

SmartSimple

Request for Services

06 April 2023 RFS# 4709

Bill To:

Okaloosa County
302 N. Wilson St.
Crestview, FL
32536 United States

SmartSimple Software Ltd.

38 Fulton Street W, Suite 301
Grand Rapids, MI
49503-2644 United States
Phone: 307-363-5460

Project Name

Okaloosa County | Introduction of Project Manager

Payment Terms

Due upon receipt

Delivery Date	Description	Amount
26 April 2023	<ul style="list-style-type: none"> • A new Universal Tracking Application will be created to group applications together for Program Managers to View. • The statuses that will guide the Program Manager process and the explanation of what happens at each status below: <ul style="list-style-type: none"> • Draft <ul style="list-style-type: none"> • System will assign the Program Managers to the meeting by using a lookup in the contacts tab and assigning them to the Project Manager. These users assigned in the role of Program Managers. • System Admins will add the Applications that the Program Manager can view but not edit to the Project Manager. • Active <ul style="list-style-type: none"> • At Active the Project Manager will appear on the workbench of the users with the role Program Manager. • They will be able to access all the applications assigned to that specific Project Manager. • At any point after entering the Program Manager will be able to click a button to generate the Application Booklet in PDF that they will be able to view and download the applications together. • Portal Updates to be made to include the Project Manager. These updates should be made to the Program Manager portal and the Staff portals <p>RFS Deadline:</p> <ul style="list-style-type: none"> • Client Materials Due Date: Day of Signing • SmartSimple Due Date: 2 weeks from date we received materials. • Client Testing Due Date: 1 week thereafter. Any feedback provided after the one-week testing period will be considered additional work and an RFS will be required. <p>3 Days at \$1,950.00 / Day</p>	\$5,850.00
		Item Total \$5,850.00
		Tax Amount (0%) \$0.00
		Total \$5,850.00

**CONTRACT: C22-3183-OMB
SMARTSIMPLE SOFTWARE, LTD
GRANTS MANAGEMENT SYSTEM
EXPIRES: 05/23/2025 W/2 1 YR RENEWALS**

Please contact your SmartSimple account manager with any questions or concerns.

Except where indicated otherwise, this is a fixed price contract. SmartSimple uses published GSA rates (www.gsa.gov) for accommodation and per-diem. Travel expenses (flights, train, car rental, taxi, etc.) will be billed at cost. Other than those listed above, any travel expense expected to be over \$200 will be submitted to the client project manager for advance approval.

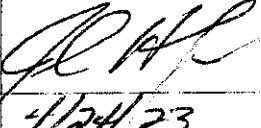
Please note: Any dates specified are valid if this RFS is approved and returned within 3 business days of the issue date. Costs are subject to change if this RFS is not returned within 15 business days of issue.

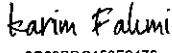
All deliverables provided for approval shall be deemed accepted if, within 5 working days after delivery (or such other period agreed in writing), Okaloosa

Yes No

If yes, please provide SmartSimple with a PO Number.

PO Number:

Okaloosa County	
Name:	John Hofstad
Title:	County Administrator
Signature:	
Date:	4/24/23
I have authority to bind the Corporation.	

SmartSimple Software Ltd.	
Name:	Karim Fahmi
Title:	Chief Implementation Officer
Signature:	DocuSigned by: 
Date:	4/25/2023
I have authority to bind the Corporation.	

Jane Evans

From: Parsons, Kerry <KParsons@ngn-tally.com>
Sent: Friday, April 21, 2023 12:17 PM
To: Jane Evans; Greg Stewart; Lynn Hoshihara
Cc: Kelly Bird; Shannon Clowes; Faye Douglas; Dan Sambenedetto; Leigh Anne Medina
Subject: Re: GS Legal Coordination - Scope of Work Project Manager

Hey Jane:

This is approved for legal purposes.

Kerry A. Parsons, Esq.

**Nabors
Giblin &
Nickerson**

1500 Mahan Dr. Ste. 200
Tallahassee, FL 32308
T. (850) 224-4070
kparsons@ngn-tally.com

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From: Jane Evans <jevans@myokaloosa.com>
Sent: Friday, April 21, 2023 1:15 PM
To: Greg Stewart <gstewart@myokaloosa.com>; lhoshihara@myokaloosa.com <lhoshihara@myokaloosa.com>; Parsons, Kerry <KParsons@ngn-tally.com>
Cc: Kelly Bird <kbird@myokaloosa.com>; Shannon Clowes <sclowes@myokaloosa.com>; Faye Douglas <fdouglas@myokaloosa.com>; Dan Sambenedetto <dsambenedetto@myokaloosa.com>; Leigh Anne Medina <lmedina@myokaloosa.com>
Subject: GS Legal Coordination - Scope of Work Project Manager

Please review the attached Scope of Work for C22-3183-OMB. Mr. Hofstad signed the first Scope of Work for the Grants Management System Build.

Once fully executed, we will upload to the Contract file.

This is to be able to have individual projects setup in GMS. Example FEMA Projects setup individually, then they will roll up to one Grant number. It will also be used for ARPA projects within the main ARPA grant.

Note to HR: None

Note to IT: This will be an add-on for existing Smartsimple Program.

Jane Evans

From: Bonnie Tierney
Sent: Tuesday, April 25, 2023 8:16 AM
To: Jane Evans
Cc: Dan Sambenedetto
Subject: FW: GS Legal Coordination - Scope of Work Project Manager
Attachments: SmartSimple RFS #4709 - Okaloosa County - Introduction of Project Manager.pdf

Jane,
We have no issue with this.
Thanks, Bonnie

From: Dan Sambenedetto <dsambenedetto@myokaloosa.com>
Sent: Monday, April 24, 2023 1:51 PM
To: Bonnie Tierney <btierney@myokaloosa.com>
Subject: Fwd: GS Legal Coordination - Scope of Work Project Manager

Thanks,
Dan

Dan Sambenedetto, Director
Department of Information Technology
Okaloosa County FL
850-651-7570 Office Main | 850-651-7576 Fax
micro@myokaloosa.com

----- Forwarded message -----

From: Jane Evans <jevans@myokaloosa.com>
Date: Apr 21, 2023 12:15 PM
Subject: GS Legal Coordination - Scope of Work Project Manager
To: Greg Stewart <gstewart@myokaloosa.com>, Lynn Hoshihara <hoshihara@myokaloosa.com>, "Parsons, Kerry" <KParsons@ngn-tally.com>
Cc: Kelly Bird <kbird@myokaloosa.com>, Shannon Clowes <sclowes@myokaloosa.com>, Faye Douglas <fdouglas@myokaloosa.com>, Dan Sambenedetto <dsambenedetto@myokaloosa.com>, Leigh Anne Medina <lmedina@myokaloosa.com>

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Note to IT: This will be an addon for existing Smartsimple Program.

Jane Evans

Grants and RESTORE Manager

Office of Management and Budget

1250 North Eglin Parkway

Suite 102

Shalimar, FL 32579

Phone: 850-651-7521

Fax: 850-651-7551

Internal Courier: CAO-S/Grants

Email: jevans@myokaloosa.com



Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.