



## Legislation Text

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### **Resolution - Approval of Certify Software Contract Extension - F Wolff**

**Submitted By:** Robyn Miller on behalf of Freddy Wolff

**Department:** Financial Services

**Financial Impact and Cost/Benefit Considerations:** The cost of the annual contract is estimated at around \$21,000. This cost is based on a per expense report submittal. Staff time is greatly reduced due to the automated software.

We ask the Board today to approve extending the service contract for Certify, Inc. ("Certify") for five years. Certify is our internal expense report software that has automated PEC employees' expense reports such as mileage, per diems and more. Going from a labor intensive, manual process to an automated software that includes a mobile app, enabled employees' to submit his or her expense report more timely and efficiently.

PEC's need for a cloud based software that could customize data configuration and reports limited the available options of vendors. After months of research, weighing cost, application, and ease of use, PEC launched Certify.

During the time that PEC has had Certify in place, the Finance Dept. traveled throughout the districts training employees and providing support for the Certify software. Extending the contract with Certify will help employees maintain consistency with one program.

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE COOPERATIVE,** that the service contract for Certify be amended to extend the contract for an additional 5 years; and

**BE IT FURTHER RESOLVED** that the Chief Financial Officer is authorized to take all such actions as needed to implement this resolution.