

**RESOLUTION 21-205**

**A RESOLUTION TO AUTHORIZE THE MAYOR TO SIGN A STATEMENT OF WORK AGREEMENT WITH CIVIC PLUS FOR IMPLEMENTATION OF CIVIL SPACE PRO**

**WHEREAS**, the City of Spring Hill has identified the need to expand its array of outreach, engagement and public collaboration tools to include people who want to learn, participate and register their views online, when their schedules allow; and

**WHEREAS**, the Civil Space's solutions are consistent with the IAP2 spectrum standards of public participation and engagement, and are well-suited for municipal use on multiple city issues; and

**WHEREAS**, this array of collaborative options enables education and feedback throughout the lifecycle of city engagements with contextual content integration, geo-spatial feedback, qualitative and quantitative questions, budgeting and tradeoff exercises, advanced reporting, idea boards, etc.; and

**WHEREAS**, this new approach won't decrease in-person meeting participation, and it is the City's aim to increase both in-person and virtual participation over time; and

**WHEREAS**, Civic Plus submitted a Statement of Work for implementation of the Civil Space Pro digital public engagement platform and use of the collaborative license attached hereto; and

**WHEREAS**, City staff recommends approval of Resolution 21-205 to authorize the Mayor to sign the item enabling the City to proceed with a Statement of Work with Civic Plus for Civil Space for one year, with the option to renew the collaborative license beginning on year two, if both parties are in agreement to the renewal.

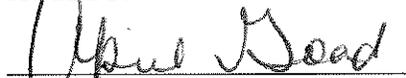
**NOW, THEREFORE BE IT RESOLVED**, the City of Spring Hill Board of Mayor and Aldermen:

1. Approve the Statement of Work and the Collaborative Implementation with Civic Plus.
2. Authorize the Mayor to execute the Statement of Work Agreement, attached hereto.

**Passed and Adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 15<sup>th</sup> day of November, 2021.**

  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney

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Jim Hagaman, Mayor

ATTEST:

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April Goad, City Recorder

LEGAL FORM APPROVED:

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Patrick Carter, City Attorney



**REQUEST:** Approval of Resolution 21-205

**SUBMITTED BY:** Pam Caskie, City Administrator

**DATE:** November 15, 2021

**RE:** To authorize the Mayor to sign a Statement of Work with Civic Plus for implantation of Civil Space Pro digital public participation tools and collaborative license.

**ATTACHMENTS:** Statement of Work

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**PURPOSE:**

The purpose of this resolution is to authorize the Mayor to sign a Statement of Work with Civic Plus for implementation of the Civil Space Pro digital public engagement platform and purchase the renewable Civil Space Pro Collaborative License.

**BACKGROUND:**

The City seeks to expand its array of outreach, engagement and collaboration tools to include people who want to learn, participate and register their views online, when their schedules allow, in deliberations on city issues, with the help of a leading digital engagement platform.

Civil Space's solutions are consistent with the IAP2 spectrum standards of public participation and engagement. They enable education and feedback throughout the lifecycle of city engagements with contextual content integration, geo-spatial feedback, qualitative and quantitative questions, budgeting and tradeoff exercises, advanced reporting and idea boards.

Data is viewable on a variety of charts, text analysis uncovers common themes and questions, and comparison tools create insights by cross-tabulating results of questions from participants.

By providing additional means to engage and collaborate the city can meet additional people where they are. This effort shouldn't decrease in-person meeting participation. It is the city's aim to increase in-person and virtual participation over time by bringing new people to the table.

**FINANCIAL IMPACT:**

Implementation, including site setup, up to five brands, training, plus the collaborative license is \$10,011.42. Annual recurring services and license renewal is \$9,660.00 beginning year two.

**STAFF RECOMMENDATION:**

Staff recommends approval of Resolution 21-205 to authorize the Mayor to sign this item.

**CivicPlus**

302 South 4th St. Suite 500  
 Manhattan, KS 66502  
 US

**Quote #:**

Q-19494-1

**Date:**

9/17/2021 2:20 PM

**Expires On:**

12/16/2021

**Product:**

CivicEngage

**Client:**

Spring Hill TN - CivicEngage

**Bill To:**

Spring Hill TN - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Brent Sigman	x	brent.sigman@civicplus.com		Net 30

## CivicEngage - Statement of Work

QTY	Product Name	DESCRIPTION	PRODUCT TYPE
1.00	CivicEngage Civil Space Pro Collaborative Implementation	Implementation includes client site setup with up to 5 brands, a 4 hour virtual training and a progress check-in at six weeks post-training.	One-time
1.00	CivicEngage Civil Space Pro Collaborative License	Civil Space Pro includes unlimited creation of projects and engagements, multilingual support, advanced reporting and engagement types, multiple sub-branding and AI moderated conversation threads and idea boards.	Renewable
Total Investment - Year 1			USD 10,011.42
Annual Recurring Services - Year 2			USD 9,660.00

Total Days of Quote:257

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the Spring Hill TN - CivicEngage Statement of Work signed by and between the Parties ("the Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.
2. Client will be invoiced for the Total Investment - Year 1 (the sum of one-time costs and a prorated portion of the Annual Recurring Services) upon signing and submission of this SOW. The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-termed to align with the Client's current billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.
3. Each year this SOW is in effect, a technology investment and benefit fee, as agreed to in the Agreement, will be applied to the Annual Recurring Services subscription fee.

Signature Page to follow.

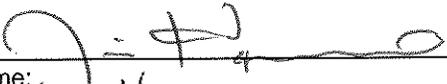
**Acceptance**

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the Agreement terms and conditions

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:   
Name: Jim Hagan  
Title: Mayor  
Date: November 15, 2021

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Contact Information**

\*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

**Organization** URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays).  
Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

**Emergency Contact & Mobile Phone**

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**Billing Contact** E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [ ] or N [ ]

Please list all external sources: \_\_\_\_\_

**Contract Contact** Email

Phone Ext. Fax

**Project Contact** Email

Phone Ext. Fax