



Approval of an Amendment to Questica SaaS Budgeting Software Contract

Consent

Prepared by: Loretta Su

Attachments: No

Approved by: James Corless

Referring Committee: Policy & Innovation

1. Issue:

Approval of an Amendment to the Questica Budgeting SaaS Software Contract to add feature enhancements to existing budgeting software and build custom reports needed to replace manual generation of certain reports.

2. Recommendation:

The Policy and Innovation Committee unanimously recommends that the board approve the amendment of Questica SaaS Budget Software.

3. Background/Analysis:

In June 2019, the board approved a release of a Request for Proposal (RFP) to solicit proposals from qualified vendor who could meet a range of SACOG's accounting software system needs, including functionalities related to requisition and purchase order processing, grant management, metadata management, budget allocations pertaining to multiyear agreements, encumbrance accuracy, time & expense reporting, human resource and payroll functions and various accounting functions. SACOG received a total of five proposals with stand-alone software and/or compatible third-party integration software that meets SACOG's software system needs. After evaluation of proposals for functionalities that meet a range of SACOG's accounting software needs, a contract was awarded to Sparkrock for its software as a service (SaaS), with the option to integrate Questica, a budgeting SaaS.

4. Discussion/Analysis:

In October 2022, staff exercised its option to integrate Questica for managing SACOG's budget with Sparkrock, for a three-year term in the amount of \$98,473.75. While procured jointly, SACOG has separate contracts with Sparkrock and Questica. This staff request only pertains to the contract with Questica. Questica will streamline, simplify, and provide for more accurate budgeting and forecasting for staff to make informed decisions. Staff is requesting board approval to increase Questica's contract by \$38,625 for the subscription and implementation of the Budget Book for a two-year term and for development and integration of custom reports, resulting in a revised total contract amount of \$137,098.75. Total five-year costs for accounting and budgeting software are \$628,190. In October 2022, staff exercised its option to integrate Questica for managing SACOG's budget with Sparkrock, for a three-year term in the amount of \$98,473.75. This amount is included in the board-approved total accounting software costs of \$500,000. While procured jointly, SACOG has separate contracts with Sparkrock and Questica. This staff request only pertains to the contract with

Questica. Questica will streamline, simplify, and provide for more accurate budgeting and forecasting for staff to make informed decisions. Staff is requesting board approval to increase Questica's contract by \$38,625 for the subscription and implementation of the Budget Book for a two-year term and for development and integration of custom reports, resulting in a revised total contract amount of \$137,098.75. Total five-year costs for the accounting software and three-year budgeting software are \$628,190.

The first additional expenditure will allow SACOG to generate a user-friendly Budget Book and a comprehensive document management and financial reporting tool that is anticipated to be used in connection with staff efforts related to the development of the Overall Work Plan.

The second additional expenditure will provide SACOG with assistance from Questica in the development of custom reports to replace the manual Excel reports that currently are used for budget reporting to increase accuracy, save time, and improve transparency.

5. Fiscal Impact/Grant Information:

The cost of \$38,625 will be programed into the Overall Work Program in FY 2023-2024 and FY 2024-2025. It is part of the indirect costs pool and will be recovered through the Indirect Rate.