EXECUTIVE SUMMARY

Pursuant to Broward College Policy 6Hx2-1.14 and Procedure A6Hx2-1.14, Dr. Donald Astrab exercised the authority delegated by the Board to execute the contract amendment with Cobblestone Software for the Contract Insight Enterprise Contract Management Software utilizing the Miami-Dade College contract ITN-2023-RM1-13. Fiscal Impact: $6,000.00 (cumulative contract total $66,000.00).

Presenter(s): Raj Mettai, Chief Information Officer

What is the purpose of this contract and why is it needed?
The purpose of this request is to amend the contract with Cobblestone Software for the Contract Insight Enterprise Contract Management Software as follows:

Training Hours Exchange: Exchange 6 hours of work sessions (non-technical services) @$140/hr, totaling $840.00 and add 6 hours of training services (non-technical services) @ $130/hr, totaling $780.00. The project has been split into three phases so additional training hours are needed to accommodate end user and approver training for each phase. There is no cost to the College for the exchange of these hours.

Technical Configuration Services: Add technical configuration services for department level approvals. This will provide a custom workflow configuration of department head review. The cost to the College for these services is $640.00.

Onsite Backup: Add onsite backup manager module. This will allow the College the ability to have a backup copy of the database stored locally based on a scheduled job. The cost to the College is $4,261.06 for this subscription license.

Public Procurement Portal: Add public access gateway portal module. This module will provide the ability to display and search through Public Contracts using a public facing portal. The cost to the college for this subscription license is $9,974.81.

Although the total of these change orders amounts to $14,875.87, we are only requesting fiscal authority in the amount of $6,000.00 as remaining fiscal authority granted via MT11866 will be used to cover the difference.

What procurement process or bid waiver was used and why?
The College procured this contract via bid waiver exception (piggyback) in accordance with FLDOE Rule 6A-14.0734(2)(c) and College Procedure 6AHx2-6.34, which provides exceptions to the requirement to solicit competitive offers.

Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?
Yes.

What fund, cost center and line item(s) were used? FD100, CC0158, NFR-25-00008, GLC 64500.

Has Broward College used this vendor before for these products or services? Yes.

Was the product or service acceptable in the past? Yes.

Was there a return on investment anticipated when entering this contract? No, there was no return on investment anticipated. However, the use of a reliable CLM will help streamline the contracting process while aiding in improved productivity.

Was that return on investment not met, met, or exceeded and how? Not applicable.

Does this directly or indirectly feed one of the Social Enterprise tactics and how? Not applicable.

Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] **if the College's standard contract was used and was this acceptable to the Legal Office?**

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

FISCAL IMPACT:

Description: $14,875.87 (total cost of change orders). Requesting $6,000.00 in fiscal authority. Cumulative contract total $66,000.00.

09/24/24	CC0158 · Information Technology	($14,875.87)
	NFR-25-00008	

Raj Mettai

Raj Mettai, Chief Information Officer   8/21/2024

Donald Astrab

Donald Astrab, VP, Academic Operations, Analytics, & Comm   8/21/2024

APPROVAL PATH: 12380 Cobblestone Software - Contract Lifecycle Management Software (Amendment #1)

Workflow

Synchronize Routing   Edit View   Add Work Item

Stage	Reviewer	Description	Due Date	Status	
1	Alina Gonzalez	Review & Approve		✅ Completed	
2	Raj Mettai	CIO Review		✅ Completed	
3	Donald Astrab	Chief Operating Officer		✅ Completed	
4	Natalia Triana-Aristizabal	Contracts Coordinator		✅ Completed	
5	Zaida Riollano	Procurement Approval		✅ Completed	
6	Christine Sims	Budget Departmental Review		✅ Completed	
7	Rabia Azhar	CFO Review		✅ Completed	
8	**Legal Services Review Group**	Review and Approval for Form and		✅ Completed	
9	**Electronic Signature(s)**	Signatures obtained via DocuSig 📑		✅ Completed	
10	Natalia Triana-Aristizabal	Contracts Coordinator		✅ Completed	
11	Board Clerk	Agenda Preparation		❓ Pending	
12	District Board of Trustees	Meeting	10/08/24 11:00 AM	❓ Pending	

BROWARD COLLEGE℠

AMENDMENT NO. 1 TO CONTRACT FOR SERVICES

THIS AMENDMENT NO. 1 (the "Amendment")
is made and entered into as of this 12 day of September, 2024, by and between

THE DISTRICT BOARD OF TRUSTEES OF BROWARD COLLEGE, FLORIDA
(hereafter referred to as BC),
a political subdivision of the State of Florida,
whose mailing address is
111 East Las Olas Blvd., Fort Lauderdale, Florida 33301

and

Cobblestone Systems Corp. d/b/a Cobblestone Software
which is located at
428 S. White Horse Pike
Lindenwold NJ, 08021
(hereinafter referred to as Vendor)

WHEREAS, BC and Cobblestone Systems Corp. d/b/a Cobblestone Software entered into that certain Contract for Services dated February 14, 2024 for **Contract Insight Enterprise Contract Management Software** (the "Agreement"); and

WHEREAS, the parties desire to amend the Agreement as described herein; and

WHEREAS, Section 14 of the Agreement provides that the Agreement may be amended when reduced to writing and signed by both parties.

NOW THEREFORE, the parties agree as follows:

1. **Amendments**.

   a. The Agreement is in effect until February 13, 2025. This amendment corrects a scrivener's error in the first paragraph of the Agreement which references February 13, 2024.

   b. The Statement of Work to the Agreement is modified to add the services described on <u>Exhibit A</u> attached hereto and incorporated herein by reference. BC shall pay Vendor the amounts set forth on <u>Exhibit A</u> for such services.

2. **Authority**. Each person signing this Amendment on behalf of a party individually warrants that he or she has full legal power to execute this Amendment on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Amendment.

3. **Signatures.** This Amendment may be signed and sent electronically by the parties. All signed counterparts will be deemed originals and together shall constitute the entire Amendment.

4. **No further amendments**. All remaining terms in the Agreement remain the same.

IN WITNESS WHEREOF, the parties or their duly authorized representatives hereby execute this Amendment on the date first written above.

FOR VENDOR

COBBLESTONE SYSTEMS CORP. D/B/A COBBLESTONE SOFTWARE

By _Signed: Thursday, September 12, 2024_

Name _Bradford Jones_

Title _Vice President, Sales & Marketing_

FOR BC

THE DISTRICT BOARD OF TRUSTEES OF BROWARD COLLEGE, FLORIDA

By _Donald Astrab_
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Name _Donald Astrab_

Title _Interim President_

BIT A
STATEMENT OF WORK

COBBLESTONE
software

August 28, 2024

Supplier
CobbleStone Software
428 S. White Horse Pike
Lindenwold NJ, 08021
(866) 330-0056

Customer
Broward College
6400 NW 6th Way
Fort Lauderdale, FL 33309

Thank you for using CobbleStone Software systems for your team. Below are the terms and pricing for the products or services you requested. Please contact your CobbleStone Software account representative with any questions or requested changes.

SaaS: Contract Insight Enterprise Edition Contract Management Software (annual hosted)	Amount
Technical Configuration Services - Department Configuration	$640.00
Total for Items Above (Travel not included in pricing)	**$640.00**

Terms and Conditions
Pricing offer is valid for 60 days and subject to re-pricing thereafter. CobbleStone Software reserves the right to perform its obligations direct or via its partners or subcontractors.

Technical Configuration Scope

- 3 Fields to be created in Departments and Contracts Area. (Completed)
- Upon insert/update of a Contract Record, the Department Head fields will pull from the Department Head field in the Departments area.
- Some Fields will be listed as blanks in which the Workflow created will auto trigger the next step.
- For Reporting, rather than showing only the Department Head ID, client would like to see Employee Name.
- Departments: u_DepartmentHead1,u_DepartmentHead2,u_DepartmentHead3 are Employee Dropdowns and will be updated shortly with the correct Users for all departments.
- ContractDetails:u_DepartmentHead1,u_DepartmentHead2,u_DepartmentHead3' are the Fields the Tech Config will pull into.
- Upon Entry or Update of a Contract Record, based on the Department selected, the Department Heads Listed on that Department should pull into the Contract Details screen.
  *A workflow will then trigger to notify those individuals sequentially.

COBBLESTONE
software

August 22, 2024

Supplier
CobbleStone Software
428 S. White Horse Pike
Lindenwold NJ, 08021
(866) 330-0056

Customer
Broward College
6400 NW 6th Way
Fort Lauderdale, FL 33309

Thank you for using CobbleStone Software systems for your team. Below are the terms and pricing for the products or services you requested. Please contact your CobbleStone Software account representative with any questions or requested changes.

SaaS: Contract Insight Enterprise Concurrent User Licenses Contract Management Software (annual hosted)	Amount
Onsite Backup Manager Module Annual Subscription License	$ 4,261.06
One-time license set-up fee	$ 426.11
One-Time Current-Client Discount	$ (426.11)
Additional User Training Hours (remote)	not selected
Additional Application Configuration Hours (remote)	not selected
Total for Items Above (Travel not included in pricing)	**$ 4,261.06**

*Pricing offer is valid for 60 days.

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HIBIT A

STATEMENT OF WORK

COBBLESTONE
software

August 22, 2024

Supplier   **Customer**
CobbleStone Software   Broward College
428 S. White Horse Pike   6400 NW 6th Way
Lindenwold NJ, 08021   Fort Lauderdale, FL 33309
(866) 330-0056

Thank you for using CobbleStone Software systems for your team. Below are the terms and pricing for the products or services you requested. Please contact your CobbleStone Software account representative with any questions or requested changes.

SaaS: Contract Insight Enterprise Concurrent User Licenses Contract Management Software (annual hosted)	Amount
Public Access Gateway Portal Module Annual Subscription License	$ 9,974.81
One-time license set-up fee	$ 997.48
One-Time Current-Client Discount	$ (997.48)
Additional User Training Hours (remote)	not selected
Additional Application Configuration Hours (remote)	not selected
Total for Items Above (Travel not included in pricing)	**$ 9,974.81**

*Pricing offer is valid for 60 days.

Scope

1. General Landing Page
   a. Client provides text content
2. Search Form Page
   a. Up to 10 columns (e.g. contract title, vendor name, contract effective date, etc.)
3. Search Results Page - Up to 10 columns
   a. Each result includes hyperlink to view Contract Details Page
4. Site Branding Theme - Includes global header and footer
   a. Provided by Client (must be print quality and print ready)
   b. Includes background color - provided by client

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COBBLESTONE
software

August 22, 2024

Supplier	**Customer**
CobbleStone Software	Broward College
428 S. White Horse Pike	6400 NW 6th Way
Lindenwold NJ, 08021	Fort Lauderdale, FL 33309
(866) 330-0056	

Thank you for using CobbleStone Software systems for your team. Below are the terms and pricing for the products or services you requested. Please contact your CobbleStone Software account representative with any questions or requested changes.

- Remove 6 Hours of Work Sessions (non-technical services) – 6 hours @$140/hour
- Add 6 Hours of Training Services (non-technical services) – 6 Hours @ $130/hour

Terms and Conditions
Pricing offer is valid for 60 days and subject to re-pricing thereafter. CobbleStone Software reserves the right to perform its obligations direct or via its partners or subcontractors.