



## REQUEST FOR VENDOR CONTRACT UPDATE

Pursuant to the terms of your awarded vendor contract, all vendors must notify and receive approval from NCPA when there is an update to the contract. No request will be officially approved without the prior written authorization from NCPA. NCPA reserves the right to accept or reject any request.

\_\_\_\_\_ Civix \_\_\_\_\_ (Vendor Name) hereby provides notice of the following update to NCPA contract number: 14-06 on this date 06/13/2023.

### Instructions:

**Vendors must check all that may apply and provide supporting documentation.** Be sure to sign the signature page with all required signatures, prior to submitting your update for approval.

*This form is not intended for use if there is a change in operations, which may adversely affect members, i.e. assignment, bankruptcy, change of ownership, merger, etc.*

### Authorized Affiliates/Dealers/Distributors/Resellers

- Additions
- Deletions

### Products/Services (check all that apply)

- Additions
- Deletions
- Modifications
- Pricing Update

**Other Vendor may include other notes regarding the contract update here: (attach another page if necessary).**

Please see attached for pricing update.

Civix

Vendor Name

Ben Billings

Submitted By

*Ben Billings*

Signature

SignNow e-signature ID: 3f5e51f8a7...  
06/13/2023 21:36:56 UTC

06/13/2023

Date

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**FOR USE BY NCPA ONLY:**

Judd Conner

Vendor Manager

*Judd Conner*

Signature

SignNow e-signature ID: 0b040a71c5...  
06/13/2023 23:54:41 UTC

06/13/2023

Date

Micaela Flores

Contract Manager Name

*Micaela Flores*

Signature

SignNow e-signature ID: d64d0daeb2...  
06/16/2023 13:50:46 UTC

06/16/2023

Date



June 7, 2023

National Cooperative Purchasing Alliance (NCPA)  
P.O. Box 701273  
Houston, TX 77270

RE: NCPA Contract 14-06

To Whom it May Concern:

Civix's original proposal response to the NCPA *Request for Proposals (RFP) for Public Sector Operations, and Financial Management Software and Consulting Services (Ref. #: 30-21)*, included multiple services and software products which are provided by Civix's Land & Grants unit, i.e., MB3 Inc. This specifically includes Community Planning, Grants Management, and Right of Way Management as referenced under Tab 5 (Products & Services) of [Civix's response](#). Civix would therefore like to add MB3 Inc. dba Civix as an affiliate to its NCPA contract in order to facilitate the sale of these products and services which are included under Tab 5 for Community Planning, Grants Management, and Right of Way Management.

Per your request, the mailing address for MB3 Inc. dba Civix is the same as GCR Inc. dba Civix, 3300 West Esplanade Avenue, Suite 400, Metairie, LA 70002. I will serve as the authorized signatory for MB3 Inc. dba Civix, and Ben Billings and Rod Thornhill are authorized to represent MB3 Inc. dba Civix while directing the implementation of said agreements with our customers and NCPA.

We appreciate your assistance with this process and look forward to updating our agreement to better facilitate the sale of Civix's software and services through NCPA.

Sincerely,

A handwritten signature in black ink that reads 'Angele C. Romig'.

Angele C. Romig President,  
Land & Grants  
[aromig@gocivix.com](mailto:aromig@gocivix.com)  
(504)452-1385

## Reason for Price Update

Costs for Civix's EM Grants Manager product have been adjusted to reflect the increased cost of labor to recruit and retain highly qualified professionals for software development, operations, and support, increased overhead due to significant hosting and reporting improvements for the software, increased costs to meet federal and state security and accessibility requirements, and inflationary trends, as well as an increase in the number of programs included under the Hazard Mitigation Assistance program bundle, significant additional complexity and associated level of effort encountered on more recent State Financial System (SFS) integrations compared to earlier integration efforts, et al.

**Civix Price Schedule (for the Period January 1, 2023 through December 31, 2023)**

Description	Type	Frequency	Set Up Fee	2023 SaaS List
EM Grants Manager - Web-based software solution for grantees to manage federal grant funding. Covers entire grant cycle, from declaration/NOFA through closeout. Manage multiple grant programs in a single location, allow subgrantees to apply for, and track grant funding, submit progress reports, expenses and request payments.	One-Time Set-up for Public Assistance Grant Programs (PA, FMAG, SPA) + SaaS	Annual	██████	██████ Annual license renewal is ██████ for the first program and ██████ for each additional program.
EM Grants Manager - Web-based software solution for grantees to manage federal grant funding. Covers entire grant cycle, from declaration/NOFA through closeout. Manage multiple grant programs in a single location, allow subgrantees to apply for, and track grant funding, submit progress reports, expenses and request payments.	One-Time Set-up for Hazard Mitigation Assistance Grant Programs (HMGP, BRIC, PDM, FMA, SRL) + SaaS	Annual	██████	██████ Annual license renewal is ██████ for the first program and ██████ for each additional program.
EM Grants Manager - Web-based software solution for grantees to manage federal grant funding. Covers entire grant cycle, from declaration/NOFA through closeout. Manage multiple grant programs in a single location, allow subgrantees to apply for, and track grant funding, submit progress reports, expenses and request payments.	One-Time Set-up for Homeland Security Grant Programs (SHSP, UASI, OSG,) + SaaS	Annual	██████	██████ Annual license renewal is ██████ for the first program and ██████ for each additional program.
EM Grants Manager - Web-based software solution for grantees to manage federal grant funding. Covers entire grant cycle, from declaration/NOFA through closeout. Manage multiple grant programs in a single location, allow subgrantees to apply for, and track grant funding, submit progress reports, expenses and request payments.	One-Time Set-up for EMPG Grant Program + SaaS	Annual	██████	██████ Annual license renewal is ██████ for the first program and ██████ for each additional program.
EM Grants Manager - Web-based software solution for grantees to manage federal grant funding. Covers entire grant cycle, from declaration/NOFA through closeout. Manage multiple grant programs in a single location, allow subgrantees to apply for, and track grant funding, submit progress reports, expenses and request payments.	One-Time Set-up for NSGP Grant Program + SaaS	Annual	██████	██████ Annual license renewal is ██████ for the first program and ██████ for each additional program.
EM Grants Manager - Web-based software solution for grantees to manage federal grant funding. Covers entire grant cycle, from declaration/NOFA through closeout. Manage multiple grant programs in a single location, allow subgrantees to apply for, and track grant funding, submit progress reports, expenses and request payments.	One-Time Set-up for HMEP Grant Program + SaaS	Annual	██████	██████ Annual license renewal is ██████ for the first program and ██████ for each additional program.
EM Grants Manager - Web-based software solution for grantees to manage federal grant funding. Covers entire grant cycle, from declaration/NOFA through closeout. Manage multiple grant programs in a single location, allow subgrantees to apply for and track grant funding, submit progress reports, expenses and request payments.	One-Time Set-up for SLCGP Grant Program + SaaS	Annual	██████	██████ Annual license renewal is ██████ for the first program and ██████ for each additional program.
EM Grants Manager - Web-based software solution for grantees to manage federal grant funding. Covers entire grant cycle, from declaration/NOFA through closeout. Manage multiple grant programs in a single location, allow subgrantees to apply for, and track grant funding, submit progress reports, expenses and request payments.	One-Time Set-up for Other Grant Programs not listed above + SaaS	Annual	From ██████ per program	██████ Annual license renewal is ██████ for the first program and ██████ for each additional program.
EM Grants Manager - Web-based software solution for grantees to manage federal grant funding. Covers entire grant cycle, from declaration/NOFA through closeout. Manage multiple grant programs in a single location, allow subgrantees to apply for and track grant funding, submit progress reports, expenses, and payment requests.	One-Time Setup for Integration with State Financial System	Annual	From ██████	██████ Annual license renewal is ██████ for the first program and ██████ for each additional program.