



Alachua County Community Support Services

Housing Programs

Candie Nixon, Interim Housing Program Manager
ctnixon@alachuacounty.us

April 2, 2024

MEMORANDUM

TO: Mary Alford, Chair, Alachua County Board of County Commissioners

VIA: Michele Lieberman, County Manager *Michele Lieberman*

VIA: Carl Smart, Deputy County Manager of Community & Strategic Initiatives

VIA: Claudia Tuck, Community Support Services Department Director

FROM: Candie Nixon, Community Support Services Department Assistant Director

RE: Special Pay request – Neighborly Software

This request is being submitted for special pay for the subsequent invoices.

Vendor: **Neighborly Software**

Invoice 11217: \$52,800

Invoice 11347: \$9,000

Alachua County did not issue payment for invoices due to contract negotiations with the vendor. The Master Agreement allowed for auto renewal of services; however, this practice does not align with the County procurement processes. The Housing staff is working with the vendor to amend future agreements in alignment with County procurement code.

Invoice #Inv11217

From

Neighborly Software
3423 Piedmont Rd NE
Suite 420
Atlanta, GA 30305

Bill To

Alachua County, FL - ERAP
Lorrie Smith
Department Program Analyst
Community Support Services\Administration
218 SE 24th ST
Gainesville, FL 32641

Invoice Summary

Invoice Number	Inv11217
Date	06/13/2023
Terms	Net 30
Due Date	07/13/2023
Amount Due (USD)	\$ 52,800.00

Item / Description**Quantity** **Amount****Emergency/Disaster Response Software Fee**

22 52,800.00

This is your subscription fee for Emergency/Disaster Response Software Fee for the term starting 03/01/2023 and ending 02/29/2024.

22 licenses x \$200 per license x 12 months= \$52,800.00

License Count: 22

Total Renewal Count: 22

Amount Due (USD)**\$ 52,800.00**

Invoice #Inv11347

From

Neighborly Software
3423 Piedmont Rd NE
Suite 420
Atlanta, GA 30305
Finance@neighborlysoftware.com

Bill To

Alachua County, Florida
Candie Nixon
218 SE 24th Street
Gainesville, FL 32641
United States

Invoice Summary

Invoice Number	Inv11347
Date	06/30/2023
Terms	Net 30
Due Date	07/30/2023
Amount Due (USD)	\$ 9,000.00

Item / Description**Quantity** **Amount****HCD- User Subscription Fee**

5 9,000.00

This is your subscription fee for HCD Software Fee for the term starting 06/09/2023 and ending 02/29/2024

5 licenses x \$200.00 per license x 9 months = \$9,000.00

Total User Count: 5

Amount Due (USD)**\$ 9,000.00**