**501**

**Fiscal Impact Statement**

*Updated 1/29/2020 to satisfy City Code §219.07*

|  |  |
| --- | --- |
| ***Department*** | Office of Management & Budget |
| ***Preparer*** | Kevin Pawlos |
| ***Standing Committee Representative*** | Kevin Pawlos |
| ***Type of Legislation*** | Other |

**Description of Legislation**

This resolution authorizes OMB to enter into a 4 year agreement with Workiva, Inc. for a subscription based budget publishing software. This software is used to publish our annual fiscal year budget and our quarterly financial reports. This software saves OMB staff time and resources that would otherwise be needed to revise, edit, and review each document that is published. We have used Workiva since 2017 and have reports set up through both JD Edwards and Questica Budget to import into the publishing platform.

|  |  |
| --- | --- |
| ***Total Cost*** | $ 167,136 |
| ***Frequency of Expenditure*** | [ ]  One-Time | [x]  Multi-Year |
| ***Funding Source*** | [x]  Operating | [ ]  Capital | [ ]  Grant | [ ]  Trust Fund |
| ***Is this item budgeted?*** | [x]  Yes | [ ]  No |

**JDE Account Information**

Budget Year Account Code Amount
 2020 11101.102200.53.53509.2020 $36,399
 2021 11101.102200.53.53509.2021 $40,178
 2022 11101.102200.53.53509.2022 $44,175
 2023 11101.102200.53.53509.2023 $46,384

**Additional Operational Costs**

N/A

**Impact on City Revenue**

N/A

 **SR 5-27-2020**

**If the resolution authorizes a professional services contract, complete this page:**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Method of Procurement****Select one.* | [ ]  RFP | [x]  Signed Waiver from OMB | [ ]  Amendment to Existing Contract*Do not fill out the rest of the form.* |

**Name of Vendor and Award Justification**

List the name of the awarded vendor and its qualifications.

**Other Respondents**

List the other respondents. If there were none, clearly state that.

**Selection Criteria**

Describe the selection or scoring criteria.

**Selection Committee Representation**

List the department(s) or bureau(s) represented on the committee. Do not list individual names.

**Waiver Justification**

This qualifies under the sole source exemption of city code

**EORC Synopsis**

Insert synopsis that was presented.

|  |  |  |
| --- | --- | --- |
| ***Date Presented at EORC:*** Insert date. | [ ]  Approved | [ ]  Not Approved |

*Per §219.07 of the City Code, you* ***must*** *include an electronic copy of the solicitation or your signed waiver with your submission to the Office of Management and Budget.*

**Attachments**

* *Please attach any additional documents and/or exhibits.*