

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

CONTRACT
34024

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3 THIS CONTRACT is made and entered, in duplicate, as of September 16,
4 2015 for reference purposes only, pursuant to Resolution No. RES-15-0116, adopted by
5 the City Council of the City of Long Beach at its meeting on September 15, 2015, by and
6 between CARDON SOLUTIONS, LLC, a Florida limited liability company ("Contractor"),
7 with a place of business at 304 Indian Trace, Suite 526, Weston, Florida 33326, and the
8 CITY OF LONG BEACH ("City"), a municipal corporation.

9 WHEREAS, the City requires technical and functional maintenance support
10 and development services for the City's suite of Financial Accounting Management
11 Information Systems (FAMIS) and Simpler Suite (EZ FAMIS) reporting; and

12 WHEREAS, City did by Resolution No. RES-15-0116 determine that the
13 City's need to purchase technical and functional maintenance support and development
14 services for the City's FAMIS and EZ FAMIS reporting could only be met by Contractor
15 and, by reason of the foregoing, no useful purpose would be served by advertising for
16 bids to purchase such technical and functional maintenance support and development
17 services for the City's FAMIS and EZ FAMIS reporting, and to do so would constitute an
18 idle and useless act and an unnecessary expenditure of public funds;

19 NOW, THEREFORE, in consideration of the mutual terms and conditions
20 contained herein, the parties agree as follows:

21 1. Contractor shall sell, furnish and deliver to City technical and
22 functional maintenance support and development services for the City's FAMIS and EZ
23 FAMIS reporting, as authorized by Resolution No. RES-15-0116 and described in Exhibit
24 "A" attached to this Contract and incorporated by this reference.

25 2. City shall pay Contractor in due course of payments, following
26 receipt of an invoice from Contractor and upon acceptance from City, for technical and
27 functional maintenance support and development services for the City's FAMIS and EZ
28 FAMIS reporting, the prices shown in Exhibit "A," in an annual amount of One Hundred

1 Seventy-One Thousand Six Hundred Dollars (\$171,600) with the option to add
2 expenditures up to ten percent (10%) if necessary, for a total annual not to exceed
3 amount of One Hundred Eighty-Eight Thousand Seven Hundred Sixty Dollars (\$188,760).

4 3. The term of this Contract shall commence on October 1, 2015, and
5 shall terminate at midnight on September 30, 2017 unless sooner terminated as provided
6 herein. The City may terminate this Contract by giving thirty (30) days prior notice of
7 termination to Contractor. The City shall have the option to extend the term of this
8 Contract upon the same terms and conditions for two (2) additional one-year periods
9 upon advance written notice to Contractor.

10 4. Neither this Contract nor any of the moneys that may become due
11 Contractor hereunder may be assigned without the prior written consent of City.

12 5. Any notices required hereunder or desired to be given by either party
13 shall be in writing and personally delivered or deposited in the U.S. Postal Service, first
14 class postage prepaid, addressed to Contractor at the address stated herein, and to City
15 at 333 West Ocean Boulevard, Long Beach, California 90802 Attn: City Manager. Notice
16 shall be deemed given on the date personal delivery is made or on the date of deposit in
17 the mail, whichever first occurs.

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IN WITNESS WHEREOF, the parties have signed this document with all the formalities required by law as of the date first stated above.

CARDON SOLUTIONS, LLC, a Florida limited liability company

September 21, 2015

By Donna Wukarsch
Name Donna Wukarsch
Title Manager

September 22, 2015

By Cathy Jennings
Name Cathy Jennings
Title Manager

"Contractor"

CITY OF LONG BEACH, a municipal corporation

Oct. 5, 2015

By [Signature]
City Manager
Assistant City Manager

EXECUTED PURSUANT TO SECTION 301 OF THE CITY CHARTER.

"City"

This Contract is approved as to form on Sept. 28, 2015.

CHARLES PARKIN, City Attorney

By [Signature]
Deputy

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

EXHIBIT "A"



| Cardon
Solutions, LLC

Proposal

For The City of Long Beach

August 4, 2015

304 Indian Trace
Suite 526
Weston, FL 33326
Office (954) 999-5108

Executive Summary

Cardon Solutions, LLC (Cardon) is pleased to present this proposal to the City of Long Beach (the City) for technical and functional production maintenance support and development services for the City's suite of financial products (collectively referred to as FAMIS, which include FAMIS, ADPICS, BPREP, FAACS, and SYSTEMWIDE), and Simpler Reporting. Our extensive understanding of FAMIS and Simpler Reporting, as well as the specific needs of the City uniquely positions Cardon to continue to provide the excellent service to which the City has become accustomed. 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, the implementation and support of Simpler Reporting, as well as the exchange of data back and forth between subsidiary systems.
- **Cardon Knows Both FAMIS and Simpler Reporting:** 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 Simpler Reporting, and have been supporting it for the City since 2008. No other vendor has this kind of experience with both FAMIS and Simpler Reporting.
- **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 20 years, and provides a unique blend of technical and functional skills.

Proposed Services

Overview

The City of Long Beach requires 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 Simpler Reporting 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 Simpler/Financials 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 Simpler Reporting 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 support and development services. Although the City is currently in the process of selecting new software that will replace FAMIS, the implementation schedule is not yet finalized, and the go-live date is not likely to occur in the next fiscal year. Until the new system is in place, the City will need to ensure that its financial management system is fully supported.

Cardon proposes to provide all of the services listed in the following tables. 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.

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

Simpler Reporting Software
▪ Perform functional and technical problem determination for production issues
▪ Log and track all reported problems / defects
▪ Correct defects
▪ Perform unit testing
▪ 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

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; Simpler Reporting servers and associated software, etc.).
- The City shall provide Cardon access to FAMIS and Simpler Reporting documentation as required to perform the services.

Fees

Cardon Solutions, LLC (Cardon) proposes to provide the same level of service that we have provided for the past several years: up to 1,200 hours of support services, commencing on October 1, 2015 and ending on September 30, 2016. 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. We are offering our services at the current rate of \$14,300 per month. In the event the City requires services in excess of 1,200 hours for the 12-month period, additional hours will be invoiced at the rate of \$143/hour. In the event the City requires our services beyond September 30, 2016, we are pleased to offer the same package pricing of \$14,300 per month. Rates for other packages providing different levels of service are negotiable.

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.

About Cardon Solutions

Cardon was founded in August 2008 by Caryn Jenney and Donna Wukasch. Prior to forming Cardon, Caryn and Donna worked with FAMIS and Simpler Reporting 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 25+ years, we have worked with numerous state and local governments, designing, implementing, and supporting FAMIS. In 2008, along with Simpler Systems, Inc., we brought Simpler Reporting 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

Cardon Team

- **Caryn Jenney:** Caryn has over 26 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 seven years of experience implementing and supporting Simpler Reporting. 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 Simpler Reporting maintenance services to the City, and will continue to provide similar support on this project.
- **Donna Wukasch:** Donna has over 24 years of public sector experience, including more than 20 years working with the FAMIS Suite of Software. She has approximately seven years of experience implementing and supporting Simpler Reporting. 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.