

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

Meeting Date: August 17, 2022

Presenter's Name and Title: Carmen Dominguez, Budget Manager

Prepared By: Carmen Dominguez, Budget Manager

Temp. Reso. Number: R7693

Item Description: Temp. Reso. No 7693 APPROVING THE PURCHASE OF WORKIVA CONSULTING AND SETUP SERVICES FROM INSIGHT PUBLIC SECTOR, THROUGH THE UTILIZATION OF THE OMNIA PARTNERS IT PRODUCTS & SERVICES CONTRACT #4400006644, IN THE AMOUNT OF \$74,840, FOR A TOTAL EXPENDITURE OF \$125,000 FOR FISCAL YEAR 2022. (Management & Budget Manager Carmen Dominguez)

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 of the City Commission.

Fiscal Impact: Yes ☒ No ☐

REMARKS: Funding in the amount of \$74,840 has been allocated in the FY22 budget from the account labeled Software 001-90-000-519-000-606471 for the purchase of Workiva Software.

Content:

- **Agenda Item Memo from the City Manager to City Commission**
- **Resolution TR 7693**
- **Attachment(s)**

Attachment 1: Insight Public Sector Quote

Attachment 2: Insight Public Sector Additional Terms



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners
FROM: Dr. Roy L. Virgin, City Manager 
BY: Rafael Sanmiguel, Director of Management and Budget
DATE: August 11, 2022
RE: Temp. Reso. No 7693 approving the purchase of Workiva consulting and setup services from Insight Public Sector

RECOMMENDATION: The City Manager recommends approval of the purchase of Workiva Software consulting services from Insight Public Sector in the amount of \$74,840 for a total expenditure of \$125,000 for Fiscal Year 2022.

ISSUE: Pursuant to City Code, purchases or award of contract for goods or services in excess of \$75,000 by a single department from the same vendor in a single fiscal year requires approval of the City Commission. The combined purchase of the Workiva consulting and setup will exceed \$75,000 in Fiscal Year 2022.

BACKGROUND: Workiva is a global software-as-a-service company. It provides a cloud-based connected and reporting compliance platform that enables the use of connected data and automation of reporting across finance, accounting, risk and compliance. Workiva solutions are used by over 4,300 organizations around the world. The software is used by industries such as Banking for regulatory reports, SEC and management reporting as well as large government entities to prepare their annual budgets, annual financial reports as well as CIP publications. The software allows the automated linking and updating of financial data directly from our ERP Tyler Munis system into any large publication.

The Management & Budget Department initially procured the software in FY 2021 to transition to an automated process for producing the annual operating budget document with a solution that is integrated with the Tyler Munis ERP system. The transition has been successful in improving the efficiency and accuracy of producing the annual budget documents. The Finance Department is also utilizing the software to assist with the publication of the Annual Comprehensive Financial Report ("ACFR").

DISCUSSION: The Management & Budget Department intends to leverage the Workiva Software to assist with the automation of the Capital Improvement Program ("CIP") process and publication. Our current process is manual and time consuming; the data is not integrated with Tyler Munis; it does not allow for collaboration among users within a document. Transitioning to Workiva would address these concerns, improving productivity and accuracy, facilitating the process for users by allowing for collaboration with integrated data, and thereby providing more time for analysis of information. The Workiva Software consulting and setup services will be purchased utilizing Omni Partners IT Products & Services Contract #4400006644, which expires on 4/30/2023.

ANALYSIS: Funding in the amount of \$74,840 has been allocated in the FY22 budget from the account labeled Software 001-90-000-519-000-606471 for the purchase of the Workiva Software.

Temp. Reso. No. 7693
7/12/22
8/4/22

**CITY OF MIRAMAR
MIRAMAR, FLORIDA**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, APPROVING THE PURCHASE OF WORKIVA CONSULTING AND SETUP SERVICES FROM INSIGHT PUBLIC SECTOR, THROUGH THE UTILIZATION OF THE OMNIA PARTNERS IT PRODUCTS & SERVICES CONTRACT #4400006644, IN THE AMOUNT OF \$74,840, FOR A TOTAL EXPENDITURE OF \$125,000 BY THE MANAGEMENT AND BUDGET DEPARTMENT, FOR FISCAL YEAR 2022; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Management & Budget Department initially procured the Workiva Software in FY 2021 to transition to an automated process for producing the annual operating budget document that is compatible with the Tyler Munis ERP System; and

WHEREAS, the Management & Budget Department requests the purchase of consulting and setup services from Insight Public Sector, in the amount of \$74,840, to leverage the Workiva Software to assist with the automation of the Capital Improvement Program ("CIP") process and publication; and

WHEREAS, this will bring the total spend with Insight Public Sector by the Management and Budget Department to \$125,000 for fiscal year 2022; and

WHEREAS, Pursuant to City Code, purchase or award of contract for goods or services in excess of \$75,000 by a single department from the same vendor in a single fiscal year requires approval of the City Commission; and

Reso. _____

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WHEREAS, the City Manager recommends approval of the expenditure of \$74,840 for the purchase of Workiva Consulting and Setup Services from Insight Public Sector for a total of \$125,000 by the Management and Budget Department for Fiscal Year 2022.

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 the expenditure of \$74,840 for the purchase of Workiva Consulting and Setup Services is approved bringing the total spend with Insight Public Sector to \$125,000 for Fiscal Year 2022.

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. 7693

7/12/22

8/4/22

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 Winston F. Barnes
Commissioner Maxwell B. Chambers
Vice Mayor Yvette Colbourne
Commissioner Alexandra P. Davis
Mayor Wayne M. Messam

Voted

Reso. No. _____



INSIGHT PUBLIC SECTOR SLED
2701 E INSIGHT WAY
CHANDLER AZ 85286-1930
Tel: 800-467-4448

SOLD-TO PARTY 10153813

CITY OF MIRAMAR
2300 CIVIC CENTER PL
MIRAMAR FL 33025-6577

SHIP-TO

CITY OF MIRAMAR
2300 CIVIC CENTER PL
MIRAMAR FL 33025-6577

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Electronic Delivery
Terms of Delivery: : FOB DESTINATION
Currency : USD

Quotation

Quotation Number : [225222053](#)
Document Date : 08-JUL-2022
PO Number :
PO Release :
Sales Rep : Andrew Lawrence
Email : ANDREW.LAWRENCE@INSIGHT.COM
Telephone : +18704809791
Sales Rep 2 : Chris Counce
Email : CHRIS.COUNCE@INSIGHT.COM
Telephone : +18136377034

Material	Material Description	Quantity	Unit Price	Extended Price
WDESKSVCDOC00-CMRM	WORKIVA CUSTOM DOCUMENT SETUP HOURS THAN 80 HRS) - PREPAID - Coverage Dates: 28-JUL-2022 - 27-JUL-2023 OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) List Price: 273.99 Discount %: 13.077% Quote Expires: 7/28/2022 Note: SOW starts on page 3.	175	238.16	41,678.00
WDESK-SVC001-CMRM	WORKIVA CONSULTING SERVICES PER HOUR - PREPAID - Coverage Dates: 28-JUL-2022 - 27-JUL-2023 OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) List Price: 383.99 Discount %: 13.638% Quote Expires: 7/28/2022 Note: SOW starts on page 3.	100	331.62	33,162.00
Product Subtotal				74,840.00
TAX				0.00
Total				74,840.00

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Andrew Lawrence
+18704809791
ANDREW.LAWRENCE@INSIGHT.COM

Chris Counce
+18136377034
CHRIS.COUNCE@INSIGHT.COM
Fax 4807609997

OMNIA Partners (formerly U.S. Communities) IT Products, Services and Solutions Contract No. 4400006644

Insight Public Sector (IPS) is proud to be a contract holder for the OMNIA Partners Technology Products, Services & Solutions Contract.

This competitively solicited contract is available to participating agencies of OMNIA Partners. OMNIA Partners assists local and state government agencies, school districts (K-12), higher education, and nonprofits in reducing the cost of purchased goods by pooling the purchasing power of public agencies nationwide. This is an optional use program with no minimum volume requirements and no cost to agencies to participate.

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with OMNIA Partners Public Sector (formerly U.S. Communities). Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Regarding tariff impacts on IPS contract quotes, Insight is communicating with the contracting officials on the contracts held by Insight to minimize the impact of tariffs to our clients.

Thanks for choosing Insight!

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

Effective Oct. 1, 2018, the U.S. government imposed tariffs on technology-related goods. Technology manufacturers are evaluating the impact on their cost and are providing us with frequent cost updates. For this reason, quote and ecommerce product pricing is subject to change as costs are updated. If you have any questions regarding the impact of the tariff on your pricing, please reach out to your sales team.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

<https://www.insight.com/terms-and-policies>



ADDITIONAL TERMS:

FIXED FEE SERVICE(S)

Workiva will perform the following fixed fee Service(s) for Customer in accordance with their associated descriptions.

Custom Document Setup Hours: www.workiva.com/customdocsetup 19176

Consulting: <https://www.workiva.com/consulting> 2303

Additional Scope:

1. Project discovery, requirements gathering, and planning
2. Establish documentation and linking design for linking across the CIP book and final view source data
3. Import and format native .xlsx file(s) as Workiva Spreadsheet(s), as needed
 - a. Note: If multiple Excel files need to be imported into the same Workiva Spreadsheet, the Customer is responsible for providing a single consolidated Excel file for import to ensure data accuracy and consistency across raw data tabs, tab names, and formulas.
4. Import and format the CIP Book as described within the Fixed Fee Service(s) section below
5. Creation of links from the final table views of the data in the newly created Spreadsheet(s) to the tables and charts in the CIP Book
 - a. Any final table views that are not readily present in the newly created Spreadsheet(s) will be linked via copy and paste from the final table views that exist in the newly set up CIP Book Document
 - b. Workiva resource(s) will not write formulas in Excel or the Workiva Spreadsheet to create final table views
 - c. Workiva resource(s) will show sample linking of in-text values. The Customer is responsible for the creation of links from the Spreadsheet to data in-text beyond sample linking shown by Workiva
6. Project management and resource coordination
7. Training of core team
8. Provide best practices guidance and recommendations for informational purposes and optional future Customer utilization

The following file is in scope and will utilize the Document Setup Services identified above:

- a. CIP Book
 - a. The final, consolidated CIP Book can only be provided in .pdf format. The customer must supply the necessary native .xlsx file(s) that support the CIP Book in order for Workiva to successfully complete the Document Setup



ADDITIONAL TERMS:

FIXED FEE SERVICE(S)

Workiva will perform the following fixed fee Service(s) for Customer in accordance with their associated descriptions.

Custom Document Setup Hours: www.workiva.com/customdocsetup 19176

Consulting: <https://www.workiva.com/consulting> 2303

Additional Scope:

1. Project discovery, requirements gathering, and planning
2. Establish documentation and linking design for linking across the CIP book and final view source data
3. Import and format native .xlsx file(s) as Workiva Spreadsheet(s), as needed
 - a. Note: If multiple Excel files need to be imported into the same Workiva Spreadsheet, the Customer is responsible for providing a single consolidated Excel file for import to ensure data accuracy and consistency across raw data tabs, tab names, and formulas.
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