



## Board of Health Agenda Item Memorandum

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**Department/Division Submission & Review:**

Chrissy Lee, Administration Director

**Item Description:**

Discussion, consideration, and possible action exempting the competitive bidding process for the consideration of a purchase over the amount of \$50,000 as required by the current Procurement Policy effective April 24, 2023, concurrent with Section 7.0.B.1 Special Purchases.

**Item Summary:**

The currently approved BCPHD Procurement Policy effective April 24, 2023, requires all budgeted capital expenditures totaling \$50,000 or more be competitively bid (Section 6.0.C.1 Procurement Methods). As this item is not currently budgeted, staff finds the competitive bid process is not necessary, but rather Section 7.0.B.1 Special Purchases applies as this purchase is "a prompt purchase required . . . to meet a necessity of the citizens".

As a special note, Section 7.0.A requiring Board approval of an unbudgeted capital expenditure also applies and will be addressed as a separate agenda item.

**Fiscal Impact:**

None

**Staff Recommendation:**

Staff recommends approval as presented

**Attachments:**

Procurement Policy



# Purchasing Policy

Effective Date: 04/24/23

Last Revision: 04/22/23

## **1.0 Purpose**

The purpose of the District Purchasing Policy is to comply with the laws and procedures governing District purchasing in order to provide reasonably priced, high-quality goods and services to end users, while preserving organizational and financial accountability. This policy is applicable to all procurements regardless of funding source.

## **2.0 Statement of General Policy**

It is the policy of the District that all purchasing shall be conducted strictly on the basis of economic and business merit. To avoid violation of the policies, District officials and employees are prohibited from:

- \* Seeking or accepting, directly or indirectly, any loans, services, payments, entertainment, trips or gifts of merchandise or money in any amount from a business or an individual doing or seeking to do business with the District.
- \* Participating in the selection, award and administration of a contract if they have a real or apparent conflict of interest. A conflict of interest would arise when the employee, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other tangible personal benefit from a firm considered for a contract.

It is important to remember that the District Purchasing Department operates in full view of the public. The District intends to maintain a cost-effective purchasing system conforming to good management practices.

## **3.0 Purchasing Authority**

Authority to make District purchases resides in the Board or in Administration as delegated by the Board. The Purchasing Department is responsible for making purchases of supplies, materials, and equipment and for negotiating and making contracts for services and repairs to District owned and/or leased property. Purchases made using competitive bids shall be reviewed by the District Director and Director of Finance in accordance with the purchase contract.

## **4.0 General Purchasing Guidelines**

- A. A central supply for the use of all departments will be maintained to warehouse generally used office and operating supplies. Departments may obtain items directly from the supply storage without the necessity of a purchase order. If an item is not stocked in the supply storage, the accounting department staff will use the appropriate purchasing method to obtain the item.
- B. Items not normally stocked in the supply area and not requiring competitive bids will usually be purchased through the Finance Department.
- C. Competitive bidding is mandatory on any purchase or combination of purchases of like items and/or component purchases, separate purchases and sequential purchases which will equal

or exceed \$50,000. This applies to all contractual agreements and/or services and purchases or annual accumulative purchase of \$50,000 or more. Any purchases made with vendors listed through the Texas Procurement and Support Services (TPASS) will satisfy the bid requirements, as will purchases which are purchased through legally constituted shared services agreements that have completed the competitive bid process including, but not limited to, HGAC, TACHC, TALHO, or BuyBoard.

#### D. Competition

All procurement transactions must be conducted in a manner providing full and open competition. Some of the situations to be considered to be restrictive of competition include but are not limited to:

- \* Placing unreasonable requirements on firms in order for them to qualify to do business
- \* Requiring unnecessary experience and excessive bonding
- \* Noncompetitive contracts to consultants that are on retainer contracts
- \* Organization conflicts of interest
- \* Specifying only a "brand name" product instead of allowing "an equal" product to be offered
- \* Any arbitrary action in the procurement process

The District prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in cases where applicable Federal statutes expressly mandate geographical preference.

Vendors will be selected with regard to dependability and service record, nature of guarantee and warranty of product (when applicable), price and quality. The District will utilize small businesses, minority-owned firms, women's business enterprises and labor surplus area firms when possible, provided this involves no sacrifice in quality, service or price.

- E. Pursuant to Texas House Bill 89 <https://capitol.texas.gov/tlodocs/85R/billtext/html/HB00089I.htm> and Senate Bill 252 <https://capitol.texas.gov/tlodocs/85R/billtext/html/SB00252I.htm>, the District must certify and verify that any business, parent company, company, affiliate, subsidiary, or "Vendor Companies" with which we have a contractual relationship:

1. Does not boycott Israel currently;
2. Will not boycott Israel during the contract term;
3. Is not identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies/services to, Iran, Sudan, or a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. (See Texas Government Code 2270.808 and 2252.151-2252.154.)

Contracting for-profit entities, providing goods and services, must submit a HB 89 Certification Form (see Appendix A) which provides written verification that the company/vendor does not and during the term of the contract will not boycott Israel.

The Purchase Order Terms and Conditions (see Appendix B) include a certification clause that the vendor certified that it is not a company identified on the Texas Comptroller's list of companies known to have contracts with, or provide supplies or services to a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State. The Vendor further certifies and verifies that neither Vendor, nor any affiliate, subsidiary, or parent company of Vendor, (if any the "Vendor Companies") boycotts Israel, and Vendor agrees that Vendor and Vendor Companies will

not boycott Israel during the term of this purchase order.

F. Under Section 2252.908 of House Bill 1295, any business that enters into a contract with the District that requires Board approval must submit a "Disclosure of Interested Parties" form (see Appendix C) to the Finance Department. This form is mandated by the Texas Ethics Commission.  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

G. All goods, supplies, equipment and services will be purchased with prior appropriate approval.

H. The Finance Department will maintain records sufficient to detail the history of procurement. These records will include rationale for the method of procurement, justification for the contractor selection/rejection, selection of contract type including justification when bids are not obtained, and the basis for the contract price.

I. Special procedures are available for and applicable to the purchase of particular goods and services, summarized under Special Purchases.

#### **5.0 Purchase Requisitions**

Purchase requisitions prepared by the requesting department are required for all purchases. All purchase requisitions must be approved prior to issuing a purchase order. A purchase order is required prior to placing an order for supplies, goods, equipment and services unless pre-approved by the District Director or Director of Finance. Details for processing purchase requisitions are outlined in the Purchasing Procedures Manual.

#### **6.0 Procurement Methods**

Materials and supplies not available in the supply area are acquired through the Finance Department. Additionally, contracts for maintenance and repairs to facilities and equipment used by the District are handled by the Finance Department. Procedures for acquisitions through the Finance Department are outlined in the Purchasing Procedures Manual.

The District will use one of the following methods of procurement depending on the specifications of the purchase. The procurement methods are based on federal regulations, but with lower dollar thresholds to better accommodate the District's needs.

##### **A. MICRO-PURCHASES (Purchases less than \$3,000):**

1. Procurement by micro-purchase is the acquisition of supplies or services in which the aggregate dollar amount does not exceed \$3,000. To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers.
2. Open market purchases of less than \$500 do not require quotes. Such purchases require staff to use their best judgement and the most appropriate and cost-effective method of acquisition on each requisition.
3. Open market purchases of \$500 - \$2,999 may be made after obtaining three verbal quotes, with the exceptions referenced below in Vehicle, Equipment and Facility Maintenance and Repair.
4. Vehicle, Equipment and Facility Maintenance Repair: Open market purchases for vehicle, equipment, and facility maintenance or repair do not require three verbal quotes if the service

performed is less than \$3,000. Because the administrative cost of requesting quotes would likely be more than the amount saved on quote comparison, considering personnel time, types of services needed, immediacy of the circumstances, etc., obtaining three verbal quotes is not required. Purchases must still be consistent with purchasing ethics and even though quotes are not required, purchases must still be in BCPHD's best interest.

**B. SMALL PURCHASES (Purchases in excess of \$3,000 but less than \$50,000):**

1. Small purchases are those relatively simple and informal procurement methods for securing services, supplies or other property that do not cost more than the Simplified Acquisition Threshold provided by law. For the District's purposes, this threshold has been lowered to \$50,000.
2. When using this method, open market purchases of \$3,000 - \$4,999 may be made after obtaining three properly documented verbal quotes.
3. Open market purchases of \$5,000 and less than \$50,000 may be made after obtaining three written quotes.
4. Waiver of Requirements: BCPHD District Director or Director of Finance, at their discretion, may, depending on the circumstances surrounding a request, authorize a waiver of purchase requirements outlined in this policy for purchases less than \$5,000. It is anticipated that such authorization is granted on limited occasions due to special circumstances such as an emergency or unforeseeable circumstance.

**C. SEALED BIDS AND COMPETITIVE PROPOSALS (Purchases of \$50,000 or more):**

1. If the capital expenditure is budgeted and the item is \$50,000 or more, it must be competitively bid or purchased through state approved vendors, such as TPASS, HGAC, or Buy Board. Such purchases will be made after obtaining sealed competitive bids or sealed Requests for Proposal.
2. A sealed bid is a procurement method in which competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the lowest prices by stimulating competition, and by preventing favoritism.
3. A Request for Proposal (RFP) is a procurement method in which a solicitation is made often through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals. Proposals seek the most advantageous good or services considering the price and other factors. A proposal is handled the same way as a sealed bid with the exception of the negotiation with vendor after the opening and the bid sheet states names only, no dollar amount.
4. General Information - The Procurement agent or designee will ensure publication of the legally required notice at least twice in one or more newspapers of general circulation in the county which the work is to be performed. No specifications or unreasonable requirements will be written with the intent to exclude a potential bidder. Competitive bidding can be either lump sum or on a unit price basis. If unit price bids are solicited, the needed quantities of each item are to be estimated in the bid specifications. These estimates are to be based on best available

information. The successful bidder's compensation, however, will be based on the actual quantities supplied, furnished or contracted.

5. Bid or Proposal Opening - Bids/proposals will be received by the Procurement Agent or designee until the date and time specified in the bid/proposal advertisement. Bids/proposals may be submitted in hard-copy format or through email ensuring the identification, security, and confidentiality of each response and the electronic bids/proposals remain effectively unopened until the assigned time. On the specified time, date and place, the Procurement agent or designee will open all sealed bids/proposals. The bids/proposals will be opened in an open public forum. Anyone may attend. Bids will be read aloud and recorded on a bid receipt.
6. Emergency or Unanticipated Events - In case of an emergency or unanticipated event causing BCPHD to close for business on the date of a Bid/Proposal submission deadline, the bid closing will automatically be extended to the same time of day specified in the provisions on the first business day in which normal BCPHD processes resume. If conditions or any other unforeseen event causes delays in carrier service operations, BCPHD may issue an addendum to all known Bidders interested in the project to extend the deadline. It will be the responsibility of the Bidder to notify BCPHD of its interest in the Bid if these conditions are impacting their ability to turn in a submission within the stated deadline. BCPHD reserves the right to make the final judgment call to extend any deadline.
7. Cost or Price Analysis - A cost or price analysis will be performed for procurements of \$50,000 or more, including contract modifications. The method and degree of the analysis will depend on the facts surrounding the procurement. In addition, BCPHD will make independent estimates before receiving bids or proposals.
8. Evaluations - Evaluations will be based on a written method and applied to all bids and proposals received and for selecting recipients.
9. Recommendations - After examining all of the bids or proposals, the Procurement agent or designee will make recommendation to award to a vendor. The final recommendation to award will then be forwarded to the BCPHD District Director and Director of Finance for final approval.
10. Appeal - Any actual or prospective bidder who is allegedly aggrieved in connection with the solicitation or award of the contract may appeal. The appeal will be submitted in writing to the Director of Finance within ten (10) business days of the action or decision being appealed. The protester may appeal the decision of the Director of Finance to the District Director who will defer matters to the Board of Health. Any such appeal shall be submitted in writing within ten (10) business days of the action or decision being appealed. The decision of the Board will be final. The Bell County Board of Health will not consider any protests unless this procedure is followed.
11. Exceptions to Bid - Any exception to the bid specifications must be submitted in writing and attached to the bid. The BCPHD District Director and Director of Finance will have the final decision on accepting or rejecting any exceptions or alterations.
12. Award - In determining and evaluating the best bid/proposal, the District will award to those whose bid/proposal is most advantageous. Factors that will be considered may include, but

not limited to, cost, quality, equality, efficiency, utility, general terms, delivery, suitability of the service offered, and the reputation of the service in general use will also be considered with any other relevant items. In addition, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- a. When the District only receives one bid/proposal, the bid/proposal may be accepted if such purchase is: recommended by the requesting Department and the Procurement Agent; after reviewing the specifications to determine if they were restrictive; and the bid/proposal packets were sent to all known prospective bidders.
  - b. If two or more responsible bidders/proposers submit identical bids, the bid award may be made by drawing lots.
13. Bonds - A vendor who is awarded a contract may be required to post bond. If it is required, the requirements will be included in the advertisement. Requirements of a bond will be in accordance with requirements of the funding source or state laws as applied to Local Governments, whichever is most stringent.
  14. Acquisition of Item After Award - Following award of a contract, the requisition is processed in the manner described in the Purchasing Procedures Manual.
  15. Change Orders - A change order may be required when it becomes necessary to make changes after commenced contract has been made. The BCPHD District Director and Director of Finance are authorized to approve increases to the original contract price of \$10,000 or less. Change orders requiring increases to the contract price of more than \$10,000 must be approved by the Board of Health. However, the original contract price may not be increased by more than 25% unless the change order is necessary to comply with a federal or state statute, rule, regulation, or judicial decision after the contract was made. The contract price may not be decreased by 18% or more without the contractor's consent. All change orders must have the written consent of the District and the contractor.

#### **7.0 Special Purchases**

- A. Unbudgeted Capital Expenditures - Purchases of \$5,000 or more not authorized in a Department's current budget, or purchases necessitating an increase in Department's current budget must be authorized by the Board of Health and/or funding source prior to the purchase.
- B. Noncompetitive Proposals - Items otherwise required to be competitively bid may be exempted from the competitive bid process by the Board of Health if:
  1. A prompt purchase is required, due to a public calamity, to meet a necessity of the citizens or preserve public property.
  2. The purchase is necessary to preserve public health or safety of citizens.
  3. An After Hours Emergency - In such instances the Department must take the necessary action to obtain the needed goods or services. If, however, the Department is aware that the purchase involves an expenditure of \$5,000 or more, a reasonable effort should be made to contact the District Director or Director of Finance for notification that an emergency exists. The next

working day, the Department should contact the Procurement agent or designee for procedures to secure payment of the goods or services.

4. A Sole Source Item - An item available from only one source may be purchased without competitive bidding, with the approval of the BCPHD District Director and Director of Finance. Typical items in this category include, but are not limited to, patented or copyrighted material, secret processes, natural monopolies, utility services, captive replacement parts or components for equipment, and films, manuscripts, or books. A Sole Source letter must be attached to the Purchase Order.

C. Work in Progress - This may be exempted by the Board of Health and paid for by the day, after it is performed.

D. Land and Right-Of-Way Acquisition - The District generally does not purchase land. In the case it becomes necessary, the intent to purchase must be approved by the Board of Health and/or funding source. This is exempted by the Board of Health from competitive bidding.

#### **8.0 Inspecting, Testing and Receiving**

It is the responsibility of each Department to see that all purchased items conform to the specifications, quality and quantity on the order. If the merchandise is not acceptable as determined by the requesting department, the Procurement Agent will then take action to obtain the correct merchandise.

#### **9.0 Pharmaceuticals**

All pharmaceuticals purchased by the District or transferred to the District for patient use, may not be given away, loaned or sold to any individual or entity.

#### **9.0 Health District Property**

A. Receipt/Tagging of New Property - the Finance Department will attach a property tag to all property as defined in the Fixed Asset Guidelines. An Asset Record Form will be completed attached to a copy of the purchase order.

B. Disposal of Surplus or Salvage Property - An Asset Disposal Form will be completed for requests to dispose of equipment or property, with original being forwarded to the Finance Department.

1. Surplus inventory (in excess of needs, but still useful) may be disposed of by competitive bids, auction, donation, or transfer to another local government with the approval of the BCPHD District Director or Director of Finance. The Finance Department will attempt to realize the maximum benefit to the District in selling or disposing of surplus inventory. If efforts to sell or dispose of the property fail, property may be disposed of in the manner most advantageous to the District. Asset tags will be removed from property sold, disposed or transferred. District employees will be given the same opportunity afforded to other persons to bid on and purchase surplus property offered by competitive bids or auction.

2. Salvage property (valueless property of no use) may be disposed of by the Finance Department, with the approval of the BCPHD District Director, in the manner most advantageous to the District.



\_\_\_\_\_  
Amy Yeager, District Director

\_\_\_\_\_  
Tammy Hayes, Director of Finance

Date \_\_\_\_\_

Date \_\_\_\_\_



## Board of Health Agenda Item Memorandum

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**Department/Division Submission & Review:**

Chrissy Lee, Administration Director

**Item Description:**

Presentation, discussion, consideration, and possible action authorizing District Director Amy Yeager to enter into a 42-month Professional Service Agreement with Blackbaud for the purchase and use of its Financial Edge NXT software solution, for the full-term contract price of \$82,074.

**Item Summary:**

BCPHD has used Sage Business Works as its accounting software for an undetermined number of years. In 2022, AccuFund was purchased as a replacement. The migration to AccuFund never took place and subsequently it was cancelled in October 2023.

Prior to the cancellation of AccuFund, staff discovered multiple areas of deficiency in the finance department. This led to discussions of Sage Business Works lack of ability to handle the unique needs of the district both as a government and as an organization heavily funded by grant dollars.

As a complete overhaul of the finance department is underway several different options have been considered when trying to determine the best course of action. Those include:

- Trying to continue with the existing Sage software
- Using QuickBooks as a short-term replacement
- Re-purchasing AccuFund
- Finding a new software solution that better fits the need of the District both now and in the future

Each of these options would include the finance department starting with September 1<sup>st</sup> (beginning of FY24) and entering all of the revenue and expenses with a newly designed chart-of-accounts all while ensuring proper allocations.

This plan of “starting over” became increasingly more pertinent as we sat through both the Bi-annual WIC State Audit and the Bi-annual Healthy Texas Women Audit both conducted concurrently by Health and Human Services (HHS). During the exit interview, both agencies made it exceptionally clear funding for the District was in jeopardy if financial practices and controls were not implemented immediately. One of the District’s pledges to the State was to “clean-up” the general ledger (GL) retroactive to September 1<sup>st</sup>, 2024. Each of the courses of action mentioned above were discussed with auditing agencies.

WIC specifically encouraged us to not use QuickBooks as an option but did tell us a solution must be found quickly as we were not only being placed on accelerated monitoring but would also have to provide evidence of the clean GL by early summer. Staff immediately began researching options for an accounting solution.

Blackbaud Financial Edge NXT stood out as a leader in fund accounting software specializing in the non-profit sector, including government entities. Their software not only provides the needed controls of a fund accounting software but is also designed to manage grants. Please see attachments provided in advance of the meeting for your consideration. A more in-depth overview will be given during the meeting as well as an opportunity for discussion and questions.

**Fiscal Impact:**

42-month Service Agreement with 6-months free.  
\$82,074.00 (3 years at \$27,358 per year)

\*This expenditure is unbudgeted at this time and will require a future budget amendment. Funds are currently available in the “Contracts” portion of the current “Workforce Development Grant” for the first 18-months and expected to be allocated from there. The subsequent 2 years of annual fees will need to be budgeted in the FY26 and FY27 budget.

\*\*There may be an opportunity to pay the entire 42-month contract with the existing “Workforce Development Grant” which ends on June 30, 2024.

**Staff Recommendation:**

Staff recommends approval of Professional Service Agreement as presented.

**Attachments:**

Draft Copy of the Professional Service Agreement  
Blackbaud Presentation



# Order Form

65 Fairchild Street, Charleston, SC 29492

Site ID:  
Order Number: Q-484890  
PO Number:

**Bill To:**

Chrissy Lee  
Bell County Public Health District  
4236 Lowes Dr.  
Temple, TX 76502 USA

**Purchased By:**

Casey Buecker  
Bell County Public Health District  
4236 Lowes Dr.  
Temple, TX 76502 USA

Quoted Fees Valid 03/29/2024  
Until:  
Effective Date:  
Currency: USD  
Payment Terms: Net 30

## Subscriptions

## Net Selling Price

**FE NXT Prog Mgt Compliance Success Offer**

4 Users

Included: Accounts Receivable, Fixed Assets, Allocation, Accounting Forms, Cash Receipts, Purchase Orders, Budget Management, Advanced Security, Cash Management, General Ledger, Project Grant Endowment, Accounts Payable, FE NXT Learn More, FE NXT Pro Setup, FE NXT Expense Management, FE NXT View Only Add User 10 Pack

Year 1:	\$0.00
Year 2:	\$27,358.00
Year 3:	\$27,358.00
Year 4:	\$27,358.00

Price: \$27,358.00

Billed: Annual

Contract term: 42 months

**Total Annual Investment:**

	\$0.00
Year 2:	\$27,358.00
Year 3:	\$27,358.00
Year 4:	\$27,358.00

## General Terms

Enter text here to overwrite the above PO Number or add a note to the invoice:

{{add\_es\_:signer1:string(maxlen=35)}}

The fees and terms on this Order Form are valid if executed by You on or before 03/29/2024. This Order Form is governed by the [Blackbaud Solutions Agreement](#) and by all other applicable terms and conditions in the [Online Terms and Conditions Center](#). By signing this Order Form, you agree to these terms.

**Renewals:**

**Unless You notify Blackbaud in writing of Your desire to cancel on or before the deadline of forty-five (45) days prior to the start of the upcoming renewal term, (i) Your Subscription shall renew for consecutive terms of at least thirty-six (36) months; or (ii) if You are on a term greater than thirty-six (36) months, Your**

***Subscription shall renew for a term equal to your current term. Recurring fees are subject to an annual adjustment. A Renewal Notice, including any changes to recurring fees, will be sent to You at least ninety (90) days prior to the start of the upcoming renewal term.***

**Expenses, Invoicing and Payment:**

- a. Expenses. If Blackbaud incurs reasonable travel and living expenses to perform Your Services, You are required to reimburse Blackbaud for such expenses pursuant to Blackbaud's then-current travel policy, available to You upon request.
- b. Invoices. Blackbaud has the right to invoice You for Your initial Subscription term immediately following Order Form signature. Blackbaud's process is to issue all annual invoices for Subscription fees according to the payment terms on this Order Form. For example, if Your net payment terms are the standard 30 days, Your invoice is issued 30 days before it is due. All invoices for Services will be issued in accordance with the applicable SOW.
- c. Payments and Late Payments. Payment is due as stated in this Order Form. All payments are non-refundable except in the event of Our uncured material default under this agreement. If You believe an invoice is inaccurate, You must notify Blackbaud in writing within thirty (30) days from the date of such invoice. Except for amounts subject to a good faith dispute, We may invoice You an interest rate allowable under applicable laws for any outstanding invoice not paid when due.

**State Sales Tax Exemption Certificates**

**Does the State in which You are making this purchase provide a sales tax exemption for Your organization?**

{{\*Tax\_es\_:signer1:dropdown(options="Yes,No ", values="Tax Exempt,Taxable ")}}

If You answer "Yes" to this question, We are required to have a copy of the "State issued sales tax exemption certificate" for Your organization on file. Please note We cannot accept an IRS or State issued letter for 501(c)(3) status, entity incorporation, or income / franchise tax exemption as these are not acceptable forms for sales tax exemption purposes. You will receive a separate email which will provide detailed instructions about how to submit Your sales tax exemption form. If You do not submit a valid sales tax exemption form within 5 business days from the initial email contact, Your organization will be treated as not tax exempt.

If You cannot provide a "State issued sales tax exemption certificate" or Your State does not have a sales tax, please answer "No" to this question.

If You answer "No" to this question or You do not provide a valid sales tax exemption form with the 5 business day time period noted above, You will not receive a credit for sales tax billed prior to receipt of a valid exemption certificate.

**Sales Tax on Products Purchased**

Sales tax will only be charged on this order if the items purchased are subject to tax, depending on State law. For example, state sales tax rules vary depending on the delivery method of the software.

If You must remit sales tax to Your vendor but can later claim a refund with Your State, please answer "No" to this question. Blackbaud must still charge sales tax on this order (if applicable) even though You may ultimately receive a refund of the sales tax.

You acknowledge that certain aspects of Our Solutions interface with and share client content with partner applications purchased by You from third parties ("Partner Applications"). We make no warranty with respect to any Partner Applications, and We shall have no liability should client content become unavailable from such Partner Applications for any reason. Your use and remedies with respect to such Partner Applications shall be pursuant to the applicable third-party agreements in place between You and the third-party provider of the Partner Application.

Pricing for Your Blackbaud subscription solution is based on Your number of records. If You exceed the number of records for Your level, Your Subscription will be upgraded to the next applicable level. Once You are upgraded, You may not reset to a lower usage level until Your next renewal period.

The term of your Subscription commences on the day you execute this Order Form and continues for the duration set forth in the applicable line item above. Subscriptions are billed according to the schedule set forth above.

### Scopes of Work

The Professional and Consulting services charges listed on this Order Form are for this purchase only and are subject to the Professional and Consulting Services General Terms. Information specific to the Professional and Consulting services project, or work, can be found in the applicable Statement(s) of Work (SOW).

### Project Contact Name:

Enter text here to overwrite the above Project Contact Name: {{projConName\_es\_:signer1:string}}

### Project Contact Email:

Enter text here to overwrite the above Project Contact Email: {{projConEmail\_es\_:signer1:isemail}}

Signatures:

IN WITNESS WHEREOF, the parties have caused this Order Form to be executed by their duly authorized representatives.

AGREED:

Client: Bell County Public Health  
District  
By: {{\_es\_:signer:signature}}

**Blackbaud Inc.**



Name: {{\_es\_:signer:fullname}}

Name: David Benjamin

Title: {{\_es\_:signer:title}}

Title: EVP, Chief Commercial Officer

Date: {{\_es\_:signer:date}}

Date: 03/08/2024

*All proposed modifications, variations, edits, or additions to this Order Form are objected to and deemed material unless otherwise mutually agreed to in writing.*

blackbaud



# Blackbaud Financial Edge NXT®

*Bell County Public Health District*



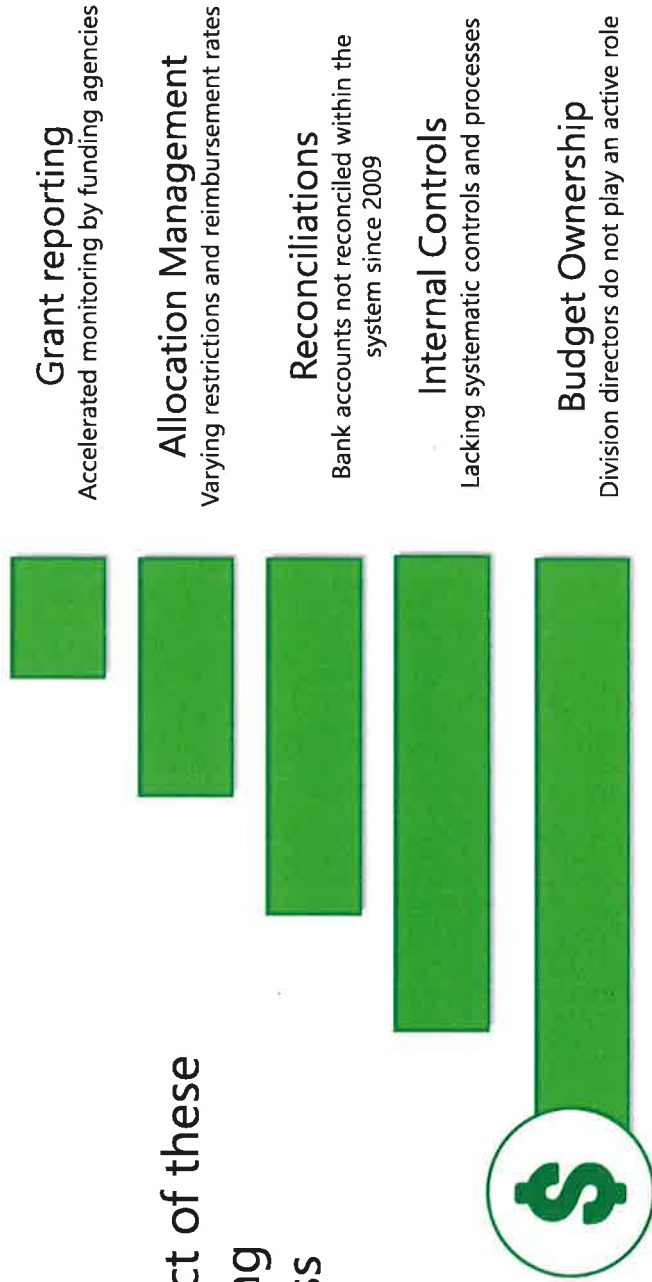
# Mutual Action Plan

Event	DATE/WEEK OF	STATUS	RESPONSIBLE	GO/NOGO
Initial Discussion with Oliver Gates, Account Executive	March 5	X	Blackbaud/Bell County Public Health	X
Partnership Page Created/Shared with Demonstrations	March 6	X	Blackbaud	
Consultant On-Site: Texas First Group	March 6 & 7	X	Bell County Public Health	
Meeting with Greg Sheppard, Senior Director Accounting Solutions	March 7	X	Blackbaud/Bell County Public Health	
Update State on Corrective Actions	March 8	X	Bell County Public Health	
Proposal Shared	March 8	X	Blackbaud	
Board Meeting	March 11		Bell County Public Health	
Meet Implementation Project Manager	March 12		Blackbaud/Bell County Public Health	X
<b>Start FENXT Implementation Project</b>				
Access to Financial Edge NXT Training + Support	By March 14			
Implementation: FENXT Kick Off	TBD		Blackbaud/Bell County Public Health	
<b>Implementation (10 Weeks)</b>				
Implementation: FENXT Go Live	June/July			



# Challenges facing Bell County Public Health District

The cumulative impact of these obstacles is preventing organizational success



# Blackbaud is your best long-term partner

35,000+ clients in over 60 countries

Stable and transparent (Nasdaq: BLKB)

Modern, integrated cloud portfolio

Award winning, innovative solutions

## UNMATCHED SOLUTIONS

We are proud to be recognized for our outstanding, purpose-built solutions and support.



Corporate  
Citizenship



Community  
Responsibility



Best Customer  
Relationship



Customer  
Focused



Top 5 Nonprofit  
Accounting



Best Value



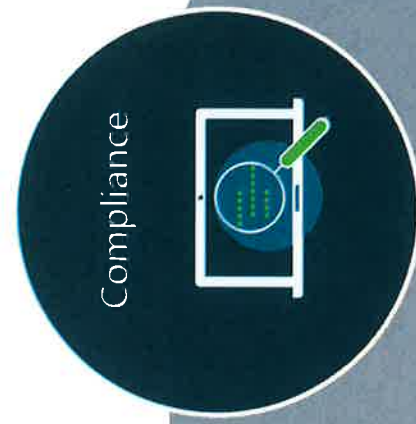
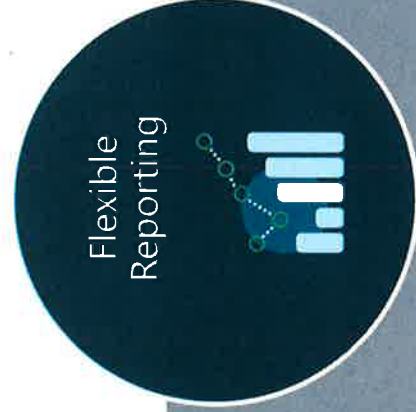
Top Budgeting  
Solution



Proven by  
Customers



# Best-in-Class, Purpose-Built, Nonprofit Financial Management



## Blackbaud Fund Accounting & Nonprofit Financial Management Tools

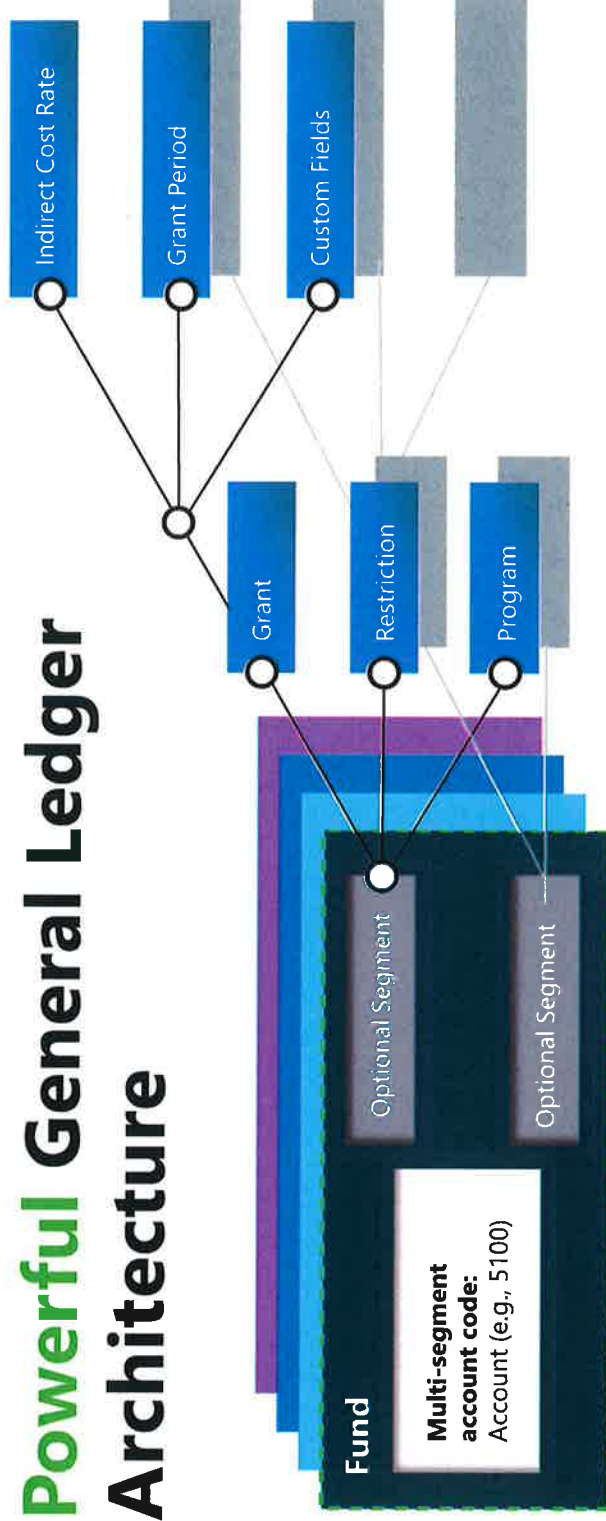
- Powerful General Ledger Design
- Flexible Chart-of-Accounts
- "Sub-Fund" Accounting
- Project, Grant, & Endowment Management
- Grants Management
- Manages Funding & Programmatic Complexity
- Native Encumbrance Reporting

- Drill-down reporting
- Interactive Dashboards
- Insights Designer
- Visual Chart Organizer (VCO) for Tailored Reporting
- Multi-scenario budgeting
- Cross-fiscal Period Grant Reporting
- Flexible, Multi-Period Reporting

- Procure-to-Pay: Accounts Payable & Purchasing
- Patented Expense Management
- Post-Award Grant Automation
- Accounts Receivable w/ Reimbursable Grant Functions
- Innovative Treasury Functions
- Robust Allocation Management
- Fixed Assets Management

- Real-time Budget Checking
- Automated Spend Alerts
- Approval Workflows
- Powerful Business Rules
- Advanced Security Settings
- View-Only Licenses
- Native 990 Reporting & FASB 116/117 Compliance

# Powerful General Ledger Architecture



*Fund-specific logic and multi-segment account code*

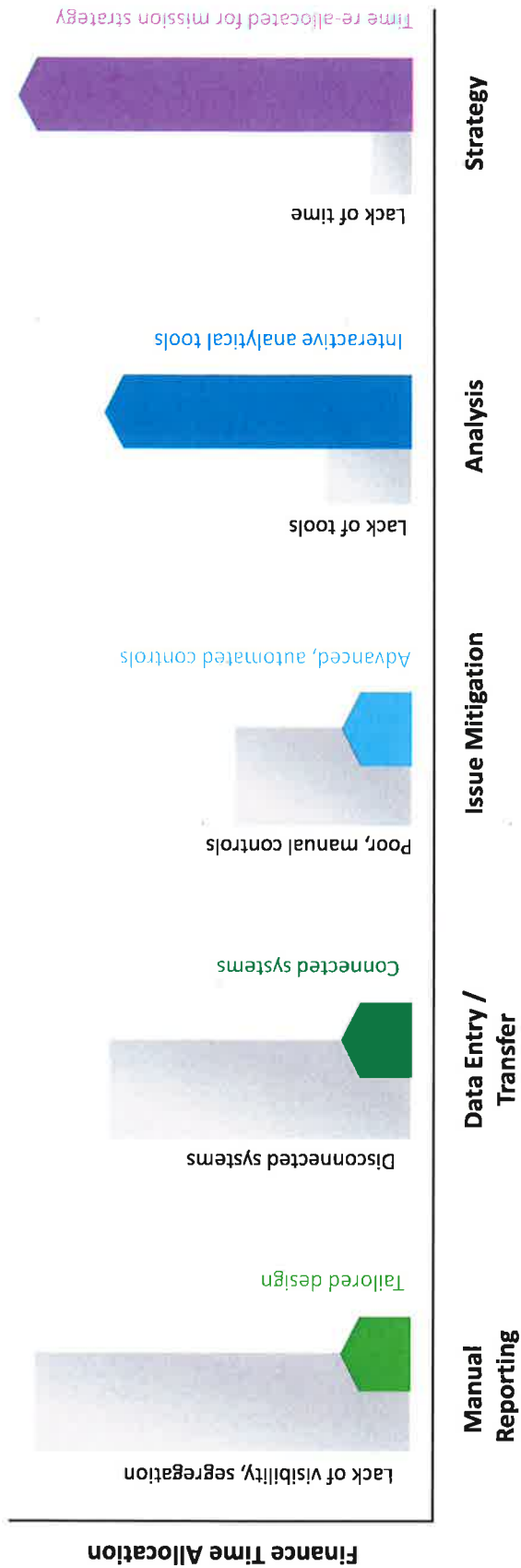
*Dedicated capabilities*

*Streamlined Chart-of-Accounts*

Commercial systems offer tracking "tags" with limited depth. Financial Edge NXT's design allows for functionality, control, and simplicity that our competitors can't offer.

# Strategic financial management requires transformation

Blackbaud can empower your finance transformation  
Current system deficiencies prevent strategic focus



Sensitivity: Internal



# Blackbaud Financial Edge NXT

Steward your mission through transparent financial management

We empower Community Health Centers to foster sustainability with essential fund accounting workflows promoting transparency, engagement, intelligence, and productivity to maximize their Organization’s impact.



## Increased Efficiency

- Anywhere, Anytime Access
- Improved User Experience
- Accelerated Data Entry



## Enhanced Accountability

- Compliant Use of Restricted Revenue
- Reporting to Key Stakeholders
- Regulatory Compliance



## Better Data Driven Decisions

- Managerial Accounting
- Actionable Insights
- Build, Measure, Learn

Sensitivity: Internal





# 8 Key Outcomes Social Good Organizations Globally Achieve with Blackbaud Financial Edge NXT



## Automate reconciliation and efficiently manage costs

Bank feeds and integrated bank reconciliations minimizes the need for reliance on paper statements and reliance on external spreadsheets.



## Maintain compliance with grantor/funder spending and reporting requirements

Utilize Project and Grant reports, with spending policies, to maintain funding requirements and monitor activity and balances.



## Measure and optimize financial performance

Customize Reports & Dashboards to align with stakeholders' reporting requests and improve efficiency and timeliness of delivery.



## Streamline financial reconciliation across departments

Expense Mngt. offers approval rules, predefined expense categories and the ability to attach backup to invoice requests, offering greater oversight into spending.



## Save your staff time and improve data accuracy with streamlined processes

Customizable security settings, business rules, distributions and approval rules, aid Customers in establishing strict internal controls.



## Improve user security and procedures to reduce risk

Ensure your Organization has balanced controls with user security and approval rules.



## Gain visibility into organization-wide spending and ensure expenses stay within budget

Budget management, business rules and customized reporting help Customers to gain visibility into budget and spending activity.



## Maximize cashflow by billing of clients reducing time to receive funds

Leverage spending policies and budget records to prevent overspending.



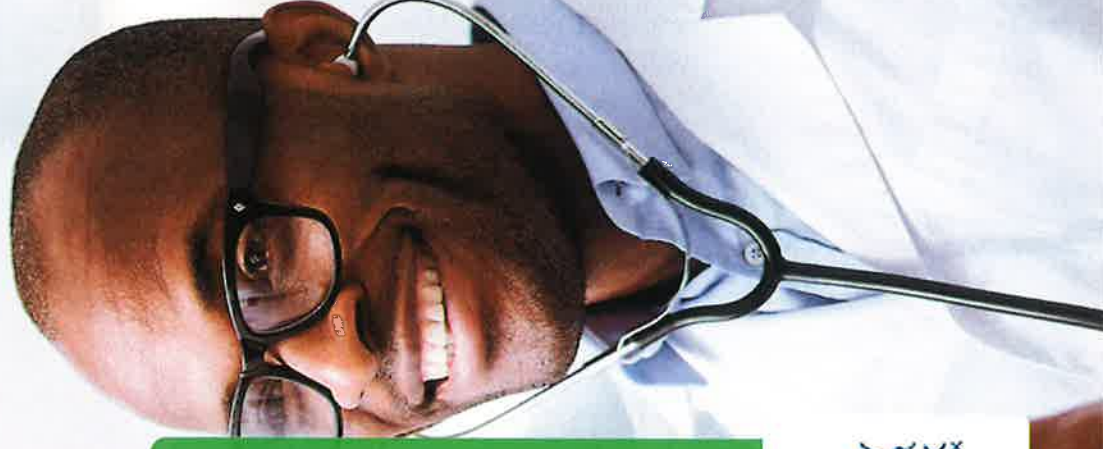
“Blackbaud Financial Edge NXT is my toolbox. It is where I go for everything, and I am in it all day. It is the backbone of Community Health Center of Lubbock, as far as our financials. If we didn't have Blackbaud Financial Edge NXT, we wouldn't operate up to the level that we are now.

**Barbara Moore**

*Finance Director*

*Community Health Center of Lubbock*

“With the time we're saving with Blackbaud Financial Edge NXT in processing, we're actually analyzing and utilizing that data better.”





# Trusted by more not for profit CFOs

than any other fund-accounting technology\*



**Average gains one year post-implementation\***

*\*Figures represent historical performance based on a sample of over 160 Financial Edge clients using tax filings. Figures do not consider other initiatives impacting financials and are not guarantees of future results. Includes Financial Edge and Financial Edge NXT clients. Liquidity measured using Current Ratio*

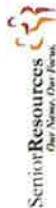
YOU'RE IN GOOD  
COMPANY

Gain confidence in your decision knowing  
that thousands of leading organizations  
trust Blackbaud for their financial  
technology



**HEADWATERS**

**ACERO**  
SCHOOLS CHICAGO

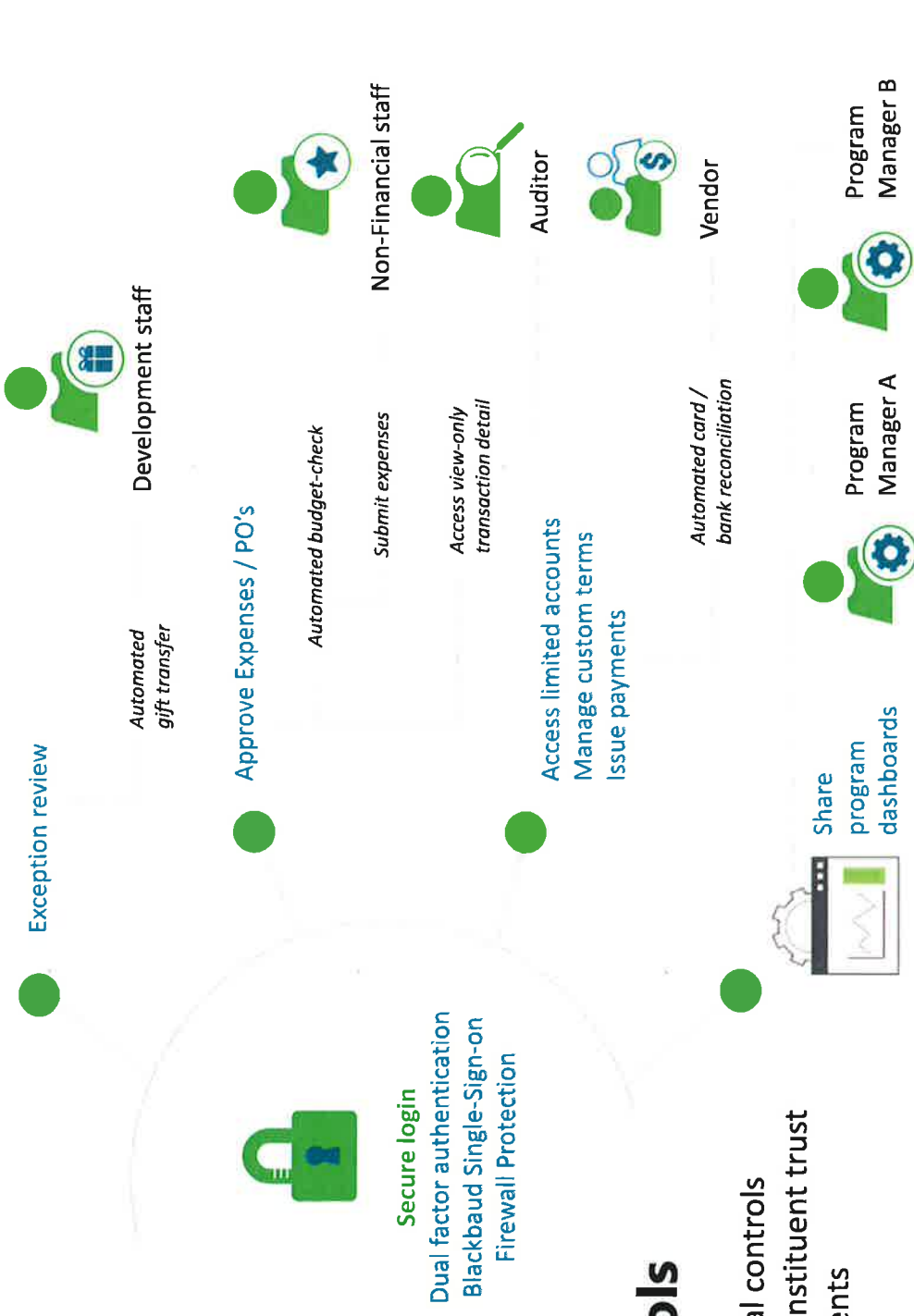




Treasury Staff

## Internal Controls

Highly configurable internal controls  
can establish and retain constituent trust  
and eliminate negative events



# Tailored Experience

A fast, flexible reporting experience designed for your needs provides tremendous efficiencies

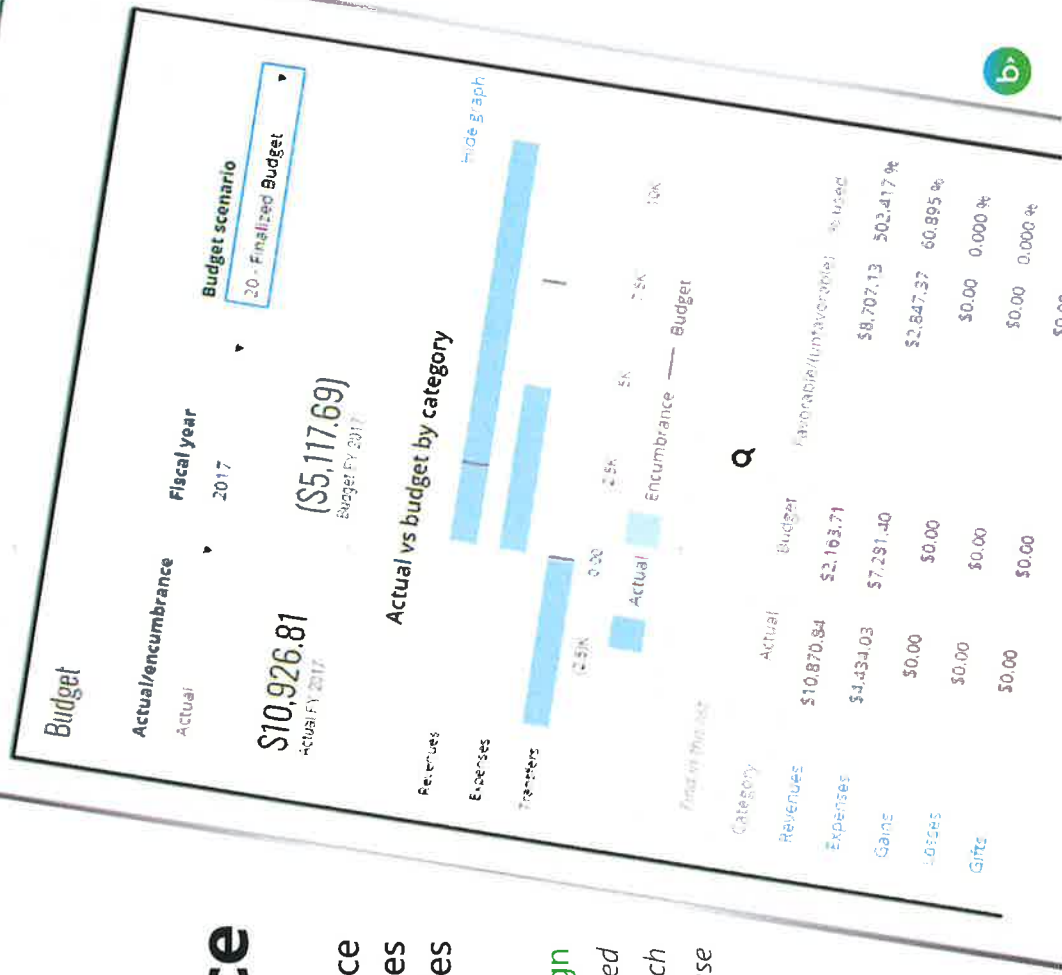
## Enjoy record-centric design

Filter any report, any way you need

Find data quickly with fast, dynamic search

Change financial statement hierarchies with ease

**NO "REPORT" REQUIRED**



# Strategic Planning and Analysis

Turn data into strategic insights with native business intelligence and analysis tools

*Design and share interactive dashboards with SKY Reporting*

*Create custom insights and measures*

*Analyze trends across next-gen Blackbaud applications*

*Plan for the unexpected with scenario-based budgeting*



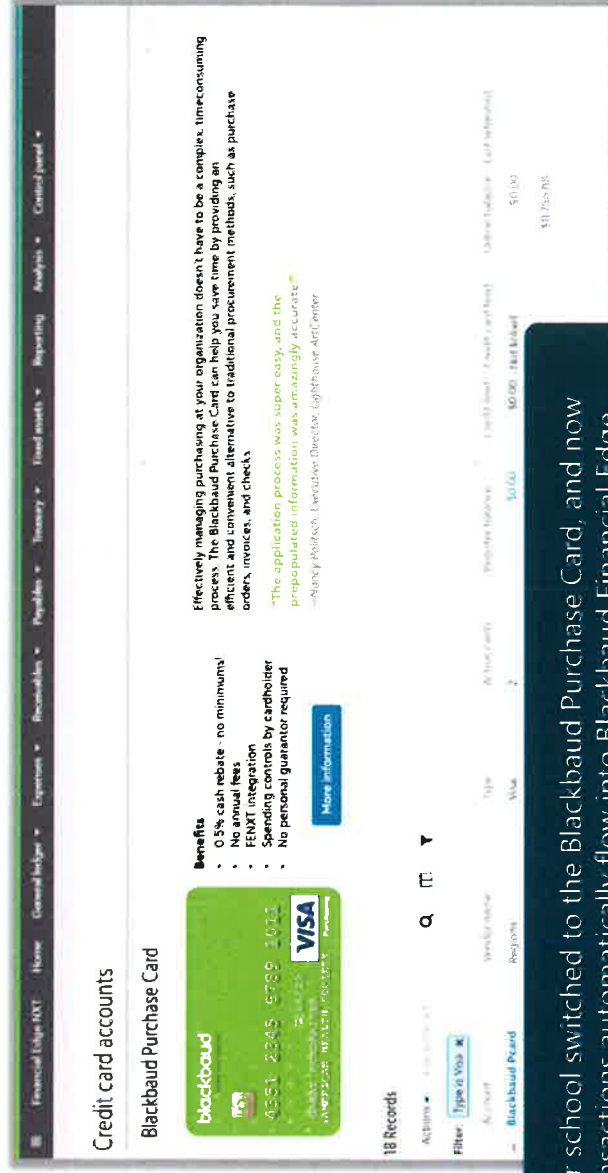
# Expense Management & Blackbaud Purchase Cards

Allow your cardholders and employees to easily enter their expenses online.

Combined with Credit Card Feeds, Expense Management works with your default distribution sets, approval rules, and existing security rights to allow for automated invoice creation for increased time savings in Accounts Payable.

## Purpose-Built Integration

The integration between the Blackbaud Purchase Card and Blackbaud Financial Edge NXT provides a direct feed to card activity directly in the system. Increase efficiency and establish real-time control of spending with the most advanced payables and expense solution purpose-built for social good organizations.



Our school switched to the Blackbaud Purchase Card, and now transactions automatically flow into Blackbaud Financial Edge NXT within 24 to 48 hours via Credit Card Feed. It has been one of the best moves for our Business Office and our school's credit card users. I highly recommend it.

*Janet Fulbright, Director of Business & Finance, Mount Paran Christian School*





# Financial Edge NXT Concurrent User Types

*Multiple system access levels to fit your user access needs*



**Non-Financial**  
Unlimited users; Expense Management access only

- Code and submit expense requests and reports
- Code and submit payable invoices
- Code and submit credit card transactions
- Approve or decline requests (based on security settings)
- Assign proxy approvers



**View-Only**  
10 concurrent included; scalable in increments of 10

- View data by logging directly into the solution (no separate portal)
- Access data search features and reports – can create/edit reports if needed
- Function/accountability specific access governed by user security profiles



**Full Access**  
Full read/write access governed by user/group security settings

- View/edit transaction data entry
- View/edit records
- Create reports & dashboards
- Approve/post transactions
- Execute payments
- System administration



Protect your investment with our expertly designed curriculum focused on real-world application

CFRE and CPE credit-worthy courses and certifications\*

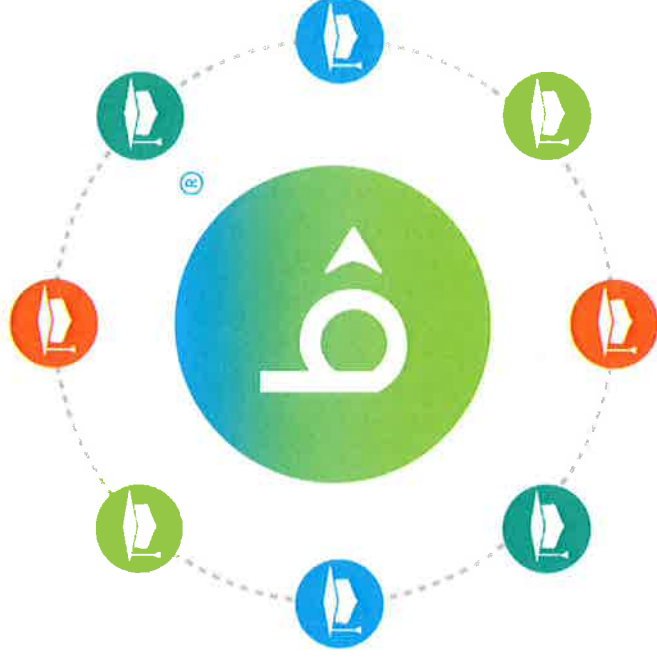
87% of organizations report increased efficiency

500+ hours of live instructor-led training

OnDemand courses available for convenient consumption

Learning paths designed for every role, responsibility, and ability level

\*CPE credit courses limited to specific Blackbaud products



# Blackbaud Financial Edge NXT®

**6  
Months  
Free!**

We recognize there is a transition required to adopt a new financial solution. To help account for that, your **first six months are free\*** while your staff takes training and works with a certified consultant to implement Financial Edge NXT.

*Your solution and your training package is available to your organization Day 1+*

\* Restrictions Apply, 42-month contract required.  
See your account executive for details.  
†Day one begins with initial scheduled Onboarding Call.



# Investment Proposal

## Financial Edge NXT

### RECURRING INVESTMENT

Financial Edge NXT

Included: 4 Concurrent Users, Fixed Assets, Allocation, Accounts Receivable, Accounting Forms, Cash Receipts, Purchase Orders, Budget Management, Advanced Security, Cash Management, General Ledger, Project Grant Endowment, Accounts Payable, FE NXT Learn More, FE NXT Pro Setup, FE NXT Expense Management, FE NXT, View Only Add User 10 Pack

VALUE      PROMO

\$27,358      \$23,450\*

### ONE-TIME INVESTMENT

Financial Edge NXT Implementation

\$26,775

Project Management ✓

Design Meeting focused on chart of accounts and module requirements ✓

Setup of modules and NXT components ✓

Testing Oversight ✓

Cutover Plan for Go Live ✓

Data Conversion: General Ledger History – 3 Years ✓

Consultant Assistance – 20 hours, Used for: Assistance After Go Live, Best Practices, Consultant Led Training ✓

Promo: \$0 recurring investment for first 6 months with 42-month contract  
\* denotes annual equivalent



# What It Includes

RESOURCES AVAILABLE THROUGHOUT YOUR BLACKBAUD EXPERIENCE



## Customer Success Manager

Proactively works with your organization to help you get the most value on investment from your Blackbaud solutions.



Customer Support



Customer Success Enablement Resources



## Customer Account Executive

Works with your organization to explore new solutions, services, or training, matched to an understanding of your mission and desired outcomes.



Blackbaud Community and Knowledgebase



Training and Education Services



## Customer Renewals Specialist

Works with your organization to ensure a seamless experience when it is time to renew your solutions.



Implementation and Optimization Services



# FENXT Program Management

## Compliance Implementation Timeline

	KICKOFF				DESIGN & BUILD				TEST				GO LIVE			
	Weeks 1-4				Weeks 4-8				Weeks 8-12				Weeks 12-22			
	<ul style="list-style-type: none"> <li>Kickoff Call with Project Team</li> <li>Consulting Workbook</li> <li>Pre-Implementation Training</li> <li>Schedule Design Sessions</li> </ul>				<ul style="list-style-type: none"> <li>Chart of Accounts Design</li> <li>Database Build &amp; Configuration</li> <li>Ongoing Training</li> <li>Test Database Delivered</li> </ul>				<ul style="list-style-type: none"> <li>Database Testing - Users test database setup, chart of accounts design and overall functionality</li> <li>Sign Off on Design Changes</li> <li>End User Training</li> </ul>				<ul style="list-style-type: none"> <li>Go Live Support with Consultant</li> <li>Post-Go Live Tasks Completed</li> <li>Implement Additional Modules</li> <li>Project Signoff</li> <li>Project Closure Call</li> <li>Transition to Customer Support &amp; Customer Success Adoption Program</li> </ul>			
	4 hours + Training				15 hours + Training				40 hours				24 hours			
	Customer Level Of Effort															

Onboarding

Customer Level Of Effort

blackbaud

blackbaud<sup>®</sup>

Thank you





## Board of Health Agenda Item Memorandum

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**Department/Division Submission & Review:**

Chrissy Lee, Administration Director

**Item Description:**

Presentation, discussion, consideration, and possible action authorizing District Director Amy Yeager to enter into a Profession Service Agreement with Capital Business Solutions for the implementation of Blackbaud's Financial Edge NXT software in the amount of \$26,775.

**Item Summary:**

Capital Business Solutions has contracted with Blackbaud to facilitate implementation of the Financial Edge NXT software to Blackbaud customers. Implementation will include comprehensive design and build of the NXT software for BCPHD use, including construction of the revised chart-of-accounts, setup of modules and components, testing oversight, and a "Go Live" plan. Additionally, 20 hours of consultant assistance will be available after "Go Live".

**Fiscal Impact:**

1-time implementation fee of \$26,775

\*This expenditure is unbudgeted at this time and will require a future budget amendment. Funds are currently available in the "Contracts" portion of the current "Workforce Development Grant" and expected to be allocated from there.

**Staff Recommendation:**

Staff recommends approval of Professional Service Agreement as presented.

**Attachments:**

Copy of the Capital Business Solutions Professional Service Agreement



## Bell County Public Health District

### PROFESSIONAL SERVICES AGREEMENT

MARCH 7, 2024

#### Project Goal

Bell County Public Health District (Client") is engaging Capital Business Solutions' ("CBS") professional services team to work closely with the Client's staff to provide the Statement of Work (SOW) below. This agreement is entered into on \_\_\_\_\_ (the "Effective Date").

#### Detailed Project Statement of Work (SOW)

CBS will provide the following services as part of your implementation of Financial Edge NXT:

Financial Edge NXT Implementation Project-One Time Investment for Transition	Price
FE NXT Setup Package (PM&C) for a Single Database	
Project Management	✓
Design Meeting focused on chart of accounts and module requirements	✓
Setup of modules and NXT components	✓
Testing Oversight	✓
Cutover Plan for Go Live	✓
Data Conversion	
General Ledger History – 3 Years (no submodules), \$650 per additional year	✓
Consultant Assistance – 20 hours	
Used for: Assistance After Go Live, Best Practices, Consultant Led Training	✓
<b>Total Financial Edge NXT Consulting</b>	<b>\$ 26,775</b>

\*\*\* - **Addendum A:** Provides Tasks included in the Detailed Project Statement of Work (SOW).

All services are provided remote. For Consultant Assistance, CBS will cover topics as time permits. Should additional needs be identified outside of this agreement, CBS will follow procedures outlined under Scope Management and issue a Scope Change Request to add additional time if appropriate. Services not consumed within 18 months of contract execution date shall be forfeited.

#### Professional Services Pricing Outline

	Price
<b>Total Financial Edge NXT Consulting – Pricing available until March 28, 2024</b>	<b>\$ 26,775</b>

Internal Use Only: Project # \_\_\_\_\_ Consultant: \_\_\_\_\_

Invoiced: # \_\_\_\_\_ Date: \_\_\_\_\_



## Statement of Work Assumptions

- Professional services include a SINGLE Financial Edge NXT database unless specifically noted above. Should you wish to implement additional databases or modules, additional services will be required and will result in additional fees.
- Engagement excludes troubleshooting connectivity issues related to third party financial data aggregator Yodlee. Client will work with Blackbaud Customer Support and Yodlee to resolve connectivity issues.
- CBS has no support or maintenance obligations for the Financial Edge NXT outside of this Agreement unless Client enters into a separate agreement for such services with CBS.
- Client will ensure that the specialized expertise for accessing the Financial Edge NXT for client's site is available, on an as-needed basis, to support the implementation.
- Specific activities critical to the development of the software solution require the input, review and participation of Client's staff. This typically includes requirements gathering, design, working sessions and day-to-day engagement tasks. The accomplishment of CBS's SOW defined deliverables is dependent upon Client interaction. Client will therefore make the appropriate personnel and adequate amount of time available to the CBS consultant. A Client contact should be assigned to coordinate staff schedules to attend meetings.
- If Client is deploying Financial Edge in a hosted/cloud environment the Client is responsible for satisfying published minimum system requirements.
- Any written materials provided with this engagement supplement, but do not replace the Blackbaud Solutions Agreement. Client should consult the standard online user documentation for information regarding Financial Edge software processes, features, functions and requirements.
- Client is solely responsible for testing and confirming all system outputs before and during live use, including but not limited to, payroll earnings/deductions/taxes/benefits, financial data, and converted data.
- Client shall maintain and adhere to the terms of the Blackbaud Solutions Agreement.
- Data Conversion/Cleanup- should the SOW include data conversion/data cleanup services the following data conversion assumptions shall apply:
  - Client is responsible for preparing a crosswalk between legacy data structure and new system data structure in an Excel format. CBS consultant will provide instructions and assistance with the data layout.
  - Client is solely responsible for reviewing and testing converted/cleansed data against the data set delivered to the CBS consultant prior to any live production use of the system. Client should report any errors including necessary changes to CBS. Data conversion/data cleanup will be considered complete and accepted unless CBS receives written notification from client of errors within fifteen (15) business days of client's receipt of converted/cleansed data. If CBS receives written notification from Client of errors within the fifteen (15) business days error reporting period, CBS will address reported errors in a revised deliverable. Client will have an additional five (5) business days from receipt of the revised deliverable to report any additional errors. Additional setup, consulting, or data conversion services requested after applicable error reporting periods or errors resulting from an incorrect data set or incorrect client mapping document will result in additional fees.

## Scope Management

Scope Change requests outside the services outlined in the Detailed Statement of Work section of the Agreement will be handled on a case-by-case basis and will incur a schedule and cost adjustment. The Client and CBS must mutually approve any Change Requests.

CBS will not perform services identified by either party as outside of the Detailed Statement of Work section of the Agreement without the following procedure:

1. An Amendment to the Agreement may be prepared by either party, in writing, documenting the requested services that are being added to or changed from the services described in original Detailed Statement of Work section of the Agreement.
2. Unless both parties accept such an Amendment in writing or other acceptable means (e-mail or facsimile) considered "Formal Authorization", the additional services will not be performed.

Formal Authorization constitutes the Client's acceptance of, and agreement to pay CBS for any additional services as requested and set forth in the written Amendment to the Agreement. Any properly executed Amendment is subject to the outlined terms of the Agreement including: Required Client Preparation, Statement of Work Assumptions, Scope Management, Non-Solicitation Agreement, Acknowledgement, Warranty Disclaimer & Guarantees, and Limitation of Liability.

## Non-Solicitation Agreement

Client recognizes and acknowledges that the employees of CBS possess special, unique and extraordinary technical talents which are in great demand in the present economy and further recognizes and acknowledges that CBS has incurred substantial expense in recruiting and training such employees and would incur even greater expense if required to replace any such employee. Therefore, Client agrees not to solicit, recruit or employ any CBS employee who had direct and substantive contact with Client personnel in connection with the performance of this Agreement during the term of the Agreement and for two (2) years thereafter without CBS's prior written consent, which may be given or withheld in its sole discretion. If Client breaches this Section, Client shall pay as liquidated damages, and not as a penalty, the sum of \$100,000 per individual. If CBS waives its right to such liquidated damages, Client shall reimburse CBS mutually agreed upon costs of external recruitment, training and lost revenues.

## Warranty Disclaimer & Guarantee

CBS warrants that the Services will be performed in a professional and workmanlike manner in accordance with recognized industry standards. To the extent Services provided by CBS are advisory; no specific result is assured or guaranteed. CBS expressly disclaims all other representations or warranties, whether express, implied or statutory (by any territory or jurisdiction) to the extent permitted by law, and further CBS expressly excludes any warranty of non-infringement, title, fitness for a particular purpose, or merchantability to the extent permitted by law. Client's sole and exclusive remedy and CBS entire liability for breach of the above warranty will be re-performance of Services. Any claim for breach of CBS warranty must be provided to CBS in writing within 90 days of performance of the Services at issue.



### Limitation of Liability

CBS's maximum liability for any action arising under the Agreement (other than for CBS' claims related to Client's nonpayment of valid fees or expenses), regardless of the form of action and whether in tort or contract, shall be limited to the amount of fees paid by Client for the services from which the claim arose. In no event shall CBS be liable for indirect, special, incidental, punitive, exemplary or consequential damages of any kind except for those damages caused by the gross negligence or willful misconduct of CBS, its employees, agents, or subcontractors, including without limitation, lost data or profits, however arising, even if Client has been advised of the possibility of such damages, the parties agree to the allocation of risk set forth herein, provided, however, the maximum liability for such damages shall not exceed the amount of services fee paid by Client for the services from which the claim arose.

### Dispute Resolution

Any disputes or claims under this Agreement or its breach shall be submitted to and resolved exclusively by arbitration conducted in accordance with American Arbitration Association rules. One arbitrator appointed under such rules shall conduct arbitration. Arbitration shall be in Raleigh, NC and the laws of North Carolina shall be applied. Any decision in arbitration shall be final and binding upon the parties. Judgment may be entered thereon in any court of competent jurisdiction. Notwithstanding the above, CBS may sue in any court for infringement of its proprietary or intellectual property rights.

### Billing Terms

Professional Services will be billed 50% upon signing of this agreement and due upon receipt of CBS invoice. The final 50% will be billed the earlier of project completion or 90 days with terms Net 30. CBS will provide all invoices electronically to the Client's designated contact for invoices as identified in the Agreement. Past due invoices will be assessed with a 1.5% finance charge. All services will be performed remotely.

### Client Billing Contact – Invoices should be submitted electronically to:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

## Billing and Agreement Submission

Signed agreements should be signed electronically or signed and returned via email to [psaul@capitalbusiness.net](mailto:psaul@capitalbusiness.net)

Payments mailed to Capital Business Solutions at the address below.

**605 Benson Road, Suite A**

**Garner, NC 27529**

By signing and submitting the last page of the Agreement only, the client acknowledges understanding of services to be provided and has not amended or adjusted this Statement of Work in any way.

In witness whereof each of the parties hereto has caused this Agreement to be duly executed by a duly authorized representative of each of the parties hereto as of the date first above written.

**Capital Business Solutions**

605 Benson Road, Suite A

Garner, NC 27529

**Bell County Public Health District**

4236 Lowes Dr.

Temple TX 76502

By: \_\_\_\_\_  
Signature of Authorized Representative

By: \_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of Signing Person (Please print)

\_\_\_\_\_  
Name of Signing Person (Please print)

\_\_\_\_\_  
Title of Signing Person

\_\_\_\_\_  
Title of Signing Person

## Addendum A - Tasks included in the Detailed Project Statement of Work (SOW)

### Deliverables

The following section describes the Statement of Work tasks that our consultant will perform as part of the Financial Edge NXT Essentials Implementation. Additions or changes to the areas below will result in a Change Order to this Statement of Work (SOW) and will follow the process outlined in Scope Management.

Area	Tasks and Activities
System Configuration and Administration	Configure Security / Advanced Security: <ul style="list-style-type: none"> <li>• up to one (1) record with "Supervisor" rights</li> <li>• up to (5) records with limited rights</li> </ul>
General Ledger with Projects, Grants, Endowments	Certain configuration choices are already selected, to reflect best practices. CBS will work with you to select and implement options in the following areas: <ul style="list-style-type: none"> <li>• Business rules</li> <li>• Posting Information</li> <li>• Queries and exports (up to two (2) each)</li> <li>• Dashboards (up to two (2))</li> <li>• One standard Visual Chart Organizer</li> <li>• Standard Balance Sheet and Income Statement (up to one (1) each)</li> <li>• One standard recurring journal entry templates</li> <li>• Projects and Transaction Codes</li> <li>• Fiscal Years</li> <li>• Fund Structure with closing methods and balancing requirements</li> <li>• Account Categories</li> <li>• Account Segments</li> <li>• Import of the following: Account Codes, Accounts, Projects, Beginning Balances</li> </ul>
Budget Management	CBS will configure each of the following based on initial Client requirements: <ul style="list-style-type: none"> <li>• Build one (1) budget scenario</li> <li>• Demonstrate use of Budget Tools</li> <li>• Import Current Fiscal Year Budget</li> </ul>
Accounts Payable	CBS will configure each of the following based on initial Client requirements: <ul style="list-style-type: none"> <li>• Interfund Sets</li> <li>• Terms (up to two (2))</li> <li>• Bank Accounts (up to two (2)) including:               <ul style="list-style-type: none"> <li>◦ Bank Information</li> <li>◦ Payment Information, including EFT</li> <li>◦ Cash Management, Adjustments, and Bank Feeds for reconciliation as of system Go Live</li> </ul> </li> <li>• Assist with set up and usage of up to four check stocks or other accounting forms</li> <li>• Import of the following: Vendor Records, Open Invoices, 1099 Balances, Outstanding Checks</li> </ul> <p>CBS will provide guidance on:</p> <ul style="list-style-type: none"> <li>• How to connect bank and credit cards feeds</li> <li>• How Cash Management, adjustments, bank feeds, and credit card bank feeds impact the reconciliation process for system Go Live</li> </ul> <p>Note — Engagement excludes troubleshooting connectivity issues related to third party financial data aggregator Yodlee. Client will work with Blackbaud Customer Support and Yodlee to resolve connectivity issues.</p>

Purchase Orders	<p>CBS will configure each of the following based on initial Client requirements:</p> <ul style="list-style-type: none"> <li>• Products and Product Categories</li> <li>• Miscellaneous Line Items</li> <li>• Configure up to one (1) purchase order template</li> <li>• Demonstrate purchasing and encumbrance process</li> <li>• Demonstrate creating asset record through purchasing</li> </ul>
Expense Management	<p>CBS will review configuration options with Client. Upon completion of this initial review, CBS and Client will finalize the configuration requirements of the Solution.</p> <p>Based on the finalized requirements, CBS will:</p> <ul style="list-style-type: none"> <li>• Configure Business Rules</li> <li>• Discuss Client's approval process and assist with configuring approval rules as needed (up to five)</li> <li>• Review Security Groups with regard to Expense Management (up to two each)</li> <li>• Review Expense Management user security settings, approval levels, and rules</li> <li>• Setup (up to 10) Approval Rules</li> <li>• Setup up to (10) Expense Management users (if applicable)</li> <li>• Assist with configuring Expense Categories (up to five)</li> </ul> <p>As part of the process overview, CBS will:</p> <ul style="list-style-type: none"> <li>• Discuss the Edit Defaults page and review its settings and functions</li> <li>• Demonstrate submission of an invoice request or credit card transaction, including: <ul style="list-style-type: none"> <li>o Choosing an expense category</li> <li>o Editing distributions</li> <li>o Adding attachments</li> </ul> </li> <li>• Review the approval process and demonstrate approving an invoice request and a credit card transaction</li> <li>• View the record in Payables to ensure invoices were properly created</li> </ul> <p>Note — Engagement excludes troubleshooting connectivity issues related to third party financial data aggregator Yodlee. Client will work with Blackbaud Customer Support and Yodlee to resolve connectivity issues.</p>
Accounts Receivable	<p>The consultant will configure each of the following based on initial needs reviewed with customer:</p> <ul style="list-style-type: none"> <li>• Business rules</li> <li>• Field options (up to 2)</li> <li>• Critical table entries (up to 5)</li> <li>• Attributes (up to 3)</li> <li>• Addressees/Salutations (up to 2)</li> <li>• Default Accounts</li> <li>• Posting Information</li> <li>• Queries, exports, and standard reports (up to 4 each)</li> <li>• Dashboard Reports (up to 1)</li> <li>• Products/ Billing Items (up to 10)</li> <li>• Aging Information</li> <li>• Interfund sets</li> <li>• Invoice and Statement parameters (one each)</li> <li>• Import of the following: Client records, Payee Relationships, Client Beginning Balances</li> </ul>
Cash Receipts	<p>CBS will discuss the current cash entry process and configure the Cash Receipts system to meet client needs including:</p> <ul style="list-style-type: none"> <li>o Setup business rules</li> <li>o Setup integration with The General Ledger</li> <li>o Set up Bank Accounts</li> <li>o Setup interfund sets</li> <li>• Demonstrate how to enter deposits and payments within Cash Receipts</li> <li>• Assist with setting up of up to two (2) Cash Receipt reports</li> <li>• Provide functionality review of Cash Receipts for end users</li> </ul>
Fixed Assets	<p>CBS will identify current needs for tracking Fixed Assets and guide Client through configuring these in the Solution. CBS will configure each of the following based on initial needs reviewed with Client:</p> <ul style="list-style-type: none"> <li>• Business rules</li> </ul>

	<ul style="list-style-type: none"> <li>• Field options (up to two)</li> <li>• Critical table entries (up to five)</li> <li>• Attributes (up to three)</li> <li>• Depreciation schedules</li> <li>• Depreciation method</li> <li>• Classes with default General Ledger information</li> <li>• Default accounts</li> <li>• Posting information</li> <li>• Queries, exports, and standard reports (up to four each)</li> <li>• Demonstrate how to create assets manually and from purchase orders, if applicable</li> <li>• Demonstrate how to calculate depreciation</li> <li>• Import of the following: <ul style="list-style-type: none"> <li>• Asset records, acquisition transactions, and accumulated depreciation</li> </ul> </li> </ul>
Allocation Management	<p>CBS will review configuration options with Client. Upon completion of this initial review, CBS and Client will finalize the configuration requirements of the Solution.</p> <p>Based on the finalized requirements, CBS will configure or review each of the following:</p> <ul style="list-style-type: none"> <li>• Best practices for using Allocation Management to track allocations</li> <li>• Allocation Management functionality for all types of allocations</li> <li>• Allocation pools and sets (up to four with up to twenty distribution lines each)</li> <li>• Rates, where applicable (up to two)</li> <li>• Discuss the differences between distributions and allocations</li> <li>• Up to three Distribution sets, if applicable (with up to twenty distribution lines each)</li> <li>• Demonstrate the process for calculating and posting one allocation</li> <li>• Assist with building allocation reports (up to two)</li> </ul>
Accounting Forms	<ul style="list-style-type: none"> <li>• Assist with unlocking the Accounting Forms module</li> <li>• Assist with set up and usage of up to four (4) check stocks or forms</li> <li>• Provide an overview of the module functionality to Client staff</li> </ul>
View Only Users	<p>CBS will:</p> <ul style="list-style-type: none"> <li>• Configure security for up to (10) ten View Only users</li> <li>• Review View Only User Navigation and Best Practices</li> </ul>
Data Conversion of General Ledger History	<p>CBS will work with Client to provide import templates and assist with mapping documents. Upon delivery of history to CBS, CBS will transfer data into Financial Edge NXT and provide reports which may be used by Client to agreement to Legacy system. History will be uploaded based on the number of years defined in your agreement. Data conversion will populate the general ledger module only. A maximum of up to 100,000 transactions per year may be converted. Client is responsible for extracting information to populate templates and ensuring the accuracy of information prior to providing to CBS.</p>