

September 8th, 2022

**Request for Proposal to Provide Turn-Key
Outsourced Accounting and Finance Staffing and
ERP Solution (RFP # 2022-04) to:**

Town of Kenneth City, Florida

Prepared by:

Andrew Laflin, CPA

President

Aclarian LLC

4240 West Morrison Avenue

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EIN/SS Number: 85-3378848



KENNETH CITY
FLORIDA

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September 8th, 2022

Town of Kenneth City
6000 54th Avenue North
Kenneth City, FL 33709

RE: Turn-Key Outsourced Finance and Accounting Staffing and ERP Technology Solution.

We are pleased to respond to the Town's Request For Proposal for Turn-Key Outsourced Finance and Accounting Staffing and ERP Technology Solution.

Since its inception, Aclarian has provided professional outsourced services in areas of finance and accounting, alongside its software solutions for local and county governments in Florida. Aclarian provides a web-based ERP software solution that provides users with a modern, efficient alternative to traditional accounting systems and eliminates manual, redundant business processes typically found in an entity's current technology environment. Aclarian's software platform is easily accessible among multiple users and devices and fully capable of integrating with other software applications. As a web-based product, Aclarian software is highly customizable and can conform to any particular transaction processing and financial reporting requirements.

The following proposal outlines our company qualifications, outsourcing capabilities, history, technology strategy, superior products, unparalleled implementation and support services along with a general cost estimate for the work. We look forward to your positive consideration of our proposed solution.

Please do not hesitate to contact us with any questions you may have following the review of this proposal. I am pleased to assist you and can be reached at 813-784-3140, as I am the authorized person to bind this proposal.

Sincerely,

Andrew Laflin, CPA, President
Aclarian LLC
4240 West Morrison Avenue
Tampa, Florida, 33629
alaflin@aclarian.com
Direct 813-784-3140

4. CANDIDATE'S INFORMATION & CERTIFICATION

Aclarian is a limited liability company headquartered in Tampa, Florida. The firm's Employer Identification Number (EIN) is 85-3378848. Aclarian's Tampa headquarters are located at 4240 West Morrison Avenue, Tampa, FL 33629. The telephone number for the office is 813-784-3140. While Aclarian is headquartered in Tampa, our local government services team covers the State of Florida, as we serve our clients wherever they are located within Florida. As it relates to serving our Florida government clients, our practice has no geographical boundaries.

We believe this proposal demonstrates our understanding of the City's needs while describing our significant governmental accounting experience and qualifications; our philosophy and methodology to conduct services; and our team knowledge and structure to meet those needs. We are committed to providing responsive, value-added services that align directly with the Town's financial goals.

For additional legal and other background information, please see the completed Candidate's Information and Certification form within Appendix C.

5. FIRM'S QUALIFICATIONS AND EXPERIENCE

Mission Statement

Aclarian is driven to excellence in all areas of our business by focusing 100% of our efforts on solving our customers' problems, creating deep client relationships through unparalleled support, and pursuing continued improvement in our software through innovation and customer feedback.

Company History

Aclarian, LLC was incorporated in the State of Florida in 2020 with a vision of providing powerful public sector software to local government in Florida. Our product line has since grown to an extensive list of modules within our ERP solution that range from our core general ledger suite to interactive budgeting, task management, and other unique, impressive features. **Our customer base began with municipalities within the State of Florida.** Ninety five percent of our annual revenue is from Florida public sector customers.

Outsourced Finance and Accounting Staffing

We are confident that Aclarian's experience serving similar governments, bolstered by our client-oriented philosophy and depth of resources, will make Aclarian the best qualified candidate to fulfill the scope of the engagement. We believe that you can depend on Aclarian for several uncommon advantages:

- **Experience Providing Financial Services to Similar Entities.** The professionals assigned to this proposal have a working knowledge of the Town and its operations and include similar services of other Florida municipalities.
- **A Focus on Providing Consistent, Dependable Service to Government Entities.** We differ from other firms in that we focus on the needs of Florida public sector clients. You will enjoy the service of members of our team who understand the issues and environment critical to governmental finance and operations. This experience has given Aclarian the insight and experience to serve these governmental entities with exceptional technical experience and client service.
- **Commitment to Innovation** Aclarian's team members ensure all compliance related functions, such as annual budget adoption and audit completion, are carried out in strict adherence to all applicable laws and regulations. Beyond compliance, Aclarian's mission is to assist its municipal clients with maximizing efficiency in its operations while functioning at a high level on behalf of its citizens, employees, and all other relevant stakeholders. We achieve this through critical evaluation of current business processes and development and implementation of achievable solutions.
- **Familiarity with Technology Environment** Our outsourced services team are well versed in the Aclarian ERP software solution. Upon achieving a successful implementation, our outsourced finance & accounting services team will have no impediments to transitioning fully to the processing of payments, payroll, recording general ledger transactions in the

Aclarian system, due to each team member's knowledge and comfort level using the Aclarian ERP. Thus, there is no learning curve associated with adapting to a new accounting software package; our outsourced accounting team can hit the ground running!

ERP Overview

Since our inception when we introduced a new, cutting edge web-based ERP software platform for local government, customers in Florida have onboarded with us. Our software uses Angular v13 on the front end (platform designed by Google and used for developing web applications), and Microsoft .NET as the database engine on the back end. Aclarian programs currently provide all of the major functions requested. We are proposing a web-based solution, easily accessed by any user with internet access and an available web browser (Google Chrome, Microsoft Edge, etc.), and hosted in the cloud using Microsoft Azure (second largest cloud provider behind Amazon Web Services).

Modules

Aclarian's library of available modules within our ERP solution is vast. Section 7 of this proposal provides a description of our core modules and related features that would be fully available to the Town of Kenneth City should you decide to move forward with the Aclarian ERP. These modules are available within our standard access package and HR/Payroll package. We also have additional add-ons available to our clients for additional access if needed. These add-on modules include:

- Utility Billing (not applicable to the Town of Kenneth City)
- Permitting
- Code Enforcement
- Occupational Tax & Business Licenses
- Leases (GASB 87)

6. PROPOSED FINANCE PROFESSIONAL(S) QUALIFICATIONS

Organizational History

Since Aclarian's inception, Andrew Laflin, the Company's founder and President, has assembled a team of highly experienced and talented individuals who have dedicated most of their careers to working in a local government environment in both a staff/senior accountant and senior management capacity. Our team members leverage each other's strengths to provide a full service model that is needed to fill the role of outsourced Finance Department. Our combined talents amount to vast knowledge, experience, and understanding in all needed areas, including but not limited to:

- Preparing and adopting an annual operating budget under statutory requirements, TRIM guidelines, and each entity's applicable ordinances
- Conducting a year end closing process and sufficiently preparing for the annual year end audit
- Overseeing recurring operations, such as billing for permits, inspections, business tax receipts; and other miscellaneous billings; processing cash receipts; payroll processing; purchase requisitioning and paying vendors; and bank reconciliations and other treasury management duties
- Handle projects as they arise, such as rate or fee studies, periodic reporting requirements, policy & procedure development, and other ad hoc needs

Furthermore, since the departure of the Town's previous Finance Director, we have filled that role on a temporary basis and have provided leadership and structure to the Finance area. If selected to continue to serve the Town, we will embrace the opportunity to continue to move the Town forward in a positive direction.

Personnel assigned to the account

An experienced engagement team has been aligned to provide the most value to the Town. The team members have performed numerous engagements similar to yours and will commit the resources necessary to provide top quality service throughout the engagement.

Our proposed team members have the experience and qualifications to succeed in this role.

Aclarian's team possesses an in-depth understanding of public sector issues, so you can be confident that your services will include:

- **Prompt completion** of financial services
- **Minimal disruption** to your operations
- **Development & Implementation** of process improvement strategies

RESUMES – KEY PERSONNEL

Andrew P. Laflin, CPA

Aclarian LLC (www.aclarian.com)

President & CEO

813-784-3140

alaflin@aclarian.com



Profile

After spending 17 years in public accounting and serving as a former audit partner of a large regional accounting firm, Andrew formed Aclarian in 2020, providing outsourcing, consulting, and advisory services entirely devoted to serving Florida local governments. Aclarian also created and provides a web-based local government ERP software solution that provides users with a modern, efficient alternative to traditional government accounting systems and eliminates manual, redundant business processes typically found in a local government's current technology environment.

Andrew is a frequent speaker at various local and state-wide conferences throughout Florida, primarily affiliated with the Florida Government Finance Officers Association (FGFOA).

Client experience (partial)

Town of Cape Coral	Hillsborough County Aviation Town
Town of Dade Town	Hillsborough Transit Town (HART)
Town of Lake Worth Beach	Lee County Metropolitan Planning Org.
Town of Madeira Beach	Manatee County
Town of New Port Richey	Pasco County
Town of Port Richey	Pinellas County
Town of Safety Harbor	Pinellas Suncoast Transit Town
Town of Starke	Sarasota County
Town of Temple Terrace	TB Advanced Manufacturing Skills Initiative
Clearwater Downtown Development Board	Tampa Bay Area Regional Transportation Auth.
Collier County	Tampa Hillsborough Expressway Town
Forward Pinellas	Village of Indiantown
Town of Hampton	Town of Redington Beach
Town of Crescent Town	Glades County (BOCC & Clerk of Court)
Town of Bushnell	Town of Cocoa
Town of High Springs	Town of Moore Haven
Town of Groveland	Town of Kenneth Town

Education and professional involvement

- Bachelor of Arts in Accounting from the University of Notre Dame, Notre Dame, Indiana
- Master of Accountancy from the University of South Florida, Tampa, Florida
- American Institute of Certified Public Accountants
- Government Finance Officers Association (GFOA)
- Florida Government Finance Officers Association (FGFOA)

Mike Fitzgerald, MBA, CGFO, CPPO

Aclarian LLC (www.aclarian.com)

Vice President

813-205-7831
mfitzgerald@aclarian.com



Profile

Mike has over 34 years of public and private finance experience. He currently serves as Vice President of Outsourced Services for Aclarian LLC, providing outsourcing, consulting, and advisory services entirely devoted to Florida local governments. Aclarian also provides a web-based local government ERP software solution that provides users with a modern, efficient alternative to traditional government accounting systems and eliminates manual, redundant business processes typically found in a local government's current technology environment.

Mike has held various COO / CFO / Managerial roles in private equity firms, Anheuser-Busch, KPMG, Booz Allen & Hamilton, local governments and as an officer in the United States Air Force. His government experience is listed below.

Client Experience (partial)

Broome County	Hillsborough County
Town of Dade Town	Miami/Dade County
Town of Lake Worth Beach	Nassau County
Town of Madeira Beach	New York Board of Education
Town of Starke	United States Air Force (USAF)
Town of Tampa	United States Army (USA)
Government Accounting Office (GAO)	United States Navy (USN)
Government Printing Office	Special Operations Command (SOCOM)

Education and Professional Involvement

- Bachelor of Arts from the University of South Florida
- Master Business Administration from the University of Tampa
- Florida Government Finance Officers Association (FGFOA)
- Certified Government Financial Officer (CGFO)
- Certified Public Procurement Officer (CPPO)
- President - Government Finance Officers Association – Hillsborough County

Jody E. Young, CPM, CGFO

Aclarian LLC (www.aclarian.com)

Senior Consultant
Brooksville, FL

352-293-5393
jyoung@aclarian.com



Profile

After spending almost 14 years in governmental finance, starting as an AP Specialist, learning every aspect of finance, and eventually becoming Finance Director, Jody then served four years as a City Manager. Jody managed the day-to-day operations of a full-service City with a \$14 million operating and capital improvements budget, and more than doubled the City's financial position during her four-year tenure as City Manager. Jody joined Aclarian in 2022, as a Senior Consultant, providing governmental financial consulting, and advisory services entirely devoted to serving Florida local governments. Aclarian also provides a web-based local government ERP software solution that provides users with a modern, efficient alternative to traditional government accounting systems and eliminates manual, redundant business processes typically found in a local government's current technology environment.

In 2019, Jody received The Larry Hobart 7 Hats Award from the American Public Power Association, which recognizes utility managers who serve in the nation's smaller communities and whose variety of management responsibilities extends well beyond those of a manager in a larger system with a larger staff.

Core Competencies

Budgeting and Budget Management
Accounting and Auditing
Grant Management and Accounting
Project Management
Banking and Cash Reconciliation
Investment Management
Data Analysis
Local Government Background
Creative Problem Solver

Accounts Payable/Receivable
Inventory Tracking and Management
Purchasing
Capital Asset Management
Payroll and Benefits Management
Pension Plan Management
Cross-Functional Communication and Teams
Analytical Thinker
Exceptional Organization Skills

Education and professional involvement

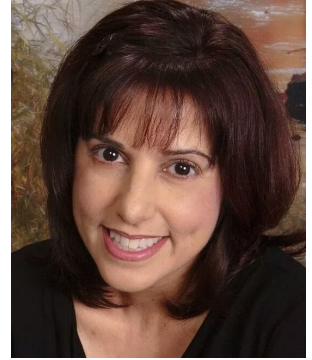
- Bachelor of Arts in Business Administration/Accounting Specialization from Saint Leo University, Saint Leo, FL
- Certified Public Manager (CPM) from The Florida Center for Public Management, Florida State University
- Certified Government Finance Officer (CGFO), Florida Government Finance Officers Association
- Government Finance Officers Association (GFOA)
- Florida Government Finance Officers Association (FGFOA)

Marilyn Aruca,

Aclarian LLC (www.aclarian.com)

Senior Accountant – Outsourced Services
St. Petersburg, Florida

727-238-0739
maruca@aclarian.com



Profile

Marilyn's career in finance and accounting expands over 25 years. She has worked for both governmental agencies and private sector entities within multiple industries predominantly within the Tampa Bay area.

As an accounting and finance professional, her experience brings a diverse array of knowledge across financial sectors such as the payment card industry, banking and credit unions, real estate trust companies, local government (transit), and also at the federal level, the U.S. Treasury (IRS).

Marilyn joined Aclarian in the summer of 2021 and provides outsourcing, consulting, and advisory services for the firm. Upon joining Aclarian, Marilyn has performed staff and senior accountant duties for numerous public and private sector clients, including City of Dade City, City of Groveland, Town of Kenneth City, Framework Group, and BWG Concrete. Duties have included invoice and payment processing, approving payroll registers, completing monthly bank reconciliations, preparing and reviewing journal entries, and performing month-end and year-end closing and audit preparation procedures.

Prior Work History

EJ Bickley Trust
Pinellas Suncoast Transit Authority
MarineMax Inc.
Direct Web Inc.

FIS Global Inc.
EFunds
Internal Revenue Service
PSCU Financial Services

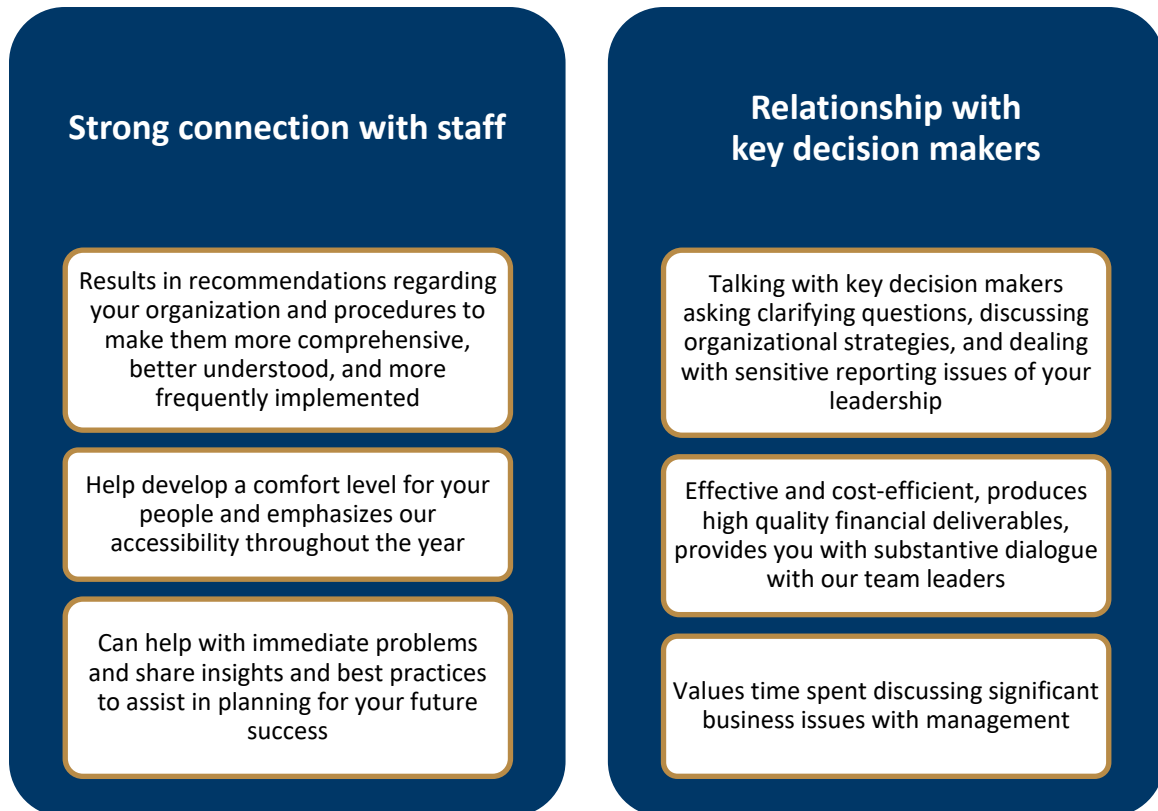
Prior Education

- Bachelors degree in Finance, Georgia State University, Atlanta, GA; Magna Cum Laude
- Associates Degree in Accounting, St. Petersburg College, St. Petersburg, Florida

7. PROJECT IMPLEMENTATION STRATEGY

Know the client, serve the mission.

We believe our services are a contributing factor to better business and administrative practices. We gain a better understanding of your plan by working closely with your staff.



Timely and accurate financial services give the highest degree of transparency to the citizens of Kenneth City. As your contracted Finance Department, we are confident we can deliver sustainable results which will help you better manage all operations of the Town.

Understanding of work to be performed

We will perform our services in accordance with generally accepted accounting principles and industry best practices. Through the course of our financial services, if we encounter any opportunities to strengthen existing internal controls, enhance operational efficiencies, or improve financial management, we will communicate our recommendations to you.

We acknowledge that we are responsible for, but not limited to:

- 1) Serving as the Town's primary financial services provider to assist in oversight of the day to day financial operations of the Town as required of the Town Manager by the Town Charter.
- 2) Be responsible for assisting the Clerk and Manager, as their roles are defined by the Town charter and ordinances, in accounting and pre-audit budget formulation and execution.
- 3) Collection of revenues and such other treasury management activities under the supervision of the Town Clerk.
- 4) Providing support to existing Town personnel in grant administration and reporting, including preparation of reports as necessary and required .
- 5) Under the supervision of the Town Manager, be responsible for:
 - a) Payroll for Town's employees.
 - b) Accounts payable for all fund accounts.
 - c) Monthly financial reporting for all fund accounts.
 - d) Bank reconciliation for all fund accounts.
 - e) Development of financial policies and procedures for the Town in accordance with generally accepted accounting principles.
 - f) Prepare financial impact statements for Town projects, union contracts, and new state and federal legislation affecting the Town.
 - g) Assist the Town Manager with Preparation of Annual Budget and Interim Budget Amendments.
 - h) Any other financial responsibilities that shall be assigned from time to time by the Town Manager.

Our services will consist of a combination of remote and onsite work. While onsite, we will work closely with the Town's internal team and other contracted resources to provide strategic direction in order to advance our mission. That mission is to meet all necessary compliance functions while striving to improve the Town's efficiency and effectiveness of operations. Remote support will also be provided each week throughout the duration of our relationship. Examples of remote support includes leading the audit preparation effort, reviewing reports and other deliverables as needed, such as periodic reconciliations and other compliance deliverables, and preparing or reviewing journal entries or other transactions in the ERP accounting system when necessary. Our consultants' Aclarian ERP experience is wide-ranging, as we serve as outsourced Finance Director for other municipalities that utilize the Aclarian ERP system, namely City of Madeira Beach and City of Dade City.

We utilize a service model that includes clear roles and responsibilities for your financial services. Our approach will include the following key components:

- **Struture and Organizational Development**
- **Systems Review, Training and Implementations**
- **Business Processes Review, Workflow, and Enhancements**
- **Accounting Operations Day to Day**
- **Budget, Financial Reporting and Audit Coordination**



Proven Methodology. *Each of the above steps benefits from the perspectives and contribution from your proposed Aclarian team members, managed through an efficient, innovative process.*

With our combined team experience of many implementations, we have learned a number of things to make this process better. Typical examples include:

1. **Entity-Wide Buy-In:** It is critical to have all parts of the Town informed of the plans and get everyone involved in the solution. Change management includes departments in key activities, such as: Initial Demonstration, Project Kick-off, and Business Process Review Sessions.
2. **Data Conversion/Review:** Mistakes converting data delay projects, cause rework, and negatively affect team member morale. To ensure that there are no data conversion errors, we do two things. First, we review the data with the key stakeholders early in the process. This provides ample time to correct any data conversion issues. Second, for critical systems like Utility Billing and Payroll, we run at least one, and sometimes two, cycles in parallel (where applicable).
3. **Test Data and Environment:** When problems with data or processes arise late in the project, it is much more difficult to correct them. We believe that providing access to a test system, with your test data, allows for any potential problem identifications and corrections early without impacting the project schedule.
4. **Integrations:** It may be necessary to provide integration to another system that was not planned for. Aclarian makes every effort to help identify integrations. Aclarian also provides “code-less” configurable integrations. These allow for the creation of exports or imports into a wide variety of formats, without writing any software.
5. **Hardware:** Delays in procuring hardware can have disastrous impacts on the project schedule. To head off any delays, we meet with your IT team early on in the project to review planned hardware. Access to the Aclarian ERP system only requires a device (such as a desktop, laptop, tablet, iPad, or even a phone), internet and web browser access. Given the minimal hardware and compatibility requirements needed to implement and utilize the Aclarian ERP system, constraints to access the Aclarian ERP rarely if ever arise. As an added security measure, some clients desire to implement Multi-Factor Authentication (MFA) as part of the login process into the Aclarian portal. In those cases, an authentication device, such as a mobile phone or tablet, is generally preferred.
6. **Manage the Unexpected:** Aclarian prides itself on being responsive, both in terms of training and development. If an unforeseen issue arises, our “Never let a customer fail” motto guides our response. We work together to find a way to resolve the problem and keep the project on schedule.

To ensure that there are no data conversion errors, we provide continued assistance throughout the process. We provide templates containing data format, but we are also flexible with regard to how we receive the data. With regard to general ledger data, we will assist with confirming transaction detail agrees to balances per trial balance. And we can import as much historical data as each client requests.

We have the following teams that play an integral role in the implementation and data extraction process:

- Implementation Team = Responsible for collaborating with the client to determine the most efficient manner requiring the least amount of effort from the client to extract data from the legacy system import into the applicable Aclarian SQL tables
 - Software Development Team = Oversees the process to import the data files provided by the implementation team into the Aclarian database tables.
 - Quality Assurance Team = Performs testing and reconciliation procedures to ensure that the data was accurately and completely transferred into the Aclarian platform. In addition to Aclarian's internal QA team, we will also establish a test environment (referred to as the User Acceptance Testing, or UAT, environment) that our clients can access and review the data that was imported and perform test transactions.
- A.** Our solution is a cloud-based web application. The only requirement is a modern browser, i.e. Google Chrome, Microsoft Edge, Firefox, or Safari. Thus, there are no hardware requirements other than a computer (desktop, laptop, virtual PC, tablet, or even cell phone) with an internet connection and access to a web browser. Also, our cloud solution is highly scalable, We host the application in the cloud using Microsoft Azure, which give us the ability to scale horizontally (# of servers) and vertically (size of servers). We can support as many users as an entity requires. Our solution supports unlimited concurrent users, and system performance is not affected by the volume of users at any given time.

PROPOSED SOFTWARE SOLUTION

Upon engagement, the Aclarian team lead, Andrew Laflin, will begin with a thorough understanding of the specific scope of the project, including timeline, deliverables, and execution. At that time, team members will be assigned to assist, using open discussion with the Town project manager to discuss integration of Aclarian team members on the project. Frequent status updates and communication preferences will be delivered as directed.

Since Aclarian's inception, Andrew has assembled a team of highly experienced and talented individuals who have dedicated most of their careers to working in a local government environment in a senior management capacity. Our team members leverage each other's strengths to provide a full service model that is needed to provide a complete government-wide solution.

MODULE	DESCRIPTION
Billing & A/R	Create invoices on customized template with client logo. 'Email Invoice' option automatically sends invoices and reminders to customers via email. Create an online billing and payment web portal for customers to make payments online. Includes automatic GL entries for invoice creation and payment if made online. Includes Sanitation and Stormwater billing.
Budgeting	Establish relevant budget configurations, such as entity-wide pay increases (COLA), retirement percentages, health insurance amounts per employee, etc. Personnel costs are automatically calculated based on employee data inputs. Customized reporting can be export to PDF, Word, or Excel and used for creating the annual budget document for adoption.
Capital Assets	Perform inventories and scan equipment, vehicles, etc. containing bar codes using a cell phone or tablet. Maintain a picture of the scanned item with record of scan history. Within capital outlay reporting, associate capital asset additions with capital outlay entries and easily identify potentially unrecorded assets. Attach and store equipment and vehicle registration information and repair and maintenance documentation within individual asset records in Aclarian's Asset Management for well-organized status tracking.
Central Cashiering	All customer collections from various billing sources logged in the Central Cashiering module and segregated by user (cashier), which as a strong internal control measure, allows for reliable reconciliation and close out procedures by each cashier.
Financial Reporting	Generate schedules, tables, and statements based on general ledger balances and data from Budgeting, Capital Assets, and other modules as needed that can be used to effortlessly create sections of the Annual Comprehensive Financial Report (ACFR), budget book, or other financial reporting deliverables as requested by the client.

General Ledger	Aclarian's journal entry form includes Excel import option for journal entry line items, allows users to create templates for recurring entries to be saved and later retrieved, and recurring entries can be scheduled with automatic reminders to the assigned user. Aclarian's reporting tool, AG Grid, is a fully-featured and highly customizable JavaScript data grid. It allows for custom filtering, customizable appearance, data export to CSV or Excel, grouping/aggregation, and has a look and feel that is almost identical to data filtering and producing pivot tables in Excel.
Human Resources	Post and receive job applications online. Make annual benefit elections or changes to existing elections due to qualifying events. Easily manage employee status changes, such as departmental transfers, position changes with pay increases, leave of absences, and more. Complete custom-designed performance evaluation forms for employees...all of which send notifications via email and dashboard and go through workflow approval.
Interface w/Applications	The Aclarian Interface module will display the status of file transfers from external software applications that interface automatically with the Aclarian ERP system typically through API call or SFTP upload. This module can also store additional data from other applications and provide reporting using AG Grid in accordance with user specifications. Capable of interfacing with existing Property Tax Billing software.
Payments	Scan receipts and record itemized transactions in the purchasing/credit card form. Instruct vendors to submit invoices online via a custom-built online Vendor Portal, and the invoice information entered automatically creates an Invoice Approval Form (including attachments). Aclarian's Auto-Pay payment processing service automatically sends vendor payments via mailed check or via electronic ACH, as well as automatically transmit a Positive Pay file to the client's banking institution.
Payroll	Employees can enter time via an easily accessible time clock that starts and stops with a single button click and can be affixed at a client location. Employees can request time off using a form with workflow approval, which automatically logs the even on the employee's timesheet. Tracking time, managing personal time off, and processing payroll has never been so easy.
Projects & Grants	Track project and grant activity using assigned project and grant numbers that will be included in the GL string. Easily track revenues and expenses by project and grant through integration with the general ledger. Dictate notes and respond to comments regarding project status within Project/Grant Management; add sub-tasks and close projects and grants through simple form creation. Also included is project burdening via integration with Aclarian Payroll timesheet as projects and grants are created, allowing employees to charge time to applicable projects and grants as applicable.
Purchasing	Purchase Requisition Forms can be customized according to a specific procurement policy (form can require documentation of written bids, quotes, or other documentation for sole source or emergency purchases, etc.). Enable vendors to register to do business with the entity online via a link to the entity's website, which will automatically populate a New Vendor Form. Allow for workflow approval of bids and contracts and manage contract status (such as

	upcoming expiring contracts and insurance requirements) through Contract Management.
Task Management	Employees can manage tasks ranging from the Finance team preparing for the year end audit to the Public Works and Utilities departments establishing and assigning work orders using custom developed forms to assign to individuals and approvers via workflow. Work Order Forms include Google Maps and Google Earth views when entering property addresses.
Treasury Management	Perform bank reconciliations efficiently within Aclarian's Treasury Management module. Either manually Import transaction files from the bank, or Aclarian can automatically receive daily BAI2 or CSV files directly from the bank containing deposit and withdrawal transactions. Amounts per bank and per GL with matching check numbers, amounts, or other possible unique identifiers will automatically be matched. Complete monthly bank reconciliation forms based on transaction matching results within the Bank & GL Transaction listing.
User Management	Authorized employees can manage access for users by restricting the modules, forms, data management items, and reports that each user can access. Allow certain users to skip approvers, edit forms currently in workflow approval, and view all forms for a particular form section within Form Search. Also, create workflow groups (such as Capital Assets Approvals Group or A/P Processing Group) and determine the number of approvals required as a workflow step for each created workflow group.

Generic 6-Month Implementation Plan

<u>DESCRIPTION</u>		<u>M1</u>	<u>M2</u>	<u>M3</u>	<u>M4</u>	<u>M5</u>	<u>M6</u>	<u>M7</u>
1	PROJECT PLANNING							
2	PROJECT MANAGEMENT							
3	CHANGE MANAGEMENT							
4	SOFTWARE INSTALL/URL/PORTALS							
5	BUSINESS PROCESSES & WORKFLOWS							
6	POLICY & PROCEDURES							
7	INTERFACES							
8	DATA CONVERSION/CROSSWALKS/TABLES							
9	REPORTING/DASHBOARDS							
10	TRAINING							
11	TESTING							
12	GO LIVE							
13	POST PRODUCTION SUPPORT							

Phased Approach

Software implementations can be categorized as a “phased approach” or “big bang” approach. The appropriate approach can be determined during contract negotiations and/or Project Planning step.

Best practices lean towards a phased approach, so that both the client and Aclarian can match resources more efficiently. This allows the client to be able to dedicate resources to the implementation, while simultaneously running the day-to-day demands of the municipality.

Phase I

Major Business Process (Module)	Minor Business Process
General Ledger	Chart of Accounts, Fund, Department, Account, Project/Grants, Crosswalks, Historical Data Conversion and Reporting
Purchasing	Purchasing Methodology, Purchase Requisition, Change Order, Bid Form, Vendor Management and Reporting
Billing & A/R (Non-Utility)	Customers, Invoicing, Collections and Reporting
Cashiering	Segregation by Cashier, Close Out, Reconciliation and Reporting
Payments (A/R)	Check Request, Invoice w PO, P Card, Auto Pay, Check Batch, and Reporting
Workflow	Configure by Department, \$\$ Thresholds
Dashboard	Configure by Business Process, Tasks, Graphs
Project & Grants	Project and Grant Management configuration and Reporting
Interfaces	External Applications, API Calls, SFTP Upload. Fully capable of integrating with the Town’s existing Property Tax Billing software, if desired
Reporting	Applicable reports and training completed

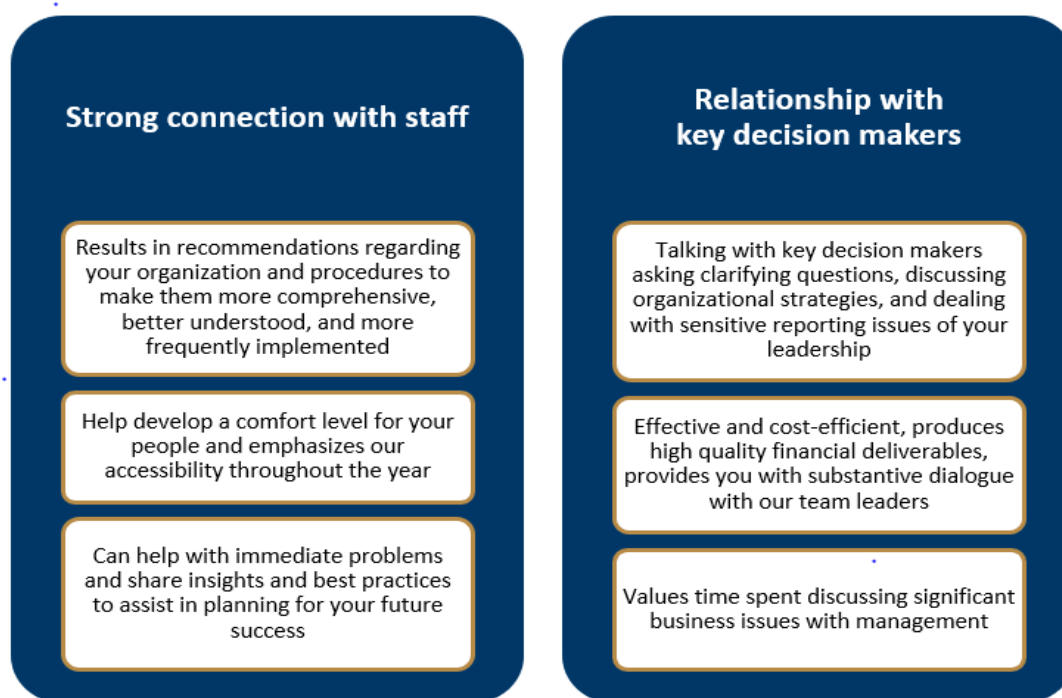
Phase II

Major Business Process (Module)	Minor Business Process
Budgeting	Personnel, Operating, Capital and Reporting
Work Order	Service Category, Service Type, Resources and Reporting
Contracts Management	Document upload, Workflow, Contract Dates, Certificate of Insurance Dates and Reporting
Capital Assets	Additions, Transfers, Disposals, QSR Coding and Reporting
Business Licensing	Business Management, Invoicing, Receiving and Reporting

Treasury Management	Cash, Investments, Bank Reconciliation and Reporting
Web & Portals	Main Web Site, On-line Payments, Vendor Portals,
Reporting	Applicable reports and training completed

Phase III

Major Business Process (Module)	Minor Business Process
Sanitation & Stormwater Billing	Customer Service, Billing, Collections
Human Resources & Payroll	Employee, Time & Attendance, Payroll, Web Self Service and Reporting
Custom Reporting	Applicable reports and training completed
Contingency	Any non-essential modules listed above that were delayed and pushed to the final Phase



8.SAMPLE DOCUMENTATION

Using the Revenues & Expenses Report and Budget Vs Actual Report, the Aclarian outsourced Finance Director for the City of Dade City was able to easily export to Excel multiple years of revenue and expense balances, as well as budget balances for both inflows and outflows. The exported data contained balances by GL account for each fund, but the report also included fund, department, and account grouping information, such as Fund Group, Character, Function, and more.

As a result of this easily exported data from Aclarian's General Ledger module, the Aclarian team was quickly able to prepare a financial reporting deliverable to the City of Dade City Commissioners. See report deliverable at Exhibit A.

REVENUE & EXPENSES REPORT MENU – ACLARIAN ERP:

Revenues & Expenses Report

↑ HIDE FILTERS

Fund Group: -All Fund Groups- Fund Name: -All Funds- Fiscal Year: Select a year Month: -Select-

Account Type: Select a Type

SEARCH RESET

Fiscal Year dropdown options: 2018, 2019, 2020, 2021, 2022

BUDGET VS ACTUAL REPORT EXAMPLE: SANITATION FUND – ACLARIAN ERP:

Budget vs Actual Report

↓ SHOW FILTERS

Page Size: 20

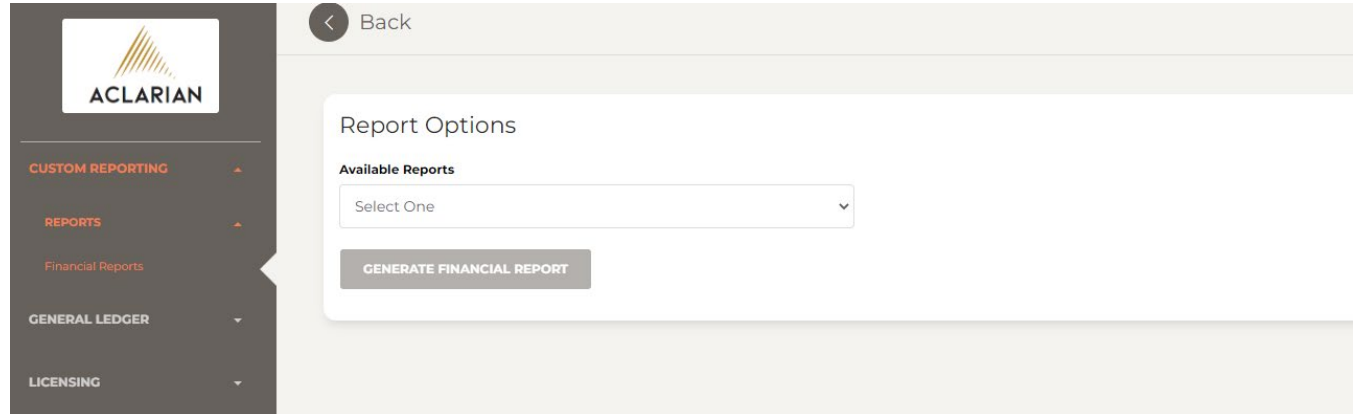
EXPORT

Account	Account Description	Original Budget	Revised Budget	Actual	Encumbrances	Remaining Balance
430.1760.543001	Utility Services - Elelectric	\$300	\$300	\$295.56	\$0	\$4.44
430.1760.546001	Buildings & Grounds Maintenanc...	\$4,000	\$4,000	\$5,450.63	\$0	(\$1,450.63)
430.1760.552003	Operating Supplies - Equipment	\$0	\$0	\$2,525	\$0	(\$2,525)
430.1760.531004	Professional Services - Lab Testi...	\$12,000	\$12,000	\$0	\$0	\$12,000
430.1760.323700	Franchise Fees - Solid Waste	(\$28,500)	(\$28,500)	\$35,241.68	\$0	(\$63,741.68)
430.1760.549000	Other Current Charges	\$1,000	\$1,000	\$0	\$0	\$1,000
430.1760.343400	Garbage Service Charges	(\$337,300)	(\$337,300)	\$320,292.14	\$0	(\$657,592.14)
430.1760.548001	Ads & Legal Notices	\$0	\$0	\$457.05	\$0	(\$457.05)
430.1760.591005	Overhead Contribution to Gene...	\$35,000	\$35,000	\$0	\$0	\$35,000
430.1760.548002	Licenses & Permits	\$0	\$0	\$2,000	\$0	(\$2,000)
430.1760.534000	Other Contractual Services	\$307,500	\$307,500	\$304,236.47	\$0	\$3,263.53


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In addition, Aclarian has a Custom Reporting module that allows a user to customize the report features, including not only data output but also formatting and style (such as entity colors, logo, etc.). See below for an example of an output from the Custom Reporting module for a client user, City of Madeira Beach:

CUSTOM REPORTING MODULE:



EXAMPLE REPORT OUTPUT:

	<h2 style="text-align: center;">BUILDING FUND ANALYSIS</h2> <p style="text-align: center;">THROUGH: SEPTEMBER 08, 2022</p>					
Inflows	FY 2020 Actual	FY 2021 Actual	FY '21 Year To Date Actual	FY '22 Year To Date Actual	FY '22 Amended Budget	% Of Budget
125.5240.322000-Building Permits	\$803,188	\$978,748	\$978,748	\$1,074,614	\$1,300,000	83 %
125.5240.322901-Plan Review	\$1,100	\$0	\$0	\$0	\$500	0 %
125.5240.329103-Reinspection Fees	\$0	\$100	\$100	\$100	\$0	10,000 %
125.5240.329501-Applications/Fees	\$246	\$9,060	\$9,060	\$0	\$15,000	0 %
125.5240.361100-Interest Earnings	\$20,101	\$21,664	\$21,664	\$14,808	\$15,000	99 %
125.5240.369900-Other Miscellaneous Revenues	\$800	\$0	\$0	\$1,959	\$1,000	196 %
125.5240.369903-Refund Prior Year Expenses	\$934	\$11,681	\$11,681	\$0	\$0	0 %
125.5240.369906-Insurance Proceeds	\$0	\$0	\$0	\$3,231	--	--
Total	\$826,369	\$1,021,254	\$1,021,254	\$1,094,713	\$1,331,500	

9. COST/FEE PROPOSAL

See Aclarian's standard pricing schedule for ERP and outsourced consulting services at Exhibit B. The Aclarian standard pricing schedule was used to populate Form 15 – Price Proposal.

10. ATTACHMENTS

Exhibit A – Sample Reporting Deliverable Generated From Aclarian ERP System

Inflows by Fund – YTD Through June ‘22



MULTI-YEAR TOTAL INFLOWS BY FUND

Fund Name	2017	2018	2019	2020	2021	2022
Building Services Fund				523,023.82	591,619.94	462,438.89
Community Development Block Grant Fund		23,335.16	677,000.00	597.00	330.32	
CRA Fund	274,188.26	158,985.27	166,740.05	182,198.96	200,563.87	127,158.43
General Fund	5,631,275.10	5,696,223.82	7,498,281.72	5,739,368.57	6,838,024.73	4,940,525.07
Local Government Infrastructure Surtax Fund	1,038,188.99	1,033,324.32	1,130,800.19	1,163,609.66	1,511,037.73	1,073,363.86
Local Option Gas Tax Fund	256,546.70	268,517.19	277,785.14	319,363.65		
Public Safety Impact Fees Fund	645.74	567.15	933.53	11,357.41	15,977.53	111,192.40
Public Utility Fund	4,139,380.68	3,266,564.09	3,845,235.94	3,776,147.86	4,606,482.22	3,531,954.34
Sanitation Fund	278,132.71	272,032.02	279,652.60	282,475.52	274,386.64	296,274.97
Sewer Impact Fees Fund	29,855.39	58,830.60	46,859.42	607,829.02	775,315.00	1,902,922.00
Stormwater Management Fund	253,036.19	199,742.25	954,261.21	1,811,477.57	141,249.88	1,501,705.78
Transportation Impact Fees Fund	8,268.01	27,518.41	22,134.48	191,095.06	410,003.30	856,132.00
Water Impact Fees Fund	13,292.66	14,956.21	20,145.19	279,447.25	275,074.50	672,697.50
Total:	11,922,810.43	11,020,596.49	14,919,829.47	14,887,991.35	15,640,065.66	15,476,365.24

Outflows by Fund – YTD Through June ‘22



MULTI-YEAR TOTAL OUTFLOWS BY FUND

Fund Name	2017	2018	2019	2020	2021	2022
Building Services Fund				275,343.99	268,762.48	186,313.85
Community Development Block Grant Fund	1,301.44	22,033.60	677,000.12	596.74	330.32	8,687.12
CRA Fund	380,931.50	216,569.81	127,544.24	314,009.28	142,383.00	73,260.72
General Fund	5,077,777.89	5,325,659.63	7,470,112.55	6,728,039.88	6,660,983.05	4,858,716.02
Local Government Infrastructure Surtax Fund	1,095,766.53	569,374.50	927,764.16	1,482,271.18	1,097,980.55	716,859.42
Local Option Gas Tax Fund	254,949.65	267,752.84	276,456.29	314,184.97	29,329.02	
Public Safety Impact Fees Fund					1,668.15	73,700.00
Public Utility Fund	3,589,252.29	3,616,857.46	3,832,621.47	5,832,719.33	2,436,331.88	3,736,428.09
Sanitation Fund	258,650.44	268,531.29	253,558.53	259,012.61	302,534.48	250,933.75
Sewer Impact Fees Fund			12,000.00		40,469.00	
Stormwater Management Fund	385,699.61	180,848.49	839,262.75	2,149,406.28	146,618.98	133,216.43
Transportation Impact Fees Fund					4,975.00	
Water Impact Fees Fund			6,000.00			
Total:	11,044,329.35	10,467,627.62	14,422,320.11	17,355,584.26	11,132,365.91	10,038,115.40

Outflows by Function – YTD Through June ‘22



MULTI-YEAR TOTAL OUTFLOWS BY FUNCTION

Fund Name	2017	2018	2019	2020	2021	2022
Culture & Recreation	397,724.54	352,190.81	2,276,044.67	1,116,497.32	550,846.73	345,898.72
Economic Environment	380,931.50	216,569.81	127,544.24	314,009.28	142,383.00	73,260.72
General Government	2,067,134.86	2,189,504.77	2,314,968.15	2,481,948.29	2,508,309.11	1,748,197.97
Physical Environment	4,648,110.46	3,953,578.50	5,269,681.54	9,120,589.80	3,412,101.09	4,652,376.42
Public Safety	2,809,284.32	2,988,152.84	3,571,999.24	3,475,763.91	3,742,883.54	2,720,044.49
Transportation	741,143.67	767,630.89	862,082.27	846,775.66	775,842.44	498,337.08
Total:	11,044,329.35	10,467,627.62	14,422,320.11	17,355,584.26	11,132,365.91	10,038,115.40



Outflows by Department – YTD Through June ‘22

MULTI-YEAR TOTAL OUTFLOWS BY DEPARTMENT

Fund Name	2017	2018	2019	2020	2021	2022
Building Services	142,741.44	149,061.34	160,802.75	274,950.79	270,633.53	184,956.52
CDBG	1,301.44	22,033.60	677,000.12	596.74	330.32	8,687.12
City Attorney	63,088.69	94,364.35	89,739.19	78,548.02	85,570.13	62,983.66
City Clerk	77,641.61	87,892.53	97,373.27	109,147.58	121,269.07	114,468.75
City Commission	49,992.62	54,242.62	49,716.76	44,536.23	44,034.69	35,026.88
City Manager	241,696.53	239,776.47	277,319.63	263,057.30	277,662.74	244,654.97
Community Redevelopment	380,931.50	216,569.81	127,544.24	314,009.28	142,383.00	73,260.72
Facilities Maintenance	252,396.88	286,205.94	274,683.30	283,084.06	301,112.59	262,506.67
Finance	255,456.85	267,998.07	247,507.63	242,677.16	249,563.19	211,058.96
Fleet Maintenance	125,591.09	154,719.46	164,462.05	159,257.83	181,663.34	134,327.09
Information Technology	180,808.71	155,432.62	236,189.26	122,291.37	268,144.68	281,573.80
Infrastructure Surtax	1,095,766.53	569,374.50	927,764.16	1,482,271.18	1,097,980.55	716,859.42
Local Option Gas Tax	254,949.65	267,752.84	276,456.29	314,184.97	29,329.02	
Non Departmental	681,258.41	683,334.68	682,692.74	897,896.25	709,466.25	185,061.27
Parks & Grounds	396,423.10	330,157.21	1,599,044.55	1,115,900.58	550,516.41	337,211.60
Planning & Development Serv	139,203.47	165,538.03	195,284.32	281,452.49	269,822.43	216,535.92
Police	2,383,875.64	2,548,430.13	3,093,662.50	2,951,103.73	3,107,889.09	2,318,127.21
Public Safety Impact					1,668.15	73,700.00
Public Works - Sanitation	258,650.44	268,531.29	253,558.53	259,012.61	302,534.48	250,933.75
Public Works - Stormwater	385,699.61	180,848.49	839,262.75	2,149,406.28	146,618.98	133,216.43
Public Works - Wastewater	754,405.79	623,687.32	738,470.62	724,090.64	996,315.73	1,055,277.39
Public Works - Water	1,813,238.08	1,958,370.71	1,944,164.37	4,193,661.90	531,372.06	2,239,628.50
Safety Services	282,667.24	290,661.37	317,533.99	249,709.39	362,692.77	143,260.76
Sewer Development			12,000.00		40,469.00	
Streets	486,194.02	499,878.05	585,625.98	532,590.69	741,538.42	498,337.08
Transportation Impact					4,975.00	
Utility Finance	340,350.01	352,766.19	548,461.11	312,147.19	296,810.29	256,460.93
Water Development			6,000.00			
Total:	11,044,329.35	10,467,627.62	14,422,320.11	17,355,584.26	11,132,365.91	10,038,115.40

Inflows by Type – YTD Through June '22



MULTI-YEAR TOTAL INFLOWS BY TYPE

Fund Name	2017	2018	2019	2020	2021	2022
Charges For Services	3,589,249.59	3,566,593.07	3,593,698.57	3,999,256.78	4,271,378.03	3,897,270.56
Intergovernmental Revenue	1,032,725.19	995,508.15	3,091,295.71	979,556.66	1,539,307.43	839,760.57
Judgements, Fines, & Forfeits	37,430.94	55,577.31	22,968.76	33,440.50	44,269.70	29,656.41
Miscellaneous Revenues	204,837.01	102,299.04	964,238.56	479,573.54	126,093.40	285,571.85
Other Sources	1,992,090.17	1,077,014.42	1,692,634.49	2,844,836.34	1,839,492.17	1,673,983.78
Permits, Fees, & Special Assessmen	967,910.80	993,418.30	1,145,409.14	2,103,411.02	2,727,027.27	4,689,855.01
Taxes	4,098,566.73	4,230,186.20	4,409,584.24	4,447,916.51	5,092,497.66	4,060,267.06
Total:	11,922,810.43	11,020,596.49	14,919,829.47	14,887,991.35	15,640,065.66	15,476,365.24

Outflows by Type – YTD Through June ‘22



MULTI-YEAR TOTAL OUTFLOWS BY TYPE

Fund Name	2017	2018	2019	2020	2021	2022
Capital Outlay	1,090,708.90	414,325.67	3,413,485.44	4,059,617.61	990,836.13	2,468,290.04
Debt Service	412,889.14	408,342.51	289,191.75	273,640.71	217,683.80	235,796.71
Grants And Aids	37,288.02	25,488.50	1,447.13	7,500.00	10,716.27	14,836.00
Operating Expenditures/Expenses	3,701,662.99	3,759,146.49	4,279,395.04	6,213,312.15	3,219,236.03	2,772,623.90
Other Uses	1,044,301.03	972,014.42	1,277,659.21	1,334,811.62	910,511.47	-
Personnel Services	4,757,479.27	4,888,310.03	5,161,141.54	5,466,702.17	5,783,382.21	4,546,568.75
Total:	11,044,329.35	10,467,627.62	14,422,320.11	17,355,584.26	11,132,365.91	10,038,115.40

Largest Revenue Account Balances – Top 10



MULTI-YEAR LARGEST TOTAL REVENUES BY ACCOUNT

Fund Name	2017	2018	2019	2020	2021	2022	Grand Total
Ad Valorem Taxes	1,792,084.63	1,869,573.60	2,027,821.87	1,892,814.89	2,098,400.64	2,261,773.73	11,942,469.36
Sewer Service Charges	1,486,473.56	1,533,671.73	1,592,244.28	1,716,974.93	1,991,156.84	1,703,576.91	10,024,098.25
Water Service Charges	1,502,294.25	1,478,246.29	1,514,409.21	1,592,784.84	1,581,868.32	1,362,634.33	9,032,237.24
Local Government Infrastructure Surtax	974,688.99	1,033,324.32	1,130,800.19	1,163,609.66	1,364,631.98	1,073,363.86	6,740,419.00
Impact Fees - Residential - Physical Environment	295,918.19	271,373.65	316,124.38	1,175,944.25	1,191,639.38	2,793,902.28	6,044,902.13
Proprietary - Federal Grants And Donations	-	105,000.00	414,975.28	1,510,024.72	782,574.95	1,283,423.00	4,095,997.95
Utility Service Tax - Electricity	553,205.96	571,579.70	570,321.75	563,367.96	599,817.07	478,595.68	3,336,888.12
Franchise Fee - Electricity	565,790.80	577,112.32	572,684.46	529,056.17	593,195.70	490,064.63	3,327,904.08
Half-Cent Sales Tax Program	436,748.68	465,686.84	496,001.15	488,401.62	583,823.53	421,576.46	2,892,238.28
State Shared Revenues	305,686.16	308,533.74	311,497.17	284,669.79	334,977.70	222,591.60	1,767,956.16
Percent of Total:	66.37%	74.53%	59.97%	73.33%	71.11%	78.13%	

Largest Operating Expenditure Account Balances



MULTI-YEAR LARGEST TOTAL OPERATING EXPENDITURES BY ACCOUNT

Fund Name	2017	2018	2019	2020	2021	2022	Grand Total
Salary And Wages	3,319,672.97	3,337,562.25	3,470,720.90	3,517,633.88	3,642,497.61	3,117,931.11	20,406,018.72
Other Contractual Services	685,132.49	511,244.08	980,718.94	777,996.67	704,894.64	711,985.52	4,371,972.34
Life And Health Insurance	478,226.12	482,601.07	526,361.76	563,092.51	578,661.97	508,958.90	3,137,902.33
Retirement Contributions - Police	206,436.09	250,452.84	318,442.22	544,689.75	564,299.25	220,134.95	2,104,455.10
Utility Services - Electric	325,190.25	305,015.32	368,086.15	285,949.53	309,708.36	294,959.13	1,888,908.74
Operating Supplies - Equipment	210,231.72	266,624.75	228,718.07	268,499.31	335,701.54	325,630.10	1,635,405.49
FICA Taxes	258,156.64	260,860.10	268,825.89	259,507.10	281,221.22	254,499.91	1,583,070.86
Interest Expense	288,961.21	242,844.28	233,726.07	221,677.08	217,683.80	43,031.65	1,247,924.09
Overtime	168,070.23	170,627.60	122,180.99	120,939.31	136,324.71	142,804.45	860,947.29
Operating Supplies - Motor Fuel & Oil	125,910.11	148,682.71	139,950.47	105,837.62	143,578.80	134,395.53	798,355.24
Percent of Total:	54.92%	57.10%	46.16%	38.41%	62.11%	57.32%	

Budget Vs Actual Inflows – YTD Through June ‘22



BUDGET VS ACTUAL INFLOWS BY FUND & ACCOUNT TYPE

Fund & Account Type Name	Revised Budget	Actual YTD	% of Total
Building Services Fund	265,000.00	462,438.89	
Charges For Services	65,000.00	63,063.70	97.0%
Permits, Fees, & Special Assessments	200,000.00	399,375.19	199.7%
Community Development Block Grant Fund	700,000.00	-	
Intergovernmental Revenue	700,000.00	-	
CRA Fund	220,177.00	-	
Other Sources	107,177.00	-	
Taxes	113,000.00	127,158.43	112.5%
General Fund	8,020,365.00	4,940,525.07	
Charges For Services	98,335.00	78,835.57	80.2%
Intergovernmental Revenue	3,114,895.00	839,760.57	27.0%
Judgements, Fines, & Forfeits	30,500.00	29,656.41	97.2%
Miscellaneous Revenues	226,900.00	240,583.75	106.0%
Other Sources	683,500.00	263,402.35	38.5%
Permits, Fees, & Special Assessments	580,000.00	501,383.22	86.4%
Taxes	3,286,235.00	2,986,903.20	90.9%
Local Government Infrastructure Surtax Fund	1,362,675.00	1,073,363.86	
Taxes	1,362,675.00	1,073,363.86	78.8%
Public Safety Impact Fees Fund	89,800.00	111,192.40	
Permits, Fees, & Special Assessments	89,800.00	111,192.40	123.8%

Fund & Account Type Name	Revised Budget	Actual YTD	% of Total
Public Utility Fund	5,176,000.00	3,531,954.34	
Charges For Services	4,111,000.00	3,486,966.24	84.8%
Miscellaneous Revenues	95,000.00	44,988.10	47.4%
Other Sources	970,000.00	-	0.0%
Sanitation Fund	365,800.00	296,274.97	
Charges For Services	337,300.00	268,405.05	79.6%
Permits, Fees, & Special Assessments	28,500.00	27,869.92	97.8%
Sewer Impact Fees Fund	997,600.00	1,902,922.00	
Permits, Fees, & Special Assessments	997,600.00	1,902,922.00	190.8%
Stormwater Management Fund	2,565,000.00	1,501,705.78	
Other Sources	2,350,000.00	1,283,423.00	54.6%
Permits, Fees, & Special Assessments	215,000.00	218,282.78	101.5%
Transportation Impact Fees Fund	660,000.00	856,132.00	
Permits, Fees, & Special Assessments	660,000.00	856,132.00	129.7%
Water Impact Fees Fund	349,000.00	672,697.50	
Permits, Fees, & Special Assessments	349,000.00	672,697.50	192.8%

Budget Vs Actual Outflows – YTD Thru June ‘22



BUDGET VS ACTUAL OUTFLOWS BY FUND & DEPARTMENT

Fund Name & Department Name	Revised Budget	Actual YTD	% of Total
Building Services Fund	383,245	186,314	
Building Services	383,245	186,314	48.6%
CRA Fund	354,950	69,256	
Community Redevelopment	354,950	73,261	20.6%
General Fund	8,691,524	4,858,716	
City Attorney	109,475	62,984	57.5%
City Clerk	169,335	114,469	67.6%
City Commission	43,655	35,027	80.2%
City Manager	349,073	244,655	70.1%
Facilities Maintenance	274,178	262,507	95.7%
Finance	353,870	211,059	59.6%
Fleet Maintenance	168,350	134,327	79.8%
Information Technology	332,116	281,574	84.8%
Non Departmental	107,177	-	0.0%
Parks & Grounds	430,558	337,212	78.3%
Planning & Development Services	402,107	216,536	53.9%
Police	3,071,595	2,318,127	75.5%
Safety Services	299,100	143,261	47.9%
Streets	2,580,935	498,337	19.3%
Local Government Infrastructure Surtax Fund	2,503,800	716,859	
Infrastructure Surtax	2,503,800	716,859	28.6%

Fund Name & Department Name	Revised Budget	Actual YTD	% of Total
Public Safety Impact Fees Fund	-	73,700	
Public Safety Impact	-	73,700	
Public Utility Fund	7,200,925	3,740,428	
Non Departmental	967,975	185,061	19.1%
Public Works - Wastewater	2,263,265	1,055,277	46.6%
Public Works - Water	3,218,079	2,243,629	69.7%
Utility Finance	751,606	256,461	34.1%
Sanitation Fund	359,800	250,934	
Public Works - Sanitation	359,800	250,934	69.7%
Sewer Impact Fees Fund	997,600	-	
Sewer Development	997,600	-	
Stormwater Management Fund	2,565,000	133,216	
Public Works - Stormwater	2,565,000	133,216	5.2%
Transportation Impact Fees Fund	660,000	-	
Transportation Impact	660,000	-	
Water Impact Fees Fund	349,000	-	
Water Development	349,000	-	

Exhibit B – Aclarian Standard Pricing Schedule



ACLARIAN

ACLARIAN SOFTWARE STANDARD PRICING MODEL

SUBSCRIPTION FEES - STANDARD USER PACKAGE

Monthly Package	Monthly Rate
Dashboard & Form Search	No Cost - Available to All Users
Standard User Access - Bundled Package Option	\$60 Per User Per Month - Access to All Standard Modules (see listing below)
Standard User Access - HR & Payroll Only Option	\$30 Per User Per Month
Standard User Access Modules Include:	Billing & A/R, Budgeting, Capital Assets, Central Cashiering, Financial Reporting, General Ledger, Human Resources, Interface w/Applications, Inventory, Payments, Payroll, Projects & Grants, Purchasing, Task Management, Treasury Management, User & Workflow Management

SUBSCRIPTION FEES - PREMIUM MODULES

Monthly Package	Monthly Rate
Code Enforcement	\$150 Per Month - Unlimited Users
Business Licenses	\$200 Per Month - Unlimited Users
Permitting	\$250 Per Month - Unlimited Users
Lease Accounting	\$300 Per Month - Unlimited Users
Utility Billing	\$350 Per Month - Unlimited Users

SUBSCRIPTION FEES - HOSTING FEES

Monthly Package	Monthly Rate
Production Environment	\$300 Per Month
Testing & Training ("UAT") Environment	\$300 Per Month

SUBSCRIPTION FEES - WEB APPLICATIONS

Monthly Package	Monthly Rate
Web Applications	\$30 Per Web Application Per Month
Web Applications Include:	Vendor Portal, Customer Online Application & Payment Portal, Invoicing & Collection Portal, Financial Transparency Site, Etc.

BILLABLE SERVICES

Implementation Services	Cost	Education & Training	Cost
Software Development & Consulting Team	\$175 per hour	Training Consultants	\$175 per hour
Ongoing Support	Cost	Future Enhancements	Cost
Software Support Team	Included in Subscription - No Additional Charge	Software Development & Consulting Team	\$175 per hour
Outsourced Services	Cost	Outsourced Services	Cost
Senior Consultant	\$175 per hour	Consultant	\$70 per hour

Accounting/Finance Outsourced Staffing

Staff Level	Rate Per Hour	Estimated		Monthly Price	Annual Price	5 Year Price
		Hours	Monthly			
Senior Consultant	\$ 175.00	8	\$	1,400	\$ 16,800	N/A
Consultant	\$ 70.00	35	\$	2,450	\$ 29,400	N/A
Total:			\$	3,850	\$ 46,200	

ERP Technology Solution - Core Price

Cost Type	# of Users, Applications, etc. (Estimated)	Monthly Unit		Monthly Price	Annual Price	5 Year Price
		Cost				
Standard User Access	10	\$ 60	\$	600	\$ 7,200	\$ 36,000
Production Environment	1	\$ 300	\$	300	\$ 3,600	\$ 18,000
UAT Environment	1	\$ 300	\$	300	\$ 900	\$ 900
Web Applications	4	\$ 30	\$	120	\$ 360	\$ 1,800
Total:					\$ 12,060	\$ 56,700

Price for Additional Modules

Cost Type	# of Users (Estimated)	Monthly Unit		Monthly Price	Annual Price	5 Year Price
		Cost				
Payroll	25	\$ 30	\$	750	\$ 9,000	\$ 45,000
Building Permits	Unlimited	\$ 250	\$	250	\$ 3,000	\$ 15,000
Code Enforcement	Unlimited	\$ 150	\$	150	\$ 1,800	\$ 9,000
Human Resources	<i>Included with Payroll</i>					
Task Management	<i>Included with ERP Technology Solution - Core Price</i>					
Total:					\$ 13,800	\$ 69,000

Lead and Manage ERP Transition

Cost Type	# of Hours (Estimated)	Monthly Unit		Monthly Price	Annual Price	5 Year Price
		Cost				
Implementation Services	180	\$ 175	\$	31,500	\$ 31,500	\$ 31,500
Education & Training	50	\$ 175	\$	8,750	\$ 8,750	\$ 8,750
Ongoing Support	100	\$ -	\$	-	\$ -	\$ -
Future Enhancements	75	\$ 175	\$	13,125	\$ 13,125	\$ 13,125
Total:					\$ 53,375	\$ 53,375


Exhibit C – Executed RFP Forms for Submittal

FORM 1 PROPOSAL CHECKLIST

- Form 1: Proposal Checklist
- Form 2: Certification
- Form 3: Company Qualifications Questionnaire
- Form 4: Acknowledgment of Addenda
- Form 5: Single Execution Affidavit
- Form 6: Certification for Disclosure of Lobbying Activities on Federal Aid Contracts (Compliance with 49 CFR, §20.100(b))
- Form 7: Dispute Disclosure
- Form 8: Key Staff and Proposed Subcontractors
- Form 9: Reference Letters
- Form 10: E-Verify Affidavit
- Form 11: IRS Form W-9
- Form 12: Proof of Required Insurance
- Form 13: Bid Security/Bid Bond (unless waived)
- Form 14: Performance Bond & Payment Bond (unless waived)
- Form 15: Price Proposal

Firm: Aclarian LLC

Date: 9/7/202

Authorized Signature: 

Print or Type Name: Andrew Laflin

Title: President

FORM 2 CERTIFICATION

1. I/We understand, acknowledge, and agree that the Town of Kenneth City shall not be responsible for reimbursement of any costs incurred in the preparation of this proposal.
2. I/We understand, acknowledge, and agree that the Town Council may reject this proposal, in whole or in part, out-of-hand, for no reason, and that any such rejection will result in no obligation whatsoever on the part of the Town of Kenneth City or any of its employees and officials.
3. I/We understand, acknowledge, and agree that the Town Council reserves the right to reject all proposals and to accept any offer received, whether the offer is the lowest price offer received.
4. I/We understand, acknowledge, and agree that any contract awarded herein shall not entitle the successful proposer to perform work for the Town of Kenneth City on an exclusive basis.
5. I/We understand, acknowledge, and agree that the Town Council will require, as a condition of any contract awarded under this RFP, that the proposer shall provide proof of insurance in amounts acceptable to the Town. If selected for the award of a contract under this RFP, I/We agree to provide to the Town Council proof of insurance in the form and amounts satisfactory to it.
6. I/We understand, acknowledge, and agree that this RFP and the selected Firm's proposal may, by reference, become a part of any formal Contract between the candidate chosen and the Town resulting from this solicitation.
7. I/We understand, acknowledge, and agree that the Finance Professional(s) shall provide accounting and finance services in accordance with this RFP, as they may be amended from time to time.
8. I/We understand, acknowledge, and agree that the Town Manager will be responsible for monitoring the day-to-day services of the Finance Professional(s). The Finance Professional(s) shall promptly report any conditions, transactions, occurrences, events, situations, or circumstances encountered who would impede or impair the proper conduct of the finance services provided.
9. I/We, understand, that a separate contract for services shall be provided for the onsite-outsourced Finance Professional(s).
10. I/We, understand, that a separate contract for services shall be provided for the Turn-key ERP Technology Solution.
11. I/We understand, acknowledge, and agree that all proposals submitted shall become public record upon opening the sealed envelope in which the Firm's proposal is submitted.
12. I/We understand, acknowledge, and agree that if selected, the Candidate will be required to keep complete and accurate books of accounts and records of its business and operations under and in connection with the contracted services. All such books of accounts and records shall be made available for inspection by designated Town persons or others as the Town might require.

[SIGNATURE PAGE TO FOLLOW]

Signature of Authorized Representative: Andre Lab

ACKNOWLEDGMENT

State of Florida
County of PINELLAS

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 7TH day of SEPTEMBER, 2022, by ANDREW CAFLIN
(name of person) as PRESIDENT (type of authority) for ACLARIAN
(name of party on behalf of whom instrument is executed).

[Signature]
Notary Public (Print, Stamp, or Type as
Commissioned)

☒ Personally known to me; or

☐ Produced identification (Type of Identification: _____)

☐ Did take an oath; or
☐ Did not take an oath



FORM 3 COMPANY QUALIFICATIONS QUESTIONNAIRE

Please complete this Company Qualifications Questionnaire. By completing this form and submitting a response to the solicitation, you certify that any and all information contained in the Response is true, that your response to the RFP is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a response to the RFP for the same materials, supplies, equipment, or services, is in all respects fair and without collusion or fraud, that you agree to abide by all terms and conditions of the solicitation, and certify that you are authorized to sign for the Respondent's firm. Some responses may require the inclusion of separate attachments. Separate attachments should be as concise as possible, while including the requested information. In no event should the total page count of all attachments to this Form exceed five (5) pages. Some information may not be applicable; in such instances, please insert "N/A".

Aclarian LLC

Firm Name

4240 West Morrison Avenue, Tampa, FL 33629

Principal Business Address

813-784-3140

Telephone Number

info@aclarian.com

Email Address

8 5 3 3 7 8 8 4 8

Federal I.D. No. or Social Security Number

Municipal Business Tax/Occupational License No.

FIRM HISTORY AND INFORMATION

How many years has the firm has been in business under its current name and ownership? *Two*

Please identify the Firm's document number with the Florida Division of Corporations and date the Firm registered/ filed to conduct business in the State of Florida:

L20000319769

10/9/2020

Document Number

Date Filed

Please identify the Firm's category with the Florida Department of Business Professional Regulation (DBPR), DBPR license number, and date licensed by DBPR:

Certified Public Accountant

AC37570

February 2005

Category

License No.

Date Licensed

Please indicate the type of entity form of the Firm (if other, please describe):

☐ Individual ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐ Other _____

Please identify the Firm's primary business: ***Outsourced CFO/Finance Director Services & cloud/web based ERP Software***

Please identify the number of continuous years your Firm has performed its primary business **2**

Please list all professional licenses and certifications held by the Firm, its Qualifier/Principal, and any Key Staff, including any active certifications of small, minority, or disadvantaged business enterprise, and the name of the entity that issued the license or certification:

License/Certification Type	Name of Entity Issuing License or Certification	License No.	License Issuance Date
CPA	Florida DBPR	AC37570	February 2005

Please identify the name, license number, and issuance date of any prior companies that pertain to your Firm:

License/Certification Type	Name of Entity Issuing License or Certification	License No.	License Issuance Date
N/A			

Please identify all individuals authorized to sign for the entity, their title, and the threshold/level of their signing authority:

Authorized Signor's Name	Title	Signing Authority Threshold (All, Cost up to \$X-Amount, No Cost, Other)
Andrew Laflin	President	All

Please identify the total number of Firm employees, managerial/administrative employees.

Total No. of Employees (including contractors)	30
Total No. of Managerial/Administrative Employees	5

INSURANCE INFORMATION

Please provide the following information about the Firm's insurance company:

Accurate Ins Solutions Inc dba Accurate Ins Solutions Inc – FL	Al Derenches
Insurance Carrier Name	Insurance Carrier Contact Person

16019 N Florida Avenue Tampa, FL 33549	813-994-4114	aderenches@accurateinssolutions.com
Insurance Carrier Address	Telephone No.	Email

Has the Firm filed any insurance claims in the last five (5) years? ☒ No ☐ Yes If yes, please identify the type of claim and the amount paid out under the claim: _____

FIRM OWNERSHIP

Please identify all Firm owners or partners, their title, and percent of ownership:

Owner/Partner Name	Title	Ownership (%)
Andrew Laflin	President	100%

Please identify whether any of the owners/partners identified above are owners/partners in another entity:

☒ No ☐ Yes If yes, please identify the name of the owner/partner, the other entity's name, and percent of ownership held by the stated owner/partner:

Owner/Partner Name	Other Entity Name	Ownership (%)

RECENT CONTRACTS

Please identify the five (5) most recent contracts in which your Firm has provided services to other public entities:

Public Entity Name	Contact Person	Telephone No.	Email Address	Date Awarded
Osceola County Clerk of Court	Robert Willhoit	407-742-3691	Rob.willhoit@osceolaclerk.org	8/15/22
MetroPlan Orlando	Jason Loschiavo	407-481-5672 x310	jloschiavo@metroplanorlando.org	8/16/22
City of Cocoa	Rebecca Bowman	321-433-8626	rbowman@cocoafll.org	8/19/22
Pinellas Suncoast Transit Authority	Julie Lupis	727-540-1815	jlupis@psta.net	8/23/22
Town of Belleair	Gay Lancaster	727-612-6114	glancaster@townofbelleair.net	8/24/22

By signing below, Respondent certifies that the information contained herein is complete and accurate to the best of Respondent's knowledge.

Firm: Aclarian LLC

Authorized Signature: 

Date: 9/7/22

Print or Type Name: Andrew Laflin

Title: President

FORM 4 ACKNOWLEDGEMENT OF ADDENDA

I HEREBY ACKNOWLEDGE that I have received all of the following addenda and am informed of the contents thereof:

Addendum Numbers Received:

(Check the box next to each addendum received)

_____Addendum 1

_____Addendum 6

_____Addendum 2

_____Addendum 7

_____Addendum 3

_____Addendum 8


_____Addendum 4

_____Addendum 9

_____Addendum 5

_____Addendum 10

Firm: Aclarian LLC

Authorized Signature: 

Date: 9/7/22

Print or Type Name: Andrew Laflin

Title: President

FORM 5 SINGLE EXECUTION AFFIDAVITS

THIS FORM COMBINES SEVERAL AFFIDAVIT STATEMENTS TO BE SWORN TO BY THE RESPONDENT OR BIDDER AND NOTARIZED BELOW. IN THE EVENT THE RESPONDENT OR BIDDER CANNOT SWEAR TO ANY OF THESE AFFIDAVIT STATEMENTS, THE RESPONDENT OR BIDDER IS DEEMED TO BE NON-RESPONSIBLE AND IS NOT ELIGIBLE TO SUBMIT A PROPOSAL/BID.

THESE SINGLE EXECUTION AFFIDAVITS ARE STATEMENTS MADE ON BEHALF OF:
Aclarian LLC

_____ NAME OF PROPOSING OR BIDDING ENTITY 8 5 3 3 7 8 8 4 8	By: <u>Andrew Laflin</u> INDIVIDUAL'S NAME AND TITLE
_____ FEIN OF PROPOSING OR BIDDING ENTITY	Date: 9/7/22

Americans with Disabilities Act Compliance Affidavit

The above-named firm, corporation or organization is in compliance with and agrees to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

- The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 12101-12213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.
- The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:
- The Rehabilitation Act of 1973, 29 USC Section 794;
- The Federal Transit Act, as amended 49 USC Section 1612;
- The Fair Housing Act as amended 42 USC Section 3601-3631.

AL
Respondent Initials

Public Entity Crimes Affidavit

I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to,

any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, and partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement.

(INDICATE WHICH STATEMENT APPLIES.)

- ☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with ad convicted of a public entity crime subsequent to July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the

management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

□ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted Respondent list (attach a copy of the final order).

I understand that the submission of this form to the contracting officer for the public entity identified in paragraph 1 above is for that public entity only and that this form is valid through December 31 of the calendar year in which it is filed. I also understand that I am required to inform the public entity prior to entering into a contract in excess of the threshold amount provided in Section 287.017, Florida Statutes for category two of any change in the information contained in this form.

AL

Respondent Initials

No Conflict of Interest or Contingent Fee/Anti-Kickback/Code of Ethics Affidavit

Respondent warrants that neither it nor any principal, employee, agent, representative nor family member has paid, promised to pay, or will pay any fee or consideration that is contingent on the award or execution of a contract arising out of this solicitation. Respondent also warrants that neither it nor any principal, employee, agent, representative nor family member has procured or attempted to procure this contract in violation of any of the provisions of Florida law. Further, Respondent acknowledges that any violation of this warranty will result in the termination of the contract and forfeiture of funds paid or to be paid to the Respondent should the Respondent be selected for the performance of this contract.

AL

Respondent Initials

Business Entity Affidavit

Respondent hereby recognizes and certifies that no elected official, board member, or employee of the Town of Kenneth City ("Town") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Town employee, nor any elected or appointed officer (including Town board members) of the Town, nor any spouse, parent or child of such

employee or elected or appointed officer of the Town, may be a partner, officer, director or proprietor of Respondent or Respondent, and further, that no such Town employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Respondent or Respondent. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Respondent. Any exception to these above-described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Town. Further, Respondent recognizes that with respect to this transaction or bid, if any Respondent violates or is a party to a violation the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Respondent may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to the Town.

AL

Respondent Initials

Non-Collusion/Anti-Collusion Affidavit

1. Respondent/Bidder has personal knowledge of the matters set forth in its Proposal/Bid and is fully informed respecting the preparation and contents of the attached Proposal/Bid and all pertinent circumstances respecting the Proposal/Bid;
2. The Proposal/Bid is genuine and is not a collusive or sham Proposal/Bid; and
3. Neither the Respondent/Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including Affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Respondent/Bidder, firm, or person to submit a collusive or sham Proposal/Bid, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Respondent/Bidder, firm, or person to fix the price or prices in the attached Proposal/Bid or of any other Respondent/Bidder, or to fix any overhead, profit, or cost element of the Proposal/Bid price or the Proposal/Bid price of any other Respondent/Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Kenneth City or any person interested in the proposed Contract.

AL

Respondent Initials

Scrutinized Companies

1 Andrew Laflin, Respondent certifies that it and its subcontractors are not on the Scrutinized Companies that Boycott Israel List. Pursuant to Section 287.135, F.S., the Town may immediately terminate the Agreement that may result from this RFP at its sole option if the Respondent or its subcontractors are found to have submitted a false certification;

or if the Respondent, or its subcontractors are placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.

2. If the Agreement that may result from this RFP is for more than one million dollars, the Respondent certifies that it and its subcontractors are also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. pursuant to Section 287.135, F.S., the Town may immediately terminate the Agreement that may result from this RFQ at its sole option if the Respondent, its affiliates, or its subcontractors are found to have submitted a false certification; or if the Respondent, its affiliates, or its subcontractors are placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.
3. The Respondent agrees to observe the above requirements for applicable subcontracts entered into for the performance of work under the Agreement that may result from this RFQ. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize the above-stated contracting prohibitions then they shall become inoperative.

AL _____

Respondent Initials

Acknowledgment, Warranty, and Acceptance

1. Respondent warrants that it is willing, able to, and will comply with all applicable federal, state, county, and local laws, rules and regulations.
2. Respondent warrants that it has read, understands, and is willing to and will comply with all of the requirements of the solicitation and any and all addenda issued pursuant thereto.
3. Respondent warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Town Manager.
4. Respondent warrants that all information provided by it in connection with this proposal is true and accurate.
5. I hereby propose to furnish the services specified in the RFP. I agree that my Proposal will remain firm for a period of 365 days in order to allow the Town adequate time to evaluate the Statements of Qualifications.
6. I certify that all information contained in this Proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Statement of Qualification on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.
7. I understand that a person or affiliate who has been placed on the convicted Respondent list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or Respondent under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted Respondent list.

AL _____

Respondent Initials

Ownership Disclosure Affidavit

1. If the contract or business transaction is with a corporation or company, the full legal name and business address shall be provided for each officer, director, member and manager and each stockholder or member who holds directly or indirectly five percent (5%) or more of the corporation's or company's stock or shares. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows (attach additional sheet, if necessary):

Name	Address	Ownership (%)
Andrew Laflin	4240 W Morrison Avenue Tampa, FL 33629	100

2. The full legal names and business address of any other individual (other than subcontractors, material men, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial, or otherwise) in the contract or business transaction with the Town are (Post Office addresses are not acceptable), as follows (attach additional sheet, if necessary):

Name	Address
N/A	

AL _____
Respondent Initials

Truth in Negotiation Certificate

The Respondent hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for projects and services that may be offered pursuant to this Request for Proposals and the Agreement related thereto will be accurate, complete, and current at the time of contracting. The Respondent further agrees that the price provided under separate, project specific agreements and any additions thereto shall be adjusted to exclude any significant sums by which the Town determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of each corresponding agreement. For purpose of this certificate, the end of the agreement shall be deemed to be the date of the final billing or acceptance of the work by the Town, whichever is later. The undersigned firm is furnishing this Truth in Negotiation Certificate pursuant to Section 287.055(5)(a), Florida Statutes for the undersigned firm to receive an agreement for professional services with Kenneth City, Florida.

AL

Respondent Initials

Prohibition on Contingent Fees

The Respondent warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure this Request for Proposals and the Agreement related thereto and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Respondent any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. The undersigned Respondent is furnishing this statement pursuant to Section 287.055(6)(a), Florida Statutes for the undersigned firm to receive an agreement for professional services with Kenneth City, Florida. Respondent understands that for the breach or violation of this provision, the Town shall have the right to terminate the resulting agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration. The provisions of this statement shall be incorporated in the resulting agreement, if awarded, as though fully stated therein.

AL

Respondent Initials

[SIGNATURE PAGE TO FOLLOW]

In the presence of:

Witness #1 Print Name: Tamal Yahi

Witness #2 Print Name: Brick N. Cade

Signed, sealed and delivered by:

Print Name: Andrew Laflin

Title: President

Firm: Acclarian LLC

ACKNOWLEDGMENT

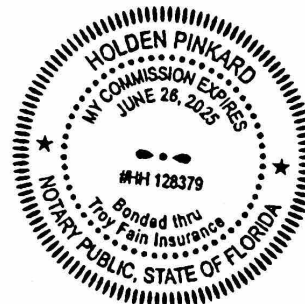
State of Florida

County of PINELLAS

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 7th day of SEPTEMBER, 20 22, by ANDREW LAFLIN (name of person) as PRESIDENT (type of authority) for ACCLARIAN (name of party on behalf of whom instrument is executed).

[Signature]
Notary Public (Print, Stamp, or Type as Commissioned)

- ☒ Personally known to me; or
☐ Produced Identification (Type of Identification: _____)
☐ Did take an oath or
☐ Did not take an oath



FORM 6 CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL-AID CONTRACTS
(Compliance with 49 CFR, Section 20.100 (b))

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
5. The Contractor described below certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

Firm: Aclarian LLC

Authorized Signature: 

Date: 9/7/22

Print or Type Name: Andrew Laflin

Title: President

FORM 7 DISPUTE DISCLOSURE

Answer the following questions by placing an "X" after "Yes" or "No". If you answer "Yes" to any of the questions, please explain in the space provided, or on a separate sheet attached to this form.

1. Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional associations within the last five (5) years?

YES _____ NO X _____

2. Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO X _____

3. Has your firm had against it or filed any requests for equitable adjustment, contract claims, Bid protests, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO X _____

If yes, state the nature of the request for equitable adjustment, contract claim, protest, litigation, and/or regulatory action, and state a brief description of the case, the outcome or status of the suit, the monetary amounts of extended contract time involved, and the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. Described all litigation (include the court and location) of any kind involving Respondent or any Key Staff members within the last five (5) years.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this Proposal for Kenneth City, Florida.

Firm: Aclarian LLC

Authorized Signature:



Date: 9/7/22

Print or Type Name: Andrew Laflin

Title: President

FORM 8 KEY STAFF & PROPOSED SUBCONTRACTORS

KEY STAFF

Please complete the following chart with the Firm's proposed Key Staff. If additional space is required, please copy/duplicate this page and attach to this Form. Additional space:
X No

Name	Title	Years of Experience	Years with Firm	Licenses/Certifications
Andrew Laflin	President	20	2	CPA
Mike Fitzgerald	Vice President	35	2	MBA, CGFO, CPPO
Jody Young	Senior Consultant	16	1	CPM, CGFO
Marilyn Aruca	Accountant	22	2	

Please explain the Firm's ability and resources to substitute personnel with equal or higher qualifications than the Key Staff they will substitute for where substitute is required due to attrition, turnover, or a specific request by the Town:

Aclarian has an array of resources across the state of Florida with municipal government experience that could

participate on this engagement as needed. See Aclarian proposal for more information.

Please identify each Key Staff member's engagement commitments that will exist concurrently with the Town's Services:

Key Staff Name	Area of Responsibility	Client	Commitment (Hours/week)	Period of Engagement
Marilyn Aruca	Accountant	City of Groveland	15	Indefinite
Marilyn Aruca	Accountant	BWG Concrete	8	Indefinite

PROPOSED SUBCONTRACTORS

The undersigned Respondent hereby designates, as follows, all major subcontractors whom they propose to utilize for the major areas of work for the services. The bidder is further notified that all subcontractors shall be properly licensed, bondable, and shall be required to furnish the Town with a Certificate of Insurance in accordance with the contract general conditions. Failure to furnish this information shall be grounds for rejection of the bidder's proposal. (If no subcontractors are proposed, state "None" on first line below.)

Subcontractor Name & Address	Scope of Work	License Number
N/A		

Firm: Aclarian LLC_____

Authorized Signature: 

Date: 9/7/22

Print or Type Name: Andrew Laflin

Title: President

FORM 9 REFERENCES

REFERENCE #1

Public Entity Name: City of Madeira Beach, FL

Reference Contact Person/Title/Department: Patrick Cade/Accounting Manager/Finance

Contact Number & Email: 727-391-9951 x237/pcade@madeirabeachfl.gov

Public Entity Size/Number of Residents/Square Mileage:75/4000/4

Event(s) Completed (include Name of Project/Event, Date of Event Start/Completion, Details on Size/Scope of Work/Complexity): Aclarian currently serves as Outsourced Finance Director and provides city-wide ERP software to all departments. Prior software vendor was Tyler Technologies (Munis)

Is the Contract still Active? Yes

REFERENCE #2

Public Entity Name: Glades County Clerk of Court, FL

Reference Contact Person/Title/Department: Tasha Morgan/Finance Director/Clerk of Court Finance

Contact Number & Email: 863-946-6010/tmorgan@gladesclerk.com

Public Entity Size/Number of Residents/Square Mileage: 90/12,200/990

Event(s) Completed (include Name of Project/Event, Date of Event Start/Completion, Details on Size/Scope of Work/Complexity) Beginning in late 2021, our team began converting the Clerk's existing finance & accounting systems to the Aclarian ERP Platform. They are currently live with all modules. Prior software vendor was MIP Software

Is the Contract still Active? Yes

REFERENCE #3

Public Entity Name: City of Dade City, FL

Reference Contact Person/Title/Department: Loreen Gant/Accounting

Supervisor/Finance

Contact Number & Email: lgant@dadecityfl.com

Public Entity Size/Number of Residents/Square Mileage: 80/7,300/7

Event(s) Completed (include Name of Project/Event, Date of Event Start/Completion, Details on Size/Scope of Work/Complexity): Aclarian currently serves as Outsourced Finance Director and provides city-wide ERP software to all departments. Prior software vendor was Tyler Technologies (InCode)

Is the Contract still Active? Yes

FORM 10 E-VERIFY AFFIDAVIT

In accordance with Section 448.095, Florida Statutes, Kenneth City, Florida requires all contractors doing business with the Town to register with and use the E-Verify system to verify the work authorization status of all newly hired employees. The Town will not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

The respondent Firm must provide of its proof of enrollment in E-Verify. For instructions on how to provide proof of the Firm's participation/enrollment in E-Verify, please visit: <https://www.e-verify.gov/faq/how-do-i-provide-proof-of-my-participation/enrollment-in-e-verify>

By submitting a response to this RFQ and signing below, the respondent Firm acknowledges that it has read Section 448.095, Florida Statutes and will comply with the E-Verify requirements imposed by it, including but not limited to obtaining E-Verify affidavits from subcontractors.

X Check here to confirm proof of enrollment in E-Verify has been submitted as part of the response.

Signed, sealed and delivered by:



Print Name: Andrew Laflin

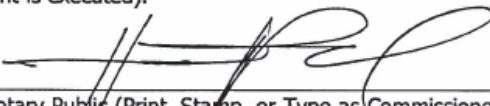
Title: President

Firm: Aclarian LLC

ACKNOWLEDGMENT

State of Florida
County of PINELLAS

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this TH day of SEPTEMBER, 20 22, by ANDREW LAFLIN
(name of person) as PRESIDENT (type of authority) for ACLARIAN
(name of party on behalf of whom instrument is executed).


Notary Public (Print, Stamp, or Type as Commissioned)

☒ Personally known to me; or
☐ Produced Identification (Type of Identification: _____)
☐ Did take an oath; or
☐ Did not take an oath



FORM 11 IRS FORM W-9

Please visit the following link for information about IRS Form W-9:


<https://www.irs.gov/forms-pubs/about-form-w-9>

Please complete and submit with the proposal IRS Form W-9, which may be found online by visiting:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

X Check here to confirm IRS Form W-9 has been submitted as part of the response.

Firm: Aclarian LLC

Authorized Signature: 

Date: 9/7/22

Print or Type Name: Andrew Laflin

Title: President

FORM 12 PROOF OF REQUIRED INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/2/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT	
Accurate Ins Solutions Inc dba Accurate Ins Solutions Inc - FL 16019 N Florida Ave		NAME: Al Derenches PHONE (A/C, No, Ext): (813) 994-4114 FAX (A/C, No): E-MAIL: aderences@accurateinsolutions.com ADDRESS:	
Lutz	FL 33549	INSURER(S) AFFORDING COVERAGE	
INSURED		NAIC #	
Aclarian Tech Net Solutions 4240 W MORRISON AVE		INSURER A: Illinois Union Security Company 27960	
TAMPA		INSURER B:	
FL 33629-4301		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDL INSD	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			MLBFLF158871514-002	11/01/2021	11/01/2022	EACH OCCURRENCE		
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						\$ 1,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						MED EXP (Any one person)	\$ 5,000	
	OTHER:						PERSONAL & ADV INJURY	\$ 1,000,000	
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY						GENERAL AGGREGATE	\$ 2,000,000	
	<input type="checkbox"/> ANY AUTO						PRODUCTS - COM/PROP AGG	\$ 1,000,000	
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> UMBRELLA LIAB						BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					PROPERTY DAMAGE (Per accident)	\$	
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$						\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						EACH OCCURRENCE	\$	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH)						AGGREGATE	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below							\$	
A	Professional Liability Technology and Internet E&O Liability			MLBFLF158871514-002	11/01/2021	11/01/2022	PER STATUTE		
							OTHER		
							E.L. EACH ACCIDENT	\$	
							E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	
							Each Claim	1,000,000	
							Each Claims	1,000,000	
							Each Claim	1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Adarian LLC	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE AL Derenches

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ACORD 25 (2016/03)

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FORM 13 BID SECURITY/BID BOND

INTENTIONALLY OMITTED. BID BOND WAIVED.

FORM 14 PERFORMANCE BOND

INTENTIONALLY OMITTED. PERFORMANCE BOND WAIVED.

FORM 15 PRICE PROPOSAL

Base Price (Per Year) for Work Performed Pursuant to Section II (Scope of Services):

	ANNUAL PRICE	5 YEAR PRICE
Accounting/Finance Outsourced Staffing	<u>\$46,200</u>	
ERP Technology Solution - Core Price	<u>\$12,060</u>	<u>\$56,700</u>
Price for additional modules		
<u>payroll</u>	<u>\$9,000</u>	<u>\$45,000</u>
<u>building permits</u>	<u>\$3,000</u>	<u>\$15,000</u>
<u>code enforcement</u>	<u>\$1,800</u>	<u>\$9,000</u>
<u>human resources</u>	<u>\$0</u>	<u>\$0</u>
<u>task management</u>	<u>\$0</u>	<u>\$0</u>

Total Base Proposal (ERP)	<u>\$25,860</u>	<u>\$125,700</u>
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Lead and Manage ERP Transition	<u>\$53,375</u> (one-time fee)
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Option Year Costs:

The annual base bid shall be as quoted for the initial five-year contract and shall not increase during any option years.

The Proposer shall provide the hourly rates, unit prices, and equipment rates requested below. These prices and rates shall be all inclusive of labor, equipment, maintenance, fuel, delivery costs, travel time, per diem and any other travel or miscellaneous expenses.

HOURLY RATES:

Accountant	\$70_____per hour
Bookkeeper	\$70_____per hour
CPA	\$175_____per hour
CFO/Finance Director	\$175_____per hour
_____	\$_____per hour
_____	\$_____per hour
_____	\$_____per hour
_____	\$_____per hour

The undersigned attests to their authority to submit this proposal and to bind the firm herein named to perform as per contract if the firm is awarded the agreement by the Town. The undersigned further certifies that they have read the Request for Proposal relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

By signing this form, the respondent hereby declares that this proposal is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

Firm: Aclarian LLC

Authorized Signature: 

Title: President

Print or Type Name: Andrew Laflin

Date: 9/7/22