

AGENDA REQUEST FORM

**Return completed form and complete agenda item to the Clerk of the Board
Yakima County Commissioners' Office, Room 232**

Prepared by:
Lance Larsen

Department: Human Services

Requested Agenda Date: 01/19/2020

Presenting: Esther Magasis

Document Title:

Board of County Commissioners Record Assigned BOCC Agreement
#
008-2021
Yakima County, WA

APPROVED FOR AGENDA:	
<input type="checkbox"/> Consent	<input type="checkbox"/> Regular
Board of County Commissioners Determined	

Wizehive Agreement Mod 1

Action Requested: *Check Applicable Box*

<input type="checkbox"/> PASS RESOLUTION	<input checked="" type="checkbox"/> EXECUTE or AMEND AGREEMENT CONTRACT or GRANT	
<input type="checkbox"/> ISSUE PROCLAMATION	<input type="checkbox"/> PASS ORDINANCE	<input type="checkbox"/> OTHER _____

Describe Fiscal Impact:

\$1,200

Background Information:

This agreement is modification #1 to the Wizehive agreement to host the Human Services Department's grant application online platform. This addendum extends the agreement one year at a price of \$100/month or \$1,200 annually. The agreement would run through February 28th 2022.


Summary & Recommendation:

Recommendation to approve modification that extends the agreement date through February 2022 at a price of \$1,200 annually.

Motion:


Motion to approve Wizehive Agreement Mod 1

Department Head/ Elected Official



Signature

AGREEMENT Attached Is Approved as to Form
Corporate Counsel Initial



Late Agenda Requests Require BOCC Chairman Signature:

CONTRACT ADDENDUM

This Contract Addendum (the "Addendum") amends and becomes part of the Agreement executed on **February 12, 2020** (the "Agreement") between WizeHive Inc. ("WizeHive") and **Yakima County** (the "Company").

Notwithstanding any language in the Agreement to the contrary, WizeHive and the Company agree as follows:

1. Starting March 1, 2021, the account will move from an annual active status, to an annual "hibernation" status, allowing for passive administrative use and reporting tasks.
2. The Company's data and program structure will be retained and supported and the subscription cost will be changed to \$1,200 /year.
3. This agreement can be replaced with a new active annual agreement at any time and will be prorated monthly (\$100) so any unused months of hibernation will be credited towards the new agreement.

Except as amended by the Addendum, the Agreement shall continue in full force and effect according to its terms.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date set forth below.

WIZEHIVE INC.

Yakima County

See Following page

By: Carl Guarino
Title: CEO
Date:

By:
Title:
Date:

BOCC Agreement

008 - 2021

Yakima County, WA

CONTRACTOR

WIZEHIVE INC.

Carl Guarino, CEO

DATE

**BOARD OF YAKIMA
COUNTY COMMISSIONERS**

BOARD OF COUNTY COMMISSIONERS

Ron Anderson, Chairman

Amanda McKinney, Commissioner

LaDon Linde, Commissioner

DATED **JAN 19 2021**

Attest:

Julie Lawrence, Clerk of the Board *or*
Linda Kay O'Hara, Deputy Clerk of the Board

Approved as to Form:



Deputy Prosecuting Attorney

BOCC Agreement

008 - 2021

Yakima County, WA

wizehive

029-2020

Wizehive Order Form
 New Customer: Yakima County
 Account Manager: Terrance Ellis
 Date: 2/4/20

WizeHive, Inc.
 PMB 263
 24 North Bryn Mawr Avenue
 Bryn Mawr, PA 19010

Customer Contact Information

Primary contact: Esther Magasis
 Address: 128 N 2nd Street
 City, State, Zip: Yakima, WA 98901
 Phone: 509-574-1366
 Email: esther.magasis@co.yakima.wa.us

Billing Contact Information: Same As Above
 Primary billing contact:
 Address:
 City, State, Zip:
 Phone:
 Email:

Key Dates	Date	Notes
Start date of subscription	3/1/2020	
End date of subscription	2/28/2021	
Target go-live date	3/15/2020	
Initial term	1 years	

Software License Agreement

ITEM	Annual Subscription Price
Edition/Plan Level: Grant Management Premium Plan Licensed Programs: 1- Homeless Housing and Assistance Program.	\$ 6,500
Price for additional programs: \$1,500-2,500 *For similar programs within the same program group	Not applicable
Additional plugins or upgrades: custom	Not applicable
Total of above	\$ 6,500

Professional Services

wizehive

WizeHive offers our customers a variety of training, implementation, and support options. The following outlines the professional services you are purchasing at the time of the contract:

- Access to training webinars, training videos, Knowledge Base [included in subscription]
- Fixed implementation fee
- Hours of professional services

Professional Services Fee: \$1,500 (Waived if deal is signed by 2/24/20) = \$0

Note: This agreement may include a professional service fee based upon estimated hours. We do our best to accurately estimate hours needed, but there are multiple items that may cause us to exceed the estimate including: multiple revisions, requests for additional training sessions, or additional or complex workflows or forms. Additional time will be billed on an hourly basis at our standard hourly rate (currently \$150/hr) or based on an agreed-upon fixed price after notification and agreement with the Customer.

Sales Tax

WizeHive is currently required to collect state sales tax on our invoice in PA, CT, MA, OH, Washington DC, IA and WA unless you are able to send us a state exemption certificate. Due to the constantly changing nature of the state tax laws, we may become obligated to collect state tax in additional states at any time. **Therefore, regardless of what state you are located in, if you have a sales tax exemption certificate, please supply a copy to us when you sign this Agreement in order to avoid the imposition of sales tax with the current or any future payment under this Agreement.**

Please indicate which applies:

- Your organization is tax exempt and we will provide a STATE sales tax exemption certificate.
- Your organization is taxable, but we are not located in one of the states listed above.
- Your organization is taxable in the state of : __

Total Contract Amounts & Payment Method

Year 1 Total Payment Amount: \$6,500

Select Payment Method for Year 1:

- Check for total amount due
- ACH for total amount due
- Credit card for total amount due

* Payments are due and payable within 30 days of this agreement being signed. Fees due are net of any transaction charges imposed by Customer's payment agent.

Statement of Work

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Premium Standard Services - Yakima County: Process Document

Go-Forward Summary

WizeHive will assist Yakima County by implementing Zengine to optimize the full lifecycle - from the application, to review, to award and post-award reporting and disbursements - of the Homeless Housing and Assistance Program. This process has been defined to closely meet Yakima County's specific requirements while also addressing the current pain-points and challenges.

Stakeholders

The process will enable the following stakeholders to participate, as detailed in the following process outline:

- **Program staff**, whose primary interface is the Zengine administrative portal.
- **Organizations**, who begin as applicants and are eventually awarded. Their primary interface is the submission portal.
- **Reviewers**, whose primary interface is the review portal.
- **Legal staff**, who may optionally be given access to the Zengine administrative portal.
- **Board members**, who use reports and PDF exports generated by program staff.

Process Outline

1. Application Intake

- a. Applicants will create an organization profile and apply via submission portal.

2. Eligibility

- a. Applicants will be required to submit the answers to a number of eligibility questions.
 - i. If they are disqualified based on the answers to any questions, there will be on-screen text signaling the reason and they will be able to save their draft response, but will not be able to submit without an administrator override.
- b. If eligible, they will choose the grant category they are applying for.

3. Application

- a. Application sections include narrative responses, project/program overviews and description, population description, goals, and values. Field rules will show the appropriate budget template to download, and they will upload their response.
- b. Program staff can monitor applications and bulk email reminders throughout the application period.

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- c. Applicants will receive an automated submission confirmation email.

4. Internal Vetting

- a. Program staff will review incoming applications and decide whether they are eligible to be promoted to committee review - compliance, budget review.
- b. Program staff may use Guidestar Charity Check for compliance checks.

5. Committee Review

- a. Review team is recruited and tracked in another system, including conflict of interest questions
 - i. In the future, this may be moved into Zengine.
- b. Once internal vetting is complete, program staff will assign the application to reviewers. All reviewers will be automatically assigned to all applications that reach this stage.
- c. Reviewers will login to a review portal to review applications and submit a review form.
 - i. Conflict of interest on form is possible, although likely will not be used as this will be pre-vetted.
 - ii. Applications can be anonymous; program administrators may determine which fields to hide from the reviewers.
- d. Program staff can monitor reviews and bulk email reminders to reviewers throughout the application period. If needed, program staff can also reassign reviews to different reviewers.

6. Decision

- a. Program staff compiles scores and shares a report and PDFs of each application. Those responses are given to the board of county commissioners who make the final decision in a meeting.

7. Applications Not Awarded

- a. Program staff will update the status of all of the applications not awarded.
- b. Applicants will be notified that they were not awarded, either automatically, or via a one-time bulk email.

8. Awards - Generate Agreement

- a. Program staff will update the status of all the applications that were awarded, and add award data such as total amounts.
- b. Program staff will use letter generator to create a grant agreement, then upload the agreement and update the status to "Ready for legal signature."
 - i. If legal is granted access, an auto email will notify legal to login to the system for legal review.

9. Award Agreement - Legal Signature

- a. Legal (or program staff on their behalf) will sign the agreement and upload their signed version, then update the status to "Ready for applicant signature".

10. Award Agreement - Applicant Signature

- a. Applicants will be notified that they were awarded, either automatically, or via a one-time bulk email with instructions to login to the submission portal to accept their award.
- b. Applicants (now known as "Grantees") will be able to download their agreement, sign it, and upload the signed agreement in order to accept their award.

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- c. Program staff may also collect additional information from grantees at this point, such as banking wire information, if needed.

11. Award Agreement - Board signature

- a. Program staff will be notified when the applicant signature version of the agreement is submitted.
- b. Program staff will then get board signature, and update the system with the final signed agreement.
- c. Program staff will then update the status to "Active Grant - Year One".
- d. Funding:
 - i. At this point, automations will create a funding transaction. This is the starting balance for the grantee.
 - ii. At any point, program staff can manually add funds to an award.

12. Active Grant - Year One - Reimbursement Requests

- a. Grantees will submit monthly invoices for reimbursement requests over the first year of the active grant period. The deadline for each request is the 10th of the month.
 - i. The request will consist of a total amount, which is the total of multiple inputs for spending in each category.
 - ii. The request will consist of multiple file upload fields for signed invoices and receipts.
- b. Program staff can monitor reports and bulk email grantees who are not in compliance.
- c. Grantees can submit supplemental invoices, which are the same form as the monthly reimbursement requests but do not have an associated due date. They will need to indicate the month for which they are submitting.

13. Disbursements

- a. When an invoice reimbursement request is submitted, program staff will review and approve.
 - i. Approved requests will automatically generate a scheduled payment transaction.
 - ii. Program staff and grantees will be able to see their balance, which is the total of all funding transactions minus all of the payment transactions.
- b. Program staff will export a report for the finance team to complete payment, or grant the finance team access to the system directly with the appropriate permissions set.
- c. Once the finance team notifies that the funds have been disbursed, program staff can bulk update the status of all approved disbursements to "Paid".

14. Active Grant - Year Two - Reimbursement Requests & Disbursements

- a. If the grantee is approved for year two, program staff will update status to "Active Grant - Year Two"
- b. The process for reimbursement requests and disbursements will be the same as year one.

15. Completed Grants

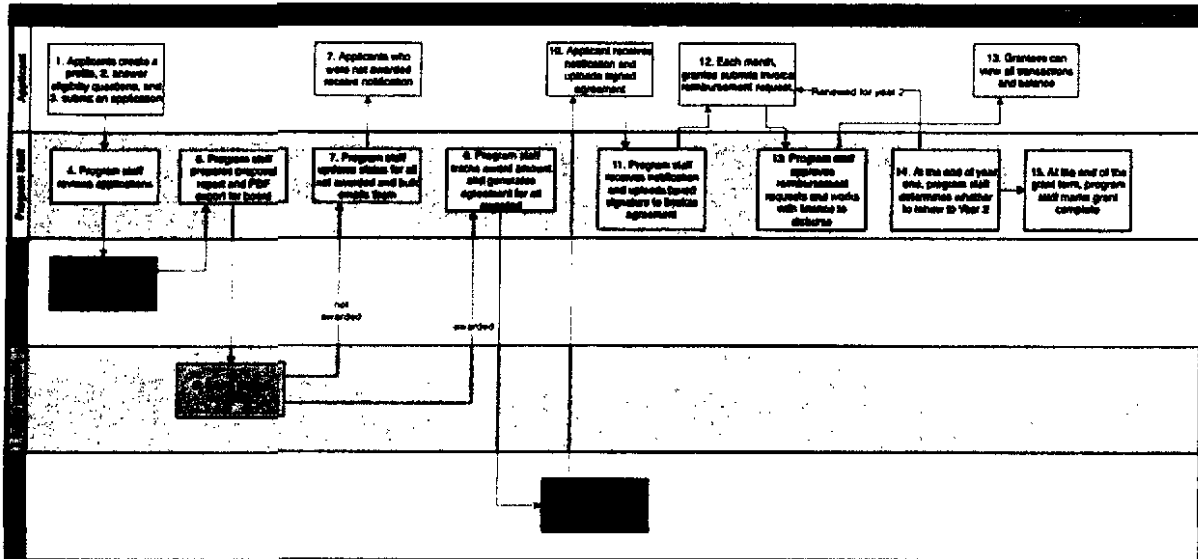
- a. When the grant term is complete, program staff will update the status as complete. Grantees will be able to login to view previously submitted information but will no longer be able to make changes or submit reimbursement requests.

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16. Audits

- a. Program staff may track audit compliance checklists within the system.

Process Flow: Database Diagram



Historical Data Import

Yakima County wishes to import historical data into the system.

WizeHive will provide guidance on how the database should be configured and will work with Yakima County to determine the fields that should be stored on each form to allow the import of their historical data. WizeHive will create a Data Import Template workbook and provide it to Yakima County to load their historical data into, and then provide training on how to complete the import.

Yakima County will be responsible for exporting the data from their legacy system, transforming it to fit into the data import template workbook, and importing it into the various forms in Zengine.

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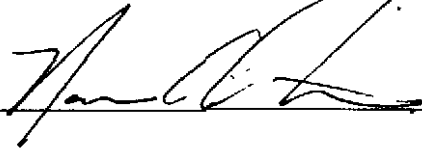
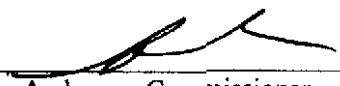
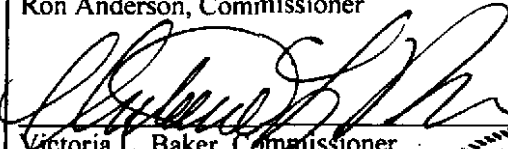

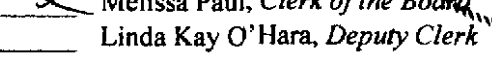
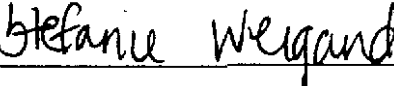
Contract Notes

- This agreement is governed by the standard WizeHive terms and conditions located at wizehive.com/corporate/terms.
- This agreement is non-cancellable for the term agreed to above and all payments made are non-refundable.

AGREEMENT

WizeHive and Customer agree that the above represents the terms of their agreement.

Agreed to

<p>By Customer: Yakima County*</p> <p>BOARD OF COUNTY COMMISSIONERS</p> <p> Norm Childress, Chairman</p> <p> Ron Anderson, Commissioner</p> <p> Victoria L. Baker, Commissioner</p> <p>DATED FEB 11 2020</p> <p>Attest:</p> <p> Melissa Paul, Clerk of the Board</p> <p> Linda Kay O'Hara, Deputy Clerk</p> <p>Approved as to Form:</p> <p> Stefanie Weigand Deputy Prosecuting Attorney</p>	<p>By WizeHive, Inc.:</p> <p>Print Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p> <p>BOCC Agreement</p> <p>029-2-2020</p>
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