



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
December 20, 2022

TOPIC: Approve an agreement with Questica Software Ltd. for citywide budget management software

AGENDA TITLE:

Approve an Agreement with Questica Software Ltd. in an Amount not to Exceed \$231,804 for Maintenance and Support of Citywide Budget Management Software (General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute an agreement with Questica, Inc. for the maintenance and support of Citywide Budget Management Software for a three-year term beginning January 16, 2023 through January 15, 2026, for an amount not to exceed \$231,804 subject to non-substantive changes approved by the City Manager and the City Attorney.

DISCUSSION

On January 16, 2018, the City entered into an agreement with Questica Software Ltd. to implement a citywide budget software system ("Questica"). This agreement expires on January 15, 2023. The implementation of Questica in 2018 resulted in enhanced reporting capabilities, automation of the workflow process for both the operating and capital budgets, and a seamless integration with the City's financial and payroll systems.

Additionally, Questica provides customized reports used to publish and print the annual budget book and the OpenBook feature. Questica's OpenBook promotes community engagement and transparency by presenting financial data in simple charts and graphs on the City's website. Currently, OpenBook is used to publish actual revenues and expenditures across multiple budget years and a Vendor Payment Register which is a summary of checks, ACH, and wire payments issued by the City.

Under the new agreement, the City expanded the capabilities of both the Operating and Capital Modules at a discounted rate by Questica. The new features include:

- Increasing the number of licensed users from 50 to unlimited.
- Utilizing OpenBook to publish Capital Improvement Program (CIP) project information, Revive Santa Ana data, maps, business license data and more.

- Adding customized reports to enhance the tracking and reporting of capital project data.

If the agreement is approved by City Council, staff anticipates incorporating these added features during the FY2023-24 budget cycle.

Each of these features were added at a discounted rate by Questica, in exchange for entering into a three-year agreement.

ENVIRONMENTAL IMPACT

There is no environmental impact associated with this action.

FISCAL IMPACT

Funds for FY 2022-23 through FY 2024-25 will be budgeted and available in the Management and Support Services account (01110100-62300) as follows:

Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
FY22-23	01110100-62300	General Fund	FMSA- Management & Support, Contract Services	\$83,934.67*
FY23-24	01110100-62300	General Fund	FMSA- Management & Support, Contract Services	\$73,934.67
FY24-25	01110100-62300	General Fund	FMSA- Management & Support, Contract Services	\$73,934.67
			Contract Total	\$231,804

**Costs are higher in Year 1 due to the one-time cost associated with the addition and installation of unlimited licenses.*

EXHIBIT(S)

1. Maintenance and Support Agreement
2. Exception to Competitive Bidding Process

Submitted By: Kathryn Downs, FMSA Executive Director

Approved By: Kristine Ridge, City Manager