SECTION I - TITLE PAGE

Part IA – Technical Proposal

RFQ Title:	Grant Management System
RFQ:	3474
Vendor Name:	eCivis, Inc.
Address:	418 Fair Oaks Avenue, #301, Pasadena, CA 91103
Opening Date:	July 31, 2017
Opening Time:	2:00 PM

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SECTION III - VENDOR INFORMATION SHEET FOR RFP 3474

V1	Company Name	eCivis, Inc.

V2	Street Address	418 N. Fair Oaks Avenue #301

V3	City, State, ZIP	Pasadena, CA 91103

V4	Telephone Number		
	Area Code: 877	Number: 232-4847	Extension:

V5	Facsimile Number		
	Area Code: 626	Number: 628-3232	Extension:

V6	Toll Free Number		
	Area Code: 877	Number: 232-4847	Extension: 5363

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: Ryan Baird
	Title: Executive Director
	Address: Same as above
	Email Address: rbaird@ecivis.com

V8	Telephone Number for Contact Person		
	Area Code: 877	Number: 232-4847	Extension: 5363

V9	Facsimile Number for Contact Person		
	Area Code: 626	Number: 578-6632	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: James Ha	Title: Chief Executive Officer

V11	Signature ***(Individual must be legally authorized to bind the vendor per NRS 333.337)***	
	Signature:	Date: 7/31/2017

SECTION IV - STATE DOCUMENTS

Signature page from all amendments

Attachment A

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **shall not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the submittal instructions of this RFP, vendors are requested to submit confidential information in separate files marked "**Part IB Confidential Technical**" and "**Part III Confidential Financial**".

The State shall not be responsible for any information contained within the proposal. If vendors do not comply with the labeling and packing requirements, proposals shall be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that shall be in an open meeting format, the proposals shall remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act shall constitute a complete waiver and all submitted information shall become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information.

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES		NO	JH
Justification for Confidential Status			

Part III – Confidential Financial Information			
YES		NO	JH
Justification for Confidential Status			

eCivis, Inc.

Company Name

Signature

James Ha, CEO

Print Name

7/31/17

Date

Attachment B

ATTACHMENT B– VENDOR CERTIFICATIONS

Vendor agrees and shall comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and shall not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, shall remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, shall remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals shall be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion shall be in writing and included in the proposal at the time of submission.

(7) Each vendor shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict shall be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest shall automatically result in the disqualification of a vendor's proposal. An award shall not be made where a conflict of interest exists. The State shall determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and shall be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor shall certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal shall be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

eCivis, Inc.

Vendor Company Name

Vendor Signature

James Ha, CEO

Print Name

7/31/17

Date

Copies of Vendor Licensing Agreements and/or hardware and software maintenance agreements

ECIVIS MASTER SUBSCRIPTION AND SERVICE AGREEMENT

Date XX/XX/XXXX
Contract No. 10996

This Agreement is made by and between:

eCivis, Inc., a Delaware corporation ("eCivis") and Client ("Customer")

418 N. Fair Oaks Ave. #301
Pasadena, CA 91103
Fax: (626) 628-3232
Sales Contact:
Primary Contact

Address
City, State 000000
Phone: (410) 697-9734
Principal Contact and Master Access Holder:
Name, Title

This Agreement, and the Exhibits attached hereto, set forth the business relationship between the parties and the terms and conditions under which the following products are licensed and Services are provided to Customer, and supersedes all previous agreements between eCivis and Customer.

Services Fee	Description	Units	Avg Unit Price	Total Price
Product/service	Description	1	$X,XXXX.XX	$X,XXXX.XX
	GN: Recurring Annual Subscription Fee Sub-Total			$X,XXXX.XX
	TOTAL PRICE			$X,XXXX.XX

Subscription Period(s) and Payment Terms

The Subscription Period of this Agreement will conclude XX/XX/XXXX. Payment is due net 30 days from Invoice date.

Cycle 1: XX/XX/XXXX through XX/XX/XXXX for a price of $X,XXXX.XX

PRICE IS ONLY VALID IF AGREEMENT IS SIGNED ON OR BEFORE: 12:00AM PST, Month, Year.

IN WITNESS WHEREOF, the parties hereto have caused to be executed or executed this Agreement as of the day and year first above written.

Accepted By: **Client**

By: _____
(Authorized Signature)

Name: _____
(type or print)

Title: _____

Date: _____

Accepted By: **eCivis, Inc.**

By: _____
(Authorized Signature)

Name: _____
(type or print)

Title: _____

Date: _____

eCivis Master Subscription and Service Agreement

THIS MASTER SUBSCRIPTION AND SERVICE AGREEMENT (“AGREEMENT”) GOVERNS YOUR ACQUISITION AND USE OF ALL OUR SERVICES.

BY ACCEPTING THIS AGREEMENT, EITHER BY CLICKING A BOX INDICATING YOUR ACCEPTANCE OR BY EXECUTING THIS AGREEMENT, YOU AGREE TO THE TERMS OF THIS AGREEMENT. IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THESE TERMS AND CONDITIONS, IN WHICH CASE THE TERMS "YOU" OR "YOUR" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF YOU DO NOT HAVE SUCH AUTHORITY, OR IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE SERVICES.

You may not access the Services if You are Our direct competitor, except with Our prior written consent. In addition, You may not access the Services for purposes of monitoring their availability, performance or functionality, or for any other benchmarking or competitive purposes.

This Agreement was last updated on July 31, 2015. It is effective between You and Us as of the date of You accepting this Agreement.

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1. DEFINITIONS

"Affiliate" means any entity which directly or indirectly controls, is controlled by, or is under common control with the subject entity. "Control," for purposes of this definition, means direct or indirect ownership or control of more than 50% of the voting interests of the subject entity.

"Malicious Code" means viruses, worms, time bombs, Trojan horses and other harmful or malicious code, files, scripts, agents or programs.

“Professional Services” means work performed by Us for You by Our professional services division under this Agreement or any relevant purchase order. Such work may include, but not limited to, Grant Writing, Peer Review, Technical Assistance and/or Training services.

"Purchased Services" means Services that You or Your Affiliates purchase under this Agreement for Grants NetworkTM products and Professional Services.

"Services" means the products and services that are ordered by You and made available by Us online via the customer login link at http://www.ecivis.com and/or other web pages designated by Us.

"Users" means individuals who are authorized by You to use the Services, and who have been supplied user identifications and passwords by You (or by Us at Your request). Users are limited to Your employees. Non-employees such as Consultants, contractors and agents, and third parties with which You transact business may not be granted access.

"We," "Us" or "Our" means eCivis, a Delaware corporation.

"You" or "Your" means the company or other legal entity for which you are accepting this Agreement, and Affiliates of that company or entity.

"Your Data" means all electronic data or information submitted by You to the Purchased Services.

2. PURCHASED SERVICES

2.1. Provision of Purchased Services. We shall make the Purchased Services available to You pursuant to this Agreement and any relevant Purchase Order during a subscription term. You agree that Your purchases hereunder are neither contingent on the delivery of any future functionality or features nor dependent on any oral or written public comments made by Us regarding future functionality or features.

2.2. User Subscriptions. Unless otherwise specified in writing, (i) Services are purchased as User subscriptions and may be accessed by no more than the specified number of Users, (ii) additional User subscriptions may be added during the applicable subscription term at the same pricing as that for the pre-existing subscriptions thereunder, prorated for the remainder of the subscription term in effect at the time the additional User subscriptions are added, and (iii) the added User subscriptions shall terminate on the same date as the pre-existing subscriptions. User subscriptions are for designated Users only and cannot be shared or used by more than one User but may be reassigned to new Users replacing former Users who no longer require ongoing use of the Services.

3. USE OF THE SERVICES

3.1. Our Responsibilities. We shall: (i) provide Our basic support for the Purchased Services to You at no additional charge, and/or upgraded support if purchased separately, (ii) use commercially reasonable efforts to make the Purchased Services available 24 hours a day, 7 days a week, except for: (a) planned downtime (of which We shall give at least 8 hours notice via the Purchased Services and which We shall schedule to the extent practicable during the weekend hours from 6:00 p.m. Friday to 3:00 a.m. Monday Pacific Time), or (b) any unavailability caused by circumstances beyond Our reasonable control, including without limitation, acts of God, acts of government, floods, fires, earthquakes, civil unrest, acts of terror, strikes or other labor problems (other than those involving Our employees), Internet service provider failures or delays, or denial of service attacks, and (iii) provide the Purchased Services only in accordance with applicable laws and government regulations.

3.2. Our Protection of Your Data. We shall maintain appropriate administrative, physical, and technical safeguards for protection of the security, confidentiality and integrity of Your Data. We shall not (a) modify Your Data, (b) disclose Your Data except as compelled by law in accordance with Section 7.3 (Compelled Disclosure) or as expressly permitted in writing by You, or (c) access Your Data except to provide the Services and prevent or address service or technical problems, or at Your request in connection with customer support matters.

3.3. Your Responsibilities. You shall (i) be responsible for Users' compliance with this Agreement, (ii) be responsible for the accuracy, quality and legality of Your Data and of the means by which You acquired Your Data, (iii) use commercially reasonable efforts to prevent unauthorized access to or use of the Services, and notify Us promptly of any such unauthorized access or use, and (iv) use the Services only in accordance with the user guide and applicable laws and government regulations. You shall not (a) make the Services available to anyone other than Users, (b) sell, resell, rent or lease the Services, (c) use the Services to store or transmit infringing, libelous, or otherwise unlawful or tortious material, or to store or transmit material in violation of third-party privacy rights, (d) use the Services to store or transmit Malicious Code, (e) interfere with or disrupt the integrity or performance of the Services or third-party data contained therein, or (f) attempt to gain unauthorized access to the Services or their related systems or networks.

3.4. Usage Limitations. Services may be subject to other limitations, such as, for example, limits on the number of grants that can be managed in Our Grants Network™ Tracking & Reporting product, on the number of grant applications, peer reviews and/or trainings provided by Us. Any such limitations are specified in the signature page of this Agreement.

3.5. Third Party Data. We do not own data or files submitted to Grants Network by third parties. You assume all risks that may occur from downloading third-party data or files.

4. PROFESSIONAL SERVICES, COOPERATION: DELAYS

4.1. Should this Agreement include Professional Services as part of its User Subscriptions and each party agrees to cooperate reasonably and in good faith with the other in the performance of such Professional Services and acknowledges that delays may otherwise result. You agree to provide, or provide access to, the following as needed, and when applicable, for Services that require Us to be at Your location: office workspace, telephone and other facilities, suitably configured computer equipment with Internet access, complete and accurate information and data from Your employees and agents, continuous administrative access to its ecivis.com account, coordination of onsite, online and telephonic meetings, and other resources as reasonably necessary for satisfactory and timely performance of the Professional Services.

4.2. Each party agrees its respective employees and agents will reasonably and in good faith cooperate with each other in a professional and courteous manner in the performance of their duties under this Agreement to complete such Professional Services.

4.3. It is understood by You that delays in providing material or information resulting in missed grant application deadlines does not constitute non delivery of grant writing services by Us. We shall provide a reasonable timeline to ensure the delivery of Our Professional Services.

4.4 Peer Review Services. Should this Agreement include Peer Review services, upon mutual agreement by Us and You, Peer Review services may be exchanged with "customized services" of equivalent value, if such Services are available at the time of request. Such "customized services" may include, but not limited to, customized funding searches, consulting, coaching, and training.

4.5 You shall provide to Us written acceptance of each Professional Service listed in Exhibit A within 5 business days of Professional Services being delivered to You. Failure to provide written acceptance during this period shall be deemed acceptance of Professional Services delivered.

5. FEES AND PAYMENT FOR PURCHASED SERVICES

5.1. Fees. You shall pay all fees specified under this Agreement. Except as otherwise specified herein, (i) fees are based on Services purchased and not actual usage for Purchased Services, (ii) payment obligations are non-cancelable and fees paid are non-refundable and will not result in any refund or credit and (iii) the number of User subscriptions purchased cannot be decreased during the relevant subscription term.

5.2. Invoicing and Payment. You will provide Us with valid and updated credit card information, or pay by check. If You provide credit card information to Us, You authorize Us to charge such credit card for all Services listed under this Agreement for the initial subscription term and any renewal subscription term(s) as set forth in Section 10.2 (Term of Purchased User Subscriptions). Such charges shall be made in advance, either annually or in accordance with any different billing frequency stated under this Agreement. Unless otherwise stated in this Agreement, invoice charge(s) are due net 30 days from the invoice date. You are responsible for providing complete and accurate billing and contact information to Us and notifying Us of any changes to such information.

5.3. Overdue Charges. If any charges are not received from You by the due date, then at Our discretion, (a) such charges may accrue late interest at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower, from the date such payment was due until the date paid, and/or (b) We may condition future subscription renewals on payment terms shorter than those specified in Section 5.2 (Invoicing and Payment).

5.4. Suspension of Service and Acceleration. If any amount owing by You under this or any other agreement for Our Services is 30 or more days overdue (or 10 or more days overdue in the case of amounts You have authorized Us to charge to Your credit card), We may, without limiting Our other rights and remedies, suspend Our Services to You until such amounts are paid in full. We will give You at least 7 days' prior notice that Your account is overdue.

5.5. Taxes. Unless otherwise stated, Our fees do not include any taxes, levies, duties or similar governmental assessments of any nature, including but not limited to value-added, sales, use or withholding taxes, assessable by any local, state, provincial, federal or foreign jurisdiction (collectively, "Taxes"). You are responsible for paying all Taxes associated with Your purchases hereunder. If We have the legal obligation to pay or collect Taxes for which You are responsible under this paragraph, the appropriate amount shall be invoiced to and paid by You, unless You provide Us with a valid tax exemption certificate authorized by the appropriate taxing authority. For clarity, We are solely responsible for taxes assessable against it based on Our income, property and employees.

6. PROPRIETARY RIGHTS

6.1. Reservation of Rights in Services. Subject to the limited rights expressly granted hereunder, We reserve all rights, title and interest in and to the Services, including all related intellectual property rights. No rights are granted to You hereunder other than as expressly set forth herein.

6.2. Restrictions. You shall not (i) permit any third party to access the Services except as permitted herein or in an Order Form, (ii) create derivate works based on the Services except as authorized herein, (iii) copy, frame or mirror any part or content of the Services, other than copying or framing on Your own intranets or otherwise for Your own internal business purposes, (iv) reverse engineer the Services, or (v) access the Services in order to (a) build a competitive product or service, or (b) copy any features, functions or graphics of the Services.

6.3. Your Applications and Code. If You, a third party acting on Your behalf, or a User creates applications or program code using the Services, You authorize Us to host, copy, transmit, display and adapt such applications and program code, solely as necessary for Us to provide the Services in accordance with this Agreement. Subject to the above, We acquire no right, title or interest from You or Your licensors under this Agreement in or to such applications or program code, including any intellectual property rights therein.

6.4. Your Data. Subject to the limited rights granted by You hereunder, We acquire no right, title or interest from You or Your licensors under this Agreement in or to Your Data, including any intellectual property rights therein.

6.5. Suggestions. We shall have a royalty-free, worldwide, irrevocable, perpetual license to use and incorporate into the Services any suggestions, enhancement requests, recommendations or other feedback provided by You, including Users, relating to the operation of the Services.

7. CONFIDENTIALITY

7.1. Definition of Confidential Information. As used herein, "Confidential Information" means all confidential information disclosed by a party ("Disclosing Party") to the other party ("Receiving Party"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure. Confidential Information is subject to open records requirements defined by state statute, unless explicitly exempt under state statute. Your Confidential Information shall include Your Data; Our Confidential Information shall include the Services; and Confidential Information of each party shall include the terms and conditions of this Agreement, as well as business and marketing plans, technology and technical information, product plans and designs, and business processes disclosed by such party. However, Confidential Information (other than Your Data) shall not include any information that (i) is or becomes generally known to the public without breach of any obligation owed to the Disclosing Party, (ii) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party, (iii) is received from a third party without breach of any obligation owed to the Disclosing Party, or (iv) was independently developed by the Receiving Party.

7.2. Protection of Confidential Information. The Receiving Party shall use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care) (i) not to use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement, and (ii) except as otherwise authorized by the Disclosing Party in writing, to limit access to Confidential Information of the Disclosing Party to those of its and its Affiliates' employees, contractors and agents who need such access for purposes consistent with this Agreement and who have signed confidentiality agreements with the Receiving Party containing protections no less stringent than those herein. Neither party shall disclose the terms of this Agreement other than its Affiliates and their legal counsel and accountants without the other party's prior written consent.

7.3. Compelled Disclosure. The Receiving Party may disclose Confidential Information of the Disclosing Party if it is compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of such compelled disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's cost, if the Disclosing Party wishes to contest the disclosure. If the Receiving Party is compelled by law to disclose the Disclosing Party's Confidential Information as part of a civil proceeding to which the Disclosing Party is a party, and the Disclosing Party is not contesting the disclosure, the Disclosing Party will reimburse the Receiving Party for its reasonable cost of compiling and providing secure access to such Confidential Information.

8. WARRANTIES AND DISCLAIMERS

8.1. Our Warranties. We warrant that (i) We have validly entered into this Agreement and have the legal power to do so, (ii) the Services shall perform materially in accordance with this Agreement, (iii) We will not transmit Malicious Code to You, provided it is not a breach of this subpart (iv) if You or a User uploads a file containing Malicious Code into the Services and later downloads that file containing Malicious Code. For any breach of a warranty above, Your exclusive remedy shall be as provided in Section 10.3 (Termination for Cause) below.

8.2. Your Warranties. You warrant that You have validly entered into this Agreement and have the legal power to do so.

8.3. Disclaimer. EXCEPT AS EXPRESSLY PROVIDED HEREIN, NEITHER PARTY MAKES ANY WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND EACH PARTY SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW.

9. LIMITATION OF LIABILITY

9.1. Limitation of Liability. NEITHER PARTY'S LIABILITY WITH RESPECT TO ANY SINGLE INCIDENT ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT OR TORT OR UNDER ANY OTHER THEORY OF LIABILITY) WILL EXCEED THE AMOUNT PAID BY YOU HEREUNDER IN THE 12 MONTHS PRECEDING THE INCIDENT, PROVIDED THAT IN NO EVENT SHALL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT OR TORT OR UNDER ANY OTHER THEORY OF LIABILITY) EXCEED THE TOTAL AMOUNT PAID BY YOU HEREUNDER. THE FOREGOING SHALL NOT LIMIT YOUR PAYMENT OBLIGATIONS UNDER SECTION 5 (FEES AND PAYMENT FOR PURCHASED SERVICES).

9.2. Exclusion of Consequential and Related Damages. IN NO EVENT SHALL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER PARTY FOR ANY LOST PROFITS OR REVENUES OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, COVER OR PUNITIVE DAMAGES HOWEVER CAUSED, WHETHER IN CONTRACT, TORT OR UNDER ANY OTHER THEORY OF LIABILITY, AND WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING DISCLAIMER SHALL NOT APPLY TO THE EXTENT PROHIBITED BY APPLICABLE LAW.

10. TERM AND TERMINATION

10.1. Term of Agreement. This Agreement commences on the date You accept it and continues until all User subscriptions granted in accordance with this Agreement have expired or been terminated.

10.2. Term of Purchased User Subscriptions. User subscriptions purchased by You commence on the start date specified under this Agreement and continue for the subscription term specified herein.

10.3. Termination for Cause. A party may terminate this Agreement for cause: (i) upon 30 days written notice to the other party of a material breach if such breach remains uncured at the expiration of such period, or (ii) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors.

10.4. Return of Your Data. Upon request by You made within 30 days after the effective date of termination of a Purchased Services subscription, We will make available to You for download a file of Your Data in comma separated value (.csv) format along with attachments in their native format. After such 30-day period, We shall have no obligation to maintain or provide any of Your Data and shall thereafter, unless legally prohibited, delete all of Your Data in Our systems or otherwise in Our possession or under Our control.

10.5. Surviving Provisions. Section 5 (Fees and Payment for Purchased Services), 6 (Proprietary Rights), 7 (Confidentiality), 8.3 (Disclaimer), 9 (Limitation of Liability), 10.4 (Return of Your Data), 11 (Governing Law and Jurisdiction), 12 (General Provisions) and 13 (Mutual Indemnification) shall survive any termination or expiration of this Agreement.

11. GOVERNING LAW AND JURISDICTION

11.1. Agreement shall be governed by and construed and enforced in accordance with the laws of the State of California as it applies to a contract made and performed in such state.

12. GENERAL PROVISIONS

12.1. Anti-Corruption. You have not received or been offered any illegal or improper bribe, kickback, payment, gift, or thing of value from any of Our employees or agents in connection with this Agreement. Reasonable gifts and entertainment provided in the ordinary course of business do not violate the above restriction. If You learn of any violation of the above restriction, You will use reasonable efforts to promptly notify Our Legal Department (legal@ecivis.com).

12.2. Relationship of the Parties. The parties are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties.

12.3. No Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement.

12.4. Waiver. No failure or delay by either party in exercising any right under this Agreement shall constitute a waiver of that right.

12.5. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision shall be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement shall remain in effect.

12.6. Attorney Fees.

You shall pay on demand all of Our reasonable attorney fees and other costs incurred by Us to collect any fees or charges due Us under this Agreement following Your breach of Section 5.2 (Invoicing and Payment).

12.7. Assignment. Neither party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other party (not to be unreasonably withheld). Notwithstanding the foregoing, either party may assign this Agreement in its entirety (including all Order Forms), without consent of the other party, to its Affiliate or in connection with a merger, acquisition, corporate reorganization, or sale of all or substantially all of its assets not involving a direct competitor of the other party. A party's sole remedy for any purported assignment by the other party in breach of this paragraph shall be, at the non-assigning party's election, termination of this Agreement upon written notice to the assigning party. In the event of such a termination, We shall refund to You any prepaid fees covering the remainder of the term of all subscriptions after the effective date of termination. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties, their respective successors and permitted assigns.

12.8. Entire Agreement. This Agreement, including all exhibits and addenda hereto constitutes the entire Agreement between the parties and supersedes all prior and contemporaneous agreements, proposals or representations, written or oral, concerning its subject matter. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and either signed or accepted electronically by the party against whom the modification, amendment or waiver is to be asserted.

13. MUTUAL INDEMNIFICATION

13.1. Indemnification by Us. We shall defend You against any claim, demand, suit, or proceeding made or brought against You by a third party alleging that the use of the Services as permitted hereunder infringes or misappropriates the intellectual property rights of a third party (a "Claim Against You"), and shall indemnify You for any damages, attorney fees and costs finally awarded against You as a result of, and for amounts paid by You under a court-approved settlement of, a Claim Against You; provided that You (a) promptly give Us written notice of the Claim Against You; (b) give Us sole control of the defense and settlement of the Claim Against You (provided that We may not settle any Claim Against You unless the settlement unconditionally releases You of all liability); and (c) provide to Us all reasonable assistance, at Our expense. In the event of a Claim Against You, or if We reasonably believe the Services may infringe or misappropriate, We may in Our discretion and at no cost to You (i) modify the Services so that they no longer infringe or misappropriate, without breaching Our warranties under "Our Warranties" above, (ii) obtain a license for Your continued use of the Services in accordance with this Agreement, or (iii) terminate Your User subscriptions for such Services upon 30 days' written notice and refund to You any prepaid fees covering the remainder of the term of such User subscriptions after the effective date of termination.

13.2. Indemnification by You. You shall defend Us against any claim, demand, suit or proceeding made or brought against Us by a third party alleging that Your Data, or Your use of the Services in breach of this Agreement, infringes or misappropriates the intellectual property rights of a third party or violates applicable law (a "Claim Against Us"), and shall indemnify Us for any damages, attorney fees and costs finally awarded against Us as a result of, or for any amounts paid by Us under a court-approved settlement of, a Claim Against Us; provided that We (a) promptly give You written notice of the Claim Against Us; (b) give You sole control of the defense and settlement of the Claim Against Us (provided that You may not settle any Claim Against Us unless the settlement unconditionally releases Us of all liability); and (c) provide to You all reasonable assistance, at Your expense.

13.3. Exclusive Remedy. This Section 13 (Mutual Indemnification) states the indemnifying party's sole liability to, and the indemnified party's exclusive remedy against, the other party for any type of claim described in this Section.

[Remainder of page intentionally left blank, signature page is on the cover page to this Agreement]

Copies of applicable certifications and/or licenses

Not applicable

SECTION V – System Requirements

3.1 SECURITY STANDARDS

eCivis takes a serious and holistic approach when it comes to the topic of security for our customers. We understand that security means more than secure access. A customer's success means confidentiality, integrity, and the up-time availability of our customer's data. Our multi-layered approach protects information by monitoring and continuous improvement of our applications, systems, and processes to meet the growing demands of our customers and rapid changes in security challenges.

Our SaaS offering is co-located, multi-tenant, in dedicated spaces at a top-tier SSAE 16 Type II (formerly SAS 70), ISO 27001, and PCI DSS 2.0-compliant data center located in Santa Clara, California, and Northern Virginia, with 99.9998% up-time service-level agreements (SLAs). eCivis application performance is guaranteed at a 99.99% uptime per year. Our data center's security measures include:

- ***Data center provides both logical and physical security.***
- ***Data center utilizes a centralized global security operations center that monitors all data center data centers, provides multiple challenge points throughout and grants permissions-based access to all data center areas.***
- ***Each data center supports hundreds of external and internal video surveillance cameras.***
- ***Standard cages and cabinets are outfitted with locking mechanisms.***
- ***Data center implements compliance standards within the data center to ensure adherence to internal and external regulations requirements: E.U. SafeHarbor U.S. Department of Commerce, PCI Security Council Standards, ISO, ISAE 3402, SSAE16 and HIPAA Compliance.***
- ***Our data centers perform regular audits for SSAE 16 SOC 1, SOC 2 Type 2, ISO 27001 PCI DSS 2.0, Safe Harbor, COPPA, and FERPA.***
- ***Additional security information is available upon request.***

3.1.1 System shall meet State security standards for transmission of personal information as outlined in NRS 205.4742 and NRS 603A.

eCivis incorporates encryption into our technology as a security safeguard and is in compliance with these state statutes.

3.1.2.1 Sensitive information in existing legacy applications shall encrypt data as is practical.

eCivis encrypts data in transit using Secure Socket Layer (SSL) 256 bit encryption using AES/SHA TLS 1.2.

3.1.2.2 Confidential personal data shall be encrypted.

See previous answer. User's passwords are encrypted in our system using a salt and hash algorithm.

3.1.2.3 Any electronic transmission of personal information shall comply with NRS 603A.215 (2 & 3).

eCivis is in compliance.

3.1.2.4 Sensitive data shall be encrypted in all newly developed applications.

Yes, we do plan to encrypt data in newly developed applications.

All data that is transported, synchronized, and backed up in eCivis' database is encrypted and sent via secure channels. All software application files are routinely transported, synchronized, backed up, and encrypted via secure channels to EVault/i365 for the purposes of file backup. For financial integrations all client data that is transported to our secure servers is done so via Secure FTP (SFTP) using SFTP-3 protocol, SSH-2 encrypted keys using AES encryption, or better.

3.1.3 All information technology services and systems developed or acquired by agencies shall have documented security specifications that include an analysis of security risks and recommended controls (including access control systems and contingency plans).

Our IT department monitors notification from various sources and alerts from internal systems to identify and manage threats. eCivis tests all code for security vulnerabilities before release, and regularly scans our network and systems for vulnerabilities. Connection to eCivis can be secured via SSL 3.0/TLS high-grade encryption, from Comodo, providing an option that our users have a secure connection from their browsers to our service. Individual user sessions are identified and re-verified with each transaction, using a unique token created at login.

3.1.4 Security requirements shall be developed at the same time system planners define the requirements of the system. Requirements shall permit updating security

requirements as new threats/vulnerabilities are identified and/or new technologies implemented.

As a SaaS provider, our system and security requirements are already constructed and in-place for the protection of our clients. eCivis has processes in place to continuously update our security requirements should any new threats or vulnerabilities be identified. As members of the Open Web Application Security Project (OWASP), we additionally test and protect against the OWASP Top 10 when new technology, hardware, and system enhancements are being considered for the eCivis platform.

3.1.5 Security requirements and evaluation/test procedures shall be included in all solicitation documents and/or acquisition specifications.

eCivis engineering department maintains security requirements as well as evaluation and testing procedures. Due to the proprietary nature, we would be unable to expose trade secrets, and cause an undue risk to our clients, by outlining our security requirements, evaluations and test procedures.

3.1.6 Systems developed by either internal State or contracted system developers shall not include back doors, or other code that would cause or allow unauthorized access or manipulation of code or data.

eCivis provides several levels of network protection to prevent unauthorized access:

- ***Perimeter firewalls and edge routers block unused protocols.***
- ***Internal firewalls segregate traffic between the application and database tiers.***
- ***Intrusion detection sensors throughout the internal network report events to a security event management system for logging, alerts, and reports.***
- ***A third-party service provider continuously scans the network externally and alerts changes in baseline configuration.***

3.1.7 Security specifications shall be developed by the system developer for approval by the agency owning the system at appropriate points of the system development or acquisition cycle.

eCivis will be pleased to partner with the State on any further security requirements during the system development or acquisition cycle.

3.1.8 All system development projects shall include a documented change control and approval process and shall address the security implications of all changes recommended and approved to a particular service or system. The responsible agency shall authorize all changes.

eCivis will comply with the State's change control and approval process. However, as a software as a service (SaaS) provider, we do not anticipate that changes explored

during the implementation project would in any way impact our base code or security. All changes will be configurations of the existing system.

3.1.9 Application systems and information that become obsolete and no longer used shall be disposed of by appropriate procedures. The application and associated information shall be preserved, discarded, or destroyed in accordance with Electronic Record and Record Management requirements defined in NRS and NAC 239, Records Management.

eCivis never disposes of client data without express permission from the client.

3.1.10 Software development projects shall comply with State Information Security Consolidated Policy 100, Section 4.7, Software Development and Maintenance and State Standard 131, "Security for System Development".

> 3.1.10.1 Separate development, test and production environments shall be established on State systems.
>
> ***eCivis will establish the required environments after project kick off.***
>
> 3.1.10.2 Processes shall be documented and implemented to control the transfer of software from a development environment to a production environment. New hardware/software is not introduced into a production environment until it is fully tested and accepted by the State.
>
> ***As a SaaS provider,our engineering department makes use of a multiple development, staging, user acceptance testing, automated quality assurance testing and production environments. Our engineering teams have documented and clear tight controls over access and process for software and hardware that gets introduced at every stage of our environments. Due to the nature of our Scrum/Agile development methodologies we introduce new features and enhancements roughly every four weeks which may not make it reasonably possible to get acceptance by the State.***
>
> 3.1.10.3 Development of software and tools shall be maintained on computer systems isolated from a production environment.
>
> ***As a SaaS provider,our engineering department makes use of a multiple development, staging, user acceptance testing, automated quality assurance testing and production environments. Our engineering teams have documented and clear tight controls over access. Development of software is always maintained on systems that are isolated from production.***

3.1.10.4 Access to compilers, editors and other system utilities shall be removed from production systems.

Compilers, editors and other system utilities are never introduced into our production environments due to security concerns and best practices.

3.1.10.5 Controls shall be established to issue short-term access to development staff to correct problems with production systems allowing only necessary access.

As a SaaS provider, all development is performed by eCivis personnel mitigating the need for State staff to have this type of access. eCivis will train state personnel on the appropriate client-driven administrative functions.

3.1.10.6 Security requirements and controls shall be identified, incorporated in and verified throughout the planning, development, and testing phases of all software development projects. Security staff shall be included in all phases of the System Development Lifecycle (SDLC) from the requirement definitions phase through implementation phase.

As a SaaS provider, our system and security requirements are already constructed and in-place for the protection of our clients. eCivis has processes in place, with eCivis security staff, to continuously update our security requirements should any new threats or vulnerabilities be identified. As members of the Open Web Application Security Project (OWASP), we additionally test and protect against the OWASP Top 10 when new technology, hardware, and system enhancements are being considered for the eCivis platform.

3.2 REQUIREMENTS MATRIX

All tasks are included in the firm fixed price included within the cost proposal.

Requirements Matrix

	TASK	Condition	NO	Details
1	**Grant Acquisition** **Provide Potential Grant Opportunities**			Training on grant acquisition will be included in the "Pre-Award Train" phase of the project. (4.6.2.3)
a	In database?	S		Yes, all potential grant opportunities reside within a database as part of the standard eCivis offering. The eCivis

				research team curates, distills and standardizes tens of thousands of grant opportunities for federal, state, local and foundation organizations. Every one of our potential grant opportunities are screened and manually entered into our database. Each grant opportunity entered into our database system passes through a rigorous quality assurance and editorial process by our team of researchers, editors and analysts. Each opportunity entered include heavily curated summaries, eligibility / financial information with curated notes, application & file data along with program contacts and in many cases examples of previously funded opportunities to provide blueprints for program managers to pursue. Our goal, through research and standardization is to surface all the key important elements of each opportunity that will help you make a quick decision about exploring the opportunity more if it meets your needs. Our team has done the advanced research for you so you have more time to evaluate more opportunities. The cost is included in the firm fixed

				price within the cost proposal.
b	Searchable database?	S		Yes, eCivis employs an enterprise grade keyword search engine to easily search by one or more keywords, opportunity categories, grant type, agency, eligibility criteria, due dates, match requirements and geolocation filtering to narrow down search results in a manner of milliseconds. We provide the means to create search agents that reuse your search criteria and automate ongoing searches that will continue to find results for you 24 hours a day and send your daily updates when there are additional matches or updates. The cost is included in the firm fixed price within the cost proposal.
c	Project / Agency Goals & Metrics search?	S		Yes, in our grant opportunities data that our eCivis research team provides you'll find project / agency goals and metrics to help ensure that our client projects are aligned to the goals of the grant opportunity if the information is supplied in the original Notice of Funding Availability (NOFA). The cost is included in the firm fixed price within the cost proposal.

d	Provide electronic summary of opportunity?	S		Yes, the eCivis research and editorial teams manually distill the original grant opportunity's Notice of Funding Availability (NOFA) into a finely curated grant summary. This grant summary, when entered into our database system passes through a rigorous vetting, editorial and quality assurance review process to hold the information being shared to the highest degree of accuracy, consistency and editorial standards so you can make quick decisions 'at a glance' with all the relevant information on a single screen. The cost is included in the firm fixed price within the cost proposal.
e	Provide previous award information?	S		Yes, the eCivis research department constantly files FOIA requests for previously funded awards on all the active grant opportunities in our system. Our team will take copies of previous award information we receive and will scan the award documentation into PDFs in our library and attach them to each of the relevant grant opportunities that match. If we have a match on the grant opportunity being reviewed, the relevant previous award information and scanned

				PDF files are displayed and made instantly available for download and review. The cost is included in the firm fixed price within the cost proposal.
f	Reviewed by full-time research staff?	S		Yes, eCivis uses a heavy vetting, editorial, analysis and quality assurance process to ensure our clients receive an easy, 'at-a-glance', standard grant opportunity research experience exposing all the important elements that are normally buried within hundreds of pages of a Notice of Funding Availability (NOFA). The cost is included in the firm fixed price within the cost proposal.
g	Federal grants?	S		Yes, the eCivis research and editorial teams distill and curates all competitive federal grant opportunities. The cost is included in the firm fixed price within the cost proposal.
h	Foundation grants?	S		Yes, the eCivis research and editorial teams distill and curate relevant foundation grant opportunities that benefit our clients. The cost is included in the firm fixed price within the cost proposal.
2	**Grant Acquisition** **Provide Sharable Workspace and Workflow to Build Grant Application**			Training on budget development, application tracking, and win rate reporting will be included in the "Pre-Award Train"

				phase of the project (4.6.2.3). Nevada's iteration of eCivis will be configured with required approval workflows as part of the "Pre-Award Confirgure" phase of the project (4.6.2.4).
a	Shared workspace?	S		Yes, eCivis provides a shared organization, department, project, and grant workspaces featuring high-level dashboard views with rollup summary data. Nevada administrators, department managers and project managers can invite and designate their staff as members of a collaborative sharing workspace for a given project to share, collaborate, work through assigned tasks and more on grant opportunities moving through the appropriate grant lifecycle workflow. The cost is included in the firm fixed price within the cost proposal.
b	Required workflow / approval?	S		Yes, eCivis provides a highly advanced workflow engine to mimic organization and department approval chain functions that provide management oversight, audit, and approval abilities. Project members can create approval, required, recurring, scheduled and miscellaneous tasks that

				can be assigned to individuals as well as groups. Our workflow approval features due dates, reminders, email notifications, as well as file attachments. The cost is included in the firm fixed price within the cost proposal.
c	Proposal budget development?	S		Yes, eCivis has a highly advanced budgeting engine providing the means to draft proposed budget development for grant opportunities using a standard SF-424 style category development or a completely custom budget category approach to budget development that includes many features like Microsoft Excel like tables, collaborative budget narrative, multi-term budgets, negotiated indirect cost rate, match/cost share percentages, real-time budget rollup, budget summary data, program income and budget document library. During the budget development process, each line item can be associated with ERP system accounting codes, calculations automatically happening in real-time and the ability to apply indirect cost and cost share in a number of ways right at the line-item detail level. The cost is included in the

				firm fixed price within the cost proposal.
d	Track application development?	S		Yes, eCivis provides grant lifecycle visibility through organization, department and project dashboards making it easy to see 'at-a-glance' information about the progress of application development. At the project dashboard level where grant activity is at the forefront, pending tasks, completed tasks and approval history is visible and transparent making it easy to see what items need attention and what project team member is responsible for completing work. The cost is included in the firm fixed price within the cost proposal.
e	Submission win-rates?	S		Yes, eCivis provides win rate reporting capability that can be filtered from organization down to department, grant types and date ranges. Win rate reporting shows the breakdown of how many applications were submitted, awarded, win rate percentage along with relevant grant award data. Report information is available instantly on-screen and can be easily printed and exported into Microsoft Excel. The cost is included in the firm fixed price within the cost proposal.
3	**Grant Solicitation**			

	For Federal pass-thru or State Funds Published to a public portal for application			
a	Create a state-level grant solicitation?	S		Yes, eCivis makes it possible for federal awarded pass-through funds or state-level organization generated funding to be solicited out through a public portal. We provide easy-to-use web-based tools that allow a program manager to start the process of creating a solicitation from an awarded grant or organization fund and easily provide all the relevant information to grant seekers through on-screen form fills consisting of overview, eligibility, financial, contact, and file sections. Each section contains a mixture of required and optional form fields and rich-text editors for large note areas that support copy/paste from other applications such as Microsoft Word, Excel, PDF and others. Progress in each section can be saved while keeping the solicitation in 'draft' mode until the entire solicitation is ready to be published. Our solicitation publishing system provides the opportunity to publish solicitations both publicly and privately to support competitive and non-competitive opportunities.

				Public or private, each solicitation has its own uniquely generated secure URL that can be shared to interested opportunity seekers. Our hosted publishing system also provides the means to host pages of solicitations organized at both the organization and department level that can be easily incorporated into Nevada based department website portals or linked to directly. The cost is included in the firm fixed price within the cost proposal.
b	Portal for sub-recipients to submit application?	S		Yes, eCivis has created a special web-based public access 'portal' for grant seekers. Account creation by sub-recipients is completely self-sufficient and fully supported by eCivis staff. Sub-recipients can customize their own profile and organization information to provide 'easy-of-apply' by reusing and auto filling information in their profile for applications they submit. Sub-recipients can begin drafting an online application by filling in form fields, text areas, and attaching relevant files to their entire application submission package. Sub-recipients can submit their submission package to the accepting funding agency and continue to monitor

				the status of their application as it is being reviewed, rejected or awarded. The cost is included in the firm fixed price within the cost proposal. This will be accomplished during the "Sub-Recipient Develop" phase of the project (4.8.2.5).
c	Portal for sub-recipient application evaluation?	S		Yes, the eCivis 'portal' makes it possible for program managers and reviewers to evaluate, score, and make award determinations for sub-recipient applications. Our application management system allows Nevada program managers to review of all applicant form field data and files in a variety of views. Program managers have the ability to create their reviewer pool, create reviewer questionnaires and score reporting. Reviewers can be assigned incoming applicants for full review. Reviewers have their own special web-based portal to view applicant assignments and answer scored questionnaires online for each applicant they are assigned and review applicant submitted materials online. The cost is included in the firm fixed price within the cost proposal.

				This will be accomplished during the "Sub-Recipient Develop" phase of the project (4.8.2.5).
d	Portal for sub-recipient grant award?	S		Yes, eCivis provides program managers the ability to select sub-recipients to grant awards and award amounts to, based on sub-recipient application content coupled with reviewer questionnaire answers and scoring information. Post-award sub-recipients will have a new eCivis account to review and manage their award, comply with performance metrics and outcomes, request reimbursements, make budget adjustments and be responsible for project workflow and tasks assigned to them. The cost is included in the firm fixed price within the cost proposal. This will be accomplished during the "Sub-Recipient Develop" phase of the project (4.8.2.5).
e	Provide data regarding submission of awards?	S		Yes, the eCivis 'portal' for sub-recipients, enables them to see the status of their application as program managers move their application along the reviewing workflow process. The eCivis 'portal' provides status updates back to sub-recipients, online, or by notification, as to the application process updates. For the

				funding agency looking for oversight of post-award sub-recipients, award and spending information can be reported on and exported across all sub-recipients. The cost is included in the firm fixed price within the cost proposal. Training on these system functions will take place during the "Sub-Recipient Train" phase of the project (4.8.2.4).
4	**Sub-grant Recipients and Award**			
a	Task and deliverable tracking?	S		Yes, program managers will be able to setup performance metrics, scheduled reports, as well as any required, recurring and approval tasks for sub-grant recipients. The eCivis enterprise workflow engine makes it possible to track task and deliverable information for sub-grant recipients. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
b	To-date expenditures / draw-downs?	S		Yes, program managers will have account oversight for sub-grant recipients and be able to review post-award budget expenditure including to-date expenditures,

				transaction data, and draw-down information. Program managers will be able to generate Microsoft Excel reports on sub-grant recipient expenditure data. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
c	Archive supporting documentation?	S		Yes, within eCivis when a sub-grant recipient draws down funding, and has met all their obligations and tasks will be able to close their grant award and project. During this grant closeout, all supporting documentation and files that have been attached to the award will be archived and maintained for audit purposes. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
d	Match and/or Indirect tracking?	S		Yes, program managers will have account oversight for sub-grant recipients and be able to review post-award budget expenditure including indirect costs and match contributions. Program managers will be able to generate Microsoft Excel

				reports on sub-grant recipient indirect cost and match contributions. This feature is included in our post-award budgeting engine alongside expenditure-to-date and budget transaction information. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
e	Outcome performance measurements?	S		Yes, eCivis has a rich goal and metric system that makes it possible for program managers to create the kinds of outcomes, initiatives, goals, targets and more that align with organization and department's own goals and outcomes. Regular performance metric progress is recorded and made available for reports. For post-award sub-grant recipients, program managers can create the kinds of performance metrics and goals that their sub-recipients will be responsible for contributing to that align with program, department and organization goals, outcomes and initiatives. Whether in the program manager account or the sub-recipient, rich, on-

				demand Microsoft Excel reporting is available. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
f	Interface data with Nevada's financial management system?	W		Yes, eCivis has an enterprise endpoint management system to handle financial data management integration between eCivis and Nevada's financial management system. The functionality exists and does not require additional development or code changes, it does however require workflow and system configuration including the data mapping from one system to the other where valuable data points are desired to be in sync on a regularly scheduled basis. The cost is included in the firm fixed price within the cost proposal. This integration will occur during the "Post-Award Configure and Develop" phases of the project (4.7.2.5).
g	Interface data with Nevada's contract management system?	W		Yes, using the same eCivis enterprise endpoint management system it is possible to interface and sync data between eCivis and the Nevada contract management system. The

				functionality exists and does not require additional development or code changes, it does however require workflow and system configuration including the data mapping from one system to the other where valuable data points are desired to be in sync on a regularly scheduled basis. The cost is included in the firm fixed price within the cost proposal. This integration will occur during the "Post-Award Configure and Develop" phases of the project (4.7.2.5).
h	View sub-recipient cross-agency data?	S		Yes, program managers will have account oversight for sub-grant recipients, cross-agency, and be able to review post-award budget expenditure including to-date expenditures, transaction data, and draw-down information. Program managers will be able to generate Microsoft Excel reports on sub-grant recipient expenditure data. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
i	Single audit monitoring tools?	S		Yes, eCivis has a special 'auditor' user role to allow for special account access

				for auditors. eCivis also creates audit trails on each of the changes and interactions around grant activity. eCivis also provides a number of canned auditing reports to help surface needed audit information. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
j	FFATA Transparency monitoring tools?	S		Yes, eCivis has a special 'auditor' user role to allow for special account access for auditors. eCivis also creates audit trails on each of the changes and interactions around grant activity. eCivis also provides a number of canned auditing reports to help surface needed audit information. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
5	**Post-award Grant Management**			
a	Track real-time, budget-to-actual expenditures?	S		Yes, program managers will be able to review post-award budget expenditure including to-date expenditures, transaction

				data, and draw-down information. Program managers will be able to generate Microsoft Excel reports on budget-to-actual expenditure data. The eCivis post-award budgeting engine makes it possible to report and drill-down into budget categories to see real-time budget-to-actual expenditures and transaction details when financial integration has been achieved. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
b	To-date draw-down and reconciliation?	S		Yes, program managers will be able to review post-award budget expenditure including to-date expenditures, transaction data, and draw-down information. Program managers will be able to generate Microsoft Excel reports on sub-grant recipient expenditure data. The eCivis post-award budgeting engine reports draw-down and shows budget reconciliation data. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place

				during the "Post-Award Train" phase of the project (4.7.2.4).
c	Track program activity/tasks?	S		Yes, eCivis provides grant lifecycle visibility and program activity through organization, department and project dashboards making it easy to see 'at-a-glance' information about the progress of program activity. At the project dashboard level where grant activity is at the forefront, pending tasks, completed tasks and approval history is visible and transparent making it easy to see what items need attention and what project team member is responsible for completing work. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
d	View organizational spending?	S		Yes, eCivis provides organization dashboards to provide 'at-a-glance' high-level spending information rolled up for an executive viewpoint with reporting capability. The organization dashboard can be drilled down into the department level to show spending rolled up to the department. eCivis provides a number of canned reports and a

				special report building tool to surface spending data throughout the organization. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
e	Track allocations by activity within each grant program?	S		Yes, eCivis provides Allocation Reporting making it possible to choose date ranges, and filter departments creating data-rich drill-down reporting on funding allocation activity. Department users and program managers will be able to generate Microsoft Excel reports. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
f	Standard data reporting?	S		Yes, eCivis provides 20 out-of-the-box canned reports that cover many areas of grant management including activity reporting, win rate, projected vs. awarded, audit and other reports. In every case, each canned report can be somewhat customized to filter results to certain data elements, date ranges,

				departments, projects and down to the grant level and other useful report filters. Most reports generate data on-screen and are able to be drilled-down into for further information. All reports have the ability to print or generate rich Microsoft Excel reports. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
g	Customized data reporting?	S		Yes, eCivis has a powerful enterprise Report Builder allowing for complete customization of data elements to be included in the report along with additional filter and sorting capability. All customized reports can be saved in 'My Reports' for easy retrieval at a later time. All custom Report Builder reports have the ability to print or generate rich Microsoft Excel reports. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
h	Historical audit log of changes to project?	S		Yes, eCivis maintains an audit log of changes to a

				project that include person, date/time stamp and even user provided notes (in most cases) during changes that trigger an audit event. Most audit information is readily available throughout the project environment or through canned audit reports for activity on a project. Any audit reports have the ability to print or generate rich Microsoft Excel reports. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
i	Outcome performance measurements?	S		Yes, eCivis has a rich goal and metric system that makes it possible for program managers to create the kinds of outcomes, initiatives, goals, targets and more that align with organization and department's own goals and outcomes. Regular performance metric progress is recorded and made available for reports. For post-award sub-grant recipients, program managers can create the kinds of performance metrics and goals that their sub-recipients will be responsible for

				contributing to that align with program, department and organization goals, outcomes and initiatives. Whether in the program manager account or the sub-recipient, rich, on-demand Microsoft Excel reporting is available. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
j	Interface data with Nevada's financial management system?	W		Yes, see previous answer – same. This integration will occur during the "Post-Award Configure and Develop" phases of the project (4.7.2.5).
k	Interface data with Nevada's contract management system?	W		Yes, see previous answer-same. This integration will occur during the "Post-Award Configure and Develop" phases of the project (4.7.2.5).
l	Match and/or Indirect track & reconciliation?	S		Yes, see previous answer-same. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
m	Ability to provide cost allocation services, performance analysis and methodologies?			Yes, eCivis has the ability to provide cost allocation services, performance analysis and methodologies. We adhere to the double step-down methodology, performing two full allocation iterations, so you can be confident every dollar of

				cost is accurately allocated. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
6	**Grant Closeout**			
a	Track and secure grant closures?	S		Yes, eCivis grant management system provides within the collaborative workspace the ability to help track, secure and close grants. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
b	Preserve associated documentation?	S		Yes, eCivis preserves all associated documentation, project & grant details along with all files to the grant and project itself. After grant closeout, eCivis preserves all data in compliance with established data retention policies and best practices. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
c	Archive grant file library for audit purposes?	S		Yes, eCivis archives the grant file library along

				with the grant and project at grant close out. The cost is included in the firm fixed price within the cost proposal. Training on this functionality will take place during the "Post-Award Train" phase of the project (4.7.2.4).
7	**Professional Development** (after implementation)			
a	References in solution to specific Uniform Grant Guidance?	S		Yes, eCivis references specific sections of uniform guidance to facilitate easy access to the applicable rule. The cost is included in the firm fixed price within the cost proposal. An overview of these resources will occur during the "Pre-Award Train" phase of the project (4.6.2.3).
b	Professional grant consultant – included in cost?		X	Yes, eCivis staff includes 2 Certified Grant Management Specialists (CGMS) in addition to project implementation specialists with experience developing workflows and processes for State governments. The cost is included in the firm fixed price within the cost proposal.
c	Professional grant consultant – additional cost?		X	Yes, see previous answer-same.
d	Training tools included: Webinars?	S		Yes, eCivis provides regular webinars on system training and professional development. The cost is included in the firm fixed price within the cost proposal. Not linked

				to any particular project phase.
e	Training tools included: Web links?	S		Yes, see previous answer-same. Not linked to any particular project phase.
f	Training tools included: Articles?	S		Yes, eCivis provides articles on system training and professional development. The cost is included in the firm fixed price within the cost proposal. Not linked to any particular project phase.
g	Training tools included: Technical books?	S		Yes, eCivis provides technical books on management of specific federal programs and agencies. The cost is included in the firm fixed price within the cost proposal. Training manuals will be developed thoughout the phased implementation, and can be distributed during the Pre-Award Go Live, Post-Award Go Live, and Sub-Recipient Co Live phases of the project.
h	Training tools included: Other?	S		Yes, eCivis also provides onsite visits to conduct hands on interview to understand needs and challenges. These onsite training also provide an opportunity for hands on development and feedback. The cost is included in the firm fixed price within the cost proposal. Describe: eCivis will develop custom manuals for Nevada for both state users and subrecipient users.

8	**Future System Improvements**			
	Develop new upgrades/versions?	S		How are they developed? System improvements fall into a number of categories ranging from client requests, feature enhancements, overall system performance improvements and other software engineering categories. We listen to our customers, track each request in a vetting process that may include our Client Advisory Board (CAB) members for additional feedback. New upgrades and versions are constantly being developed with included customer feedback and client requests. All development is done by full-time eCivis software engineering staff members located within the United States. The actual enterprise software development itself is performed in-house based on best practices and put through a rigorous staging and quality assurance process utilizing both manual and automated testing suites. Frequency developed?

				eCivis software engineering department is an Agile/Scrum environment where new enhancements, features and improvements are pushed out to production about every 4 weeks. Not linked to any particular project phase. System upgrades and updates are released all the time. Clients are not charged for new functionality. eCivis provides webinar and 1:1 training through the CSR.
	Is there an additional charge for upgraded versions?		X	No, enhancements, and improvements to purchased products are included with no additional charges. Not linked to any particular project phase.
9	**Other**			
	Describe capabilities NOT already captured:			

<u>System Screen Shots with Task References</u>

Task 1a,b

Search For Grants

Search by Keyword

See help popup for advanced search syntax.

Enter Keywords

Search Agent My Search Agents »

Run an existing search agent.

Existing Search Agents

AND / OR

Additional Search Criteria Minimize

Categories

All Specify Categories

- Agriculture
- Animal Welfare
- Arts & Culture
- Community Development
- Disaster Preparedness
- Domestic Prep./Homeland Security
- Economic Development
- Education
- Energy
- Environment/Natural Resources
- Fire/EMS
- Hazardous Waste/Brownfields
- Health, Prevention/Treatment
- Health, Research
- Housing
- Human Services
- IT/Telecommunications
- Justice, Prevention/Correction /Rehab
- Justice, Victims
- Justice, Youth
- Law Enforcement
- Libraries
- Parks & Recreation
- Recycling & Reuse
- Rural Issues
- Science/Technology
- Senior Citizens
- Social Justice
- Solid Waste
- Tourism and Hospitality
- Training & Vocational Services
- Transportation
- Wastewater
- Water Supply/Quality

Leave unchecked to search all categories, or refine your search by checking up to five.

Grant Type and Agency

All Specify Type Include Organizational Funding Include Archived Grants

Type:

Federal
Foundation
California
Organization - County/Regional
Organization - Federal
Organization - Foundation
Organization - Other

Agency:

All
CA Air Quality Management District (AQMD)
CA Business and Consumer Services Agency
CA Business, Consumer Services, and Housing Agency
CA Business, Transportation, and Housing Agency
CA CALFED
CA Department of Alcohol and Drug Programs

Other Criteria

Eligibility:

All
Local Government
Academic Institutions
Consortia
Native American Tribe

Due Date: All

Matching: Include All

Geo-Filter:

Find Grants Now!

Search Results

Search by Keyword

See help popup for advanced search syntax.

Parks

Search Agent My Search Agents »

Run an existing search agent.

Existing Search Agents

Filter

- Categories
- Grant Type and Agency
- Other Criteria

Apply Filter

Search Results

Results 1 - 25 of 616 (0.019 seconds) 1 2 3 4 5 6 7 ... 24 25

Score	GN Code	Grant Title	Agency	Actual Funds	Due Date
100.00	US6329	Federal Lands to Parks Program - FY 2017	US Interior	Unspecified	Unknown
97.91	FD7680	National Park Foundation: Park Partners Project (PPP) - FY 2014	FD Foundation	Unspecified	08/01/2014
97.87	CA0121	Mobilehome Park Rehabilitation and Resident Ownership Program (MPRROP) - FY 2016	CA BCSA	$43,000,000	06/30/2018
95.90	FD13567	California Park and Recreation Society (CPRS): Healthy Play (California) - FY 2017	FD Foundation	$2,000,000	08/15/2017
95.90	CA2184	Monterey Peninsula Regional Park District: Parks, Open Space and Coastal Preservation Grant (Monterey Peninsula Regional Park District) - FY 2015	CA Other	$150,000	10/02/2014
95.75	*CA1581*	*Housing-Related Parks (HRP) Program - FY 2016*	*CA Other*	*$35,000,000*	*02/23/2017*
95.12	FD1703	California State Parks Foundation: Park Enrichment Grants (Select Areas, CA) - FY 2016	FD Foundation	Unspecified	09/23/2016 (Multiple)
95.10	FD11641	National Recreation and Park Association: Great Urban Parks Campaign: Green Infrastructure in Underserved Communities - FY 2016	FD Foundation	Unspecified	04/29/2016
93.78	FD9424	PetSafe: Bark for Your Park - FY 2017	FD Foundation	Unspecified	06/30/2017
93.77	FD12862	National Recreation and Park Association: Wildlife Explorers Program	FD Foundation	Unspecified	11/21/2016

Task – 1c

CA0487-AS Fisheries Restoration Grant Program (Select Areas) - FY 2015 Minimize

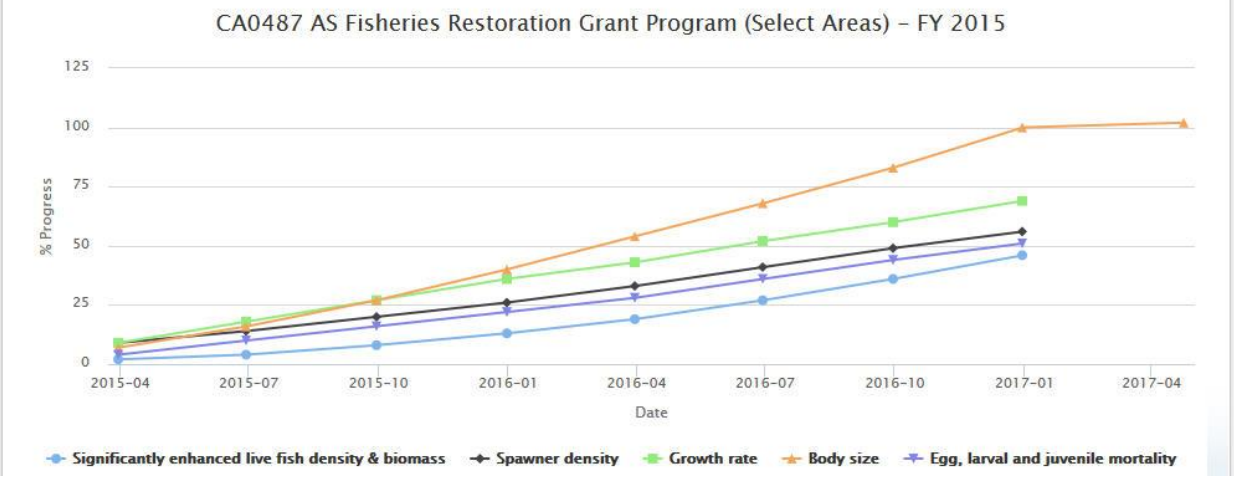
Type	Title	Description
Goal	Tributary Level	A minimum of 50% of currently restorable area that constitutes at least 8% of historic oyster habitat within a given tributary meets the reef-level goals.
Goal	Habitat restoration	Appropriate amount of substrate was planted. Presence of substrate within the target area.

Add Grant Goal

Metric	Target Value	Progress	As Of	Performance Period	Assigned To	Download Files	Notes	History
Body size	687	102%	04/24/2017	01/01/2015 - 12/31/2017	R. Baird			
Egg, larval and juvenile mortality	941	51%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			
Growth rate	1,000	69%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			
Significantly enhanced live fish density & biomass	580	46%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			
Spawner density	925	56%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			

Add Grant Metric

Grant Metric Chart



Task 1d

US6329 Federal Lands to Parks Program - FY 2017

Save / Assign | Email Grant | Grant Usage

Summary | Eligibility/Application | Financial | Contact/Files | PFAs

Type:	Federal	**Next Due:**	Unknown
Agency:	U.S. Department of Interior	**Solicitation Date:**	Unknown
Office:	National Park Service (NPS)		
Multipart Grant:	No	**Match Required:**	No
		Actual Funds:	Unspecified

Summary:

The purpose of this program is to help communities create new parks and recreation areas by transferring surplus federal land to state and local governments while also ensuring public access to properties and stewardship of the properties' natural, cultural, and recreational resources. Applicants must ensure that any acquired land is used as a public park for recreational use in perpetuity. The land may be developed for a single recreational activity, for multiple recreational activities, or in support of an existing park or recreation area by providing parking or improved access.

This program is intended to:

- Expand park and recreational amenities
- Protect open spaces
- Preserve historical and natural resources
- Convert abandoned military bases
- Create a renewed sense of community

Land acquired through this program may serve as community centers, neighborhood parks, town squares, and regional or state parks. Typical recreational uses of the land include hiking, biking, picnicking, hunting, cross-country skiing, horseback riding, swimming, boating, tennis, golf, and other organized sports. The land may also remain undeveloped, if appropriate, for passive recreational activities, such as bird watching, photography, or wildlife conservation; however, all land acquired through this program must be open to the public.

Surplus land may be provided by any department of the federal government and can include former military bases, U.S. Coast Guard stations, and Army Corps of Engineers water-control projects. Land may range from less than an acre to thousands of acres.

Information regarding available property can be found online at *disposal.gsa.gov*.

Task 1e

PFA Library Search Results

Criteria Used

43 Results for

Keywords: parks

Categories: All

Search Results

(0.011 seconds) View All Results 1 - 25 of 43 1 2 | Next

Grant:	CA0001D - Habitat Conservation Fund, (Part D) Trails - FY 2004	Project:	The Wetlands of La Sierra
Summary:	The purpose of this program is to conserve habitats through acquisition, enhancement/restoration, and education. The Los Angeles County Department of Parks and Recreation requested $300,000 to acquire a 61-acre site in an effort to protect La Sierra Canyon, home to an undisturbed watershed, as well as La Sierra Creek, a blue-line stream that flows year-round into La Sierra Lake.		
Applicant:	Los Angeles County Department of Parks and Recreation		
Grant:	CA0019 - Energy Partnership Program - FY 2017	Project:	Title Unavailable
Summary:	The purpose of this program is to provide technical assistance and consulting services to help identify the most cost-effective energy-saving opportunities at facilities belonging to eligible applicants. The City of Carson requested technical assistance for a period of over one year to improve cost savings related to energy usage. Technical assistance was requested for 19 project sites, including parks and community centers and the City Hall.		
Applicant:	City of Carson		
Grant:	CA0038A - Water Recycling Funding Programs (WRFP) (Part A): Planning Grants - FY 2017	Project:	Recycled Water Source Optimization
Summary:	The purpose of this program component is to assist agencies in preparing planning studies for water recycling using treated municipal wastewater and/or treated groundwater from sources contaminated due to human activities. Santa Ynez Community Services District requested $75,000 and provided a one-to-one match to conduct a planning study to determine the feasibility of a satellite water reclamation facility that treats a select portion of the district's water flow. The proposed facility would utilize the recycled water for landscape irrigation at local parks, schools, and other large public landscape areas; private agricultural or golf course irrigation; and underlying groundwater basin recharge for eventual pumping and potable use.		
Applicant:	Santa Ynez Community Services District (SYCSD)		
Grant:	CA0089 - Land and Water Conservation Fund (LWCF) - FY 2016	Project:	Creating Community Sport and Picnic Opportunities Project
Summary:	The purpose of this program is to provide funds for further acquisition and development of outdoor recreation areas and facilities. Eligible projects must be either acquisition projects or development projects. Acquisition projects can be for public outdoor recreation through acquiring new areas or additions to existing areas. CALWA Recreation and Park District requested $30,000 with an estimated total cost of $60,885. The CALWA Recreation and Park District is proposing to resurface and restripe an area, retrofit the court to host various games, install six new basketball standards and area lighting, and install four picnic areas consisting of a rectangular concrete table, bench, and barbeque set placed on a fixed concrete pad.		

Task 1g,h

Grant Type and Agency

◉ All ○ Specify Type ☐ Include Organizational Funding

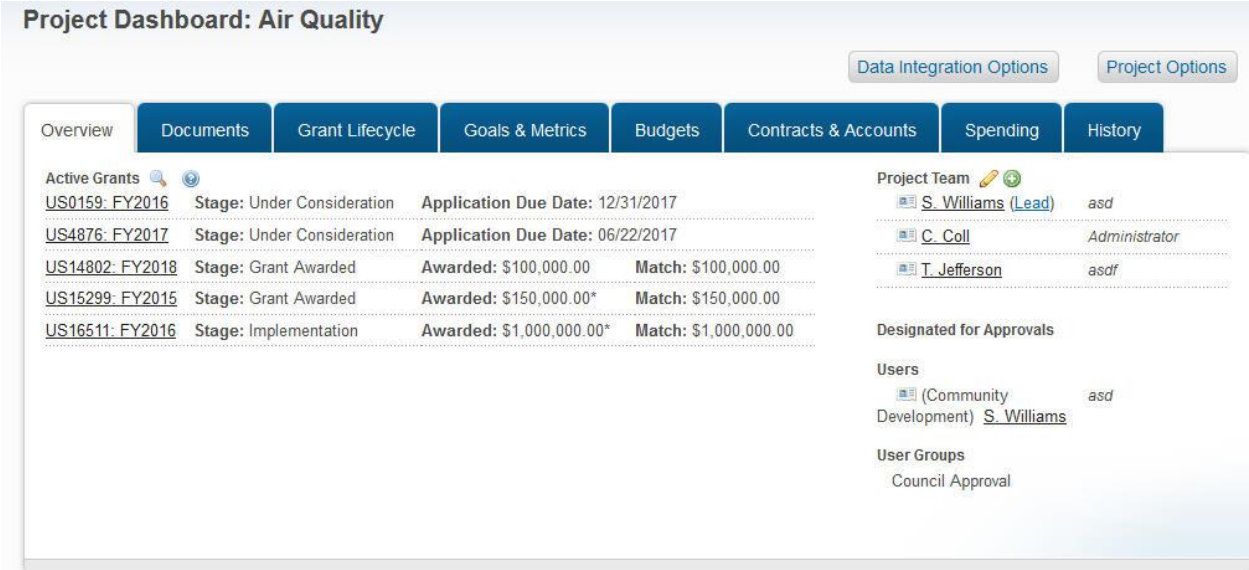
Type:

- Federal
- Foundation
- Organization - County/Regional
- Organization - Federal
- Organization - Foundation
- Organization - Other
- Organization - State

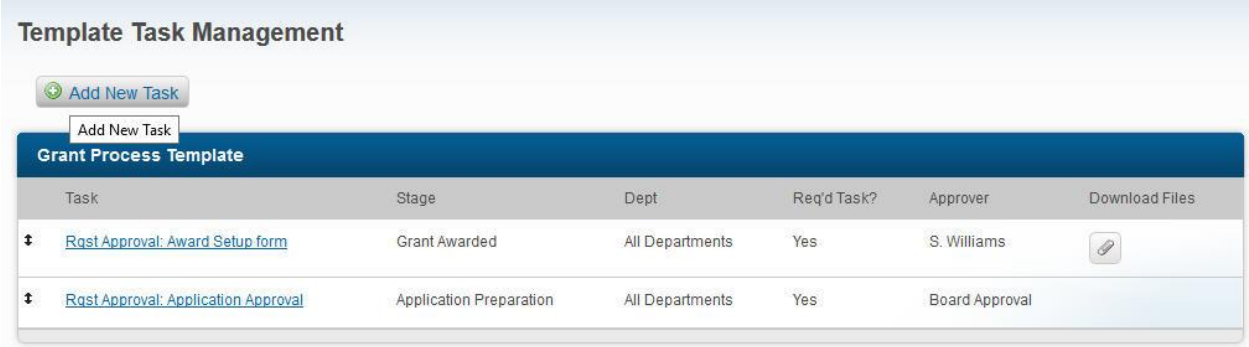
Agency:

- All
- FD Foundation
- U.S. Department of Agriculture
- U.S. Department of Commerce
- U.S. Department of Defense
- U.S. Department of Education
- U.S. Department of Energy

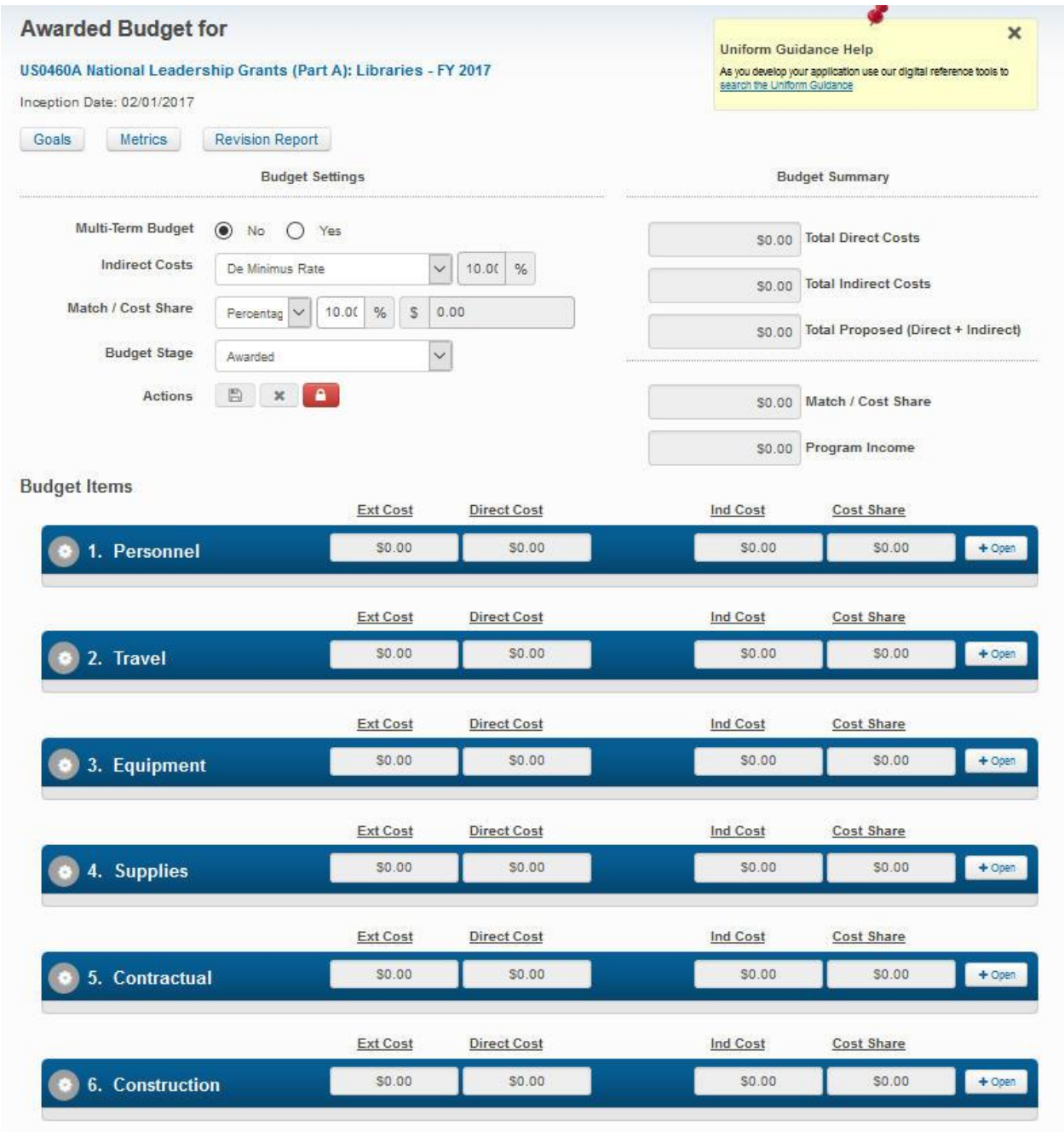
Task 2a



Tasks 2b

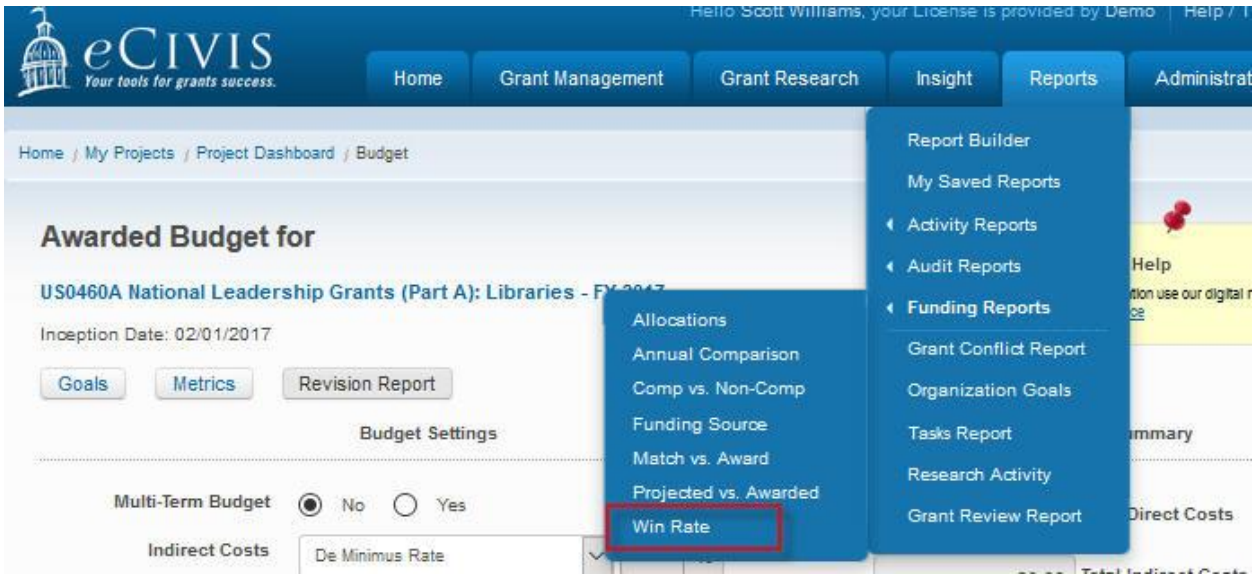


Task 2c

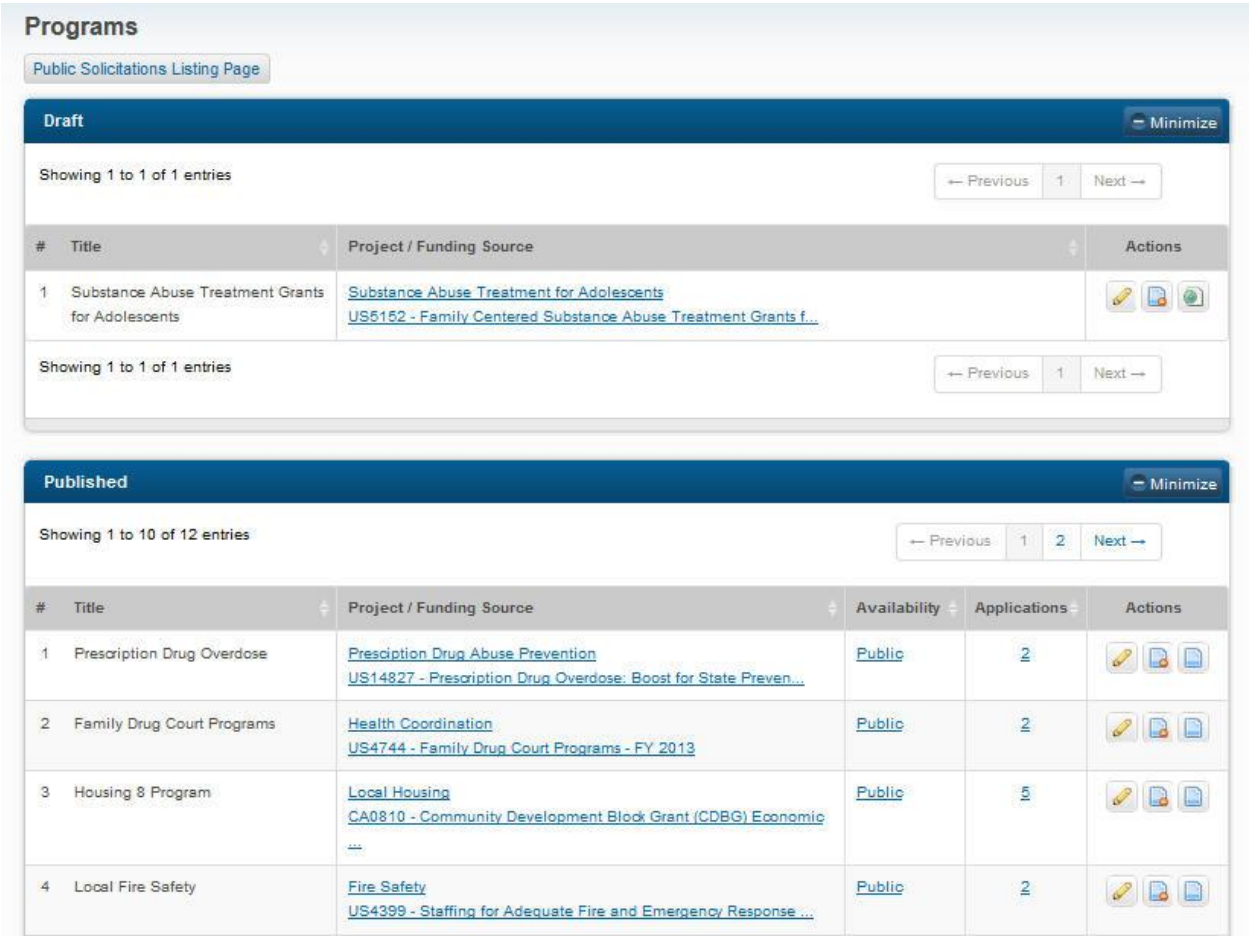


Task 2d

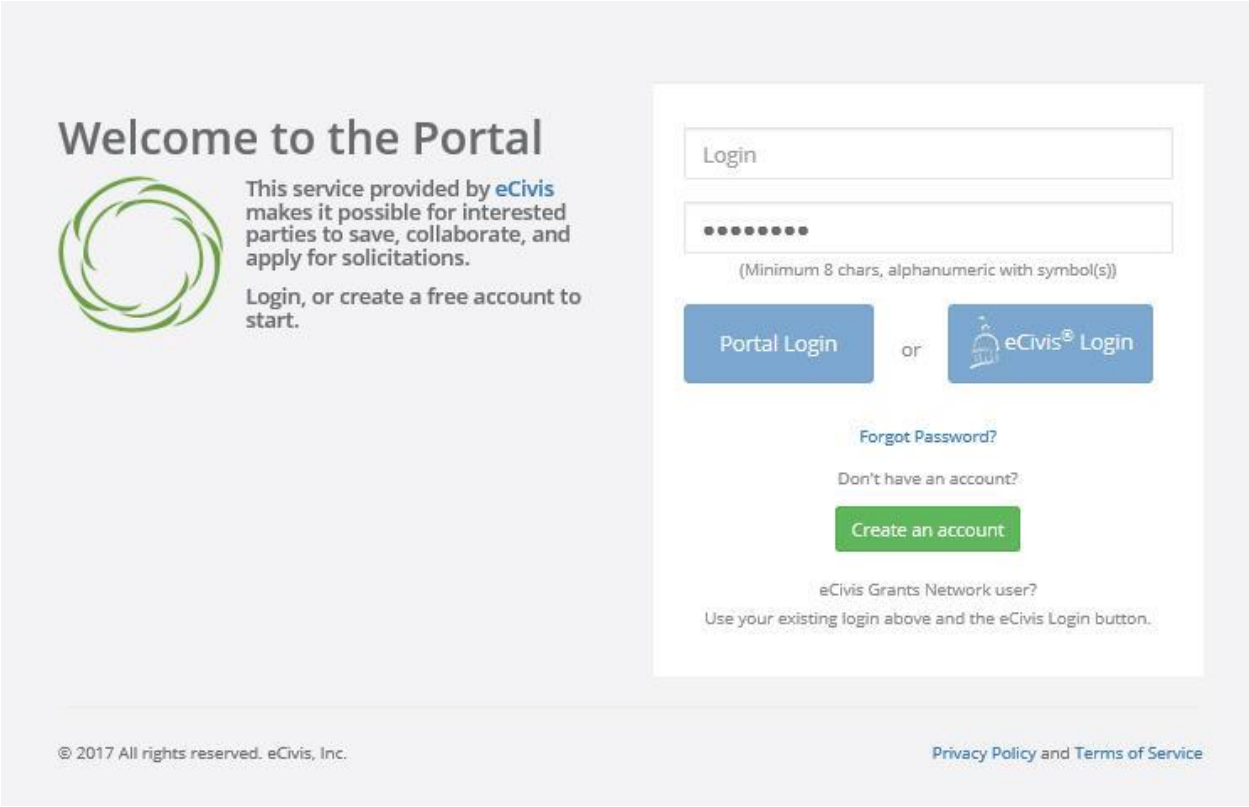
Task 2e



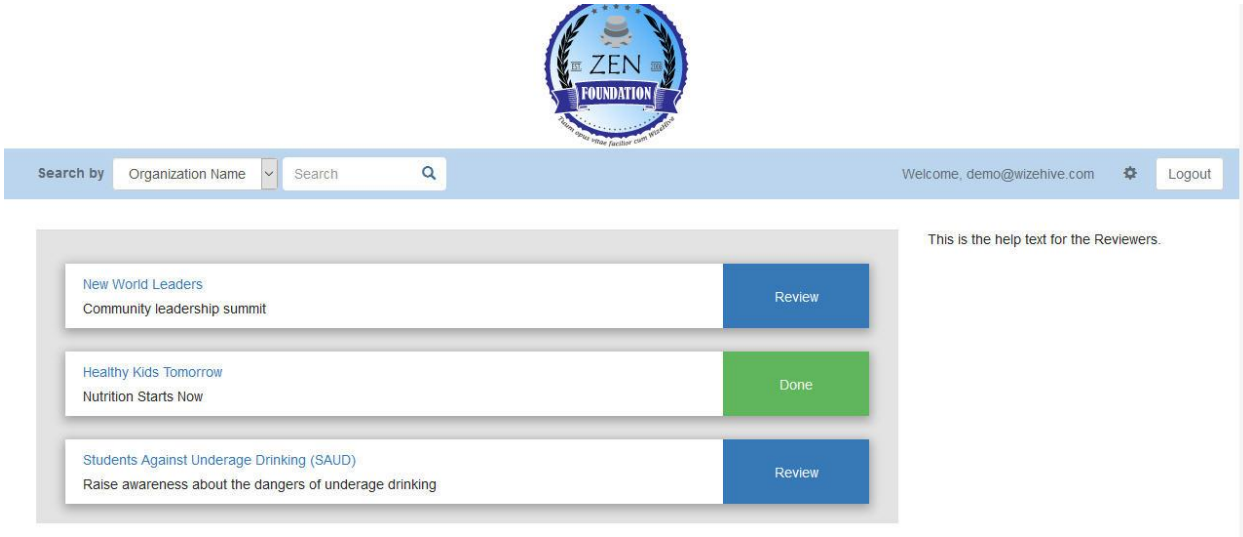
Task 3a



Task 3b

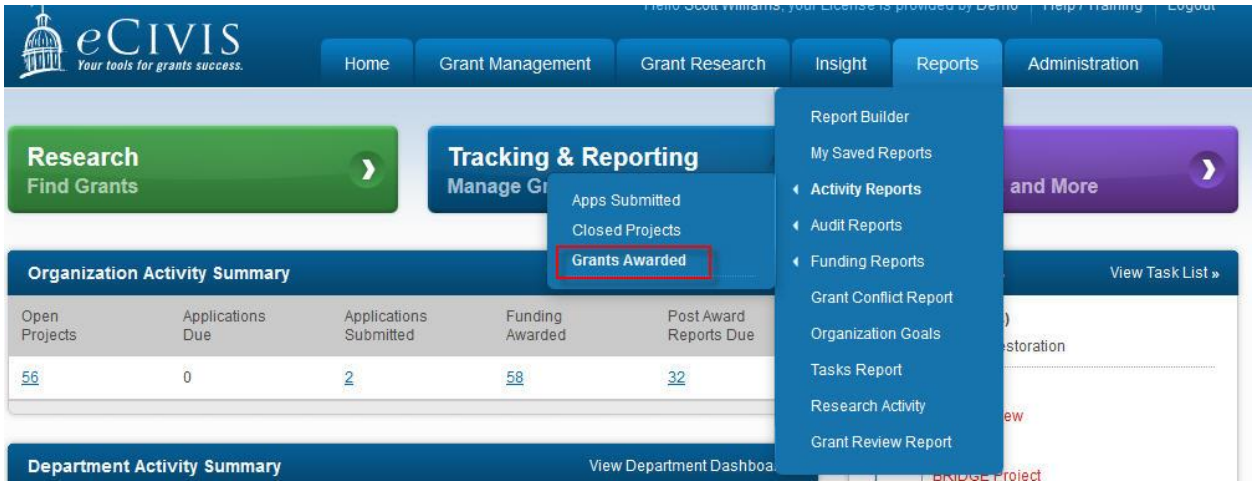


Task 3c



Task 3d

Task 3e



Task 4a

Pending Tasks | Completed Tasks | Approval History

Task Name	Grant	Stage	Assigned To	Due	Reminder	File(s)	Done
Q3 Report - 2017	CA0487-AS: FY2015	Implementation	R. Baird	10/15/2017	10/01/2017		☐
Q4 Report - 2017	CA0487-AS: FY2015	Implementation	R. Baird	01/15/2018	01/01/2018		☐
Upload Site Photos	CA0487-AS: FY2015	Implementation	R. Baird	01/31/2018			☐
Q2 Report - 2017	CA0487-AS: FY2015	Implementation	R. Baird	07/15/2018	07/01/2018		☐

Add Task Refresh

Task 4b

CA0487-AS Fisheries Restoration Grant Program (Select Areas) - FY 2015

Grant Contract Period:	N/A	**Reimbursement Requested and Received:**	$53,434.00
Award Amount:	$76,288.00	**Reimbursement Requested, Not Yet Received:**	$50,000.00
Life-To-Date Expenditures:	($103,434.00)	**Reimbursement Not Yet Requested:**	$0.00
Balance Available:	($27,146.00)	**Life-To-Date Expenditures:**	$103,434.00

Report Name	Period Starting	Period Ending	Amount Spent	Reimbursement Requested	Submitted On	Reimbursement Received	Received On	Files
Q1 Report - 2015 (04/15/2015)	01/01/2015	03/31/2015	$2,536.00	$2,536.00	04/15/2015	$2,536.00	02/14/2017	
Q2 Report - 2015 (07/15/2015)	04/01/2015	06/30/2015	$11,580.00	$11,580.00	07/15/2015	$11,580.00	02/14/2017	
Q3 Report - 2015 (10/15/2015)	07/01/2015	09/30/2015	$3,571.00	$3,571.00	10/15/2015	$3,571.00	02/14/2017	
Q4 Report - 2015 (01/15/2016)	10/01/2015	12/31/2015	$16,520.00	$16,520.00	01/15/2016	$16,520.00	02/14/2017	
Q1 Report - 2016 (04/15/2016)	01/01/2016	03/31/2016	$2,598.00	$2,598.00	04/15/2016	$2,598.00	02/14/2017	
Q2 Report - 2016 (07/15/2016)	04/01/2016	06/30/2016	$1,584.00	$1,584.00	07/15/2016	$1,584.00	02/14/2017	
Q3 Report - 2016 (10/15/2016)	07/01/2016	09/30/2016	$12,410.00	$12,410.00	10/15/2016	$12,410.00	04/24/2017	
Q4 Report - 2016 (01/15/2017)	10/01/2016	12/31/2016	$2,635.00	$2,635.00	01/15/2017	$2,635.00	04/27/2017	
Q1 Report - 2017 (04/15/2017)	01/01/2017	03/31/2017	$50,000.00	$50,000.00	04/15/2017	N/A		
Total			**$103,434.00**	**$103,434.00**		**$53,434.00**		

Task 4c

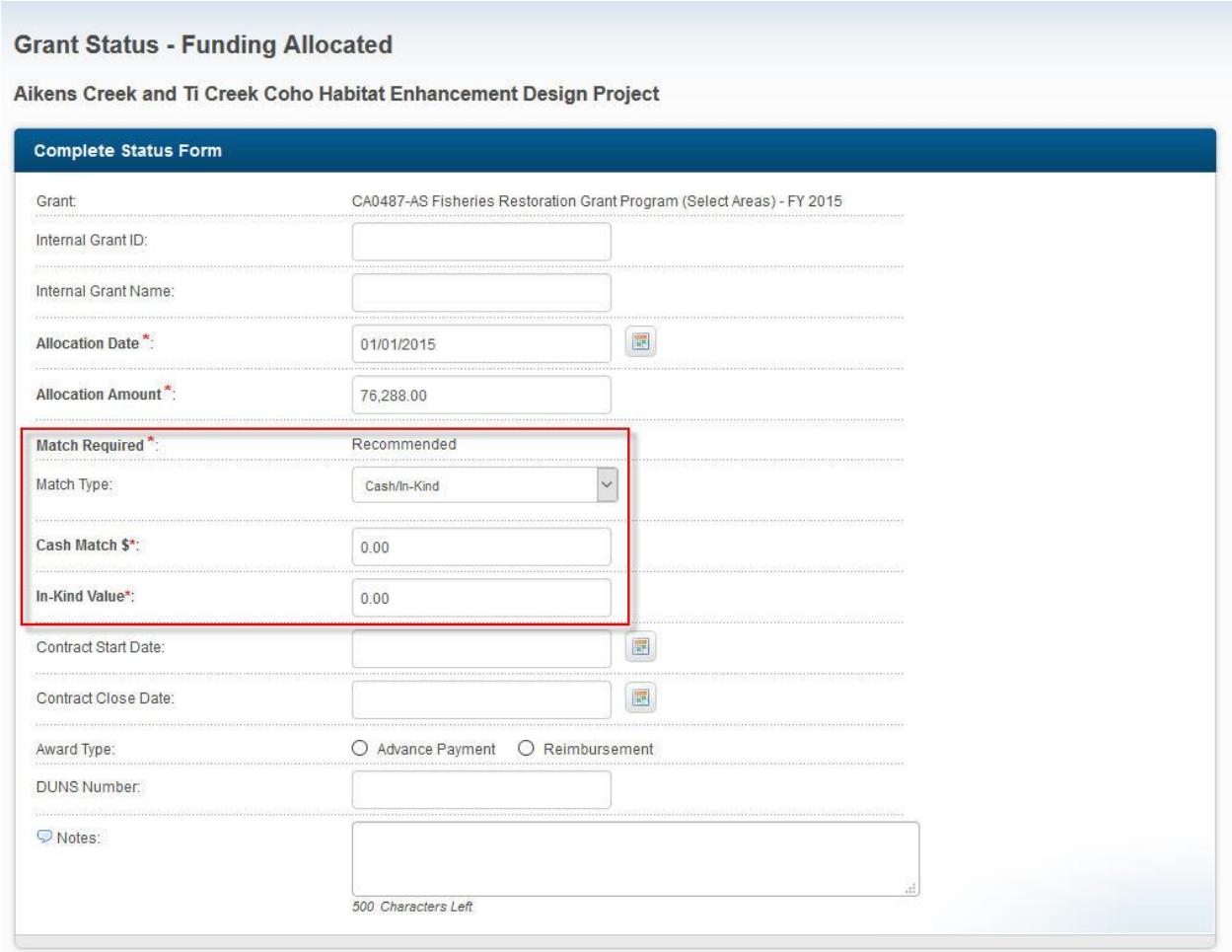
Program Documents

Aikens Creek and Ti Creek Coho Habitat Enhancement Design Project

CA0487-AS Fisheries Restoration Grant Program (Select Areas) - FY 2015

Stage	Completed On	Manage Files	Download Files	Saved On	Saved By
Funding Allocated	01/01/2015				
			1 (97.0 Kb)	06/01/2017	R. Baird
Report Submitted Q1 Report - 2015 (04/15/2015)	04/15/2015				
			Q1 - Report (place holder) (9.7 Kb)	02/14/2017	R. Baird
Report Submitted Q2 Report - 2015 (07/15/2015)	07/15/2015				
			Q2 - Report (9.7 Kb)	02/14/2017	R. Baird
Report Submitted Q3 Report - 2015 (10/15/2015)	10/15/2015				
			Q3 - Report (9.7 Kb)	02/14/2017	R. Baird
Report Submitted Q4 Report - 2015 (01/15/2016)	01/15/2016				
			Q4 - Report (9.7 Kb)	02/14/2017	R. Baird
Report Submitted Q1 Report - 2016 (04/15/2016)	04/15/2016				
			Q1 - Report (place holder) (9.7 Kb)	02/14/2017	R. Baird
Report Submitted	07/15/2016				

Task 4d



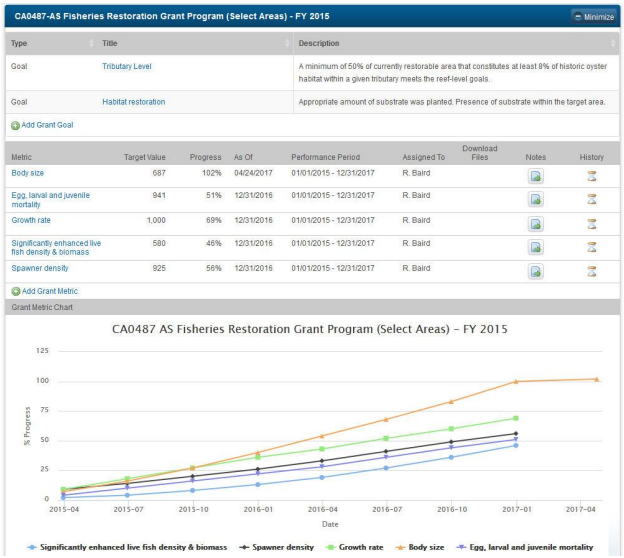
Grant Status - Funding Allocated

Aikens Creek and Ti Creek Coho Habitat Enhancement Design Project

Complete Status Form

Grant:	CA0487-AS Fisheries Restoration Grant Program (Select Areas) - FY 2015
Internal Grant ID:	
Internal Grant Name:	
Allocation Date *:	01/01/2015
Allocation Amount *:	76,288.00
Match Required *:	Recommended
Match Type:	Cash/In-Kind
Cash Match $*:	0.00
In-Kind Value*:	0.00
Contract Start Date:	
Contract Close Date:	
Award Type:	Advance Payment / Reimbursement
DUNS Number:	
Notes:	500 Characters Left

Task 4e



CA0487-AS Fisheries Restoration Grant Program (Select Areas) - FY 2015

Type	Title	Description
Goal	Tributary Level	A minimum of 50% of currently restorable area that constitutes at least 8% of historic oyster habitat within a given tributary meets the reef-level goals.
Goal	Habitat restoration	Appropriate amount of substrate was planted. Presence of substrate within the target area.

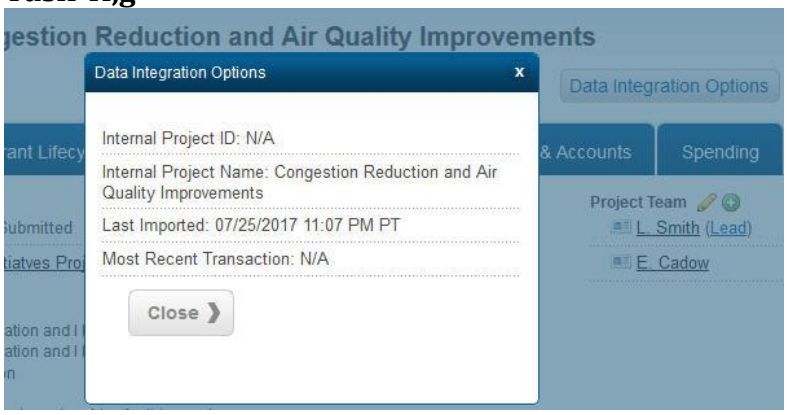
Add Grant Goal

Metric	Target Value	Progress	As Of	Performance Period	Assigned To	Download Files	Notes	History
Body size	687	102%	04/24/2017	01/01/2015 - 12/31/2017	R. Baird			
Egg, larval and juvenile mortality	941	51%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			
Growth rate	1,000	69%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			
Significantly enhanced live fish density & biomass	580	46%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			
Spawner density	925	56%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			

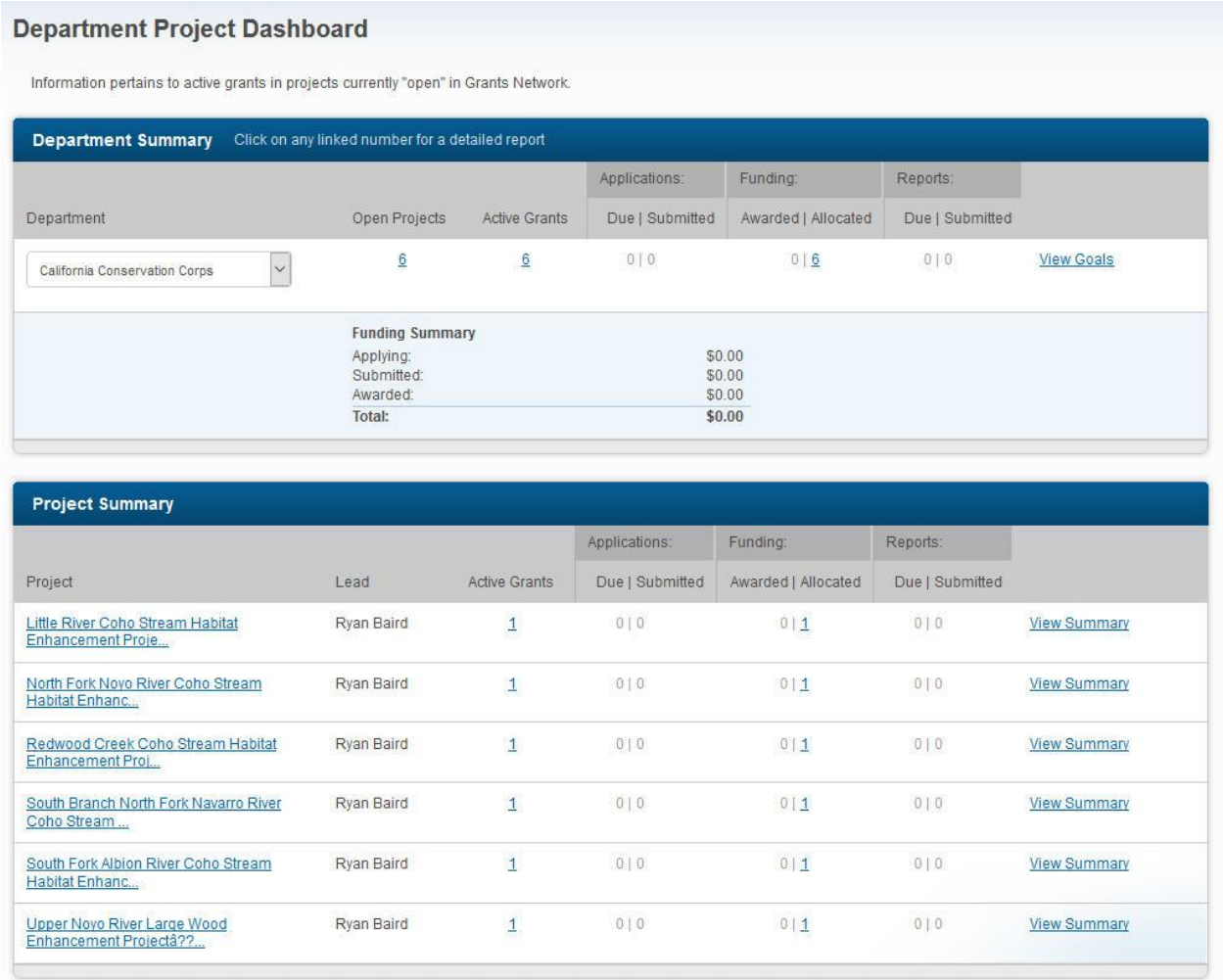
Add Grant Metric

Grant Metric Chart

Task 4f,g



Task 4h



Department Project Dashboard

Information pertains to active grants in projects currently "open" in Grants Network.

Department Summary Click on any linked number for a detailed report

Department	Open Projects	Active Grants	Applications: Due | Submitted	Funding: Awarded | Allocated	Reports: Due | Submitted	
California Conservation Corps	6	6	0 | 0	0 | 6	0 | 0	View Goals

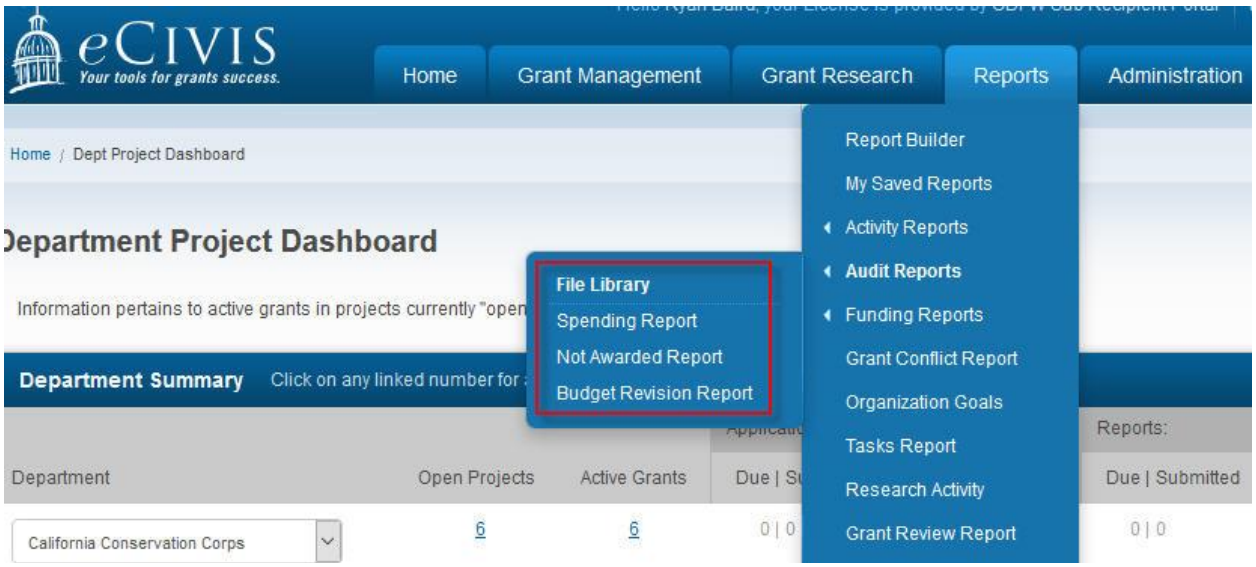
Funding Summary

Applying:	$0.00
Submitted:	$0.00
Awarded:	$0.00
Total:	**$0.00**

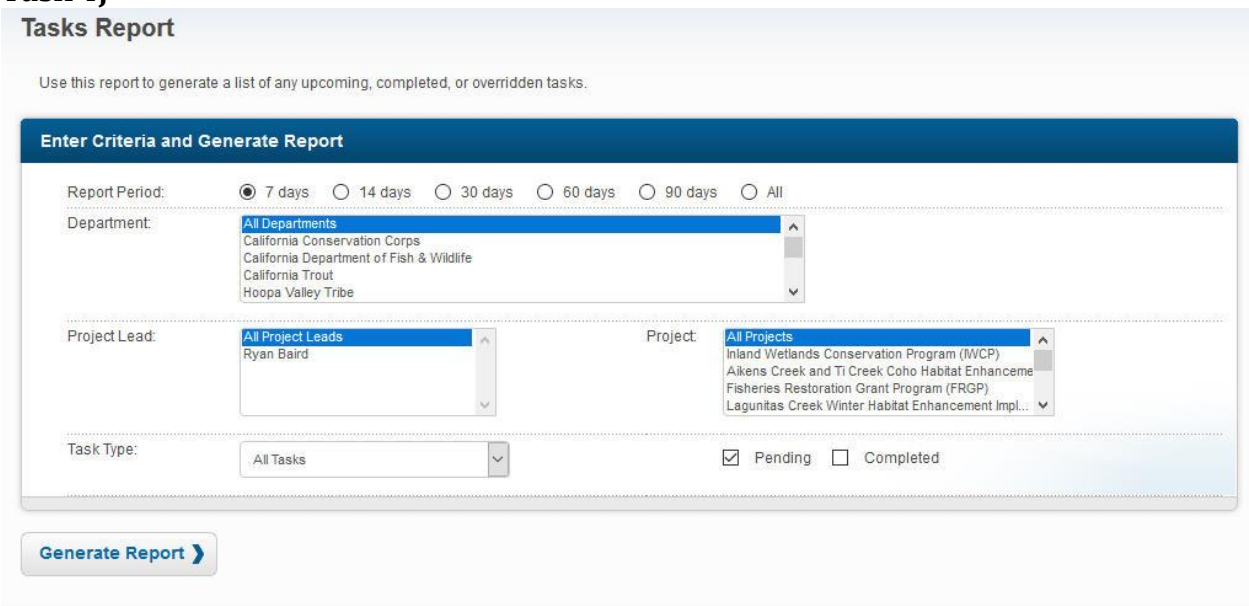
Project Summary

Project	Lead	Active Grants	Applications: Due | Submitted	Funding: Awarded | Allocated	Reports: Due | Submitted	
Little River Coho Stream Habitat Enhancement Proje...	Ryan Baird	1	0 | 0	0 | 1	0 | 0	View Summary
North Fork Novo River Coho Stream Habitat Enhanc...	Ryan Baird	1	0 | 0	0 | 1	0 | 0	View Summary
Redwood Creek Coho Stream Habitat Enhancement Proj...	Ryan Baird	1	0 | 0	0 | 1	0 | 0	View Summary
South Branch North Fork Navarro River Coho Stream ...	Ryan Baird	1	0 | 0	0 | 1	0 | 0	View Summary
South Fork Albion River Coho Stream Habitat Enhanc...	Ryan Baird	1	0 | 0	0 | 1	0 | 0	View Summary
Upper Novo River Large Wood Enhancement Projectâ??...	Ryan Baird	1	0 | 0	0 | 1	0 | 0	View Summary

Task 4i



Task 4j



Task 5a,b

Uncategorized Transactions

GL Code	Name	Trans Id	Post Date	Amount	Trans Number
220001	Program Reimbursement	transID-3	02/04/2013	$10,000.00	10000.00
220001	Program Reimbursement	transID-10	02/15/2013	$2,550.00	2550.00

Budget Items

1. Personnel

	Total Cost	Current Month	ITD	Balance	Spent %
Personnel Totals:	$68,200.00	$0.00	$67,491.22	$708.78	98.96%

Title	Description	GL Code	Total Cost	Current Month	ITD	Balance	Spent %
Salaries	n/a	600001	$68,200.00	$0.00	$67,491.22	$708.78	98.96

2. Travel

	Total Cost	Current Month	ITD	Balance	Spent %
Travel Totals:	$41,800.00	$0.00	$3,400.00	$38,400.00	8.13%

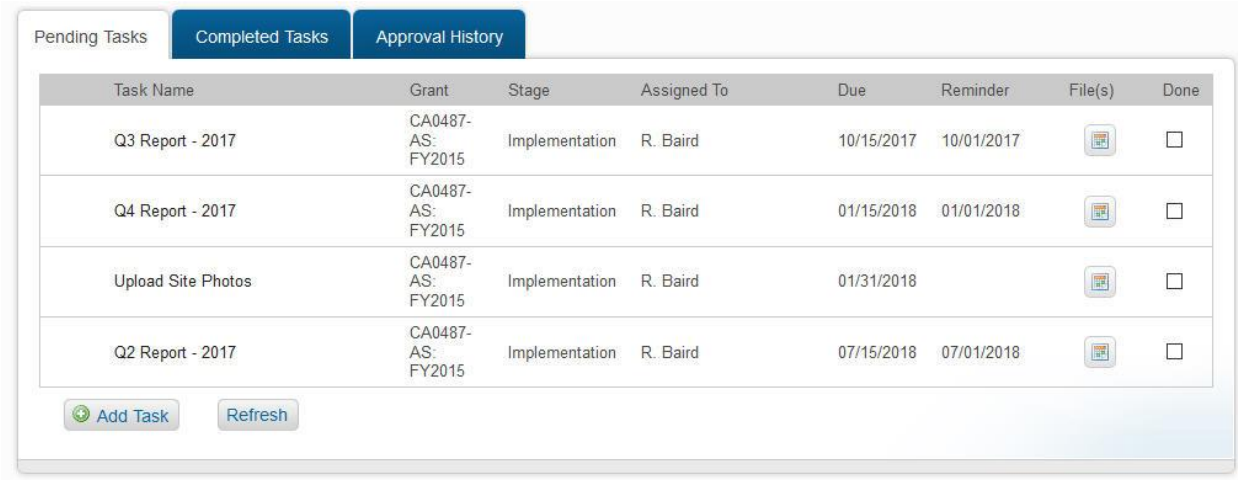
Title	Description	GL Code	Total Cost	Current Month	ITD	Balance	Spent %
Air/Lodging	n/a	600002	$41,800.00	$0.00	$3,400.00	$38,400.00	8.13

3. Equipment

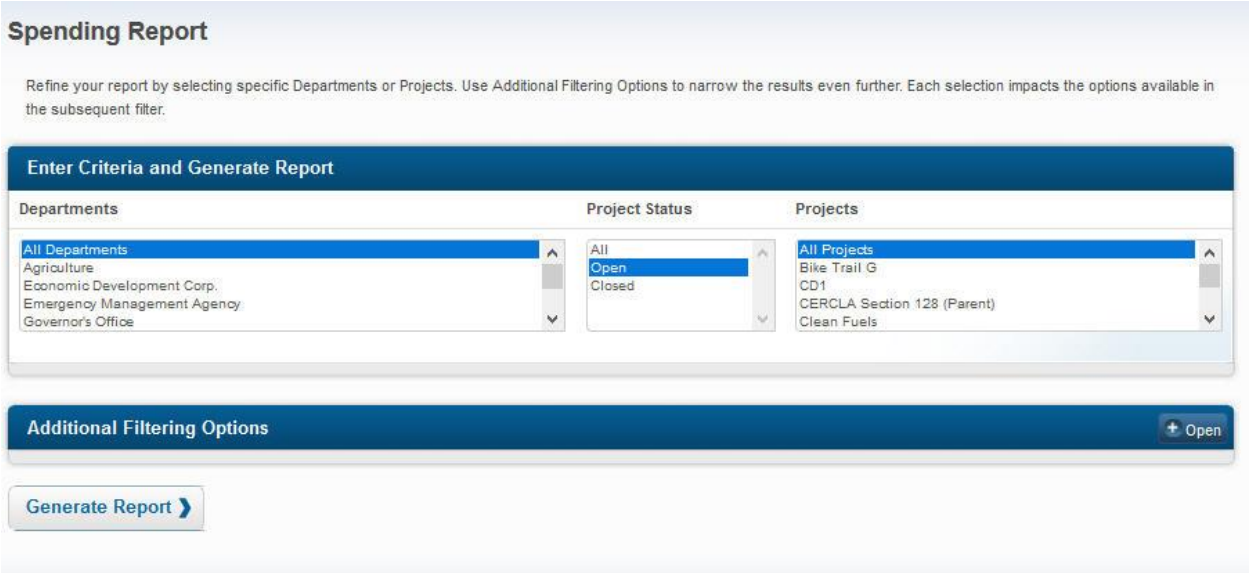
	Total Cost	Current Month	ITD	Balance	Spent %
Equipment Totals:	$27,500.00	$0.00	$22,749.92	$4,750.08	82.73%

Title	Description	GL Code	Total Cost	Current Month	ITD	Balance	Spent %
Large Equipment	n/a	600015	$27,500.00	$0.00	$22,749.92	$4,750.08	82.73

Task 5c



Task 5d



Task 5e

Uncategorized Transactions — Close

GL Code	Name	Trans Id	Post Date	Amount	Trans Number
220001	Program Reimbursement	transID-3	02/04/2013	$10,000.00	10000.00
220001	Program Reimbursement	transID-10	02/15/2013	$2,550.00	2550.00

Budget Items

1. Personnel — Close

	Total Cost	Current Month	ITD	Balance	Spent %
Personnel Totals:	$68,200.00	$0.00	$67,491.22	$708.78	98.96%

Title	Description	GL Code	Total Cost	Current Month	ITD	Balance	Spent %
Salaries	n/a	600001	$68,200.00	$0.00	$67,491.22	$708.78	98.96

2. Travel — Close

	Total Cost	Current Month	ITD	Balance	Spent %
Travel Totals:	$41,800.00	$0.00	$3,400.00	$38,400.00	8.13%

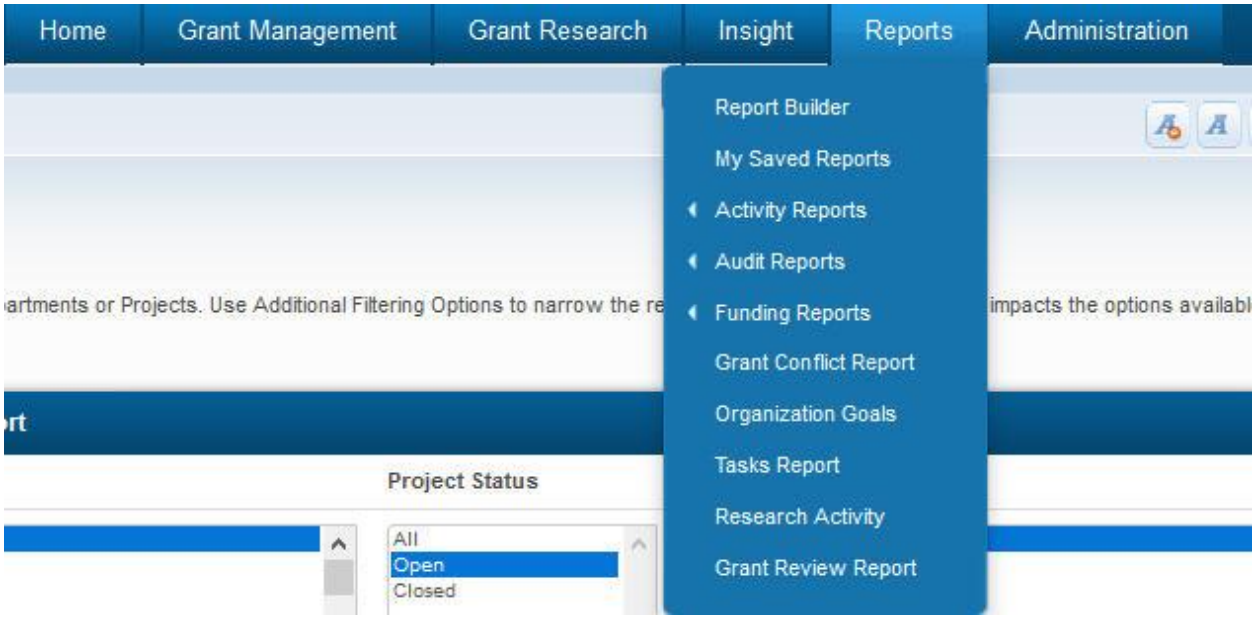
Title	Description	GL Code	Total Cost	Current Month	ITD	Balance	Spent %
Air/Lodging	n/a	600002	$41,800.00	$0.00	$3,400.00	$38,400.00	8.13

3. Equipment — Close

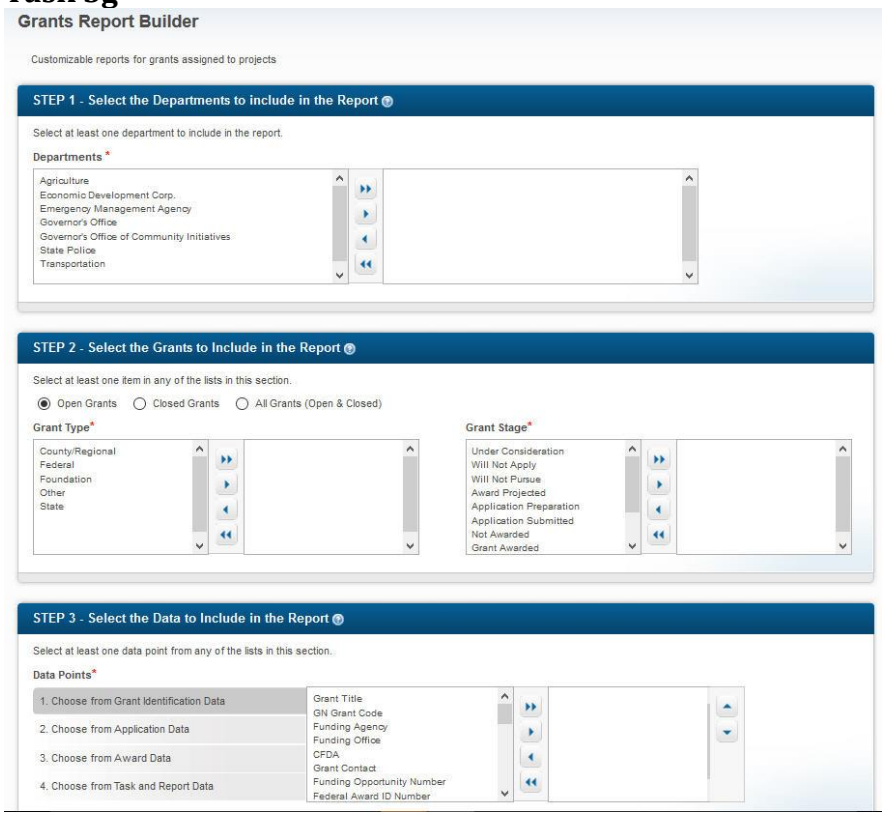
	Total Cost	Current Month	ITD	Balance	Spent %
Equipment Totals:	$27,500.00	$0.00	$22,749.92	$4,750.08	82.73%

Title	Description	GL Code	Total Cost	Current Month	ITD	Balance	Spent %
Large Equipment	n/a	600015	$27,500.00	$0.00	$22,749.92	$4,750.08	82.73

Task 5f



Task 5g



Task 5h

US13340 U.S. Army Research Institute for the Behavioral and Social Sciences Broad Agency Announcement for Basic, Applied, and Advanced Research - FY 2013-2018 Minimize

Stage	Completed On	Completed By	Files	Edit	Last Updated On	Last Updated By	Notes
Under Consideration	11/29/2016	R. Baird					
Application Preparation	11/29/2016	R. Baird					
Application Submitted	11/30/2016	R. Baird					
Grant Awarded	01/01/2017	R. Baird			12/21/2016	R. Baird	
Report Submitted Quarterly Spending Report (01/15/2017)	01/15/2017	R. Baird					
Report Submitted Progress Report (02/15/2017)	02/15/2017	R. Baird					
Grant Closed Contract Close (12/31/2017)	12/15/2017	R. Baird					

Task 5i

CA0487-AS Fisheries Restoration Grant Program (Select Areas) - FY 2015 Minimize

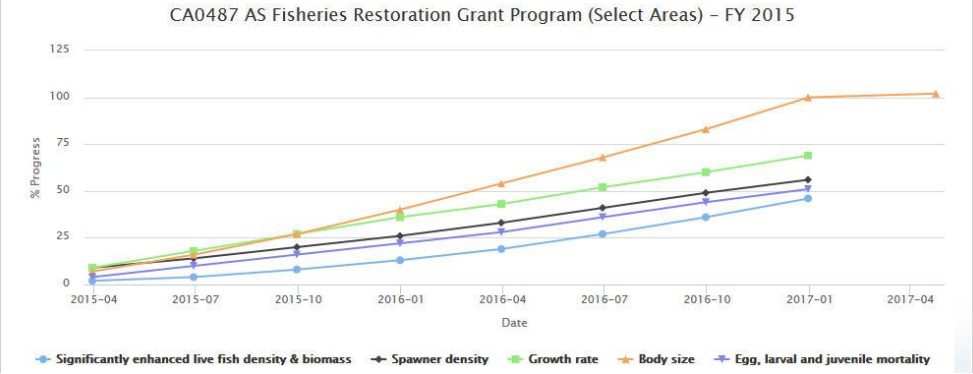
Type	Title	Description
Goal	Tributary Level	A minimum of 50% of currently restorable area that constitutes at least 8% of historic oyster habitat within a given tributary meets the reef-level goals.
Goal	Habitat restoration	Appropriate amount of substrate was planted. Presence of substrate within the target area.

Add Grant Goal

Metric	Target Value	Progress	As Of	Performance Period	Assigned To	Download Files	Notes	History
Body size	687	102%	04/24/2017	01/01/2015 - 12/31/2017	R. Baird			
Egg, larval and juvenile mortality	941	51%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			
Growth rate	1,000	69%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			
Significantly enhanced live fish density & biomass	580	46%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			
Spawner density	925	56%	12/31/2016	01/01/2015 - 12/31/2017	R. Baird			

Add Grant Metric

Grant Metric Chart



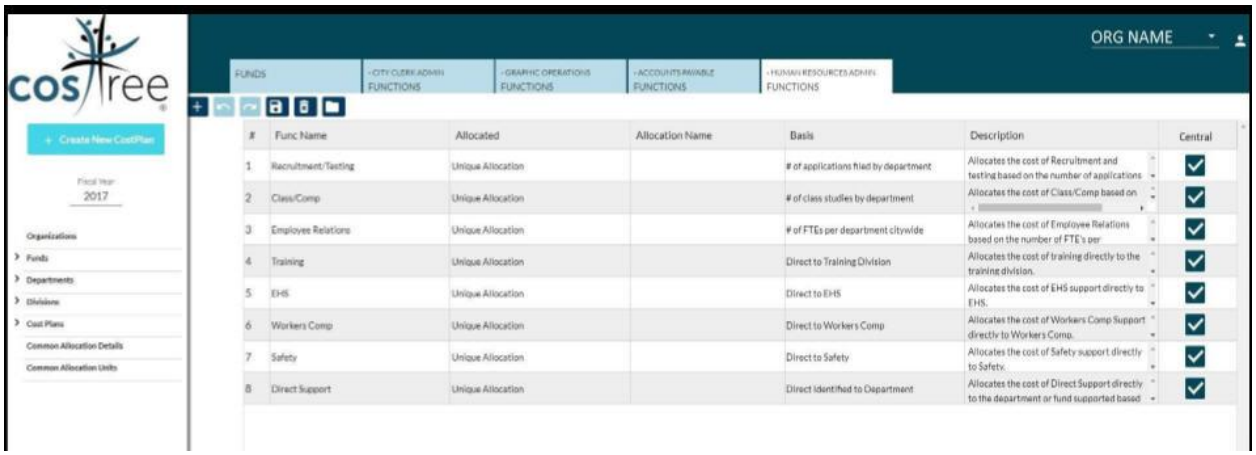
Task 5j

See Task 4f

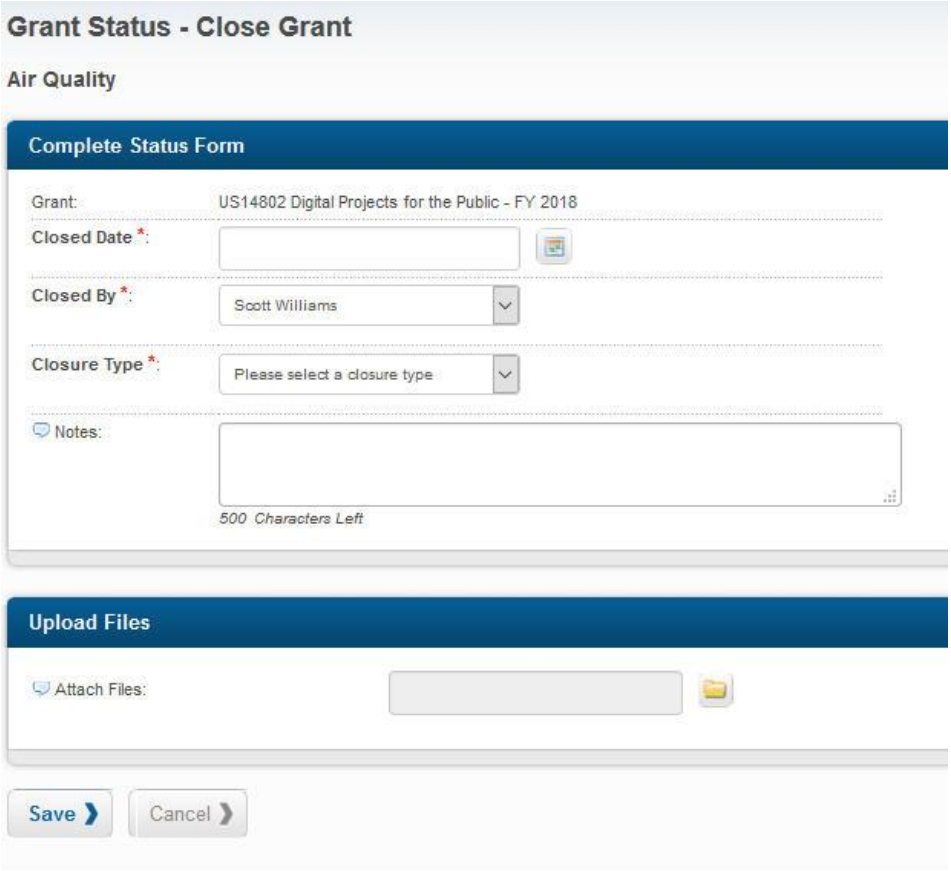
Task 5k
See Task 4f

Task 5l
See task 4d

Task 5m

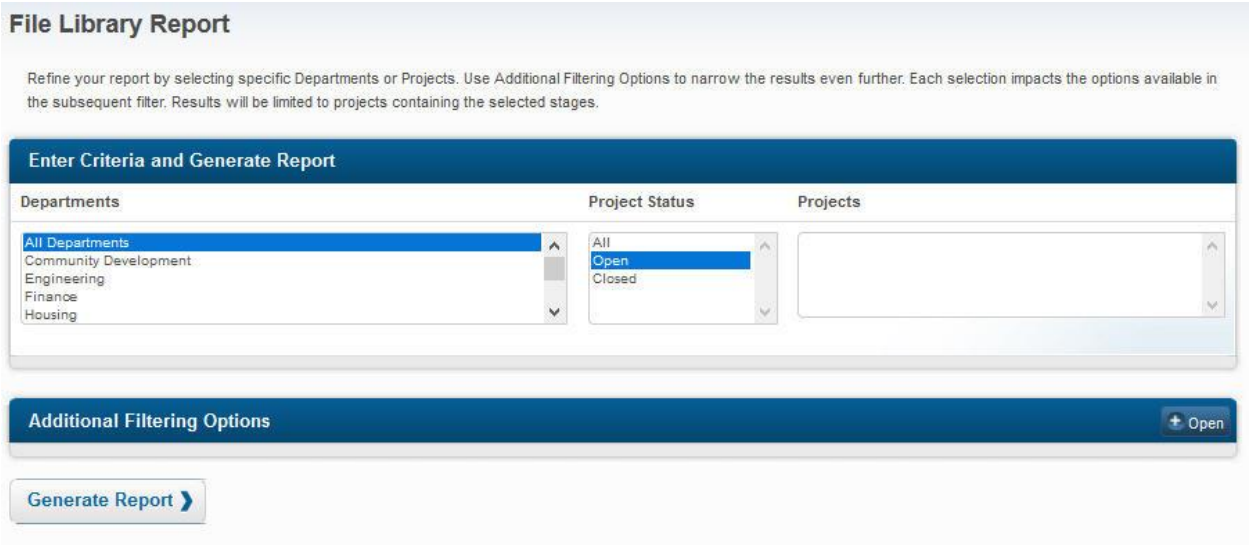


Task 6a

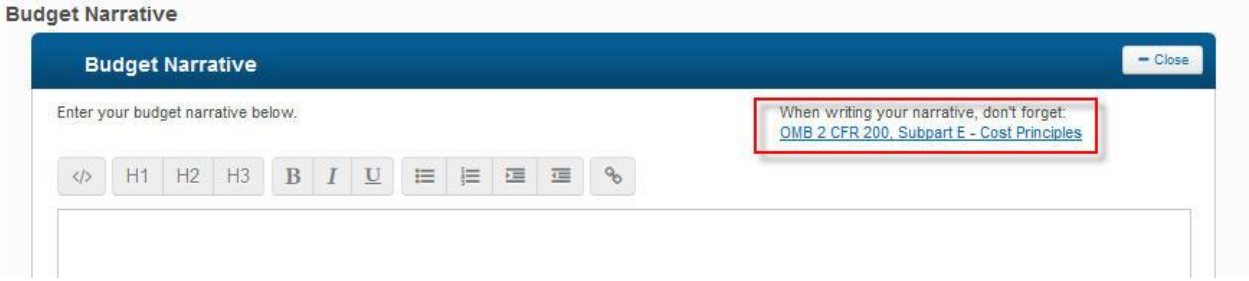


Task 6b
See Task 4c

Task 6c



Task 7a



Task 7e,f

Product Training

Grants Network: Pre-Award | Grants Network: Post-Award | Webinars (NEW)

Grants Network: Pre-Award

Training Description

The pre-award training is intended to help beginning level users become familiar with the ins and outs of searching for grants within eCivis. Topics will include: customizing alert settings, defining projects, saving grants, routing grants, creating search agents, and added-value items.

Pre-Award Training Schedule – July 2017

Thursday, July 13: 12:00PM Eastern/11:00AM Central/9:00AM Pacific
Trainer – Anthony Torres
Click Here to Register.

Friday, July 21: 2:00PM Eastern/1:00PM Central/11:00AM Pacific
Trainer – David Shea
Click Here to Register.

Task 7g

User Guide

Grants Network: Research Quick Reference Guide — Minimize

The Grants Network: Research User Guide will give you an overview of the core features of Grants Network: Research. The User Guide is divided into the following modules and topics:

- Module 1 - Introduction and Getting Started
  This module covers: My Account, My Preferences, Account Manager, Help Section
- Module 2 - Navigating Grants Network Research
  This module covers: The Grants Network Home Page
- Module 3 - Searching for Grants
  This module covers: Keyword Search, Rapid Search, Full Search, Search Results Page
- Module 4 - The Grant Detail
  This module covers: The Grants Detail Page
- Module 5 - Search Agents, Saving & Routing Grants
  This module covers: Creating Search Agents, Managing Search Agents, Saving Grants, Routing Grants

Grants Network: Tracking & Reporting User Guide — Minimize

The Grants Network: Tracking & Reporting User Guide will give you an overview of the core features of Grants Network: Tracking & Reporting. The User Guide is divided into the following modules and topics:

- Module 1 - Introduction/Tracking & Reporting Overview
  User roles in Tracking & Reporting, roles and permissions, six main sections of Tracking & Reporting
- Module 2 - Understanding the Grant Lifecycle
  The seven stages of the Grant Lifecycle
- Module 3 - Getting Started with Projects
  Creating projects, assigning grants to the project, the Project Dashboard, grant management
- Module 4 - Grant Stages and Grant Status Forms
  Under Consideration stage, Application Preparation stage, Application Submitted stage, Award Projected stage, Grant Awarded stage, Funding Allocated stage, Implementation stage, editing forms
- Module 5 - Managing Your Files
  Document Management tool, system requirements and restrictions, adding files to your project, removing files from your project, retrieving your files, program management tips
- Module 6 - Teams and Tasks
  Building your project team, managing team permissions & preferences, managing project tasks
- Module 7 - System Administration
  Master Account Holder Administration of Organization Preferences, Organization Library, and Account Manager
- Module 8 - Managing Reports
  Report access restrictions, printing and exporting, pre-configured and configurable reports, organization and department dashboard reports, project dashboard reports, and the reports navigation menu

Task 7h

Books & Manuals

Title	Description
Federal Grants Development Guide Open Book	Learn about federal grant programs totaling more than $600 billion of available funds and how to best compete for them. A subscription to **Federal Grants Development Guide** offers two outstanding features — fast, easy access to substantive, funding information on more than 750 federal grant-making programs and the *Local/State Funding Report*, which provides analysis of the many compliance regulations and legislative actions that impact grantseeking. This book helps you find federal funding, develop competitive proposals and take the steps needed to stay in compliance with the [...] + Expand
Federal Grants Management Handbook Open Book	Thompson's Grants Compliance Expert/Federal Grants Management Handbook consists of several parts. Along with the grants management guide, it also includes agency documents, laws and memoranda, tools and forms, grants intelligence and other features. It further includes continuous news updates under grants management news, which are grouped each month in newsletter format under "Grants Management Monitor." Another feature available to subscribers is a series of Federal Agency Reference Chapters for 19 major federal grantor agencies. Grants management news articles provide insight into significant developments, legislative activities, Government Accountability Office reports and decisions handed down by the courts and [...] + Expand
Grantseeking Quick Tips Open Book	*Grantseeking Quick Tips* contains 100 "best of" previously published quick tips and other guidance from Thompson's popular column with contributions from national experts. Avoid grant disasters, make every point count and discover the secrets from top grants professionals that turn proposals into awards. These articles are packed with helpful suggestions, organized into categories that reflect grantseekers' greatest needs. *This information is designed to be accurate and authoritative, but the publisher is not rendering legal, accounting or other* [...] + Expand
References in Grant Development and Management Open Book	*References in Grant Development and Management* was created as a handy reference for grant professionals of all kinds. We have included hundreds of key grant-related terms and phrases that we use all the time - and some that we use very infrequently - but always need to get our hands on quickly. The book also includes cross-references for terminology that may be specific to some funding agencies (or if you just need help remembering a certain term or phrase). We included not just the definitions but also forms and charts that you can use as a model.

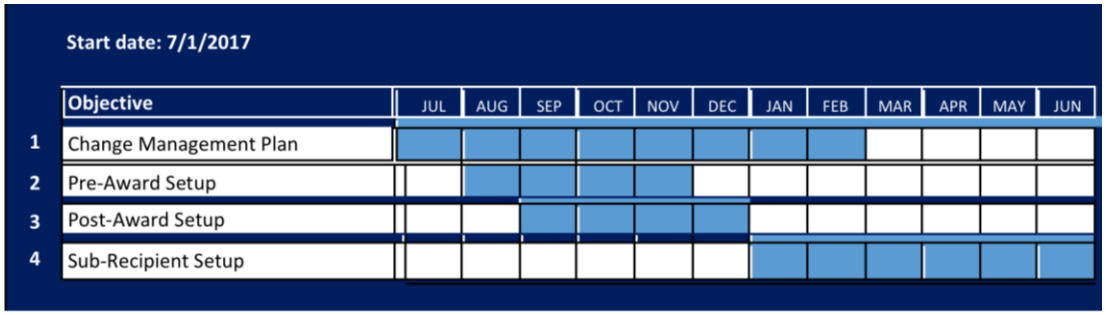
SECTION VI – SECTION 3 - SCOPE OF WORK

4.4 PLANNING AND ADMINISTRATION

4.1.1 eCivis acknowledges the objectives, activities, and deliverables outlined in RFP 3474, and will meet all of the deliverables.

4.4.2.1.
Project Overview & Objectives

eCivis' approach incorporates a Master Timeline that includes several objectives as listed below.



In order to effectively implement an enterprise statewide grant management system, eCivis will follow industry best practice methods for SaaS implementations. The first step of assembling the necessary organizational buy-in will focus on stakeholders closely associated with and impacted by the key objectives being pursued. Implementation will sequentially focus on these areas in a phased rollout in order to produce tangible value quickly and consistently.

- ***Organizational Buy-in***
    - ***Secure stakeholder support: As the first stage in the implementation, interviews and meeting will address the specific challenges of each stakeholder group related to the phase in the implementation plan. A cross walk will address how the implementation will meet the requirements through redeveloped processes and systems.***
    - ***Early wins to build momentum: At the completion of each phase an analysis will be completed on the impacts achieved at both an organization and individual contributor level. These "early wins" are critical to building momentum and support within the organization program staff.***
    - ***ROI: Accompanying each early success will be executive reports to continue to engage and update senior leadership on progress and impacts of the project.***

eCivis' implementation methodology, outlined in the table below, will be repeated three times for the state of Nevada engagement to accommodate the desired phased implementation. The initial planning phase will precede Pre-Award Setup, Post-Award Setup, and Sub-Recipient Setup as described in greater detail in sections 4.5, 4.6, 4.7 and 4.8, below. Specific exit and entrance criteria for each milestone will be developed in conjunction with the state during the planning process.

PHASE	INITIATIVE
PLAN	Kick Off Meeting, staff, goals
	Project Migration process intro
	Data Integration process intro
CONFIGURE	Account setup, user access
	Training - Intro/Orientation
	Pre-Award, Projects, Research
	PM Team Meeting
	DI Team Meeting
DEVELOP	Gather PM project/grant data
	Write DI SQL Script
	Finalize PM Data Sheet
	Automate executing DI script
	Automate DI File transfer
MIGRATE	Create demo environment
	Migrate PM data to demo
	Process sample transactional data
	QA demo environment
	Copy data to production account
TRAIN	Supply Quick Reference Guides
	Training with users
	Ongoing support details
GO LIVE	Launch
	Next steps for client
	Revisit goals/objectives

The scope of this SOW will focus on three primary goals of the State of Nevada that have been identified as having the greatest opportunity for impactful change to produce tangible outcomes.

I. Increased Funding to the State

Analysis will be conducted of current unfunded/underfunded projects aligning to high capacity grant resources eligible to the state. As part of the first phase of implementation (outlined below) these projects will determine the focus of automated grant alerts assigned to each individual stakeholder in order to identify potential funding sources.

II. Enhance Administrative Efficiency

Interviews and extensive discovery of current grant processes, procedures, and internal controls will be reviewed to determine areas for standardization and process improvement. Where identified, redundant processes can be eliminated or streamlined by mapping to automated workflows or to preexisting standard forms in eCivis.

III. Reduce Audit Findings:

Full implementation and upload of all current grant/project information will allow complete visibility into pre/post award grant activity. Triggers, reminders, tasks will be implemented to reinforce the appropriate requirements related to each grant. This will ensure funds are encumbered within the acceptable spending period, reimbursement are submitted and received in a timely manner, and compliance with Federal rules/regulations in maintained.

Resources Required

Timely and successful completion of this Project is contingent on ongoing collaboration and support of resources between eCivis and Nevada. It is requested of the state to assign resources to fulfill the following roles:

Resource	Details	Responsibilities	Involvement
Executive Sponsor	▪ State Grant Administrator	▪ Keeps project aligned with organization's strategy and portfolio direction ▪ Sets priorities and overall direction ▪ Reviews and makes decisions on changes to scope, budget, timelines, resources ▪ Focuses on realization of benefits, recommending areas to optimize cost/benefits ▪ Governs project risk and major issues ▪ Works with other sponsors within the Client organization ▪ Signs-off on major project artifacts, including invoices ▪ Provides feedback and lessons learned	50% est.
IT Sponsor	▪ IT Director/Manager	▪ Oversight of the technical solution configuration ▪ Oversight of technical change management ▪ Oversight of solution deployment	5% est.
Project Manager	▪ TBD	▪ Liaison between ECivis project team and Client project resources ▪ Monitors and manages project scope, budget and	50% est.

		timelines ▯ Manages Client project resources ▯ Coordinates Client project activities ▯ Escalates issues that require management decisions ▯ Jointly responsible with ECivis for maintaining project management documents ▯ Communicates project status, dependencies, risks and issues in a timely manner ▯ Service Transition: Execute operational hand of to TS support team. Ensure that necessary manpower is in place for support hand off. ▯ Manages Project Budget and coordinates vendor ▪ payments related to the contract	
Systems Analyst	▪ To be assigned by IT/Technology	▪ Active member of the project team overseeing requirements & providing input ▪ Engaged in the Workshops with ECivis ▪ Major contributor to the test planning and providing test support ▪ Provide input and oversight into relevant configuration and connection requirements ▪ Responsible for activities and documentation required for Operational Support of the project ▪ Understand, document and transitions as required any post implementation support roles ▪ and responsibilities	50% est. during project. 10% - 15% est. on-going
Subject Matter Experts	▪ Indivuduals selected from the specific departments to provide expertise in a given field.	▪ Provide detailed information on business requirements, workflows and processes ▪ Provide detailed information on technical requirements ▪ Empowered to speak for the organization ▪ Understand, document and transitions as required any post implementation support roles and responsibilities ▪ User Acceptance Testing ▪ *The team should be kept as small as practical without leaving out critical experts.*	Fully available during Configuration Development & Migration Phase
Web Services Integration & Applications Developers	▪ TBD	▪ Has in-depth knowledge of systems to be integrated w/ECivis ▪ Understands the database, development environment and integration capabilities of those applications. Our Developers will also be responsible for creating necessary design documentation for any Dev and/or ▪ support activities, if required by the City	Fully available during Configuration Development & Migration Phase
Trainers	▪ Grant Team within the Budget and Management Office	▪ Take eCivis specific training ▪ Develop a full training program ▪ Work with ECivis training resources to conduct training. ▪ Facilitate training classes on an on-going basis to end-users	25% est: Configuration & Development Phases 50% est: Migration 100% est: Training and Go Live Phase

eCivis Resources

The Client shall have the right to request new resources from eCivis should the State deem they are not a good fit for the project, with the changes in resources being as immediate as possible.

Resource	Responsibilities	Involvement
Executive Sponsor	▪ Manage the overall engagement to ensure project stays on track and meets project sponsor/steering committee's expectations. ▪ Responsible the for success of the project from eCivis perspective ▪ Coordination of multiple work efforts, ensuring Client's business objectives across all projects are met ▪ Escalation management to address major issues impacting the project ▪ Manage project resources to successful completion of all tasks, including quality, completeness, timeliness ▪ Conduct and document project status meetings and in-process reviews	Fully available during Project and throughout the life of the contract.
Project Manager – Account Setup and Data Integration	▪ Coordinate multiple work efforts, ensuring the customer's business objectives across all projects are met ▪ Manage project resources in conjunction with the Client Project Manager to successful completion of all tasks, including quality, completeness, timeliness ▪ Conduct and document project status meetings and in-process reviews ▪ Evaluate customer priorities throughout the project and execute change control process to ensure the project meets the customer's requirements ▪ Manage budget, schedule, and deliverables on a daily basis ▪ Monitor project work items, accomplishments, risk, issues, budget and schedule on a daily basis to ensure project stays on track. ▪ Documenting Roles & Responsibility matrix when applicable ▪ Establishing baseline data and build success metric reports ▪ Ensure project support project after go-live	Fully available during Project as needed, after implementation
Systems Engineer	▪ Configure eCivis Application and importing Account Setup data ▪ Responsible for setup of Data Integration file load ▪ Documenting new to-be process flows	Fully available during Project and as needed after Go Live
Change Manager	▪ Primary owner of change program. ▪ Responsible for planning and executing all change management activities including building strategic documentation such as the communication plan, adoption plan, and success metric framework. ▪ Main point of contact for client executive team and project team. ▪ Builds and maintains program schedule, resource allocation and project financials.	Fully available during Project
Client Services Representative	▪ Primary owner of change program. ▪ Responsible for planning and executing all change management activities including building strategic documentation such as the communication plan, adoption plan, and success metric framework. ▪ Main point of contact for client executive team and project team. ▪ Builds and maintains program schedule, resource allocation and project financials.	Fully available during Project and throughout the life of the contract.

4.4.2.2. eCivis will attend and participate in all project related meetings. eCivis' Sales Engineer will be primarily responsible for attendance and development and dissemination of semi-monthly reporting as required in 4.4.2.3.

Requirement 4.4.2.4, communication plan, is addressed in the Change Management Plan section, below.

Requirement 4.4.2.5 will be met by incorporating risk analysis in every stage of the implementation project. Risks will be documented in the semi-monthly project reports.

4.4.2.6. eCivis will work with the state to address QA during the development and migration stages of the project.

4.4.2.7 As part of the Change Management Plan and the Training initiatives, eCivis will work with the State to develop a Knowledge Transfer Plan. eCivis will create custom training manuals for State users, including administrators. In selecting a SaaS solution, the State will never need to operate the system completely independently. eCivis support is available through multiple channels, as described in section 4.9.

4.4.2.8. eCivis will complete a Post Implementation Evaluation Review (PIER) approximately six (6) months after full implementation and State acceptance of all deliverables. eCivis will participate onsite for the required duration.

4.5 CHANGE MANAGEMENT PLAN

eCivis acknowledges the objectives, activities, and deliverables outlined in RFP 3474, and will meet all of the deliverables. Many clients already do some level of change management naturally when considering a grant management solution adoption or change. A Change Management Plan ensures those activities are synchronized and have maximum impact. The goals of change management include speeding adoption of the new grant management system, facilitating the culture shift necessary to sustain usage of the new system, and cultivating organizational buy-in. eCivis' approach to change management is methodical and tailored to the client's needs. Sample activities include:

- ***Key Informant interviews to determine greatest areas of change***
- ***Fit/Gap Analysis: Mapping existing client processes and comparing them to eCivis' capabilities***
- ***Process improvement***
- ***Development of a communication plan to include timing and sample content of messaging***
- ***Education on change management principles and facilitation of conversations amongst key users about the change***
- ***Evaluation and corrective action***

The objectives for the State of Nevada's Change Management Plan are outlined in the table below.

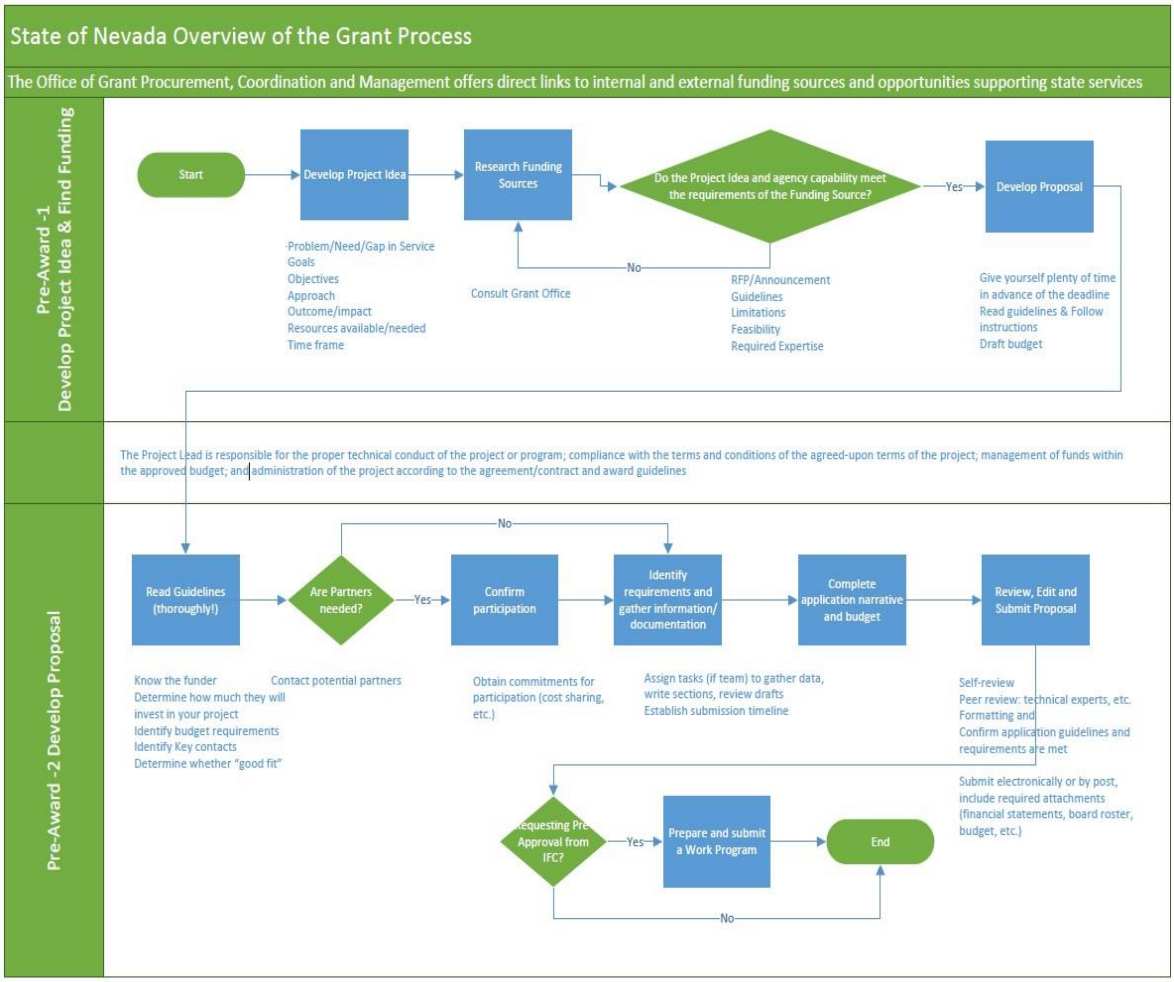
Task	Owner(s)	Description	Deliverables	Outcome
Interviewing (4.5.2.1)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	eCivis will plan and facilitate sessions with Nevada staff and leadership to document current processes, internal controls, systems used, and primary challenges. This will include defining department-specific and state-wide vision, reform goals, roles and responsibilities, key messages and communication plan.	Nevada to provide policies, procedures, worksheets, forms, goals, vision and other details prior to interviewing. Nevada to provide list of departments, staff and key personnel for information gathering and focus groups.	All information gathered for next mapping steps
Map Nevada's processes (4.5.2.2)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions	eCivis will document findings from interviews, focus groups and other information gathering.	n/a	Documentation of all current processes.
Map eCivis' capabilities (4.5.2.3)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions	eCivis will compare and contrast Nevada's current processes to compatible functionality within Grants Network.	Change management plan summary	Optimization of current processes
Implementation finalization (4.5.2.4)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Complete optimization of the state of Nevada's grant management policies and procedures.	n/a	**Increase funding in Nevada, enhance administrative efficiency and reduce audit findings.**

Task	Owner(s)	Description	Deliverables	Outcome
Evaluation and corrective action (4.5.2.5)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Evaluate the results of the tasks associated with this objective to confirm the desired outcome was achieved.	n/a	Adoption of any necessary revisions from acceptance review

4.6 PRE-GRANT AWARD SETUP

eCivis acknowledges the objectives, activities, and deliverables outlined in RFP 3474, and will meet all of the deliverables.

Current State of Nevada processes will be evaluated throughout each phase, task, and objective of this implementation to ensure processes are efficient and streamlined when automated in eCivis.



The objectives for Pre-Award Setup are outlined in the table below.

Task	Owner(s)	Description	Deliverables	Outcome
Identify internal users and roles (4.6.2.1)	**Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Create itemized list of users, their contact information and applicable department, agency or programs. Further determine the eCivis Role that each user will be assigned	eCivis to provide templates; "Add New User Form" and "User Roles Defined" Nevada to provide completed templates to eCivis.	All users identified and documented

Task	Owner(s)	Description	Deliverables	Outcome
Create user accounts, distribute welcome emails, provide immediate access (4.6.2.2)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions	eCivis will create individual user account, with the details provided, and distribute emails to each user so that access can be granted immediately.	Email notification to each internal user	Users obtain access to their accounts, complete profile and become familiar with system.
Web-based pre-award training (4.6.2.3)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Initial web-based training will be scheduled based on persona, department, agency and availability.	eCivis to provide training outline and worksheet.	All users master the pre-award process.
Guide users to begin pre-award project creation, program development (4.6.2.3)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	eCivis to share knowledge, experiences, best practices so that users can begin using eCivis for project management, program development, grant research and document the early stages of the grants lifecycle.	n/a	Realize benefits of a grants management system for organizing grants, documenting processes, and accessing additional funding options.

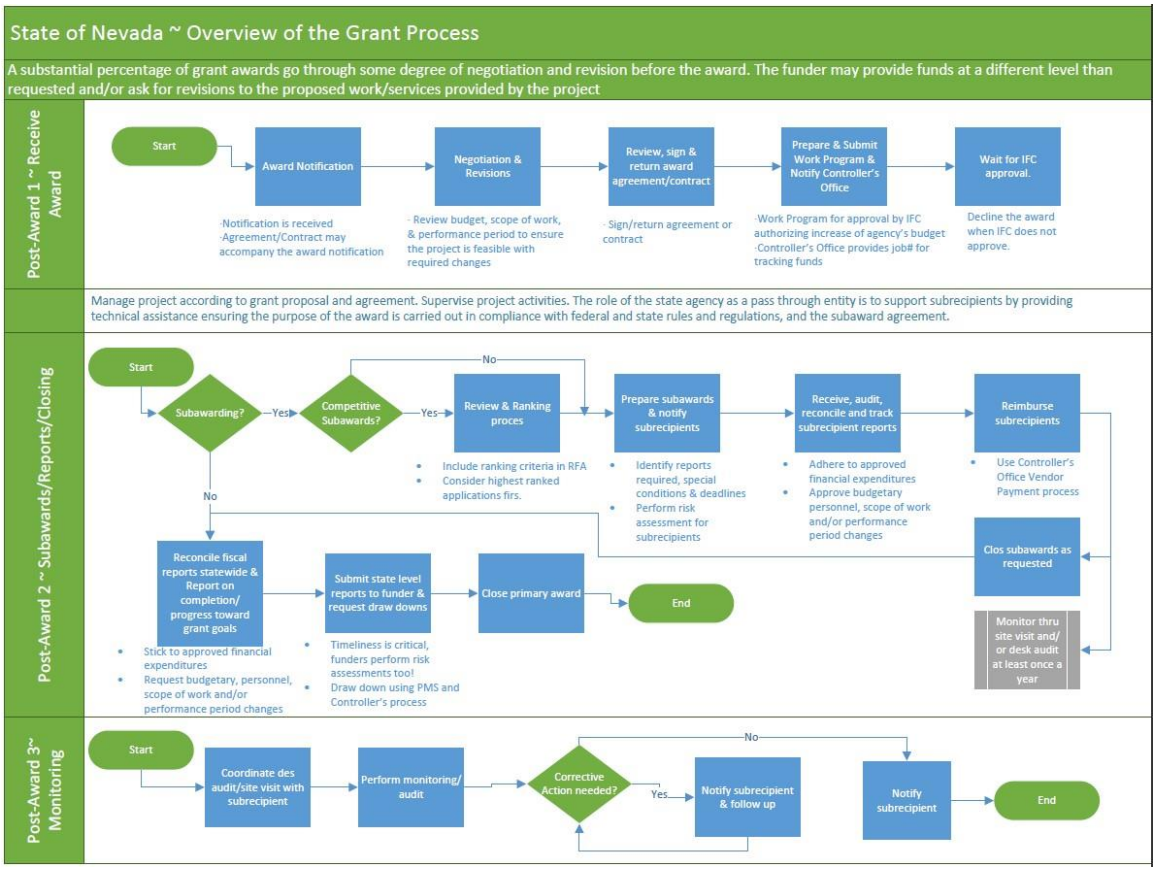
Task	Owner(s)	Description	Deliverables	Outcome
Implementation finalization (4.6.2.4)	eCivis: -Executive Director -Director of Implementation -Director of Government Solutions Nevada: -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Provide access, structure, training and resources to master the early stages of the grants lifecycle	n/a	**Increase funding in Nevada and enhance administrativ e efficiency.**
Evaluation and corrective action (4.6.2.5)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Evaluate the results of the tasks associated with this objective to confirm the desired outcome was achieved.	n/a	Adoption of any necessary revisions from acceptance review

4.7 POST-GRANT AWARD SETUP

eCivis acknowledges the objectives, activities, and deliverables outlined in RFP 3474, and will meet all of the deliverables. Post-award set up activities will include:

- ***Compile data for currently open grants into template***
- ***Migrate data to account***
- ***Web-based post-award training***
- ***Guide users to develop grant compliance tasks***
- ***Implementation finalization***
- ***Evaluation and corrective action***

Current State of Nevada processes will be evaluated throughout each phase, task, and objective of this implementation to ensure processes are efficient and streamlined when automated in eCivis.



The objectives for Post-Award Setup are outlined in the table below.

Task	Owner(s)	Description	Deliverables	Outcome
Compile data for currently open grants into template (4.7.2.1)	**Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Identify a complete list of all grants currently open and active for the State and compile data into a provided template.	eCivis to provide template; "Project Migration Data Sheet" Nevada to return completed template to eCivis.	Inventory and standardize all current grant programs

Task	Owner(s)	Description	Deliverables	Outcome
Migrate data to account (4.7.2.2)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions	eCivis to migrate grant data into Nevada's account to import grant portfolio	n/a	Post-award grant portfolio loaded into account to allow for management of existing grants and programs.
Web-based post-award training (4.7.2.4)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Second web-based training will be scheduled based on persona, department, agency and availability.	eCivis to provide training outline and worksheet.	All users master the post-award process.
Guide users to develop grant compliance tasks (4.7.2.4)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	eCivis to share knowledge, experiences, best practices so that users can begin using eCivis for project management, compliance maintenance, document storage and to track spending throughout the latter stages of the grants lifecycle.	n/a	Schedule and manage all reporting and compliance requirements as well as internal metrics and goals.

Task	Owner(s)	Description	Deliverables	Outcome
Implementation finalization (4.7.2.5)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Provide access, structure, training and resources to master the early stages of the grants lifecycle	n/a	**Enhance administrative efficiency and reduce audit findings.**
Evaluation and corrective action (4.7.2.3 and 4.7.2.6)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Complete project management, maintenance and track spending. Evaluate the results of the tasks associated with this objective to confirm the desired outcome was achieved.	n/a	Adoption of any necessary revisions from acceptance review

4.8 SUB-RECIPIENT SETUP

eCivis acknowledges the objectives, activities, and deliverables outlined in RFP 3474, and will meet all of the deliverables. Sub-recipient set-up activities will include:

- ***Identification of application qualities***
- ***Standardization of applicant intake form***
- ***Identify programs for public solicitation***
- ***Web-based sub-recipient training***
- ***Guide users to manage solicitations, postings, application portals***
- ***Implementation finalization***
- ***Evaluation and corrective action***

The objectives for Sub-Recipient Setup are outlined in the table below.

Task	Owner(s)	Description	Deliverables	Outcome
Identification of application qualities (4.8.2.1)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Dissect, evaluate and define components of the current application(s) used by agencies, departments and programs.	Nevada to provide application forms, templates and examples.	Inventory application components and purposes.
Standardization of applicant intake form (4.8.2.2)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Streamline and standardize the variety of forms for efficiency and consolidation.	Final sample application(s) and form(s)	Reduction and simplicity of library of documents.
Identify programs for public solicitation (4.8.2.2)	**Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Nevada to identify and list programs to make available for public solicitation.	n/a	Availability of programs in eCivis to potential sub recipients

Task	Owner(s)	Description	Deliverables	Outcome
Web-based sub-recipient training (4.8.2.4)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Second web-based training will be scheduled based on persona, department, agency and availability.	eCivis to provide training outline and worksheet.	All users master the sub-recipient management process.
Guide users to manage solicitations, postings, application portals (4.8.2.4)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	eCivis to share knowledge, experiences, best practices so that users can begin using eCivis for developing, documenting, storing and publicizing solicitations as well as applications and required applicant portals.	n/a	Standardized and systematized processes and procedures to accompany a tool to manage public solicitations.
Implementation finalization (4.8.2.3 and 4.8.2.5)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Compile a list of sub-recipients and complete profiles in the portal. Provide access, structure, training and resources to master the early stages of the grants lifecycle.	n/a	**Enhance administrative efficiency and reduce audit findings.**

Task	Owner(s)	Description	Deliverables	Outcome
Evaluation and corrective action (4.8.2.6)	**eCivis:** -Executive Director -Director of Implementation -Director of Government Solutions **Nevada:** -Statewide Grant Administrator -Grant Managers -Program Managers -Financial Staff -Senior Leadership	Evaluate the results of the tasks associated with this objective to confirm the desired outcome was achieved.	n/a	Adoption of any necessary revisions from acceptance review

4.9 ON-GOING TECHNICAL SUPPORT

eCivis acknowledges the objectives, activities, and deliverables outlined in RFP 3474, and will meet all of the deliverables.

4.9.2.1 eCivis provide on-going assistance to the State of Nevada with grant best practices and industry standards. Grants Network: Insight℠ provides access to the single largest collection of expert resources to help you address requirements throughout the grants life cycle. From general news to technical handbooks to webinars, you have access to tools you need to improve performance and achieve your desired program outcomes.

- ***News and Intelligence: Thompson and eCivis provide update-to-date news and intelligence for users pursuing and managing federal and non-federal grant awards.***
- ***Uniform Guidance (2 CFR 200): eCivis has converted eCFR into an online, searchable resource. The entire Uniform Guidance (UG) can be accessed and shared internally. Add sections of the UG to any stage of the grant lifecycle for reference and compliance reinforcement.***
- ***Online Federal Guides and Handbooks: eCivis has partnered with Thompson to bring 7 of their books and manuals to eCivis users. We've fully integrated Thompson's content into our software to make the user experience easy-to-use. Thompson's books and manuals consist of thousands of pages of information. eCivis provides search capabilities to make finding topics easier.***
- ***Training Webinars and CPE Credits: Thompson and eCivis provide webinars on important grant topics. These webinars can be easily identified and information about the webinar is easily accessible. CPE***

credits are also available. Past webinars from Thompson can be purchased and past eCivis webinars are normally free to Insight users.

- ***Expert Resources: eCivis provides key templates and forms to help organizations better pursue and manage federal and non-federal grant funds. eCivis provides access to key federal web resources to its users. eCivis provides a glossary of grant terminology to help users that are new to grants.***

Commitment to Innovation: eCivis is constantly evolving and improving our product to better meet the needs of our clients and keep up with ever-changing grant regulations.

4.9.2.2 eCivis Grants Network™ comes with dedicated support, including unlimited online trainings and 2 days of onsite training every six months. Included in Department's SaaS subscription is a dedicated Client Services Representative (CSR) who serves as the main point of contact, an implementation specialist that serves as the escalation point of contact for any questions that the CSR is not able to answer regarding highly technical software or grant process needs, and an Executive Sponsor who ensures that the State and its agencies are provided with the service they expect. Also included with the subscription are unlimited toll-free telephone support and unlimited email support. The State's dedicated CSR can be contacted Monday through Friday from 7:30 am until 5:30 pm PST, toll-free at (877) 232-4847.

4.9.2.3 True to the SaaS model, Nevada's iteration of Grants Network ™ software will remain hosted on eCivis servers after go-live, and eCivis will maintain ownership of the software. eCivis support can include creation and maintenance of user license accounts, or the client's system administrators can be trained to perform this function.

4.9.2.4 Software updates are released frequently with no disturbance to the client, and requiring no support from client IT resources.

SECTION VII – COMPANY BACKGROUND AND REFERENCES

5.1 Vendor information

5.1.1 Company Profile

Question	Response
Company name:	eCivis
Ownership (sole proprietor, partnership, etc.):	Corporation
State of incorporation:	Delaware
Date of incorporation:	
# of years in business:	17

Question	Response
List of top officers:	James Ha, Merril Oliver, Sami Hoda, Kate Holmberg
Location of company headquarters:	Pasadena, CA
Location(s) of the company offices:	Pasadena, CA | Tempe, AZ
Location(s) of the office that will provide the services described in this RFQ:	Pasadena, CA
Number of employees locally with the expertise to support the requirements identified in this RFQ:	35
Number of employees nationally with the expertise to support the requirements in this RFQ:	7
Location(s) from which employees will be assigned for this project:	Pasadena, Ca | Tempe, AZ | Cleveland, OH | Greater Washing DC Area | Chattanooga, TN

5.1.4

Question	Response
Nevada Business License Number:	NV20161338568
Legal Entity Name:	eCivis, Inc.

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	X	No	

5.1.5

We are aware of this requirement.

5.1.6

Yes		No	X

5.1.7

Yes		No	X

5.1.8

Yes		No	X

5.1.10 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

Our mission is to transform and simplify the grant funding process to help enrich the communities our clients serve. Founded in 2000, eCivis provides grants management services to state and local governments and nonprofits across the United States. eCivis has implemented more than 3,600 grant management systems in the public and nonprofit sector, and currently serves thousands of state, local and tribal government agencies. Today, we continue the strong tradition of relying on government leaders and innovators to help us shape our product. We work with an exceptional Client Advisory Board and maintain strong partnerships with government associations and leaders.

eCivis engagements are focused on combining programmatic grant data with financial information to create transparency, increase compliance and eliminate ad hoc reports and processes. By focusing on these elements eCivis has designed software features to eliminate time spent on grant activities and the retrieval and processing of data throughout the grants lifecycle. eCivis software integrates with all modern Enterprise Resource Systems (ERPs) and financial systems to further eliminate double data entry and improve the accuracy of both internal and external reporting.

eCivis' Grants Network ™ grants management system provides end-to-end grant lifecycle automation. Grants Network ™ is a commercial off the shelf (COTS) vendor-hosted system. Out Software as a Service (SaaS) solution promotes consistency in application, while allowing the customer to configure workflows and processes in a simple and streamlined fashion. Customization is not typically needed or recommended to achieve our clients' goals.

The strength of eCivis engagements are driven by a team of grant professionals who support clients and ensure that accessing grant information is easy, and system implementations are effective and efficient. The support team helps to drive ongoing usage and adoption to accomplish client goals and achieve exceptional return on investment.

5.1.11 Provide a brief description of the length of time vendor has been providing services described in this RFP to the public and/or private sector.

eCivis has been providing professional services and grant management solutions for 17 years.

5.1.12 Financial information and documentation to be included in accordance with ***Section 11.5, Part III – Confidential Financial Information***.

This information is included in the file Confidential Financial – Part III – Confidential Financial Information.

5.1.12.1
Duns and Bradstreet Number
117742846

5.1.12.2 Federal Tax Identification Number
87-0732535

5.1.12.3 The last two (2) years and current year interim:

A. Profit and Loss Statement
B. Balance Statement

5.2 Subcontractor Information

5.2.1 Does this RFQ response include the use of subcontractors?

Yes		No	X

If "Yes", vendor shall:

5.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor shall perform services.

Not applicable

5.2.1.2 If any tasks are to be completed by subcontractor(s), vendors shall:

A. Describe how the work of any subcontractor(s) shall be supervised, channels of communication shall be maintained and compliance with contract terms assured; and

Not applicable

B. Describe your previous experience with subcontractor(s).

Not applicable

5.2.1.3 Provide the same information for any proposed subcontractors as requested in ***Section 5.1, Vendor Information***.

Not applicable

5.2.1.4 Business references as specified in ***Section 5.3, Business References*** shall be provided for any proposed subcontractors.

Not applicable

5.2.1.5 Provide the same information for any proposed subcontractor staff as specified in ***Section 5.4, Vendor Staff Skills and Experience Required***.

Not applicable

5.2.1.6 Staff resumes for any proposed subcontractors as specified in ***Section 5.5, Vendor Staff Resumes***.

Not applicable

5.2.1.7 Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

Not applicable

5.2.1.8 Vendor shall notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in ***Section 5.2, Subcontractor Information***. The vendor shall receive agency approval prior to subcontractor commencing work.

Not applicable

5.2.1.9 All subcontractor employees assigned to the project shall be authorized to work in this country.

Not applicable

Reference 1: State of Arizona

Reference #:		***1***	
Company Name:		***eCivis, Inc.***	
Identify role company will have for this RFQ project (Check appropriate role below):			
X	***VENDOR***		***SUBCONTRACTOR***
Project Name:	***Statewide Grantee Management Deployment***		
Primary Contact Information			
Name:		Matthew Hanson	
Street Address:		1700 W Washington, Ste 300	
City, State, Zip		Phoenix, AZ 85007	
Phone, including area code:		(602) 542-7567	
Facsimile, including area code:		n/a	
Email address:		matthew.hanson@azdoa.gov	
Alternate Contact Information			
Name:		Jason Mistlebauer	
Street Address:		100 N. 15th Ave.	
City, State, Zip		Phoenix, AZ 85007	
Phone, including area code:		602-542-6435	
Facsimile, including area code:		n/a	
Email address:		jason.mistlebauer@azdoa.gov	
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:		Migration of all grantee data to eCivis. Deployment of State Application Identifier workflow to ensure an SAI is established for each application. Integration with Finance system so that awarded grants are automatically pushed to their finance system.	
Original Project/Contract Start Date:		8/1/2012	
Original Project/Contract End Date:		Present	
Original Project/Contract Value:		$71,700	
Final Project/Contract Date:		Ongoing	
Was project/contract completed in time originally allotted, and if not, why not?		Yes	

Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

Reference 2: City/County of Denver, CO

Reference #:	***2***		
Company Name:	***eCivis, Inc.***		
Identify role company will have for this RFQ project (Check appropriate role below):			
X	***VENDOR***		***SUBCONTRACTOR***
Project Name:	***City/County Grants Management Deployment***		
Primary Contact Information			
Name:	Rory Regan		
Street Address:	1437 Bannock Street		
City, State, Zip	Denver, CO 80202		
Phone, including area code:	(720) 913-5544		
Facsimile, including area code:	n/a		
Email address:	rory.regan@denvergov.org		
Alternate Contact Information			
Name:	Rachel Bardin		
Street Address:	201 West Colfax		
City, State, Zip	Denver, CO 80202		
Phone, including area code:	720-865-5460		
Facsimile, including area code:	n/a		
Email address:	rachel.bardin@denvergov.org		
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Migration of all grantee data to eCivis. Deployment of multiple system workflows to automated grant related policies and procedures. Integration with Finance system so that awarded grants are automatically pushed to their finance system.		
Original Project/Contract Start Date:	6/21/2016		
Original Project/Contract End Date:	Present		
Original Project/Contract Value:	$93,127		
Final Project/Contract Date:	Ongoing		
Was project/contract completed in time originally allotted, and if not, why not?	Yes		

Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

Reference 3: City of Los Angeles, CA

Reference #:		***3***	
Company Name:		***eCivis, Inc.***	
Identify role company will have for this RFQ project (Check appropriate role below):			
X	***VENDOR***		***SUBCONTRACTOR***
Project Name:	***Citywide Grants Management Deployment***		
Primary Contact Information			
Name:		Camilla Fong	
Street Address:		200 N. Main Street	
City, State, Zip		Los Angeles, CA 90012	
Phone, including area code:		213-978-7681	
Facsimile, including area code:		n/a	
Email address:		camilla.fong@lacity.org	
Alternate Contact Information			
Name:		Phil Orozco	
Street Address:		200 N. Main Street	
City, State, Zip		Los Angeles, CA 90012	
Phone, including area code:		213-978-3541	
Facsimile, including area code:		n/a	
Email address:		phil.orozco@lacity.org	
Project Information			
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:		Setup of projects eligible for grant funding, aligning of grant acquisitions priorities, established workflows for special funding opportunities, and migration of grant data for key departments.	
Original Project/Contract Start Date:		6/1/2001	
Original Project/Contract End Date:		Present	
Original Project/Contract Value:		$128,514	
Final Project/Contract Date:		Ongoing	
Was project/contract completed in time originally allotted, and if not, why not?		Yes	

Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

SECTION VIII - ATTACHMENT H – PROPOSED STAFF RESUMES

Jason Brayer

PROPOSED STAFF RESUME FOR RFP 3474

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***eCivis, Inc.***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Jason Brayer***	**Key Personnel: (Yes/No)**	***Yes***
Classification; i.e., Project Manager, Implementation Lead, etc.		***Project Manager, Implementation Lead, and Technical Lead***	
# of Years in Classification:	***4***	**# of Years with Firm:**	***4***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Jason oversees the technical implementation of all eCivis clients. He has managed the integration and setup of dozens of complex state and local government clients. His implementations have included, but not limited to, Georgia Department of Labor, City and County of Denver, New York Mayor's Fund, and California Department of Fish and Game.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the project/position and software/hardware used during the project engagement.

Required Information: ***MMYYYY to Present:*** ***Vendor Name:*** ***Client Name:*** ***Client Contact Name:*** ***Client Address, Phone Number, Email:*** ***Role in Contract/Project:*** ***Details and Duration of Contract/Project:***	 12/2016 to 07/2017 eCivis Grants Network Georgia Department of Labor Moses Anderson 148 International Blvd NE Atlanta, GA 30303 (404) 232-4853 Moses.anderson@gdol.ga.gov Project Manager PM for all aspects of implementation of eCivis software to include migration of data, integration to pull data from PeopleSoft (from the State Accounting Office by way of disparate agency), informal Change Management Plan, training programs and system documentation and resources.
Required Information: ***MMYYYY to MMYYYY:*** ***Vendor Name:*** ***Client Name:*** ***Client Contact Name:*** ***Client Address, Phone Number, Email:*** ***Role in Contract/Project:*** ***Details and Duration of Contract/Project:***	 06/2016 to 10/2016 eCivis Grants Network City and County of Denver, CO Rory Regan 1427 Bannock Street Denver, CO 80202 (702) 913-5544 Rory.regan@denvergov.org Project Manager As PM coordinated all aspects of implementation of eCivis software to include migration of data, integration to push data to PeopleSoft (currently being converted to Workday) to trigger automation and workflows, formal Change Management Plan and Fit Gap Analysis.
Required Information: ***MMYYYY to MMYYYY:*** ***Vendor Name:*** ***Client Name:*** ***Client Contact Name:*** ***Client Address, Phone Number, Email:*** ***Role in Contract/Project:*** ***Details and Duration of Contract/Project:***	 07.2015 to 10.2016 eCivis Grants Network City of Miami, FL Lillian Blondet 444 SW 2nd Avenue Miami, FL 33130 (303) 416-1536 lblondet@miamigov.com Project Manager As PM led implementation team to implement eCivis within client, fully train staff and provide documentation. Projects included a complex data migration, informal change management program as well as an integration with Oracle.

EDUCATION
Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Arizona State University, Tempe, Arizona
No Degree, 1990-1993

CERTIFICATIONS
Information required should include: type of certification and date completed/received.

None.

HARDWARE/SOFTWARE SUMMARY (BE SPECIFIC)
Information required should include: environments, hardware, software, tools and databases.

Hosted and cloud environments, Software as a Service, Windows, Mac, DOS, Android
WinSCP, Jitterbit, Docuware, Drivve DM and Image, Nuance eCopy, Papercut MF, Pharos, Fasoo DRM, MS Office

REFERENCES
A minimum of three (3) references are required, including name, phone number, fax number and email address.

Barbara Rosenke-Sweeney
Chief Information Officer
Georgia State Accounting Office
404-656-2133
barbara.rosenke-sweeney@sao.ga.gov

Vince Pokluda
Assistant County Administrator
Dona Ana County, NM
575-525-5919
vincentp@donaanacounty.org

Suzette Arnold
Public Service Assistant
Institute of Government, University of Georgia
404-463-6806

suzette.arnold@uga.edu

Tom Grimes

PROPOSED STAFF RESUME FOR RFP 3474

A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***eCivis, Inc.***

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	***x***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	***Tom Grimes***	**Key Personnel: (Yes/No)**	***Yes***
Classification; i.e., Project Manager, Implementation Lead, etc.	***Director of Government Solutions***		
# of Years in Classification:	***<1***	**# of Years with Firm:**	***<1***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

Senior executive with demonstrated success in Public Sector technology transformation, negotiations, contracting and analytics.

Specialties: Grants administration and reporting, procurement operations and supply chain. Additional depth in business intelligence, evaluation and application of emerging technologies & competitive analysis.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the project/position and software/hardware used during the project engagement.

Required Information: ***MMYYYY to Present:*** ***Vendor Name:*** ***Client Name:*** ***Client Contact Name:*** ***Client Address, Phone Number, Email:*** ***Role in Contract/Project:*** ***Details and Duration of Contract/Project:***	 03.2015 to 06.2015 StreamLink Software County of Kauai Anne Wooton, Grants Program Manager Mo'ikeha Building 4444 Rice Street, Suite 280 Lihue, Hawai'I 96766 (808) 241-4200 awooton@hawaiiantel.net Led and managed initial engagement involving county adoption of grants management solution. Work included contracting, SOW, establishing base metrics for ROI and pre-implementation training for Finance and Grants staff members.
Required Information: ***MMYYYY to MMYYYY:*** ***Vendor Name:*** ***Client Name:*** ***Client Contact Name:*** ***Client Address, Phone Number, Email:*** ***Role in Contract/Project:*** ***Details and Duration of Contract/Project:***	 011.2014 to 03.2015 StreamLink Software District Department of the Environment Zita Rostas, Grants Officer 1200 First St. NE, Washington DC 20002 (202) 535-2600 zita.rostas@dc.gov Led and managed initial engagement between DOE and StreamLink Software including but not limited to contracting, SOW, implementation and training.
Required Information: ***MMYYYY to MMYYYY:*** ***Vendor Name:*** ***Client Name:*** ***Client Contact Name:*** ***Client Address, Phone Number, Email:*** ***Role in Contract/Project:*** ***Details and Duration of Contract/Project:***	 01.2014 to 06.2014 StreamLink Software St. Tammany Parish Government Jeanne Marino, Director of Grants 21490 Koop Drive, Mandeville, LA 70471 (985) 898-2700 jbetbeze@stpgov.org Led and managed initial engagement between STP and StreamLink Software including but not limited to contracting, SOW, implementation and training.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Saint John's University, Jamaica, NY
Bachelor of Arts, Philosophy; January 1995

CERTIFICATIONS
Information required should include: type of certification and date completed/received.

None

HARDWARE/SOFTWARE SUMMARY (BE SPECIFIC)
Information required should include: environments, hardware, software, tools and databases.

Hosted and cloud environments, Software as a Service, Windows, Mac

REFERENCES
A minimum of three (3) references are required, including name, phone number, fax number and email address.

Camille Beatty Falor
VP Sales
Sesame Communications
(216) 496-3420
Fax N/A
cbfdrf@gmail.com

Danielle Massarini
Chief Executive Officer
Patronus Consulting, LLC
(410) 507-8014
Fax N/A
cdb@patronusag.com

Chuck Goudy
Chief Executive Officer
Sisu Spine LLC
906-362-4538
Fax N/A
thegoudy@gmail.com

Merril Oliver

PROPOSED STAFF RESUME FOR RFP 3474
A resume must be completed for all proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	*eCivis, Inc.*

Check the appropriate box if the proposed individual is prime contractor staff or subcontractor staff.			
Contractor:	*x*	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.			
Name:	*Merril Oliver*	**Key Personnel: (Yes/No)**	*Yes*
Classification; i.e., Project Manager, Implementation Lead, etc.	*Executive Vice President and COO*		
# of Years in Classification:	*<1*	**# of Years with Firm:**	*<1*

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE
Information should include a brief summary of the proposed individual's professional experience.

Merril is a pioneer in the field of grant management, with a proven record streamlining systems across state agencies, including launching the industry-recognized standard professional certification of Certified Grants Management Specialist (CGMS®).

RELEVANT EXPERIENCE
Information required should include: timeframe, company name, company location, position title held during the term of the project/position and software/hardware used during the project engagement.

Required Information:	
MMYYYY to Present:	01/2004 to 12/2014
Vendor Name:	Maryland Governor's Grants Office
Client Name:	State of Maryland
Client Contact Name:	Tom Gardner
Client Address, Phone Number, Email:	45 Calvert Street Annapolis, MD 21401 (410) 697-9733 tom.gardner1@maryland.gov
Role in Contract/Project:	Deputy Director and Founder
Details and Duration of Contract/Project:	Fast-tracked curriculum development and delivery for grants management training, and spearheaded implementation of grants management efficiencies and best practices across state agencies. The results for Maryland were a decrease in Single Audit findings of more than 70% over a three-year period and an increase of $3 billion during the ARRA era beginning in 2009.

Required Information:	
MMYYYY to MMYYYY: ***Vendor Name:*** ***Client Name:*** ***Client Contact Name:*** ***Client Address, Phone Number, Email:*** ***Role in Contract/Project:*** ***Details and Duration of Contract/Project:***	01/2009 to 12/2012 National Grants Management Association (NGMA) National Membership 2100 M Street NW, Suite 170 Washington, DC 20037 202.308.9443 info@ngma.org Launched the industry-recognized standard professional certification of Certified Grants Management Specialist (CGMS®) and participated on the credentialing exam development team as a Subject Matter Expert (SME), developing the CGMS exam questions in 2012. Built a strong alliance between the NGMA and the Association of Government Accountants (AGA), where synergy exists to promote collaboration on fiscal and program problem solving.
Required Information:	
MMYYYY to MMYYYY: ***Vendor Name:*** ***Client Name:*** ***Client Contact Name:*** ***Client Address, Phone Number, Email:*** ***Role in Contract/Project:*** ***Details and Duration of Contract/Project:***	01/2014 to 12/2014 Puerto Rico Governor's Office of Management and Budget 254 Calle Cruz Viejo San Juan, 00901 (787) 725-9420 Served as the Deputy Director of the Puerto Rico Governor's Office of Management and Budget in charge of the Federal Funds Management Office. Spearheaded accountability measures, tools, and resources to position Puerto Rico as one of the leaders in federal funds management.

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

Towson University, Towson, Maryland
Bachelor of Science, Business Administration, January 1988

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

Certified Grants Management Specialist

HARDWARE/SOFTWARE SUMMARY (BE SPECIFIC)

Information required should include: environments, hardware, software, tools and databases.

Software-as-a-Service, Cloud-based Grants Management Systems; Microsoft Office

REFERENCES ***A minimum of three (3) references are required, including name, phone number, fax number and email address.***

Mark Reger
Deputy Controller
United States of America
Executive Office of the President
Office of Management and Budget
202.395.7587
202.395.3993
(no fax machine)
Mark_A_Reger@omb.eop.gov

Cornelia Chebinou
Washington Director
National Association of State Auditors, Comptrollers, and Treasurer's
(202) 624-5451.
(202) 624-5473
cchebinou@nasact.org

Andrea Brandon
Deputy Assistant Secretary, OGAPA, HHS
U.S. Department of Health and Human Services (HHS)
202-690-6426
Andrea.Brandon@hhs.gov

SECTION IX – Preliminary Project Plan

5.6.1 Vendors shall submit a preliminary project plan as part of the proposal, including, but not limited to:

5.6.1.1 Gantt charts that show all proposed project activities;

Gantt charts are included in the Scope of Work, 4.2.2.

5.6.1.2 Planning methodologies;

Planning methodologies are provided in the Scope of Work, 4.2.2.

5.6.1.3 Milestones;

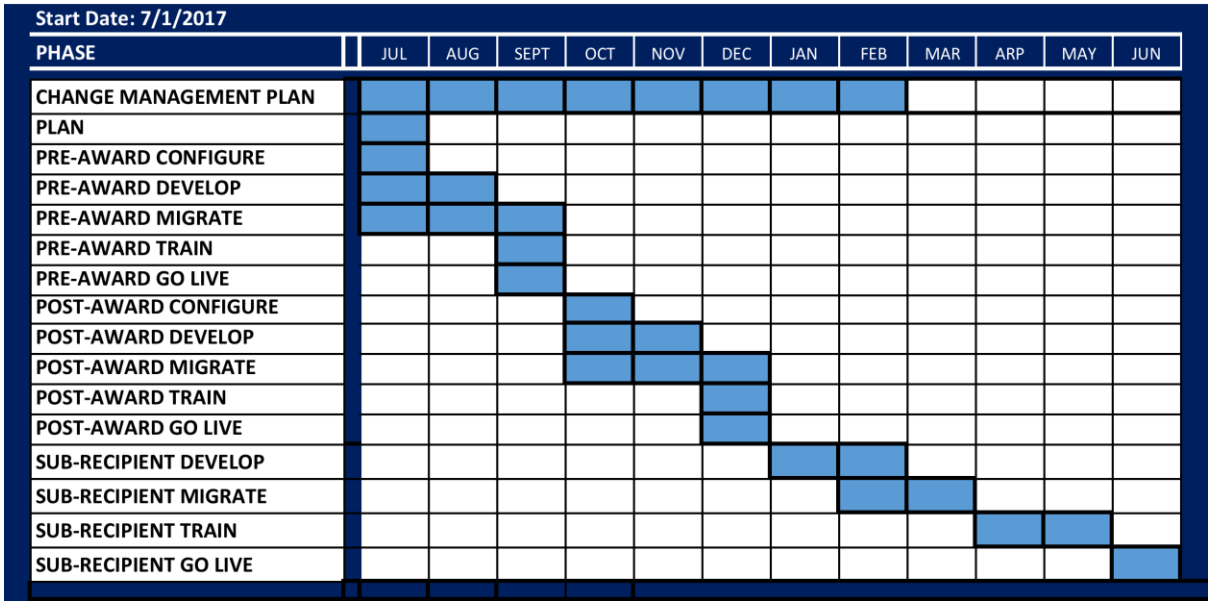
Milestones are provided in the Scope of Work, 4.2.2.

5.6.1.4 Task conflicts and/or interdependencies;

While the implementation project is sequential, there are opportunities for some tasks to be executed concurrently. The project plan does not contain task conflicts. An example of interdependency is the pre-award migration can't occur until legacy data has been formatted. However, the client could begin training in advance of data migration. eCivis will remain flexible when appropriate to meet the client's needs and availability restrictions.

5.6.1.5 Estimated time frame for each task identified in ***Section 4, Scope of Work***; and

Each phase contains several initiatives. This draft timeline includes estimated begin and completion dates for each phase based on average duration for each phase.



5.6.1.6 Overall estimated time frame from project start to completion for both vendor and State activities, including strategies to avoid schedule slippage.

eCivis has completed thousands of successful implementations on schedule.

Phased: The implementation approach will focus on achieving success in specific focus areas over the first year subscription cycle.

Realistic: The goal of the project should accurately anticipate the time investment required to achieve the initial objectives. It is critical the project scope remains focused on the highest impact areas identified for improvement.

To avoid slippage, eCivis is transparent about the client resource allocation needed to complete the project, as outlined in the Scope of Work. The State's eCivis Sales Engineer (project manager) will have regular contact with the State during the project. Regular reporting on risks will facilitate discussions about how to mitigate them and keep the project on track.

5.6.2 Vendors shall provide a written plan addressing the roles and responsibilities and method of communication between the contractor and any subcontractor(s).

Not applicable

5.6.5 Vendors shall identify all potential risks associated with the project, their proposed plan to mitigate the potential risks and include recommended strategies for managing those risks.

eCivis is confident that with full client engagement, the project will be successful and on-time. Project delays are most often due to insufficient workload balancing or turnover on the client's end. eCivis has provided a detailed list of required client resources in the scope of work.

5.6.6 Vendors shall provide information on the staff that shall be located onsite in Carson City. If staff shall be located at remote locations, vendors shall include specific information on plans to accommodate the exchange of information and transfer of technical and procedural knowledge. The State encourages alternate methods of communication other than in person meetings, such as transmission of documents via email and teleconferencing, as appropriate.

During the implementation project, most communication will be handled remotely via email, video conferencing, and on the telephone. eCivis customarily sends trainers on-site near go-live. We will work with the state to determine when it's best to have an in-person presence during the implementation project.

eCivis' standard training approach is to host basic training, which introduces internal users to system functionality, then eCivis trains all users via onsite workshops. The onsite workshops will be tailored to the state's workflows. Many of our trainers have decades of government experience and they understand the public sector.

Custom training manuals are developed during the implementation, which the client can make available to users. In addition, eCivis has several guides within the system,

help features that provide contextual tips, and an easy link to email eCivis' support team for one-on-one help.

eCivis will work with the state to define training requirements and develop appropriate material for external and subrecipient users. In addition, the state can direct external users to online resources; regularly scheduled public webinar training sessions, and eCivis will make available video recordings for their roles and use cases.

Section XI – Other Informational Material

No other materials for submission.