

**TO:** Criminal Justice Committee  
Board of Commissioners

**FROM:** McCarther A. Griffis, Director  
Isabella County 911 & Emergency Management

**DATE:** August 26, 2021

**RE:** **Request to sign the Central Square No Cost Change Order in Reference to Q-13848**  
For the Work Session Agenda on September 7, 2021.

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### **BACKGROUND**

This is a NO COST upgrade for the Paging Interface that is used to communicate with all Fire and Media departments.

### **ALTERNATIVES**

1. Sign the Change Order.
2. Do not sign the Change Order.

### **FINANCIAL IMPACT**

No Cost.

### **OTHER CONSIDERATIONS**

This is a necessary step for Isabella County Central Dispatch to proceed with the timelines for implementation of training and go-live date before the end of this year. It is required to page all Fire Departments and the Media.

### **RECOMMENDATIONS**

Consider approving the Change Order in reference to Q-13848 from CentralSquare Technologies for CAD Paging Interface, and authorizing the Board Chair to sign the same.

### **ATTACHMENTS**

Change Order – Q13848



<input type="checkbox"/> Post Go-Live	<input checked="" type="checkbox"/> Decommission	<input type="checkbox"/> Cancellation	<input type="checkbox"/> GSA					<b>Date:</b>	6/3/2021		
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<input type="checkbox"/> Post Go-Live	<input checked="" type="checkbox"/> Decommission	<input type="checkbox"/> Cancellation	<input type="checkbox"/> GSA					<b>Date:</b>	6/3/2021		
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Agency/Entity Name:	Isabella County Central Dispatch, MI	Bill to:			
Product Family:	PSJ - Pro				
Bid To #:					
Install Name:					
Original Contract #:	Q-13848				
Change Order #:	SR-51790				
Client Purchase Order #:					
Client Purchase Order Date:					
Client Contact:	Director Marc Griffis				
Contact Phone:	(889) 773-1000				
Contact Email Address:	<a href="mailto:mgriffis@isabellacounty.org">mgriffis@isabellacounty.org</a>	Ship to:			
Credit Terms:					
Account Executive:					
Project Manager:	Alexa Pringle				

Asset	Product Group	Item Description	SIN#	Original Qty	Qty Change (+/-)	Updated Qty	Unit Price	Qty*Unit \$	Discounts	Extended Price
Subscription	PSJ Pro	CAD PS Pro PageGate Paging Interface (Export) Annual Subscription Fee		1	-1	-	\$ -	\$ -		\$ -
						-	\$ -	\$ -		\$ -
						-	\$ -	\$ -		\$ -
						-	\$ -	\$ -		\$ -
						-	\$ -	\$ -		\$ -
						-	\$ -	\$ -		\$ -
									Total:	(986.50)

Isabella County Central Dispatch, WI requested the Pro Subscription terms listed above to be removed from the Pro Subscription contract during year 1 of 5. The total credit listed on this change order is for the year 1 annual subscription amount. Year 1 invoice has been paid, so a credit of \$986.58 will be available to apply to a future invoice upon request. The annual subscription invoice will also be reduced by this amount for years 2, 3, 4, and 5. Year 6 will renew at the reduced amount according to the original contract's terms and conditions. Any other items purchased separately will be invoiced separately.	Total:	\$	(986.58)
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[illegible]

Proposed Change Order is valid for 60 (sixty) days. The terms and conditions outlined in the original contract apply to this change when fully executed.

[illegible][illegible]



## Change Order

Quote prepared on:

August 26, 2021

Quote prepared by:

Shelly Lyle

shelly.lyle@centralsquare.com

Quote #: Q-52880

Primary Quoted Solution: PSJ Pro

Quote expires on: August 31, 2021

Change Order in reference to: Q-13848

Quote prepared for:

Marc Griffis

Isabella County Central Dispatch

2010 East Preston Street

Mount Pleasant, MI 48858

(989) 621-2726

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at [www.centralsquare.com](http://www.centralsquare.com).

### WHAT SOFTWARE IS INCLUDED?

PRODUCT NAME	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
CAD Priority SMS Paging Subscription Core (Agency Site License) Annual Subscription Fee	1			Included
CAD Priority SMS Paging Subscription Core Annual Subscription Fee	1			Included

### QUOTE SUMMARY

Quote Subtotal 3,500.00 USD

Discount - 2,513.42 USD

MORE INFORMATION AT CENTRAL SQUARE.COM



## Change Order

Quote prepared on:

August 26, 2021

Quote prepared by:

Shelly Lyle

shelly.lyle@centralsquare.com

Quote Total

986.58 USD

### BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of \$21.37656 will be shown as a Unit Price of \$21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

### PAYMENT TERMS

#### License Fees & Annual Subscriptions

- 100% Due Upon Contract Execution

#### Contract Startup

- 100% Due Upon Contract Execution

#### Hardware & Third-Party Software

- 100% Due Upon Contract Execution

#### Services

- Fixed Fee: 100% Due Upon Completion
- Time & Material: Due as Incurred
- Services Bundle: Fixed Fee, 100% Due Upon Execution

#### Third-Party Services

- Fixed Fee: 50% Due Upon Contract Execution; 50% Due Upon Completion

#### Travel & Living Expenses

- Due as Incurred

MORE INFORMATION AT [CENTRAL SQUARE.COM](https://www.centralsquare.com)



## Change Order

Quote prepared on:

August 26, 2021

Quote prepared by:

Shelly Lyle

shelly.lyle@centralsquare.com

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### PURCHASE ORDER INFORMATION

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Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [ ] No [ ]

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: \_\_\_\_\_

Initials: \_\_\_\_\_

**Isabella County Central Dispatch**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

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## Summary of Services

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### Project: Isabella County Central Dispatch, MI - Add CAD Priority SMS Paging Interface – Annual Subscription (Q-52880)

The parties mutually agree and acknowledge this Summary of Services is a high-level overview of the project requested, not a detailed requirements or design of solution.

#### Project Scheduling

Parties agree a schedule will be provided for services within sixty (60) days from the execution of the above quote number.

#### Change Requests

CAD Priority SMS Paging Subscription is a standard Pro Suite interface. Any custom changes beyond the scope of the interface that are requested by a third-party agency and/or client will require a change request to be completed. The parties may request a change to this summary of services, to increase hours or deliverables, through a written request to the CentralSquare project manager or resource.

#### Services Scope of Project

The project includes the following scope of services.

Isabella County Central Dispatch, MI (Client) is responsible to be the primary point of contact with the third-party agencies and provide Subject Matter Experts (SMEs) familiar with existing data structures to assist with the interface process and to test the interface.

CentralSquare will work with the Client to establish a connection between the third-party CAD Priority SMS Paging Subscription and the Central Square CAD Pro. This is a one-way interface from Pro CAD to Priority SMS. This interface allows pages (messages) to be sent to individuals and groups via SMS directly from Pro CAD. The connection to the Priority SMS interface is set up by CentralSquare.

CentralSquare Consultant will assist the client to configure, connect and test the interface. CentralSquare is not responsible for any training on third party applications.

Client acknowledges that this change order covers CentralSquare's part of the CAD Priority SMS Paging Subscription and acknowledges that they are responsible for any third-party costs associated with the interface.

#### Project Management

Even in smaller, less complex projects, there needs to be a point of contact and someone driving a project to successful completion. CentralSquare's Implementation Methodology ensures a project has the right amount of oversight needed to successfully complete the work, no more no less. A CentralSquare Project Manager will be your point of contact for the scoped work with you to develop a timeline to meet your needs, drive the timeline to completion, work to resolve any issues that may arise during the life of the project, all while keeping you up to date so you have the peace of mind your project is on track for a successful completion



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### Professional Services

Throughout the course of the project, CentralSquare will use several types of services (defined herein) to complete the necessary steps for successful deployment of the contracted services. The overall services aligned to implementation include Consulting Services, Technical Services, Data Conversion Services, Training Services, and in some cases, Installation Services.