



LAKE COUNTY FOREST PRESERVES  
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Preservation, Restoration, Education and Recreation

**DATE:** August 27, 2018

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

**Agenda Item#** 9.2

S. Michael Rummel, Chair  
Finance Committee

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

**RECOMMENDATION:** Recommend Approval of a Resolution Authorizing Change Order No. 2 to the Contract with Blackbaud, Inc. for Donor Management Software.

**STRATEGIC DIRECTION SUPPORTED:** Organizational Sustainability

**FINANCIAL DATA:** This Change Order will increase the cost of the existing contract with Blackbaud, Inc. by \$3,600 annually, payable in September 2018 and September 2019. The total additional funds of \$7,200 were approved in the Fiscal Year 2018-19 Budget in General District Development Division account 11354000-701400.

**BACKGROUND:** On September 12, 2017, the District entered into a three-year contract with Blackbaud, Inc. to continue use of the Raisers Edge NXT donor management software. The District has used this software since establishment of the Development Division in 2006.

The cost of the software is based on the number of donor records allowed. This Change Order will increase the limit on the number of donor records from 37,500 to 50,000. The increase is needed due to continued increase in the number of donors and prospective donors to the Preservation Foundation of the Lake County Forest Preserves.

In the past year, the District approved one change order to the contract to add RENXT Learn More, a comprehensive training package for use by all software users (\$6,086.53).

Change Orders that, when added to prior change orders to a contract, exceed 20% of the contract price or \$20,000, whichever is less, must be approved by the Board. Because the cumulative cost of change orders to this contract exceeds this allowance, Change Order No. 2 requires Board approval.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Chief Development Officer/Executive Director Preservation Foundation, Corporate Counsel.

STATE OF ILLINOIS )  
  ) SS  
COUNTY OF LAKE )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR SEPTEMBER MEETING  
SEPTEMBER 11, 2018**

**MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith “A Resolution Approving Change Order No. 2 to the Contract with Blackbaud, Inc. for Donor Management Software” and request its approval.

**OPERATIONS COMMITTEE:**

Date: 8/27/18  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; Nays: 0

**FINANCE COMMITTEE:**

Date: 8/30/18  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; Nays: 0

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

**A RESOLUTION APPROVING CHANGE ORDER NO. 2 TO THE CONTRACT WITH  
BLACKBAUD, INC. FOR DONOR MANAGEMENT SOFTWARE**

**WHEREAS**, the Lake County Forest Preserve District (the “District”) and Blackbaud, Inc. (the “Vendor”) entered into a contract (the “Contract”) to provide donor management software; and

**WHEREAS**, the Contract limited the number of allowable donor records to 37,500; and

**WHEREAS**, the District has determined that the record limit should be raised to 50,000 to accommodate an increased number of donors and prospective donors to the Preservation Foundation of the Lake County Forest Preserves; and

**WHEREAS**, the District and the Vendor desire to amend the Contract to increase the record limit from 37,500 to 50,000 as provided in Change Order No. 2 attached hereto (“Change Order No. 2”); and

**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 a part of this Resolution by this reference.

Section 2: Approval of Change Order No 2. Change Order No. 2, in substantially the form attached hereto, is approved for the following reasons:

- a. The Change Order is germane to the original Contract, as signed; and
- b. The Change Order is in the best interest of the District.

Section 3: Placement in Contract File. This Resolution and Change Order No. 2 shall be preserved in the permanent District file of the 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: 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 \_\_\_\_\_, 2018

AYES:

NAYS:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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Ann B. Maine, President  
Lake County Forest Preserve District

ATTEST:

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Julie Gragnani, Secretary  
Lake County Forest Preserve District

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



**Lake County Forest Preserve District  
CHANGE ORDER NO. 2**

**Date:** 8/2/18  
**Project No:** Donor Management Software  
**Contractor:** Blackbaud, Inc.  
 2000 Daniel Island Dr  
 Charleston, SC 29492-7541

**Original Contract Date:** 9/12/2017

**To the Contractor:** You are hereby authorized to make the following changes, subject to the Contract provisions.

Bulletin No. 1	Increase	\$ 7,200	23.52%
<b>TOTAL</b>	<b>Increase</b>	<b>\$ 7,200</b>	<b>23.52%</b>
<b>Original Contract Amount</b>		\$ 30,615.03	
Change Order No. 1	Increase	\$ 6,086.53	19.88%
Change Order No. 2	Increase	\$ 7,200.00	23.52%
<b>REVISED CONTRACT AMOUNT</b>		<b>\$ 43,901.56</b>	<b>43.40%</b>

**Time Extension:** NONE  
**Other Contracts Affected:** NONE

**Recommended By:**  \_\_\_\_\_ **DATE:** 20 Aug 2018  
 Director of Public Affairs and Development

**Approved By:** \_\_\_\_\_ **DATE:** 8/27/18  
 Operations Committee

Finance Committee \_\_\_\_\_ **DATE:** 8-30-2018

Board Approval \_\_\_\_\_ **DATE:** \_\_\_\_\_

Executive Director \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 Blackbaud, Inc.

**DISTRIBUTION: EXECUTED ORIGINAL:** Purchasing **COPIES:** Project Manager, Contractor  
 (Executed Original is:  Hard Copy  E-Copy) **Decrease / No Cost Change / Time Change:** Accounting  
**Increase:** Munis  
**Original PO# 20180271**



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**Lake County Forest Preserve District  
Donor Management Software  
CHANGE ORDER NO. 2**

**BULLETIN NO. 1**

**YOU ARE HEREBY AUTHORIZED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:**

**THE FOLLOWING ITEMS ARE ADDED TO THE CONTRACT DOCUMENTS:**

**Item No. 1:** Increase record limit from 37,500 to 50,000 – Year 2 of Original Contract  
(September 15, 2018 - September 14, 2019)

**Total Increase Item No. 1: \$ 3,600**

**Item No. 2:** Increase record limit from 37,500 to 50,000 – Year 3 of Original Contract  
(September 15, 2019 - September 14, 2020)

**Total Increase Item No. 2: \$ 3,600**

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**TOTAL CONTRACT INCREASE: \$ 7,200**