

Board of County Commissioners

Agenda Request

Date of Meeting: November 21, 2023

Date Submitted: October 18, 2023

To: Honorable Chairman and Members of the Board

From: Edward J. Dixon, County Administrator
LaToya Fryson, Elderly Affairs Director

Subject: Approval to renew the Mico Information Products (MIP) Fund Accounting software for the Elderly Affairs Department

Statement of Issue:

This agenda item seeks Board approval to renew the Mico Information Products Fund Accounting (MIP) software for the Elderly Affairs Department.

Background:

Abila/Community Brands is the vendor for the MIP FA by Community Brands Software program. This accounting system has been the fiscal software program used for the past 10 years and is the recommended software by Advantage Aging Solutions of North Florida (AANFS) for the grants awarded.

Analysis:

This software system renewal is effective on October 11, 2023. MIP software system has historical fiscal data stored which is used frequently for analyzing prior years' financial reporting. MIP software allows for various means of inputting, distributing, and retrieving data across many different lines of the Older American Act grant services rendered and is vital to fiscal reporting.

Fiscal Impact:

The annual renewal for the software program is \$1684.10. The renewal amount is budgeted for in the Elderly Affairs Department budget.

Options:

1. Approval to pay the annual maintenance fee of \$1684.10 and/or any related charges due October 2023, authorize the renewal of existing vendor terms, and authorize the Chairman to sign all related documents.
2. Do not approve.
3. Board direction.

County Administrator's Recommendation:

Option 1.

Attachments:

- Vendor Terms & Condition
- Invoice
- W-9

Community Brands
 9620 Executive Center Dr. N #200
 St. Petersburg, FL 33702
****NEW Remittance Address
 Below****



Invoice

Date 09-11-2023
 Invoice # 1050-1000192015
 Customer # C006531

Bill To
 Gadsden County Board of County Commissioners
 79 Lasalle Lefall Drive
 Quincy, FL 32351-5280

Ship To
 Gadsden County Board of County Commissioners
 79 Lasalle Lefall Drive
 Quincy, FL 32351-5280

Notes	Terms	Due Date	PO #
	N30	10-11-2023	

Qty	Description	Amount
1	Accounts Payable M&S Start Date: 09/15/2023 / End Date: 09/14/2024	\$0.00
1	Accounts Receivable Reporting Perpetual M&S Start Date: 09/15/2023 / End Date: 09/14/2024	\$0.00
1	Bank Reconciliation Perpetual - M&S Start Date: 09/15/2023 / End Date: 09/14/2024	\$0.00
1	Budget Management -Perpetual M&S Start Date: 09/15/2023 / End Date: 09/14/2024	\$0.00
1	Data Import/Export Perpetual M&S Start Date: 09/15/2023 / End Date: 09/14/2024	\$0.00
1	Direct Deposit Perpetual M&S Start Date: 09/15/2023 / End Date: 09/14/2024	\$161.01
1	Forms Designer Perpetual M&S Start Date: 09/15/2023 / End Date: 09/14/2024	\$0.00
1	General Ledger Perpetual M&S Start Date: 09/15/2023 / End Date: 09/14/2024	\$972.55
1	Payroll Perpetual M&S Start Date: 09/15/2023 / End Date: 09/14/2024	\$550.54

Subtotal	\$1,684.10
Sales Tax	\$0.00
Total	\$1,684.10

Amount Applied \$0.00
 Amount Due \$1,684.10
USD

To Pay by ACH or Wire

JP Morgan Chase, New York, NY 10017
 Routing No: 021000021
 International SWIFT Code: CHASUS33
 Account No: 932898122

For Credit to: Abila, Inc

****Please include invoice number and ensure net amount received, matches the invoice total****

****NEW Remittance Address Below****

Abila
PO Box 737451
Dallas, TX 75373-7451

Please make checks payable to: Abila

Questions: Contact your Account Manager or Sales - 800-647-3863

Overnight deliveries only

JP Morgan Chase (TX1-0029)
Attn: Community Brands Holdco, LLC - 8221 Box
#737451
14800 Frye Road, 2nd Floor
Ft. Worth, TX 76155

Terms & Conditions

This order form ("Order Form") is entered into on the last date of signature below ("Effective Date") by and between Gadsden County Board of County Commissioners, a with offices located at 79 Lasalle Lefall Drive, Quincy, FL, 32351-5280 (the "Licensee") and Community Brands Intermediate, LLC and Affiliates, a Limited Liability Corporation with offices located at 9620 Executive Center Drive N, St. Petersburg, Florida 33702 (the "Licensor"), for the provision of Services listed above. This Order Form is subject to Licensor's terms and conditions (the "Terms and Conditions"), a copy of which is available on Licensor's website at <https://www.communitybrands.com/CBTermsandConditionsDec21> and supersedes all prior, conflicting agreements or representations, written or oral between the parties for the Services listed. Capitalized terms in this Order Form will have the meanings given in the Terms and Conditions.

Order Form Term:

The term of this Order Form is 12 Months ("OF Term"). This Order Form shall automatically renew for a term of the same length as this OF Term, unless either party provides written notice of intent not to renew no later than one hundred twenty (120) days prior to the expiration of this OF Term. In the event that this Order Form is automatically renewed, Licensor may increase Fees for these Services no more than once per annum.

IN WITNESS WHEREOF, the parties hereto, each by a duly authorized officer, have entered into this Order Form as of the Effective Date.

LICENSEE

LICENSOR

By: _____

By: Misty Dowden

Name: _____

Name: Misty Dowden

Title: _____

Title: Director of Customer Success

Date: _____

Date: 10/18/2023

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Abila, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____
- Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
- Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

9620 Executive Center Drive North, Suite 200

6 City, state, and ZIP code

St. Petersburg, FL 33702

7 List account number(s) here (optional)

Requester's name and address (optional)

See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
				-			-	

or

Employer identification number								
4	6	-	2	0	7	5	8	7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

C. Contento

Date ▶ 1/4/2023

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.