

City of Joliet

150 West Jefferson Street
Joliet, IL 60432



Meeting Agenda - Final

Wednesday, April 3, 2024

8:30 AM

City Hall, Executive Conference Room

Communication, Technology & Information Systems Committee

Committee Members

Councilwoman Sherri Reardon, Chairperson

Councilman Cesar Cardenas

Councilwoman Suzanna Ibarra

Citizens who are unable to attend the meeting can email comments in advance of the meeting to publiccomment@joliet.gov.

ROLL CALL

APPROVAL OF MINUTES

Approval of Minutes of the February 7, 2024 CTIS Meeting

[TMP-7135](#)

Attachments: [CTIS - Meeting Minutes 02072024 - Pending Approval](#)

CITIZENS TO BE HEARD ON AGENDA ITEMS

This section is for anyone wanting to speak regarding agenda items and are allowed a maximum of 4 minutes. It is not a question and answer period and staff, and the Committee members do not generally respond to public comments. The City Clerk has a copy of the public speaking procedures; please note, speakers who engage in conduct injurious to the harmony of the meeting shall be called to order by the Presiding Officer and may forfeit the opportunity to speak.

AGENDA ITEMS

Award of Contract to Granicus for Website Services in the Amount of \$30,088.79

[TMP-7131](#)

Attachments: [GovAccess Renewal 2024-2025.pdf](#)

Award of Contract to Tyler Technologies for PACE Premium training services in the amount of \$51,000.00

[TMP-7132](#)

Attachments: [City of Joliet PACE Premium 30 Days 3.6.24.pdf](#)

Award of Contract to Tyler Technologies for an In-Depth Investment Assessment in the Amount of \$43,200.00

[TMP-7134](#)

Attachments: [City of Joliet In-Depth Investment Analysis 02.06.24.pdf](#)

NEW OR OLD BUSINESS, NOT FOR FINAL ACTION OR RECOMMENDATION

City Council Chambers Upgrade Project Update.

PUBLIC COMMENT

This section is for anyone wanting to speak regarding non-agenda items and are allowed a maximum of 4 minutes. It is not a question and answer period and staff, and the Committee members do not generally respond to public comments. The City Clerk has a copy of the public speaking procedures; please note, speakers who engage in conduct injurious to the harmony of the meeting shall be called to order by the Presiding Officer and may forfeit the opportunity to speak.

CLOSED SESSION to discuss the following subjects:

ADJOURNMENT

This meeting will be held in an accessible location. If you need a reasonable accommodation, please contact Christa M. Desiderio, City Clerk, 150 West Jefferson Street, Joliet, Illinois 60432 at (815) 724-3780.



City of Joliet

150 West Jefferson Street
Joliet, IL 60432

Memo

File #: TMP-7135

Agenda Date:4/3/2024

City of Joliet

150 West Jefferson Street
Joliet, IL 60432



Meeting Minutes - Pending Approval

Wednesday, February 7, 2024

8:30 AM

City Hall, Executive Conference Room

Communication, Technology & Information Systems Committee

Committee Members

Councilwoman Sherri Reardon, Chairperson

Councilman Cesar Cardenas

Councilwoman Suzanna Ibarra

Citizens who are unable to attend the meeting can email comments in advance of the meeting to publiccomment@joliet.gov.

ROLL CALL

Present Councilwoman Sherri Reardon, Councilman Cesar Cardenas and Councilwoman Suzanna Ibarra

ALSO PRESENT: Christopher Sternal, CIO; Amanda Dite, Enterprise Application Services Manager and Richard Moreno, Help Desk Manager.

APPROVAL OF MINUTES

A motion was made by Councilman Cardenas, seconded by Councilwoman Ibarra to approve the minutes of the January 10, 2024 CTIS Meeting.

The motion carried by the following vote:

Aye: Councilwoman Reardon, Councilman Cardenas and Councilwoman Ibarra

[TMP-7001](#)

Attachments: [CTIS - Meeting Minutes 01-10-2024 - Pending Approval](#)

CITIZENS TO BE HEARD ON AGENDA ITEMS

None.

AGENDA ITEMS

Award of Contract to Martin Whalen for Managed Print Services [TMP-6995](#)

Attachments: [City of Joliet 2024 service contract renewal 01222023](#)
[MWO 2021Contracts](#)

Christopher Sternal, CIO, discussed the renewal of Managed Print Services contract with Martin Whalen.

A motion was made by Councilwoman Ibarra, seconded by Councilman Cardenas to recommend for approval Award of Contract to Martin Whalen for Managed Print Services to the full Council.

The motion carried by the following vote:

Aye: Councilwoman Reardon, Councilman Cardenas and Councilwoman Ibarra

Award of Contract to Granicus for GovQA FOIA Software in the Amount of \$27,747.68

[TMP-6996](#)

Attachments: [GovQA Quote 2024-2025](#)

Christopher Sternal, CIO, discussed the Granicus GovQA FOIA software renewal.

A motion was made by Councilwoman Ibarra, seconded by Councilman Cardenas to recommend for approval Award of Contract to Granicus for GovQA FOIA Software to the full Council.

The motion carried by the following vote:

Aye: Councilwoman Reardon, Councilman Cardenas and Councilwoman Ibarra

Award of Contract to CDWG for the Annual Renewal of Barracuda Cloud Backup Services in the Amount of \$56,280.00

[TMP-6997](#)

Attachments: [Barracuda 2024](#)

Christopher Sternal, CIO, gave an overview of the annual renewal of the CDWG Barracuda Cloud Backup Services.

A motion was made by Councilman Cardenas, seconded by Councilwoman Ibarra to recommend for approval Award of Contract to CDWG for the Annual Renewal of Barracuda Cloud Backup Services to the full Council.

The motion carried by the following vote:

Aye: Councilwoman Reardon, Councilman Cardenas and Councilwoman Ibarra

Award of Contract to Lenovo for 2024 PC Lifecycle Program in the amount of \$77,716.00

[TMP-7002](#)

Attachments: [Lenovo PCLifecycle 2024](#)

Richard Moreno, Help Desk Manager, discussed the 2024 PC Lifecycle Program, which is an equipment purchase contract with Lenovo.

A motion was made by Councilwoman Ibarra, seconded by Councilman Cardenas to recommend for approval Award of Contract to Lenovo for 2024 PC Lifecycle Program to the full Council.

The motion carried by the following vote:

Aye: Councilwoman Reardon, Councilman Cardenas and Councilwoman Ibarra

NEW OR OLD BUSINESS, NOT FOR FINAL ACTION OR RECOMMENDATION

None.

PUBLIC COMMENT

None.

ADJOURNMENT

A motion was made by Councilwoman Ibarra, seconded by Councilman Cardenas to adjourn.

The motion carried by the following vote:

Aye: Councilwoman Reardon, Councilman Cardenas and
Councilwoman Ibarra

This meeting will be held in an accessible location. If you need a reasonable accommodation, please contact Christa M. Desiderio, City Clerk, 150 West Jefferson Street, Joliet, Illinois 60432 at (815) 724-3780.



Memo

File #: TMP-7131

Agenda Date: 4/3/2024

TO: Communication, Technology & Information Systems Committee

FROM: Chris Sternal, Director of IT

SUBJECT:

Award of Contract to Granicus for Website Services in the Amount of \$30,088.79

BACKGROUND:

In 2015 the City began using the Granicus product platform which includes GovAccess. GovAccess is the content management system that runs the City website. In 2021, the City added the GovAccess Developer Toolkit to the website, which allows us a higher level of customization and reduced the need for development services as staff is able to develop custom sites inhouse.

CONCLUSION:

The City of Joliet uses GovAccess to maintain the City's website which is a critical communication tool.

In accordance with section 2-438 of the City of Joliet Code of Ordinances which states that purchases over \$25,000.00 may be awarded without written specifications or bidding under certain circumstances. Three of these circumstances apply:

1. (a) Purchases which may only be practicably made from a single source;
2. (f) Purchases when authorized by a concurring vote of two-thirds ($\frac{2}{3}$) of the mayor and city council;
3. (g) Purchases of professional services.

Sufficient funds exist utilizing the IT Contractual Services Budget (Org 04001000, Object 524200, \$30,088.79).

RECOMMENDATION:

It is recommended that this item be forwarded to City Council with a recommendation to approve.

Granicus Budgetary Proposal for Joliet, IL

ORDER DETAILS

Prepared By: Mark Miller
Phone:
Email: mark.miller@granicus.com
Order #: Q-331442
Prepared On: 12 Mar 2024
Expires On: 14 May 2024

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription
End Date: 14 May 2024
Period of Performance: 15 May 2024 - 14 May 2025

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
govAccess Developer Toolkit	Annual	1 Each	\$11,315.44
govAccess - Maintenance, Hosting, & Licensing Fee - Core	Annual	1 Each	\$18,773.35
SUBTOTAL:			\$30,088.79

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-331442 dated 12 Mar 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Joliet, IL to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- The terms and conditions set forth in the Agreement effective 27 Apr 2021 are incorporated herein by reference.



Memo

File #: TMP-7132

Agenda Date: 4/3/2024

TO: Communication, Technology & Information Systems Committee

FROM: Chris Sternal, Director of IT

SUBJECT:

Award of Contract to Tyler Technologies for PACE Premium training services in the amount of \$51,000.00

BACKGROUND:

In 2013, the City partnered with Tyler Technologies for their Public Administration Software: Tyler Munis ERP. Initial implementation of Munis consisted of Financials and Utility Billing modules, and has since expanded to include Payroll, Building Inspections, Permitting & Licensing, among many other tools used in the overall management of city operations and resident accessibility to city resources.

CONCLUSION:

Since 2013, Munis use has grown throughout the city with the implementation of new modules and adoption of new tools and software. The Tyler PACE training program is designed for ERP clients who are committed to adopting new features and technical enhancements. The program offers ongoing training to staff to enhance overall adoption of the software.

Section 2-438 of the City of Joliet Code of Ordinance states that purchases over \$25,000 may be awarded without written specifications under certain circumstances.

Three (3) of these circumstances apply:

- (b) Purchases for additions to and repairs and maintenance of equipment owned by the city which may be more efficiently added to, repaired or maintained by a certain person;
- (f) Purchases when authorized by a concurring vote of two-thirds (2/3) of the mayor and city council;
- (g) Purchases of professional services.

Sufficient funds exist utilizing the IT Repairs and Maintenance Budget (Org 04012000, Object 524300, \$25,500.00 and Finance Budget (Org 03009000, Object 523400, \$25,500.00).

RECOMMENDATION:

It is recommended that this item be forwarded to City Council with a recommendation to approve.



Quoted By: Joe Parent
Quote Expiration: 04/30/24
Quote Name: City of Joliet IL PACE Premium
Quote Description: PACE Premium - 30 Days - No Connect Passes

Sales Quotation For:

City of Joliet
150 W Jefferson St
Joliet IL 60432-4158

Shipping Address:

Tyler Annual Services

Description	QTY	Imp. Hours	Annual Fee
Recurring Services			
PACE Premium	1	0	\$ 51,000.00
TOTAL:		0	\$ 51,000.00

Summary

Total Tyler License Fees
Total SaaS
Total Tyler Services

One Time Fees

\$ 0.00
\$ 0.00
\$ 0.00

Recurring Fees

\$ 0.00
\$ 0.00
\$ 51,000.00

Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 0.00	\$ 51,000.00
Contract Total	\$ 51,000.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____

Date: _____

Print Name: _____

P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - Implementation and other professional services fees shall be invoiced as delivered.

- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Pace Premium: Includes 20 PACE days, 5 passes to Tyler Connect, and one Investment Assessment annually. PACE Premium also includes the assignment of a PACE Project Manager who will meet with the client biweekly to assist them in the development and execution of a continuous improvement plan. PACE Premium provides the client with an option to consume PACE days and attend Tyler Connect at no additional cost. On-site PACE sessions must be scheduled in 3-day increments, and the client will be responsible for all travel costs incurred. The first annual term for PACE Premium commences on the 1st day of the month in which Phase 1 project activities are scheduled to be completed and will run for 12 full calendar months. Upon expiration of the first annual term, the term will renew automatically for an additional one (1) year term at the current rate plus the client's contracted annual maintenance increase percentage unless terminated in writing by either party at least thirty (30) days prior to the end of the term. PACE days may only be utilized on live modules. Tyler Connect passes for the current year are available to clients with a cycle start date on or before March 1. Clients with a cycle start date of April 1 or later will be eligible for Tyler Connect passes the following year. PACE Days, Investment Assessments, and Tyler Connect passes expire at the conclusion of the term. No credit will be granted for unused days, assessments, or passes.

Does not include Connect Passes. Void - Connect Pass Comments above.*** 5 Connect Passes can be purchased at a Cost of \$4875.



Memo

File #: TMP-7134

Agenda Date: 4/3/2024

TO: Communication, Technology & Information Systems Committee

FROM: Chris Sternal, Director of IT

SUBJECT:

Award of Contract to Tyler Technologies for an In-Depth Investment Assessment in the Amount of \$43,200.00

BACKGROUND:

In 2013, the City partnered with Tyler Technologies for their Public Administration Software: Tyler Munis ERP. Initial implementation of Munis consisted of Financials and Utility Billing modules, and has since expanded to include Payroll, Building Inspections, Permitting & Licensing, among many other tools used in the overall management of city operations and resident accessibility to city resources.

CONCLUSION:

Since 2013, Munis use has grown throughout the city with the implementation of new modules and adoption of new tools and software. This Investment Assessment will evaluate the city's current business processes and provide us with a written report that identifies how modules can be optimized, taking advantage of available functionality.

Section 2-438 of the City of Joliet Code of Ordinance states that purchases over \$25,000 may be awarded without written specifications under certain circumstances.

Three (3) of these circumstances apply:

- (b) Purchases for additions to and repairs and maintenance of equipment owned by the city which may be more efficiently added to, repaired or maintained by a certain person;
- (f) Purchases when authorized by a concurring vote of two-thirds (2/3) of the mayor and city council;
- (g) Purchases of professional services.

Sufficient funds exist utilizing the IT Capital Funds (Org 30040120, Obj 557700, \$43,200.00).

RECOMMENDATION:

It is recommended that this item be forwarded to City Council with a recommendation to approve.



Quoted By: Joe Parent
Quote Expiration: 04/30/24
Quote Name: City of Joliet Investment Assessment
Quote Description: Investment Assessment Enterprise ERP

Sales Quotation For:

Shipping Address:

City of Joliet
150 W Jefferson St
Joliet IL 60432-4158

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Investment Assessment - Financials	32	\$ 200.00	\$ 0.00	\$ 6,400.00	\$ 0.00
Investment Assessment - PR/HR	32	\$ 200.00	\$ 0.00	\$ 6,400.00	\$ 0.00
Investment Assessment - Revenue	32	\$ 200.00	\$ 0.00	\$ 6,400.00	\$ 0.00
Investment Assessment Administration TCM Reporting	16	\$ 200.00	\$ 0.00	\$ 3,200.00	\$ 0.00
Investment Assessment TCM Reporting Write Up	32	\$ 200.00	\$ 0.00	\$ 6,400.00	\$ 0.00
Investment Assessment Write Up - Financials	16	\$ 200.00	\$ 0.00	\$ 3,200.00	\$ 0.00
Investment Assessment Write Up - PR/HR	16	\$ 200.00	\$ 0.00	\$ 3,200.00	\$ 0.00
Investment Assessment Write Up - Revenue	16	\$ 200.00	\$ 0.00	\$ 3,200.00	\$ 0.00
Project Management	24	\$ 200.00	\$ 0.00	\$ 4,800.00	\$ 0.00
TOTAL				\$ 43,200.00	\$ 0.00

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 0.00
Total Tyler Services	\$ 43,200.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 0.00	\$ 0.00
Summary Total	\$ 43,200.00	\$ 0.00
Contract Total	\$ 43,200.00	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;

- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
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 - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
 - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
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- Expenses associated with onsite services are invoiced as incurred.
 Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.