSS)

County Expense Claiming System Enhancement Project

Caryn served as QA Project Manager for the California Department of Social Services in the development of enhancements to their County Expense Claiming System. She provided project management support that included defining the functional requirements, developing the user





requirements and detail design documentation, and facilitating meetings between the CA County representatives and the DSS staff.

**City/County of San Francisco
Financial Management System Implementation**

Caryn served as technical lead on the recent Online FAMIS systems upgrade project for the City/County's Controllers office. Her responsibilities included management of the technical support personnel involved in the project to complete necessary enhancements to the accounting, purchasing, and fixed asset modules to meet the City/County's processing requirements. Caryn also served as technical lead on the original implementation of the Online FAMIS system and was responsible for developing and implementing enhancements to the Budget Preparation (BPREP) system, performing the necessary data conversion and interface development, and assisting in the production migration.

**Various Local Governments
Financial Management System Product Development & Support**

Caryn served as technical team leader in the support center for Tier Technologies' Online FAMIS Series. She was responsible for managing the team of developers in the maintenance of the OLF Series software used by approximately 30 local governments. Activities included defect analysis and case management, technical quality assurance, and direct client support for various production and maintenance activities.

**City of Long Beach
Financial Management Systems Implementation**

Caryn served as technical lead on the City's original implementation and upgrade to Online FAMIS. After completion of the upgrade, she worked closely with the City's IT and project management staff to provide on-going support services. These activities included implementing software enhancements, installing software updates, assessing impact of updates on City's current business processes, providing QA support to the City personnel, and performing the production migration and conversion tasks.

**City of Fort Lauderdale
Financial Management Systems Implementation/Conversion**

Caryn served as the technical lead on the City's original implementation of Online FAMIS to run on a Unix platform against an Informix database. She then managed the subsequent Informix to VSAM migration and data conversion tasks necessary to implement the system on a VSE/ESA mainframe for the City.

**City of Jacksonville
Financial Management Systems Implementation/Conversion**

Caryn served as the technical lead on the City's original implementation of Online FAMIS to run on a Unix platform against a Sybase database. She then managed the subsequent Sybase to VSAM migration and data conversion tasks necessary to implement the system on a VSE/ESA mainframe for the City.



Organizational Experience

Cardon Solutions, LLC

Caryn is a Member Manager of Cardon, forming the company in 2008. Caryn provides technical consulting services, including analysis & design, programming, and software support.

Affinity Source Inc.

Caryn served as a Vice President for Affinity Source Inc., joining the company at start-up during April 2006, and continuing through September 2008. Caryn provided project management/quality assurance services, user requirements definition services, and detail design services.

Tier Technologies, Inc. & KPMG Consulting (now BearingPoint)

Caryn joined Tier Technologies, Inc. as part of the company's acquisition of BearingPoint's Proprietary Products Group in March 2002. Caryn served as mainframe technical lead in the Financial Management Systems support division. Her responsibilities included directing the daily activities of the technical support team, assisting the functional support team on defect analysis, ensuring technical quality of defect resolution, preparing enhancement detail designs, and working with the on-site client support team to ensure quality product delivery.

Caryn started her consulting career for KPMG in 1989. She was integral in the development of the company's government financial management applications and assisted on many implementations and upgrade projects for federal, state, and local government entities. Caryn developed expertise in the areas of software design and development, systems migration, and data conversion.

Education

Virginia Polytechnic Institute and State University, Blacksburg, VA
Bachelor of Science (Management Science), 1989

Technical Competencies

COBOL
Microsoft Visual Studio
VB.NET
MS SQL Server
SQL
XML
Simpler Script Toolset
CICS/TS version 2.3
VSAM
Z/OS version 1.9
TSO/ISPF
JCL Z/OS
IDCAMS





Donna Wukasch

Summary of Qualifications

Donna has over 20 years of experience in the public sector, including more than 16 in the planning, design, maintenance and implementation of public sector systems. Her areas of expertise include project management, business process analysis, requirements and RFP development, and governmental budgeting, procurement, accounting and reporting.

Project Experience

City of Long Beach

Production Support and Development: FAMIS and EZ FAMIS

Provides project management and functional support to the City of Long Beach related to the operation of their financial management system (FAMIS) and EZ FAMIS. Services provided include problem determination, analysis and design, unit testing, and special project support.

Pan American Health Organization (PAHO)

Operational Support

Provides functional support to PAHO related to the operation of their general ledger system. Support included day-to-day problem determination and support of special projects such as financial reorganizations, year-end processing, and IPSAS implementation.

Sonoma County, CA

Operational Support

Provides functional support related to the operation of FAMIS and simpler/financials (EZ FAMIS). Support includes day-to-day problem determination and resolution.

County of Santa Cruz, CA

EZ FAMIS Implementation

As a subcontractor to Simpler Systems, implemented SimplerSuite 3.0 (EZ FAMIS) for the County of Santa Cruz. Providing project management and functional analysis and design.

Sonoma County, CA

Operational Needs Assessment

Worked with the County to assess and document various needs related to the operation of the County's general ledger system, Online FAMIS. Donna conducted interviews with the business owners and system administrators to determine and document the current needs of the County, and documented options the County has to maximize the use of its current system to meet these needs. The study included an assessment of their chart of accounts, general ledger interfaces, and general system functionality.

City of Long Beach, CA

Interface Design

Worked with the City to analyze and design an interface between a new application that supports building permits, code enforcement and business licenses, and the City's current general ledger system.





**California Department of Consumer Affairs (DCA)
iLicensing Request for Proposal (RFP) Development**

Provided project management and requirements/RFP development services to DCA during the first phase of a project to implement iLicensing software. Provided project management support to the Project Director, including project planning and monitoring. Worked with the requirements development team to prepare baseline requirements. Responsible for planning and conducting requirements definition sessions with over 30 boards and bureaus. Provided consulting support during development and issuance of RFP.

**State of California Public Employees Retirement System (CalPERS)
California Employees Retirement Benefit Trust (CERBT) Business Case**

Provided consulting services to CalPERS, as a subcontractor to Informatix, Inc. Participated in the development of business case to support short-term and long-term recommendations for the CERBT program. CERBT is a new CalPERS product offering to employers looking for a pre-funding option for other post-employment benefits. Conducted interviews, conducted industry research and assisted in the development of the business case document.

**City/County of San Francisco, CA
Acceptance Testing Support**

Served as project manager and functional consultant for the City on its Online FAMIS Upgrade project. Documented system changes, performed unit testing, revised and executed system test plans, and provided the City with general support during the upgrade project.

**California Department of Finance
Chart of Accounts Analysis**

Served as Chart of Account lead consultant for the California Department of Finance Budget Information System (BIS) Project. Provided guidance, feedback and recommendations during Phase 2 (Chart of Accounts Analysis) including: developed and conducted chart of accounts analysis workshops for Control Agencies, CALSTARS and Non-CALSTARS departments, typically with 25 to 50 participants; contributed to the development of chart of account comparison and summary deliverables, including a proposed transition strategy for future chart of account changes and classification structure requirements; developed proposed revisions to commonly used budget development and financial accounting terms and definitions. Will provide continued consulting support during the Phase 3 - Define Business Solutions Requirements and Phase 4 - Bid Process Support.

Various Local Governments

Financial Management System Product Development & Support

Managed the support center for Tier Technologies' Online FAMIS Series. Supervised a team of developers and functional analysts responsible for maintaining and developing the OLF Series software used by approximately 30 local governments. Responsible for prioritizing and scheduling all defect resolution and enhancement projects. Provided direct support to clients, including defect analysis, solution design, QA testing, documentation updates, solution packaging, and delivery. Worked with clients to prioritize solution delivery. Responsible for personnel recruitment, retention, and performance management of all staff. Participated in proposal development and solution demonstrations.



Miami-Dade County, FL

Financial Management System Implementation

Managed the upgrade of Miami-Dade's FMS including G/L, accounts payable, and reporting, and the replacement of their procurement application. Responsible for all project management activities. Directed the research and analysis of accounting structures and processes to incorporate business process improvements as part of the project. Facilitated chart of account and business process workshops. Managed the development and implementation of customizations to the FMS. Worked closely with Finance and Procurement staff to execute the project plan and meet goals.

City of Ottawa, Ontario

Financial Management System Implementation

Managed the upgrade of the City's FMS including G/L, accounts payable, procurement, budget development, and business intelligence reporting. Responsible for all project management activities. Planned and facilitated chart of account and business process workshops. Served as the functional lead for the implementation of the budget development and business intelligence modules. Worked closely with Finance and Budget staff to execute the project plan.

City of El Paso, TX

Financial Management System Implementation

Managed the upgrade of the City's FMS including modules such as general ledger, accounts payable, budget development, and reporting. Responsible for all project management activities. Planned and facilitated chart of account and business process workshops. Served as the functional lead for the implementation of the budget development and reporting modules.

City of Tampa, FL

Financial Management System Implementation

Assisted with the management of the project to replace the City's FMS including G/L, accounts payable, procurement, fixed assets, inventory, budget development, and reporting. Facilitated chart of account and business process workshops. Developed training curriculum, and provided training. Served as the functional lead for the implementation of the budget development and reporting modules. Responsibilities included data conversion, interface definition, and requirements definition.

Clerk of the Circuit Court, Hillsborough County, FL

Financial Management System Implementation

Assisted with the management of the project to replace the City's FMS including modules such as G/L, accounts payable, procurement, fixed assets, budget development, and reporting. Facilitated chart of account and business process workshops. Developed training curriculum, and provided training. Served as the functional lead for the implementation of the budget and reporting modules. Responsibilities included data conversion, interface definition, and requirements definition.

City/County of San Francisco, CA

Financial Management System Implementation

Served as the functional lead in the implementation of San Francisco's budget development system (BPREP). Worked closely with Budget staff during all phases of the project, including enhancement development and implementation, system configuration and testing, data conversion, interface development, reporting, user training and production support.





Organizational Experience

Cardon Solutions, LLC

Donna is a Member Manager of Cardon, forming the company in 2008. Donna provides functional consulting services, including project management, business process analysis, requirements definition, software implementation, and software support. Donna is also responsible for the financial management of the company, and marketing.

Affinity Source Inc.

Donna served as Vice President /Treasurer and principal consultant for Affinity Source Inc., joining at start-up during March 2006 and continuing through September 2008. Donna provided consulting services to a variety of public sector clients, was responsible for the financial management of the company, and participated in guiding the strategic direction of the company and business development.

Tier Technologies, Inc.

Donna joined Tier Technologies, Inc. as part of the company's acquisition of BearingPoint's Proprietary Products Group in March 2002. While at Tier, Donna served as a Project Manager for financial management system implementations (through May 2002), and as manager of the support center for Tier's Online FAMIS Series (May 2002 through March 2006).

KPMG Consulting (now BearingPoint)

Donna started as a Senior Consultant with KPMG Consulting's Public Services group in September of 1995, and was a Senior Manager in March 2002 when the group was acquired by Tier Technologies. Her focus while at KPMG Consulting was the implementation of financial management systems for local governments. Donna provided both project management and functional consulting services while at KPMG Consulting. Her areas of expertise included budget development and reporting systems.

Miami-Dade County

Donna began her public sector career in 1991 with Miami-Dade County, where she first worked for the Audit and Management Services Department. Her projects included organizational reviews, fee studies, and professional services procurement. Donna also was a Senior Budget Analyst in the Office of Management and Budget, where she was responsible for the development and monitoring of various departmental budgets.

Education

Purdue University (Krannert Graduate School of Management), West Lafayette, IN
Master of Science (Industrial Administration), 1989

Purdue University, West Lafayette, IN
Bachelor of Science (Chemistry), 1988





Attachment A: Certification of Compliance with Terms and Conditions of RFP

I have read, understand and agree to comply with the terms and conditions specified in this Request for Proposal. Any exceptions MUST be documented.

YES NO

SIGNATURE

Dan [Signature]

EXCEPTIONS: Attach additional sheets if necessary. Please use this format.

EXCEPTION SUMMARY FORM

RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (PROVIDE A DETAILED EXPLANATION)
8.4	10	Cardon Solutions, LLC does not operate a business in the City of Long Beach, and as such does not anticipate the need to submit a business license application with the City of Long Beach.
Attachment G – Section 5	3 (of Attachment B)	Cardon Solutions, LLC maintains CGL insurance coverage in the amount of \$1,000,000 per each occurrence and \$2,000,000 general aggregate. There are, however, some differences from the coverage described in Section 5 of the Pro Forma Agreement.
Attachment G – Section 9	7 (of Attachment B)	The scope of this project includes support of software licensed by other vendors, and as such, Cardon Solutions, LLC may not always be able to grant ownership and unrestricted use and disclosure of Data to the City.
Attachment G – Section 22	11 (of Attachment B)	The scope of this project includes support of software licensed by other vendors, and as such, Cardon Solutions, LLC may not always be able to assign ownership of Data to the City. To the best of our knowledge, performing the scope of services requested by the City in this RFP does not violate or infringe any patent, copyright, trade secret or other proprietary right of any other party.
N/A	N/A	Cardon Solutions, LLC requests the addition of a 'Force Majeure' clause, such as: "Either party shall be temporarily excused from performing under this agreement if any force majeure or other occurrence beyond the reasonable control of either party makes such performance impossible. Under such circumstances, performance under this agreement related to the delay shall be suspended for the duration of the delay. Once the delaying event subsides, the delayed party shall resume performance of its obligations with due diligence. The parties shall use their best efforts to overcome the cause and effect of any such suspension."





Attachment B: Statement of Non-collusion

Attachment B

Statement of Non-collusion

The proposal is submitted as a firm and fixed request valid and open for 90 days from the submission deadline.

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal and the proposer has not in any manner sought by collusion to secure for himself or herself an advantage over any other proposer.

In addition, this organization and its members are not now and will not in the future be engaged in any activity resulting in a conflict of interest, real or apparent, in the selection, award, or administration of a subcontract.

8/17/12

Authorized signature and date

Donna Wukasch, Manager

Print Name & Title





RFP #FM 12-054: Technical Proposal
Production Maintenance of
FAMIS, BPREP, ADPICS, FAACS,
SYSTEMWIDE, EZ FAMIS Software

Attachment C: W-9

See Next Page



Cardon
Solutions, LLC

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return) Cardon Solutions, LLC	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) C <input type="checkbox"/> Other (see instructions) ▶	
<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) 13762 W State Rd 84 #128	Requester's name and address (optional)
City, state, and ZIP code Dave FL 33325	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ Dave	Date ▶ 8/17/12
------------------	--	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



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Attachment D: Debarment Certification Form

See Next Page



Cardon
Solutions, LLC

Debarment, Suspension, Ineligibility Certification

(Please read attached *Acceptance of Certification and Instructions for Certification* before completing)

This certification is required by federal regulations implementing Executive Order

1. The potential recipient of Federal assistance funds certifies, by submission of proposal, that:
 - Neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
 - Have not within three (3) year period preceding this bid/agreement/proposal had a civil judgment rendered against them for commission of fraud or been convicted of a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - Are not presently or previously indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in the above paragraph of this certification; and
 - Have not within a three (3) year period preceding this bid/agreement/proposal had one or more public (Federal, State, or local) transactions terminated for cause of default.
2. Where the potential prospective recipient of Federal assistance funds is unable to certify to any of the statement in this certification, such prospective participant shall attach an explanation to the applicable bid/agreement/proposal.

Don Wd

Signature of Authorized Representative

Manager

Title of Authorized Representative

Carbon Solutions, LLC
Business/Contractor/ Agency

8/17/12
Date



RFP #FM 12-054: Technical Proposal
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Attachment E: Small Business Enterprise Program

See Next Page



Cardon
Solutions, LLC



COLB FORM SBE-2P: SBE/VSBE/LSBE COMMITMENT PLAN FOR PROFESSIONAL SERVICES CONTRACTS

SECTION 1

Project Name:	Production Maintenance of Software	Date:	8/17/12
Prime Consultant:	Carbon Solutions, LLC	Prime Contract \$ Amount:	\$162,000
Estimated \$ Value of Prime's Participation:	\$162,000	Estimated % of Prime's Participation:	100%
Estimated \$ Value of SBE Participation:	—	Estimated SBE % of Prime Contract \$ Amount:	0%
Estimated \$ Value of VSBE Participation:	—	Estimated VSBE % of Prime Contract \$ Amount:	0%
Estimated \$ Value of LSBE Participation:	—	Estimated LSBE % of Prime Contract \$ Amount:	0%

SECTION 2 (please refer to instructions on page 2)

Business Name, City, State, Contact Person, Phone #	Indicate "SBE", "VSBE" or LSBE	Indicate If 1 st Tier Sub, Lower Tier Sub, Vendor or Supplier	Contract With	Brief Description of Work	\$ Value of Subcontract, Materials or Services	% of Total Prime Contract Value
<i>Ex #1: ABC Land Surveyors Long Beach, CA Mr. Joe Smith, (562) 555-1212</i>	LSBE	1st tier sub	XYZ Prime Consultant	Land surveying	\$100,000	20%
<i>Ex #2: Tom's Survey Supplies Long Beach, CA Mr. Tom Jones (562) 555-1313</i>	VSBE	Supplier	ABC Land Surveyors	Surveying supplies	\$5,000	1%
<i>Ex #3: Banana Blueprints Irvine, CA Mrs. Diane Tomas, (562) 555-1313</i>	SBE	Supplier	XYZ Prime Consultant	Blueprint Supplies	\$10,000	2%

Donna Wukarsch

954-693-4991

Completed by: Prime Consultant Contact (please print or type)

Phone #

Donna Wukarsch

8/17/12

donna@carbonsolutions.com

Signature

Date

Email

ATTACHMENT D E



RFP #FM 12-054: Technical Proposal
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Attachment F: Equal Benefits Ordinance Disclosure

See Next Page

Compliance with the EBO

If a contractor has not received a waiver from complying with the EBO and the timeframe within which it can delay implementation has expired but it has failed to comply with the EBO, the Contractor may be deemed to be in material breach of the Contract. In the event of a material breach, the City may cancel, terminate or suspend the City agreement, in whole or in part. The City also may deem the Contractor an irresponsible bidder and disqualify the Contractor from contracting with the City for a period of three years. In addition, the City may assess liquidated damages against the Contractor that may be deducted from money otherwise due the Contractor. The City may also pursue any other remedies available at law or in equity.

By my signature below, I acknowledge that the Contractor understands that to the extent it is subject to the provisions of the Long Beach Municipal Code section 2.73, the Contractor shall comply with this provision.

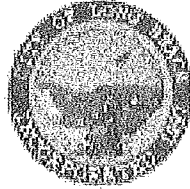
Printed Name: Donna Wukasz Title: Manager

Signature: *Donna Wukasz* Date: 8/17/12

Business Entity Name: Cardon Solutions, LLC

Exhibit "B"

**Cost
Proposal to**



In Response to

**RFP #FM 12-054
Production Maintenance of FAMIS,
BPREP, ADPICS, FAACS,
SYSTEMWIDE, EZ FAMIS Software**

**August 23, 2012
11:00 a.m. PT**



**Cardon
Solutions, LLC**

**Cardon Solutions, LLC
13762 W State Road 84
#128
Davie, FL 33325**



RFP #FM 12-054: Cost Proposal
Production Maintenance of
FAMIS, BPREP, ADPICS, FAACS,
SYSTEMWIDE, EZ FAMIS Software

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1 Overview

1.1 Fees for Services

Cardon Solutions, LLC (Cardon) proposes to provide up to 1,200 hours of support services (described in detail in the Technical Proposal) for the 12-month period commencing on October 1, 2012 and ending on September 30, 2013. We understand that the City expects to utilize approximately 100 hours each month, but that actual hours worked each month will vary. Regardless of the hours worked each month, Cardon will invoice the City at the beginning of each month for a fixed fee of \$13,500. In the event the City requires services in excess of 1,200 hours for the 12-month contract period, additional hours will be invoiced at the rate of \$135/hour.

For the first optional one-year renewal, Cardon proposes to provide up to 1,200 hours of support services for the 12-month period commencing on October 1, 2013 and ending on September 30, 2014. We understand that the City expects to utilize approximately 100 hours each month, but that actual hours worked each month will vary. Regardless of the hours worked each month, Cardon will invoice the City at the beginning of each month for a fixed fee of \$13,900. In the event the City requires services in excess of 1,200 hours for the first 12-month renewal period, additional hours will be invoiced at the rate of \$139/hour.

For the second optional one-year renewal, Cardon proposes to provide up to 1,200 hours of support services for the 12-month period commencing on October 1, 2014 and ending on September 30, 2015. We understand that the City expects to utilize approximately 100 hours each month, but that actual hours worked each month will vary. Regardless of the hours worked each month, Cardon will invoice the City at the beginning of each month for a fixed fee of \$14,300. In the event the City requires services in excess of 1,200 hours for the first 12-month renewal period, additional hours will be invoiced at the rate of \$143/hour.

Fees in both of the optional renewal years reflect an approximate 3% increase.

1.2 Out-of-Pocket Expenses

Cardon proposes to perform all of the services remotely, and therefore will incur no out-of-pocket expenses related directly to this project. Our proposed pricing, therefore, includes fees for services only. In the event the City requires that any of the work be performed onsite, the City shall reimburse Cardon for reasonable travel-related expenses. Such travel and reimbursement shall be in accordance with the City's travel regulations and policies.



2 Cost Summary

The following table summarizes the proposed costs for this project.

Period	Total Amount	Monthly Amount	Additional Hourly Rate
10/1/2012 – 9/30/2013	\$162,000	\$13,500	\$135
10/1/2013 – 9/30/2014	\$166,800	\$13,900	\$139
10/1/2014 – 9/30/2015	\$171,600	\$14,300	\$143

