



**TO:** GOVERNANCE COMMITTEE (GC)  
**FROM:** EXECUTIVE DIRECTOR'S OFFICE (EDO)  
**SUBJECT:** CONTRACT AMENDMENT FOR PRRIP FINANCIAL TRACKING DATABASE  
**DATE:** FEBRUARY 26, 2020

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## Introduction

PRRIP's existing financial tracking and reporting database is a fully custom application built in Microsoft Access. Troubleshooting issues is becoming difficult and time consuming as the system ages. In order to maintain continuity into the Extension and ensure future functionality, the database requires redevelopment. A budget of \$50,000.00 was approved in FY2020 budget line item GFC-1 for this purpose.

The Executive Director's Office (EDO) anticipated releasing an RFP this spring to select a contractor that would review the existing system and recommend a redevelopment approach. We also discussed the database with the DJ Case & Associates, the Program's current website and species database developer. DJ Case reviewed the existing database and indicated that they would be able to redevelop the database into a web-based application like the existing species databases. The species databases are easy to use and function well. The EDO asked DJ Case to develop a scope and fee estimate for database redevelopment. Their estimate is \$28,750, well below the \$50,000 budgeted to hire a consultant to review and devise a redevelopment approach.

## Request for Approval

The EDO recommends that the GC approve the attached amendment to DJ Case's contract, which would increase their 2020 budget by \$28,750 to complete the attached scope of work to redevelop the financial tracking and reporting database by the end of 2020. The contract amendment and scope of work are attached to this memo.



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## **PLATTE RIVER RECOVERY IMPLEMENTATION PROGRAM**

### **THIRD AMENDMENT**

#### **To Agreement between Nebraska Community Foundation, Platte River Recovery Implementation Program, and D.J. Case & Associates**

##### **1. Parties.**

This is the Third Amendment to the Agreement entered into by and between Nebraska Community Foundation (“Foundation”) of Lincoln, Nebraska, representing all signatories to the Platte River Recovery Implementation Program (“Program”), and D.J. Case & Associates (“Consultant”) dated February 15, 2018. The following persons are authorized to represent the parties through this Agreement: Diane Wilson of the Foundation, Jason Farnsworth of the Program; and Jon Marshall of the Consultant.

##### **2. Purpose and Authority.**

This Third Amendment to the Agreement between Foundation and Consultant is being made for the purposes of:

- (1) Increase the Consultant’s 2020 contract budget amount by \$28,750. These funds are included as part of the 2020 Program budget and became available on January 1, 2020.
- (2) Expand the Scope of Work to include tasks described in Attachment A.
- (3) Tasks completed within this scope of work shall be invoiced separately from 2020 tasks authorized by the Second Amendment. Consultant will submit monthly requests for payment based on actual time and expenses.
- (4) The Scope of Work in Attachment A will be completed prior to December 31, 2020.

All other terms of the original agreement remain in effect as originally written.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

Nebraska Community Foundation

D.J. Case & Associates

By \_\_\_\_\_  
DIANE M. WILSON, Manager Public/Private  
Partnerships

By \_\_\_\_\_  
JON MARSHALL, Media Arts & Sciences Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**ATTACHMENT A:**

Scope of Work Addendum PRRIP-FIN: A Financial Transaction Tracking System for the Platte River  
Recovery Implementation Program

# Scope of Work Addendum | DJ Case and Associates

## PRRIP-FIN: A financial transaction tracking system for the Platte River Recovery Implementation Program

*March 10, 2020*

The Platte River Recovery Implementation Program (Program) currently utilizes a custom-configured Microsoft Access system to track Program budget, partner contributions, and Program expenditures. Due to upcoming staff changes and the need to stay up to date technologically, the Program requires a new web-based system that provides access and functionality similar to the Program's species database ([species.platteriverprogram.org](http://species.platteriverprogram.org)). The resulting application will include all pertinent data contained in the current Access database, provide for ongoing data inputs by geographically distributed Program staff, and provide forms and reports similar to the current application. Additionally, the system will provide an audit log of transactions and improved, intuitive interfaces tailored to the unique and specific reporting needs of the Program.

## Discovery and definition

DJ Case application design and usability experts will interview Program administrative staff to completely understand the current procedures and processes for budget, contribution, and disbursement tracking, as well as form and report production. Collaboratively with Program administrators, DJ Case will determine what inputs and outputs will be required for the development of a future online application. DJ Case will inventory current input forms, queries, data visualizations, reports, and exports — and work with Program staff to determine what will be needed for future Program financial management. DJ Case designers and developers will document findings and plans for system development.

**Cost for PRRIP-FIN discovery and definition: \$6,250**

## System development

Based on “discovery and definition” phase findings and documentation, DJ Case software developers will produce an online application that:

- Includes data migrated from the Program's current MS Access database
- Provides user authentication/accounts that can be accessed via a web browser from any location
- Provides forms, reports, and functionality similar to the current Access application (except where no longer needed)
- Provides simple access to input partner contributions and Program expenditures.
- Offers intuitive processes for compiling standard, frequently used disbursement forms, reports, exports, etc.
- Logs that record addition/change actions for purposes of monitoring activity and allowing for audit.

**Assumptions:**

- DJ Case developers will utilize the Google Material Design system to structure the user interface, which is the same system used on species.platterriverprogram.org.
- The Program's full fiduciary responsibility resides with the Nebraska Community Foundation. This system will be designed to track and report on Program financial status and will not serve as a multi-functional business accounting system.

**Cost for PRRIP-FIN system development: \$15,000**

## **System QA/QC, training, testing**

DJ Case will provide two remote training (screen share conference call, webinar) sessions for Program staff on how to enter transactions and produce reports.

DJ Case and Program staff will conduct quality assurance/quality control checks of data and reports by comparing reports exported from the Access system. As new transactions are entered, DJ Case and Program staff will perform detailed checks to make sure that all data is reported and properly calculated.

Program staff will test the system by entering actual transactions. The Program will provide feedback on any aspects of the interface that are confusing, not properly validating, and requiring improvement.

**Assumption:**

- During the transition between the use of the current system and the new application, Program staff may find it necessary to enter the same data in both systems.

**Cost for PRRIP-FIN system QA/QC, training, testing: \$3,750**

## **System refinement**

Based on Program feedback regarding system performance, DJ Case will make refinements and improvements to the application within available budget constraints.

**Cost for PRRIP-FIN system refinement: \$2,500**

## Ongoing system support

Following development and training, DJ Case will provide additional training, assistance, and support as needed within available budget constraints throughout the remainder of the contract year.

### Assumptions:

- Hosting and system backups are operated and maintained in the same fashion and under the same agreement as the current *PlatteRiverProgram.org* and *Species.PlatteRiverProgram.org* applications, which do not result in any additional costs for this application.

**Cost for PRRIP-FIN ongoing system support: \$1,250**

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**Total Cost: \$28,750**

## Cost breakdown

Service	Labor hours	Labor expense	Direct expenses	Total expense
Discovery and definition	50	\$6,250	\$0	\$6,250
System development	120	\$15,000	\$0	\$15,000
System QA/QC, training, testing	30	\$3,750	\$0	\$3,750
System refinement	20	\$2,500	\$0	\$2,500
Ongoing system support	10	\$1,250	\$0	\$1,250
<b>TOTALS</b>	<b>230</b>	<b>\$28,750</b>	<b>\$0</b>	<b>\$28,750</b>