



LAKE COUNTY FOREST PRESERVES  
www.LCFPD.org

Preservation, Restoration, Education and Recreation

**DATE:** August 28, 2017

**MEMO TO:** Craig Taylor, Chair  
Operations Committee

S. Michael Rummel, Chair  
Finance Committee

**FROM:** Katherine Hamilton-Smith  
Director of Public Affairs and Development

**RECOMMENDATION:** Recommend approval of a Resolution approving the extension of an existing contract with Blackbaud, Inc., Charleston, South Carolina for donor management software for a three-year period beginning on September 15, 2017 and ending on September 14, 2020 in the Contract Price of \$30,615.03.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** \$10,205.00 is budgeted in the FY 2017/18 Development Division budget (11354000-701400).

**BACKGROUND:** Since the establishment of the Development Division in 2006, the District has used Raisers Edge software from Blackbaud for donor management. In 2015, the District transitioned from server-based Raisers Edge to cloud-based Raisers Edge NXT. For the use of Raisers Edge NXT, Blackbaud requires the payment of an annual fee, which is based on the number of donor records. Approving a three-year extension to the existing contract with Blackbaud will allow the District to avoid cost increases in 2018 and 2019.

This contract will allow the District to continue using Raisers Edge NXT for up to 37,500 records and continue use of the following modules: ResearchPoint, Electronic Funds Transfer, Tribute, Payment Processing, RE NXT Library, Gift Tracker, Search, Events, Membership, and Volunteer. The contract term is three years, with equal payments of \$10,205.01 due in 2017, 2018, and 2019.

**REVIEW BY OTHERS:** Accounting Manager, Chief Development Officer, Chief Operations Officer, Director of Finance, Corporate Counsel.



**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING A THREE-YEAR CONTRACT  
FOR DONOR MANAGEMENT SOFTWARE**

**WHEREAS**, the Lake County Forest Preserve District (the “District”) desires to purchase services for the use of donor management software, including support, licensing, and updates, to process gifts and manage donor relationships accurately and efficiently (the “Services”); and

**WHEREAS**, the Director of Public Affairs and Development and the Purchasing Manager have determined that the Services require personal confidence; and

**WHEREAS**, the District previously purchased the Services from Blackbaud, Inc., Charleston, South Carolina (“Licensor”), under a contract dated June 23, 2006 (the “Original Contract”); and

**WHEREAS**, Licensor has submitted a proposal to extend the Original Contract for an additional three years; and

**WHEREAS**, the District’s staff, the Purchasing Manager, the Director of Public Affairs and Development, the Operations Committee, and the Finance Committee have reviewed the proposal and recommend that the Board of Commissioners (i) find that the proposal submitted by Licensor be determined to be the proposal that is most advantageous to the District and (ii) approve a three-year extension to the Original Contract (the “Extension”) for a price of \$30,615.03 (the “Extension Price”); and

**WHEREAS**, the Board of Commissioners hereby finds that the proposal submitted by Licensor is the proposal that is most advantageous to the District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, THAT:

Section 1: Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2: Approval of Extension. The Extension in the amount of the Extension Price, in substantially the form attached hereto, is hereby approved. The Extension is (i) germane to the Original Contract as signed and (ii) is in the best interests of the District.

Section 3. Placement in Contract File. This Resolution and the Extension shall be preserved in the District file for the Original Contract. This Resolution shall constitute the written determination required by Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9.

Section 4: Execution of Extension. The Executive Director of the District is hereby authorized and directed to execute the Extension in the amount of the Extension Price.

Section 5: Payments. The Treasurer shall make payments under the Original Contract and the Extension only pursuant to and in accordance with their terms.

Section 6: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Ann B. Maine, President  
Lake County Forest Preserve District

ATTEST:

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Julie Gragnani, Board Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_



# Renewal Form

The fees and terms quoted in this Renewal Form ("Renewal Form") are valid until 8/10/2017. This Renewal Form and the purchases set forth herein are subject to and governed by the Blackbaud Solutions Agreement available at <https://www.blackbaud.com/files/BlackbaudSolutionsAgreement.pdf> and by signing this Renewal Form you agree to be bound by the Blackbaud Solutions Agreement(s).

## Client Information

**Issued to:**  
Preservation Foundation of the Lake County Forest Preserve

**Bill to:**  
Preservation Foundation of the Lake County Forest Preserve

**Mailing address:**  
1899 W Winchester Rd  
Libertyville, IL 60048-5367

**Billing address:**  
1899 W Winchester Rd  
Libertyville, IL 60048-5367

**Principal contact:**  
Rebekah Snyder

**Billing contact:**  
Rebekah Snyder

**Principal contact email:**  
rsnyder@lcfpd.org

**Billing contact email:**  
rsnyder@lcfpd.org

**Client Site ID No.:**  
27491

**Renewal No.:**  
Q-00455371

**Payment Terms:**  
Net 30 via Check

**Support Plan:**  
Advantage

**Effective Date:**  
9/15/2017

**Account Executive:**  
Cindy Stanley

**PO Number/Invoice Memo:**

Enter text here to overwrite the above PO Number or add a note to the invoice:

## Order Summary

	One Time Fees	Annual Recurring Fees	Total Recurring Fees
Subscriptions		\$10,205.01	\$30,615.03
Software	\$0.00		
Services	\$0.00		
Maintenance		\$0.00	\$0.00
<b>Totals</b>	\$0.00	\$10,205.01	\$30,615.03
<b>Grand Total</b>	<b>\$30,615.03</b>		

## Signatures

IN WITNESS WHEREOF, the parties have caused this Renewal Form to be executed by their duly authorized representatives.

**AGREED :**

Client : **Preservation Foundation of the Lake County  
Forest Preserve**

By :

Name :

Title :

Date :

## Subscriptions

Type	Monthly List Price	Adjusted Price	UoM/Qty	Term Length (months)	Start Date	End Date	Status	Total Fees	Billing
RE NXT Pro Offer	\$471.82	\$212.42	Each/1	36	9/15/2017	9/14/2020	Renewed	\$30,615.03	Annual
Online Express RE NXT	\$0.00	\$0.00	Each/1	36	9/15/2017	9/14/2020	Renewed	\$0.00	Annual
Online Express RE NXT Membership	\$0.00	\$0.00	Each/1	36			New	\$0.00	Annual
Online Express RE NXT Events	\$0.00	\$0.00	Each/1	36			New	\$0.00	Annual
<b>Subtotal*</b>								\$30,615.03	

## Usage Allowances

### Online Express Allowances (Per Selected NXT Record Level)

Online Express RE NXT Email Sends 375,000

The usage allowances set forth in the Level above are included in the Application Services Subscription Fees. The number of Constituent Records in the Application Services Subscription determines the applicable Level and associated "Additional Monthly Fees." If Client exceeds the number of Constituent Records for a Level, then Client shall automatically move into the next higher Level and the current Application Service Subscription Fees will be increased by the Additional Monthly Fees set forth in the Usage Allowances table for such new Level, commencing with the calendar month in which the new Level was attained. The Additional Monthly Fees set forth in Level 2 and Level 3 represents the Additional Monthly Fees to be added to the current level. Client will not revert to a lower Level once a new Level is attained, regardless of the number of Constituent Records used in subsequent months. Additional usage charges ("Overage Fees") may also apply as specified for the other items set forth in the table to the extent that the usage allowances for such items at Client's then current Level are exceeded in a particular month. Any such Additional Monthly Fees and Overage Fees are invoiced monthly in arrears and are payable in accordance with the Agreement.

If Client exceeds the usage limit for Constituent Records for the highest Level indicated, Client will continue to be charged in accordance with the highest level until a new agreement is executed.

Emails sent through the TeamRaiser or Luminare Personal Fundraising Application Service Subscription will not be subject to the email sent usage allowance limitation and therefore do not contribute towards the Client's usage level measured against this usage allowance on a monthly basis.

A description of the Application Services Subscription offering is available at <https://www.blackbaud.com/files/ApplicationServicesDescription.pdf>

## Overage Fees

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\$0.005 Per additional email sent

## General Terms

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### Fees are in **USD**

Our records indicate that You are Tax Exempt. You will not be charged sales tax on Your orders as long as Your exemption certificate has not expired. If it has expired, send the new certificate to:  
[SalesTaxExemptCertificates2@blackbaud.com](mailto:SalesTaxExemptCertificates2@blackbaud.com).

Processing of online financial transactions through the Blackbaud offerings purchased on this Order Form is subject to and governed by the <http://www.blackbaud.com/files/bbms/bbpstc.pdf> and by signing this Order Form you agree to be bound by the BBPS Addendum.

The subscription charges listed on this Order Form are for this purchase only. If you currently receive a subscription from Blackbaud, the above charges may be added to those and prorated to coincide with your current maintenance renewal date.

The term of your Subscription commences on the day you execute this Order Form and continues for the duration set forth in the applicable line item above. Subscriptions are billed according to the schedule set forth above.