

**Paso Robles Joint Unified School District**

**October 4, 2018**

It is our pleasure to provide this proposal summarizing the Account-Ability™ product and services Colbi would be providing to Paso Robles Joint Unified School District for management of their school building program. This proposal is valid for 90-days.

**Account-Ability™  
Implementation**

\$30,000

**Account-Ability™** software will be customized for the District and made available via the web by Colbi Technologies. Customization of the program will specifically incorporate the district's account code structure and internal control processes for project budgeting development, contract award, modification, and payments.

In addition to the customization and installation staffing, Colbi Technologies will provide four days of management consulting and/or training as desired by the district to facilitate a smooth transition to the new system. Typical training includes a half-day interactive workshop flowcharting the district's contracting and payment processes, followed by three days of hands-on training in the district's computer lab. A half-day of follow up is provided four to six weeks later, to assure that the primary software users have adopted best practices. Reimbursement for reasonable travel and lodging costs incurred to provide on-site services apply.

**Annual Software  
Services Fee**

\$20,000

The Annual Software Services fee covers the License to use **Account-Ability™** software, Annual Support Services, and Annual Web Services. There is no restriction on the dollar amount of contracts managed or projects planned in the software. There is no restriction on the number of users the District authorizes to use the software; *however, the number of concurrent users is restricted based on the Web Services as described below.* The fee is an allowable OPSC, Developer Fee, or General Obligation Bond expenditure for program management.

**Annual Support Services** Colbi Technologies will provide support including phone support, online support, Colbi Technologies spring and fall workshops, Best Practice Advisories and Alerts, application updates, six hours of training, and eight hours of consulting services per year. Reimbursement for reasonable travel and lodging costs incurred to provide on-site services apply.

**Annual Web Services — Five Users** Colbi Technologies will provide the software via the web to any computer meeting the required specifications for a maximum of five concurrent authorized users when security login requirements are met. Additional users may be added at \$575 per user per year.

The Web Server fee includes access to the software via the web and data maintenance on a Colbi Technologies server with daily backups.

**Archival Exit Plan — Advanced Purchase** At the end of the district building program, the district will be provided permanent web access, via a single secure login, to **Account-Ability™** for read-only access to the Transaction module. This enables the district to view all data and print reports. In addition, read-write access is provided to the Budget Development module, which provides full access to the financial planning tools for future building programs.

\$5,000

This option may be purchased at the end of the building program for the regularly published price, which is currently \$15,000.

**Import of Historical Data** Colbi Technologies can import historical expenditure data from digital files – this provides for full reporting of work completed prior to implementation of Account-Ability along with on-going and future projects. In addition, this historical data is easily mined for use in building budgets for future projects based on actual expenditure profiles experienced by the District.

*Price to be Determined*

Cost will vary based on the integrity and amount of data. Colbi Technologies will provide a not-to-exceed estimate after review of sample data. After acceptance of completed work, the District will be billed for actual cost, but not more than the agreed to not-to-exceed cost.

**Colbi Docs™****Annual Fee**

\$10,000  
with concurrent purchase  
of Account-Ability

Colbi Docs is a separate software system that provides on-line routing, tracking, processing and storage of project documents. Template workflows and forms for a typical project team are included for construction: material submittals, requests for information, change requests, requests for proposal, notices to proceed, change orders, and inspector deficiency notices.

One day of initial training will be provided in facilities provided by the District; reimbursement for reasonable travel and lodging costs incurred to provide on-site services apply. Phone support during normal business hours will be provided for 2 Colbi Docs Administrative Users as authorized by the District.

The annual fee provides for storage up to 100 gigabytes, additional storage capacity is available for \$300 per year for each additional 10 gigabytes.

There is no limit on the number of projects or document processes that the District configures Colbi Docs to handle. There is no limit on the number of Colbi Docs users authorized by the District.

**FAST**  
**Data Integration**  
**Services**

\$100/hour

Colbi Technologies will provide FAST staff augmentation services (Facilities Accounting Support Team) for transactional data entry.

FAST services are performed by experience personnel online using Colbi Docs — this ensures that all documents/actions are logged/filed. From source documents, FAST personnel use Account-Ability to generate requests for payments and purchase orders that are routed for review and approval prior to entry into the accounting system by District personnel — this ensures informed decision-making prior to execution in the accounting system. FAST personnel then enter warrant and purchase order information received from District Accounting into Account-Ability to verify that requested transactions are completed — this ensures accuracy. FAST services document that District internal control processes for contracting and payments are consistently followed.

**We appreciate this opportunity to be of service to the Paso Robles Joint Unified School District.**

Date: October 4, 2018

Signed: \_\_\_\_\_

Larry Goshorn, President, Colbi Technologies