

### County of Solano Contract Review Worksheet

Contract Number: (Dept., Division, FY, #) Authority: Dept Head Execute CAO Execute BOS Approval Required
'

	NOTE: Please revi	sheet before	you begin processing.					
1.	Department/Division: Department of Information Technology					Pate: 6/10/25		
3.	Contract Administrator: Tim Flanagan					hone Ext: 2703		
5.	Contract Attributes:	■ Original Bid/RFP Required? ☐ YES ☐ NO				endment/Change Order nent/Change Order Number		
		Sole Source Contra	act? Bid/RFP	No:	Contract			
	Expenditure Revenue	■ YES □ NO						
		Date			Date:  Please attach copies of original/amendments			
	☐ Intergovernmental ☐ Personal/Professional Svcs	Please attach copy of Bid/RFP or justification.			Please at	tach copies of original/amendments		
	Purchase of Goods	6. Description of Contract: Professional Services Consulting			7. Name	7. Name of Contractor: Manatron Inc.		
	Lease Construction				Manatro			
	Other				8. EIN	8. EIN SSN		
9.	Is Contractor a California Public P		☐ YES ■ NO	0				
<i>)</i> .	If yes: Name of Public Pension Pla	in:			Date of	of Retirement:		
	Does Contractor have a personal re-	-	line of supervision	in your Departn	ment?	YES NO		
10.	If yes, please describe relationship							
	Does Contractor have a personal re If yes, please provide Department			oartment?	YES N	NO		
11.	Has County contracted with Contra		_		YES	■ NO		
	Please list County department if ot		-	r 1 above.				
12.	Hittective Date:	Contract: 7/1/25			nation bate.	5/30/26		
14.	This ame Contract Budget:	endment:	15. Payment	,	s amendment:	16. Source of Funds:		
1 1.			13. Tayment	t Terms.		Fed/State Grant		
	Table CD		`	paid ears	Monthly	☐ Fed/State Funding☐ County		
	Amendments:		All	cars	☐ Quarterly	Specify:		
	Current Amendment: \$			ed	Progress Other	_ Fed Catalog No:		
	Total Amount of Contract \$ 23.	4,000.00	☐ Acti	imate	- Other	State Legislation: AB SB		
17.	Fund: 370 Budget 1879 Unit:	Sub-object: 22	250	18.	Current Approp	priation Sufficient?  YES NO		
19.	Proposed Board of Supervisors Ag	genda Date, if required	d. Please attach ago	enda summary a	nd ATR request	6/10/25		
20. Remarks Professional Services Exemption 1.1.11								
_	Signature Route:							
- Ser	<u> </u>	Email SMGrover@s	solanocounty.gov			Email		
Department Contract Administrator  Sean Grover  HR Analyst (for Contract Employees) or Risk Management (for insurance changes)								
Contractor Signatory Name (Informational only)  Andrew Wright						ee changes)		
(Informational only) Email Andrew.wright@aumentumtech.com				May Rulus Email MERichards@solanocounty.gov				
Timothy Flanagan (May 22, 2025 10:12 PDT)  Email TPFlanagan@solanocounty.gov  CAO Analyst  Megan Richal						Megan Richards		
Dep	partment Head or Designee Tim I	Flanagan		<b>かか7</b> し W <u>illiam Emlen (Jun 12, 2025 1</u>	13:14 PDT)	Email WFEmlen@solanocounty.gov		
M. Call	laway, Deputy	Email MJCallaway@	@SolanoCounty.gov	Authorizing Si	gnature (CAO/I	OH) Bill Emlen		
County Counsel Reviewer Megan Callaway								



#### LETTER OF AUTHORIZATION CA2017.001.01-LOA205

April 15, 2025

Tim Flanagan Chief Information Officer, Solano County 675 Texas St, Suite 3700 Fairfield, CA 94533

Dear Mr. Flanagan:

This Letter of Authorization ("LOA") will confirm Solano County's request for the following professional services at the price(s) indicated. This LOA will be an addendum to the current Master Agreement No. CA2017.001 between Solano County (the "Customer") and Manatron, Inc. ("Aumentum Technologies", "Aumentum Tech", or "Contractor"). All the terms and conditions of that agreement will pertain.

#### **PROFESSIONAL SERVICES**

Description	Hourly	Estimated	Estimated
	Fees	Hours	Budget
Professional Services Consulting – Billed as Used - July 1, 2025 thru June 30, 2026	\$260.00	900	\$234,000.00

Approval of this LOA will allow Aumentum Tech to perform the services herein. Upon approval and signing, please return this letter to Aumentum Technologies via the following method:

- Email a scanned image of the signed LOA to <a href="mailto:Chance.Campbell@AumentumTech.com">Chance.Campbell@AumentumTech.com</a>

#### LOA ACCEPTANCE (offer expiry 8/15/2025)

Solano County, CA	Aumentum Technologies
Signature: William Emlen (Jun 12, 2025 13:14 PDT)	Signature: Andrew Wright May 22, 2025 11:38 CDT)
Printed name: Bill Emlen	Printed name: Andrew Wright
Title: County Administrator	Title: Executive Vice President
Date: 06/12/2025	Date: 05/22/2025

Pricing and estimated delivery dates are valid thru the offer expiration date above. If this LOA has not been approved in writing by the Customer within the timeline, Aumentum Technologies reserves the right to re-estimate the scope, timeline, and pricing.

**Payment Terms:** Professional services will be billed as used monthly at the rate shown, plus any travel, travel fees, meals, and other related expenses. All on site travel will be mutually agreed upon prior to making any travel arrangements. Contractor travel will require a 15-day advance booking, per corporate policy. Travel expenses include travel time at a minimum amount of 8 hours per round trip per Contractor Staff (billed at \$85 an hour or then current rates). All invoices are due upon receipt.



#### **Terms of LOA**

• Terms of this LOA expire June 30, 2026, after which then current rates apply.

#### **Description of Agreement**

The Customer is requesting Professional Services Consulting support to help elevate staff's Aumentum proficiency and converted records processing through the performance of key business processes and other consulting support.

The Customer and Aumentum Tech agree to the following:

- Aumentum Tech will provide billable consulting services to the Customer in support of key business processes and other consulting support.
- Work will be performed at the hourly consulting rate listed above.
- Work can include (but not limited to) refresher training, tools support, process support, process re-engineering, production data entry, configuration assistance, system optimization or other health checks.
- Aumentum Tech will provide a separate sample menu of services. This is not intended to be a complete list but can be used as a guide to the types of services that are available.
  - As the users become more comfortable with Aumentum, the Customer can also consider booking a specific period of time to have a consultant help refine business processes, show best practices, or provide other general support.
- All consulting services are billed as used and the scheduling is dependent on staff availability.
  - This LOA is assumed not to exceed the budget listed above estimates provided are for budgetary purposes only and final pricing is depending on actual hours used.
  - Once the maximum budgeted hours in this LOA have been used or expired, a new LOA will be needed for any additional hours requested, and should the Customer decide, may occur into future years as an ongoing service.
- The Customer will request consulting assistance prior to the work starting.
  - Aumentum Tech will provide separate written instructions of how to request assistance once the LOA has been approved.
  - o Aumentum Tech will track all requests, office, activity and status.
  - o An updated report will be provided monthly or as otherwise requested.
  - Hours are assumed consulting only. No planned deliverables unless otherwise agreed in the individual engagement.
- Aumentum Tech will submit a monthly Deliverable Acceptance Statement (DAS) that documents work authorized during the previous month.

#### **Assumptions**

- Scheduling of support is dependent on staff availability. Consulting support is provided from 8:00am to 3:00pm PT. Consulting services needed for after hours, weekends and holidays will be billed at 2x the hourly rate unless otherwise agreed in advance.
- Aumentum Tech will provide a coordinator for request authorization, scheduling, tracking, status updates and DAS submission.
- Coordination time will be added to each monthly DAS, not to exceed 1.5 hours per DAS submission.
- Agreed to budget may also be utilized for travel and will be billed separately.



## **DELIVERABLE ACCEPTANCE STATEMENT (DAS)**

PROFESSIONAL SERVICES CONSU	JLTING – (BILLED AS USED)
Service Period:	
Purpose	
The purpose of this form is for the Customer to professional services consulting work.	o provide agreement for the authorized monthly
Acceptance Criteria	
<ul> <li>Aumentum Tech has performed the billate</li> <li>Hours Billed for this DAS submission</li> <li>Billing Amount for this DAS:</li> </ul>	sion:
be considered accepted and ready for billing under the Aumentum Technologies with detailed contractives result in immediate escalation and halt deliver	ed work has been performed and that under the conditions
Approved Rejected – (provid	le explanation)
Solano County, CA	Aumentum Technologies
Signature:	Signature:
Printed name:	Printed name:
Title:	Title:
Date	Date:

# DOIT-1879-07-2025-MANATRON-PROFESSIO NAL SERVICES

Final Audit Report 2025-06-12

Created: 2025-05-14

By: Brittany Rotenkolber (BRotenkolber@SolanoCounty.gov)

Status: Signed

Transaction ID: CBJCHBCAABAAIMO94uuvnTjHt4s1UKFtd\_p0S6PtQSw1

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