

**CITY OF MIRAMAR  
PROPOSED CITY COMMISSION AGENDA ITEM**

**Meeting Date:** September 17, 2025

**Presenter's Name and Title:** Samantha Edouard, Chief Administrator, on behalf of the Financial Services Department and Yenevin Capote, Assistant Director, on behalf of the Management and Budget Department

**Prepared By:** Samantha Edouard, Chief Administrator, on behalf of the Financial Services Department

**Temp. Reso. Number:** 8503

**Item Description:** TEMP. RESO. #R8503 APPROVING THE RENEWAL OF THE WORKIVA SOFTWARE ANNUAL MAINTENANCE SERVICES FROM CARAHSOFT TECHNOLOGY CORP., THROUGH THE UTILIZATION OF THE STATE OF FLORIDA CONTRACT NO. 4323000-NASPO-16-ACS, FOR THE FINANCIAL SERVICES AND MANAGEMENT AND BUDGET DEPARTMENTS, IN THE AMOUNT NOT TO EXCEED \$180,000 FOR FISCAL YEAR 2026, PENDING APPROVAL OF THE FISCAL YEAR 2026 BUDGET. *(Chief Administrator Samantha Edouard and Management and Budget Assistant Director Yenevin Capote).*

Consent ☒ Resolution ☐ Ordinance ☐ Quasi-Judicial ☐ Public Hearing ☐

**Instructions for the Office of the City Clerk:** none

**Public Notice** – As required by the Sec. \_\_\_\_ of the City Code and/or Sec. \_\_\_\_, Florida Statutes, public notice for this item was provided as follows: on \_\_\_\_\_ in a \_\_\_\_\_ ad in the \_\_\_\_\_; by the posting the property on \_\_\_\_\_ and/or by sending mailed notice to property owners within \_\_\_\_\_ feet of the property on \_\_\_\_\_  
(fill in all that apply)

**Special Voting Requirement** – As required by Sec. \_\_\_\_\_, of the City Code and/or Sec. \_\_\_\_\_, Florida Statutes, approval of this item requires a \_\_\_\_\_ (unanimous, 4/5ths etc.) vote by the City Commission.

**Fiscal Impact:** Yes ☒ No ☐

**REMARKS:** Funding in the amount of \$180,000 has been allocated in the Fiscal Year 2025 budget as follows: \$80,000 from GL Account No. 001-10-100-513-000-603425, \$40,000 from GL Account No. 001-10-102-513-000-603425 and \$60,000 from GL Account No. 001-90-000-519-000-603425 labeled Software License & Maintenance.

**Content:**

- **Agenda Item Memo from the City Manager to City Commission**
- **Resolution TR 8503**
- **Attachment(s)**
  - **Attachment 1: Carahsoft – Workiva Software Renewal Quote**



**CITY OF MIRAMAR  
INTEROFFICE MEMORANDUM**

**TO:** Mayor, Vice Mayor, & City Commissioners

**FROM:** Dr. Roy L. Virgin, City Manager 

**BY:** Kevin E. Adderley, Director of Financial Services and Rafael Sanmiguel, Director of Management and Budget

**DATE:** September 11, 2025

**RE:** Temp. Reso. No. 8503 approving the renewal of Workiva Software annual maintenance services from Carahsoft Technology Corp.

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**RECOMMENDATION:** The City Manager recommends approval of Temp. Reso. No. 8503, for the renewal of the Workiva Software annual maintenance services from Carahsoft Technology Corp ("Carahsoft") for the Financial Services and Management and Budget Departments in the amount not to exceed \$180,000 in Fiscal Year ("FY") 2026, pending approval of the FY 2026 Budget.

**ISSUE:** Pursuant to City Code, the purchase or award of a contract for goods or services in excess of \$150,000 by multiple departments from the same vendor in a single fiscal year requires approval of the City Commission.

**BACKGROUND:** The City purchased Workiva Software for use by the Financial Services and Management and Budget Departments. Workiva's platform for reporting and data management is utilized by the Financial Services Department to create the City's Annual Comprehensive Financial Report. It is also used by the Management and Budget Department to create the proposed and adopted Annual Budget and Capital Improvement program documents.

In September 2024, the City Commission adopted Resolution No. 24-161 and approved the renewal of the Software Maintenance Services for the Workiva Software for the Financial Services and Budget and Management Departments. This will expire on September 30, 2025.

**DISCUSSION:** The Workiva Software needs to be renewed for another one-year period effective October 1, 2025. The renewal service is being procured from Carahsoft through the utilization of the State of Florida Contract No. 4323000-NASPO-16-ACS. Carahsoft also provides various subscription-based software services to other City departments. This renewal will allow the Financial Services and Management and Budget Departments to continue to use the software without interruption of services. Carahsoft provided quote # 58004936 for the renewal of the software in the amount not to exceed \$180,000 for both departments.

**ANALYSIS:** Funding in the amount of \$180,000 has been allocated in the FY2026 budget as follows: \$80,000 from GL Account No. 001-10-100-513-000-603425 and \$40,000 from GL Account No. 001-10-102-513-000-603425 and \$60,000 from GL Account No. 001-90-000-519-000-603425 labeled Software License & Maintenance.

Temp. Reso. No. 8503

8/14/25

9/10/25

**CITY OF MIRAMAR  
MIRAMAR, FLORIDA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, APPROVING THE RENEWAL OF THE WORKIVA SOFTWARE ANNUAL MAINTENANCE SERVICES FROM CARAHSOFT TECHNOLOGY CORP., THROUGH THE UTILIZATION OF THE STATE OF FLORIDA CONTRACT NO. 4323000-NASPO-16-ACS, FOR THE FINANCIAL SERVICES AND MANAGEMENT AND BUDGET DEPARTMENTS, IN THE AMOUNT NOT TO EXCEED \$180,000, FOR FISCAL YEAR 2026; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City purchased Workiva Software for use by the Financial Services and Management and Budget Departments; and

**WHEREAS**, Workiva is a reporting and data management platform that connects documents and data and is currently used by the Financial Services department to prepare the City's Annual Comprehensive Financial Report and by Management and Budget Department to prepare the proposed and adopted Annual Budget document and Capital Improvement Program document; and

**WHEREAS**, the City's current renewal for the software will expire on September 30, 2025; and

**WHEREAS**, the annual cost to renew the software in the amount not to exceed \$180,000 for both departments; and

**WHEREAS**, pursuant to the City Code, the purchase or award of a contract for goods or services in excess of \$150,000 by multiple departments from the same vendor in a single fiscal year requires approval of the City Commission; and  
Reso. No. \_\_\_\_\_

**WHEREAS**, the City's renewal of services from Carahsoft Technology Corp. ("Carahsoft"), through the utilization of the State of Florida Contract No. 4323000-NASPO-16-ACS; and

**WHEREAS**, Carahsoft provided quote # 58004936 for the renewal of the software effective October 1, 2025, to allow the departments to continue the use of the software without interruption of services; and

**WHEREAS**, Carahsoft also provides various subscription-based software services to other City departments; and

**WHEREAS**, the City Manager recommends approving the renewal of the Workiva Software annual maintenance services from Carahsoft, through the utilization of the State of Florida Contract No. 4323000-NASPO-16-ACS for the Financial Services and Management and Budget Departments, in the amount not to exceed \$180,000; and

**WHEREAS**, the City Commission deems it to be in the best interest of the residents and citizens of the City of Miramar to approve the renewal of the Workiva Software annual maintenance services from Carahsoft, through the utilization of the State of Florida Contract No. 4323000-NASPO-16-ACS for the Financial Services and Management and Budget Departments, in the amount not to exceed \$180,000.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA AS FOLLOWS:**

**Section 1:** That the foregoing "**WHEREAS**" clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

**Section 2:** That it approves the renewal of Workiva Software annual maintenance services from Carahsoft, through the utilization of the State of Florida Contract No. 4323000-NASPO-16-ACS for the Financial Services and Management and Budget Departments, in the amount not to exceed \$180,000.

**Section 3:** That the appropriate City officials are authorized to do all things necessary and expedient in order to carry out the aims of this Resolution.

**Section 4:** That this Resolution shall take effect immediately upon adoption.

Temp. Reso. No. 8503

8/14/25

9/10/25

**PASSED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor, Wayne M. Messam

\_\_\_\_\_  
Vice Mayor, Yvette Colbourne

ATTEST:

\_\_\_\_\_  
City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved  
this RESOLUTION as to form:

\_\_\_\_\_  
City Attorney,  
Austin Pamies Norris Weeks Powell, PLLC

**Requested by Administration**

Commissioner Maxwell B. Chambers

Commissioner Avril Cherasard

Vice Mayor Yvette Colbourne

Commissioner Carson Edwards

Mayor Wayne M. Messam

**Voted**

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRICE QUOTATION**  
**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 | SALES@CARAHSOFT.COM

**carahsoft.**

**ATTACHMENT 1**

**TO:** Samantha Mighty  
City of Miramar  
2300 Civic Center Pl 0  
Miramar, FL 33025 USA

**FROM:** Michelle Rios  
Carahsoft Technology Corp.  
11493 Sunset Hills Road  
Suite 100  
Reston, Virginia 20190

**EMAIL:** samighty@miramarfl.gov

**EMAIL:** Michelle.Rios@carahsoft.com

**PHONE:** (850) 570-3006

**PHONE:** (571) 591-6448

**TERMS:** Contract Number: 43230000-NASPO-16-ACS  
NASPO Master Contract Number: AR2472  
Contract Term: 08/01/2017 to 09/30/2026  
Shipping Point: FOB Destination  
Credit Cards: VISA/MasterCard/AMEX  
Remit To: Same as Above  
Payment Terms: Net 30 (On Approved Credit)  
Sales Tax May Apply

<b>QUOTE NO:</b>	58004936
<b>QUOTE DATE:</b>	07/17/2025
<b>QUOTE EXPIRES:</b>	09/30/2025
<b>RFQ NO:</b>	
<b>SHIPPING:</b>	ESD
<b>TOTAL PRICE:</b>	\$179,106.85
<b>TOTAL QUOTE:</b>	\$179,106.85

LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
1	WK-S-FREN1-491	SLED Financial Reporting Advanced - Under \$500M Total Budget Workiva - WK-S-FREN1 Start Date: 10/01/2025 End Date: 09/30/2026		\$44,776.71 COOP	2	\$89,553.42
2	WK-S-MRS1-491	SLED Management Reporting Suite - Under \$500M Total Budget Workiva - WK-S-MRS1 Start Date: 10/01/2025 End Date: 09/30/2026		\$23,880.91 COOP	1	\$23,880.91
3	WK-S-BREN1-491	SLED Budget Reporting Advanced - Under \$500M Total Budget Workiva - WK-S-BREN1 Start Date: 10/01/2025 End Date: 09/30/2026		\$32,836.26 COOP	2	\$65,672.52
<b>SUBTOTAL:</b>						\$179,106.85
<b>TOTAL PRICE:</b>						<b>\$179,106.85</b>
<b>TOTAL QUOTE:</b>						<b>\$179,106.85</b>

# PRICE QUOTATION

## CARAHSOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190  
PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH  
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### DATA LOCATION

Data Hosting Location: Notwithstanding anything to the contrary in the Terms and Conditions, End Client Data will be hosted in the location specified in the Data Hosting Location in the Order Details section above. Workiva will not move End Client Data to a different Data Hosting Location unless mutually agreed in advance and in writing. Any changes to Data Hosting Location requested by End Client and mutually agreed in writing may incur fees. At the time of signing, data is hosted by Amazon Web Services and Google.

### SUBSCRIPTION TERM

Non-Renewal: The parties agree that this Order will not automatically renew and will expire upon the end of the Subscription Term, at which time the End Client will no longer be able to access the Subscription set forth herein.

Any prepaid and unearned Fees associated with active Subscription Order(s) being replaced by this Order will be credited against the amounts set forth herein, and, if applicable, on an ongoing basis for future renewals of this Order. If Unlimited Reserve Hours were selected on an Order for Subscription that is superseded by this Order, such Unlimited Reserve Hours shall remain available to End Client and are not superseded.

### WORKIVA SLED BUDGET REPORTING ADVANCED - UNDER \$500M TOTAL BUDGET

The Budget Reporting Solution for governmental agencies, institutions of higher education, and non-profit organizations includes access to the SLED Budget Reporting Advanced workspace to enable the organization to streamline the creation of the following budget reports: Budget Books, CIP, Budget Bills, and Budget vs. Actuals, for organizations with total budget under \$500M.

This workspace includes Wdata and one (1) system connector for users involved in the budget reporting process and the ability to add such users on an as-needed basis. Total data storage of Wdata is limited to one hundred (100) gigabytes. Queries are limited to one hundred and twenty (120) terabytes processed per year.

### WORKIVA SLED FINANCIAL REPORTING ADVANCED - UNDER \$500M TOTAL BUDGET

The Financial Reporting Solution for governmental agencies, institutions of higher education, and non-profit organizations includes access to the SLED Financial Reporting Advanced workspace to enable the organization to streamline the creation of the following financial reports: Annual Financial Reports, Monthly, Quarterly, Financial Closing Packages for organizations with total budget under \$500M.

This workspace includes Wdata and one (1) system connector for users involved in the budget reporting process and the ability to add such users on an as-needed basis. Total data storage of Wdata is limited to one hundred (100) gigabytes. Queries are limited to one hundred and twenty (120) terabytes processed per year.

### WORKIVA SLED MANAGEMENT REPORTING SUITE - UNDER \$500M TOTAL BUDGET

The Management Reporting Solution for governmental agencies, institutions of higher education, and non-profit organizations includes access to the SLED Management Reporting workspace to enable the organization to streamline the creation of the following management reports: capital improvement plans, agency performance reports, board reporting for organizations with total budget under \$500M.

This workspace includes Wdata and one (1) system connector for users involved in the budget reporting process and the ability to add such users on an as-needed basis. Total data storage of Wdata is limited to one hundred (100) gigabytes. Queries are limited to one hundred and twenty (120) terabytes processed per year.

Additional Term Notes - Provides access to Bond Offering and Reporting. Customers may utilize this solution to prepare, organize, and complete bonds offerings, related appendices and subsequent bond reporting (continuing disclosures).

### ADDITIONAL TERM FOR SOLUTION PRODUCTS

TO THE EXTENT THE DESCRIPTION OF THIS SOFTWARE SUBSCRIPTION CONFLICTS WITH THE TERMS OF THE TERMS AND CONDITIONS, AND, NOTWITHSTANDING ANY ORDER OF PRECEDENCE THEREIN, THE PARTIES AGREE THAT THE DESCRIPTION IN THIS ORDER SHALL CONTROL. THIS DESCRIPTION AND THE TERMS OF THIS ORDER SHALL HAVE NO EFFECT ON ANY OTHER ACTIVE ORDER.

### Access Rights

This Subscription Order provides access to Users of both the End Client and, if applicable, any Affiliate(s) named in the Order ("Named Affiliates"). For the avoidance of doubt, any User of any End Client Affiliate can contribute to any given report, but reports can only be created for the benefit of the End Client or a Named Affiliate. Users may include End Client's Affiliates, consultants, contractors, agents and third parties with which End Client transacts business. End Client shall, from time to time and upon Workiva's request, provide Workiva with reasonable assistance to enable Workiva to verify End Client's compliance with the terms of this Order; if the End Client is out of compliance with the terms herein, End Client will be responsible for any fees associated with remedying such noncompliance.

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**CARAHSOFT TECHNOLOGY CORP**

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1. Customer must reference Carahsoft Quote Number on Purchase Order
  2. Any increase in subscription, support or professional services fees pricing will be in accordance with Workiva's pricing and policies in effect at the time of the renewal
  3. Service Levels: <https://www.workiva.com/servicelevelcommitment> Workiva will conduct maintenance, which may require downtime, during the maintenance windows outlined in the service level commitments. If downtime is expected, Workiva will post scheduled downtime via the Workiva status page ([status.workiva.com](https://status.workiva.com))
  4. Support: <https://workiva.com/premiumsupport>
  5. Should Customer purchase via Reseller, all terms of Carahsoft Quote must be incorporated in Reseller quote and Customer Purchase Order to Reseller.
  6. Licensee agrees that any order for Workiva will be governed by the End User Agreement (EULA), copies of which are found at [https://www.workiva.com/legal/enduseragreement\\_2.0](https://www.workiva.com/legal/enduseragreement_2.0) and all schedules and Documentation referenced by the EULA are made a part thereof. The parties agree that any term or condition stated in a Customer purchase order or in any other Customer order documentation (excluding vendor Quotes) is void. In the event of any conflict or inconsistency among the documents, the order of precedence shall be: (1) the applicable Quotes (and their Contract Vehicle), (2) the applicable EULA and (3) the Documentation. Licensee acknowledges it has the opportunity to review the Agreement terms, prior to executing an order
  7. Data defined as "all information, uploaded by or on behalf of a Purchasing Entity into Vendor's Services platform."