

BUDGET AND FINANCE COMMITTEE
PARISH OF TERREBONNE



**Robert J. Bergeron Government Tower Building;
2nd Floor Council Meeting Room; 8026 Main Street;
Houma, LA 70360**

AGENDA

Monday, July 13, 2026
5:30 PM

In accordance with the Americans with Disabilities Act,
if you need special assistance, please contact Tammy
E. Triggs, Council Clerk, at (985) 873-6519 describing
the assistance that is necessary.

NOTICE TO THE PUBLIC:

If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. All comments must be addressed to the Council as a whole. ***Addressing individual Council Members or Staff is not allowed.*** Speakers should be courteous in their choice of words and actions, and comments shall be limited to the issue and cannot involve individuals or staff related matters. Thank you.

All electronic devices used for communication should be silenced for the duration of the meeting.

CALL MEETING TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

ORDER OF BUSINESS

1. Motion to authorize the signing of the certificate of Terrebonne Parish TERFA Approval for CAFA First-Time Homebuyer Bond Program.
2. **RESOLUTION:** Authorizing TPCG to enter into a professional services agreement with Morris P. Hebert, LLC (MPH) for GIS services.

3. **RESOLUTION:** Authorizing TPCG to enter into professional services agreement with T. Baker Smith, LLC (TBS) for GIS services.
4. **RESOLUTION:** Authorizing the Parish President to Execute a Cooperative Endeavor Agreement between Terrebonne Parish Consolidated Government and First Responders of Terrebonne, Inc. to Approve the Waiver of Fees for the Use of the Barry P. Bonvillain Civic Center for the Fourth Annual Hero Fest on September 18, 19, and 20, 2026.
5. **RESOLUTION:** To authorize the Parish President and/or his designee to execute a contract with Tyler Technologies to implement a comprehensive Enterprise Resource Planning (ERP) System.
6. **RESOLUTION:** Declaring as surplus Computer equipment, computers, telephones, office equipment, vehicles, Food Server, Beer Dispenser, Freezer, and supplies.
7. **RESOLUTION:** Approve the State Contract Purchase of furniture for The Nest Small Business Incubator.
8. **RESOLUTION:** Award the Request for Proposal (RFP) 26-UTLTS-22 Electric Utility Labor, Equipment and Support Services
9. Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget and 2026 Budget Positions of the Terrebonne Parish Consolidated Government for the following items:

- I. Fire Department, Budgeted Positions
- II. Fire Department, (\$23,381)

and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

10. Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget of the Terrebonne Parish Consolidated Government for the following item:

- I. LCLE, \$21,500

and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

11. Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget of the Terrebonne Parish Consolidated Government for the following item:

- I. Houma Police Department, \$1,801

and call a public hearing on said matter on Wednesday, July 29, 2026 at 6:30 p.m.

12. Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget and the 2026 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following item:

I. Bayou Terrebonne Vegetation & Debris Removal, (\$585,928)

and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

- 13.** Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget and the 2026 5-Year Capital Outlay Budget for the following item:

I. Civic Center, \$167,062

and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

- 14.** Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget of the Terrebonne Parish Consolidated Government to adjust the 2026 Adopted Beginning Fund Balances and the Net Positions to actual as per the 2025 Audited Financial Statements, and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30p.m.
- 15.** Consider the adoption of an ordinance to amend the 2026 Adopted Operating Budget and the 2026 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following item:

I. Bayou LaCarpe Drainage Loc C, \$1,000,000

and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30p.m.

16. ADJOURN



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Motion to authorize the signing of the certificate of Terrebonne Parish TERFA Approval for CAFA First-Time Homebuyer Bond Program.

PROJECT SUMMARY (200 WORDS OR LESS)

This certificate provides formal approval by Terrebonne Parish for the issuance of up to \$200,000,000 in Capital Area Finance Authority revenue bonds to fund mortgage loans for first-time home buyers across participating jurisdictions. The bonds were authorized by the Capital Area Finance Authority on May 21, 2026, and approved by the Louisiana State Bond Commission on June 18, 2026. Required public notice was published on June 5, 2026, and a public hearing was held on June 25, 2026, with no objections received. By signing, the Parish President confirms compliance with federal tax law requirements and authorizes the filing of this approval with appropriate agencies.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

The purpose of this action is to meet federal requirements for tax-exempt bond issuance while enabling the Capital Area Finance Authority to provide financing assistance to first-time home buyers. By approving the bonds, Terrebonne Parish helps make affordable home ownership more accessible within the parish and other participating areas, supporting local housing opportunities and economic stability. The approval also ensures the bonds qualify for favorable tax treatment, which lowers borrowing costs and increases the overall benefit to eligible residents.

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS:

IS PROJECT ALREADY BUDGETED:

IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED

PARISHWIDE

Signature

Date



EXECUTIVE SUMMARY

PROJECT TITLE
TERFA Approval for CAFA First-Time Homebuyer Bond Program

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PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
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TOTAL EXPENDITURE				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

Jason W. Bergeron
Jason W. Bergeron, Parish President

06/30/2026
Date

**CERTIFICATE OF TERREBONNE
EVIDENCING PUBLIC APPROVAL OF BONDS
PURSUANT TO SECTION 147(f) OF THE
INTERNAL REVENUE CODE OF 1986, AS AMENDED**

WHEREAS, the Capital Area Finance Authority (the “**Authority**”), a public trust created pursuant to the provisions of Chapter 2-A of Title 9 of the Louisiana Revised Statutes of 1950, as amended (R.S. 9:2341-9:2347, inclusive) (the “**Act**”) has, by resolution dated May 21, 2026, in accordance with the requirements of the Act, and the Rules and Regulations of the Louisiana State Bond Commission (the “**Commission**”), duly authorized the issuance of not exceeding \$200,000,000 of Capital Area Finance Authority Revenue Bonds in one or more series (the “**Bonds**”) to finance loans to first-time homebuyers within the jurisdictional parishes of the Authority and such other governmental units (the “**Participating Jurisdictions**”) whose governing authority authorized and directed the execution of a cooperative endeavor agreement (a “**CEA**”) with the Authority under the provisions of the Act and other applicable constitutional and statutory authorities; and

WHEREAS, the Commission, on June 18, 2026, duly authorized the issuance and sale of the Bonds in accordance with law and the Commission's Rules and Regulations; and

WHEREAS, the Bonds are classified as exempt facility bonds under the provisions of the Internal Revenue Code of 1986, as amended (the “**Code**”) and the provisions of Section 147(f)(2)(A), (B) and (E) of the Code require that issuance of Bonds be approved by the “applicable elected representative” of the governmental unit which issues such bonds or on whose behalf such bonds are issued and by the “applicable elected representative” of such other Participating Jurisdictions that have executed a CEA with the Authority under the provisions of the Act; and

WHEREAS, the applicable elected representative (the “**Approving Representative**”) of the Governmental Unit for purposes of approving the Bonds is Parish President Jason W. Bergeron; and

WHEREAS, in compliance with the requirements of the Code, Notice of Public Hearing (attached as **Exhibit “A”** hereto), was published in (i) The Advocate, Baton Rouge, Louisiana on June 5, 2026, (ii) The Daily Advertiser, Lafayette, Louisiana on June 5, 2026, (iii) the Houma Courier, Houma, Louisiana on June 5, 2026, (iv) the Lake Charles American Press, Lake Charles, Louisiana on June 5, 2026, (v) The News Star, Monroe, Louisiana on June 5, 2026, (vi) the Times-Picayune, New Orleans, Louisiana on June 5, 2026, (vii) The Times, Shreveport, Louisiana on June 5, 2026, and (viii) The Town Talk, Alexandria, Louisiana on June 5, 2026, and

WHEREAS, in compliance with the requirements of the Code, the public hearing with respect to the issuance of said Bonds was held on June 25, 2026, at 10:00 a.m., Louisiana Time, at 601 St. Ferdinand Street, Baton Rouge, LA 70802, and simultaneously held by teleconference using the following link: <https://us02web.zoom.us/j/9940303250?omn=81003639543> or dial US toll-free: (646) 876-9923, 9940303250# in accordance with Rev. Proc. 2022-20 after due notice thereof was published in the official journal of the Authority and in the aforementioned publications sufficient to inform the public within the geographic area of the Participating Jurisdictions of the subject, date and place of said public hearing; and

WHEREAS, no objections were raised by any person present at the said hearing or by any person participating by teleconference relative to the issuance of the Bonds; and

WHEREAS, the undersigned, Approving Representative of the Participating Jurisdiction, desires to approve the issuance of the Bonds for the purposes of the Code;

NOW, THEREFORE, the undersigned does hereby certify that the chief elected executive officer of the Participating Jurisdiction, hereby approves and confirms the issuance of the Bonds. The Authority, and its officers, are authorized to cause this certificate to be filed of record in the transcript of proceedings for the Bonds and to file a copy thereof with any State or Federal agency, board or commission as may be required by any applicable State or Federal laws, rules or regulations.

WITNESS my signature this ____ day of _____, 2026, at _____, Louisiana.

Jason W. Bergeron
Parish President
Terrebonne Parish Consolidated Government



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Authorizing TPCG to enter into a professional services agreement with Morris P. Hebert, LLC (MPH) for GIS services.

PROJECT SUMMARY (200 WORDS OR LESS)

Professional Services Agreement with Morris P. Hebert, LLC for GIS support, training and implementation.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Terrebonne Parish Consolidated Government utilizes Geographic Information Systems to support operations across multiple departments including Planning and Zoning, Public Works, Utilities, TOHSEP, Terrebonne Parish Assessor's Office and Terrebonne Parish Communications District. As the use and complexity of GIS continues to expand, there is a need for additional technical expertise and support beyond daily in-house capabilities. This agreement with MPH will provide professional GIS services on an as-needed basis.

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS:		
Estimated		
IS PROJECT ALREADY BUDGETED:		
Yes	IF YES AMOUNT BUDGETED:	30000

COUNCIL DISTRICT(S) IMPACTED

--

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Professional Services Agreement with Morris P. Hebert, LLC

PROJECT SUMMARY (200 WORDS OR LESS)
Professional Services Agreement with Morris P. Hebert, LLC for GIS support, training and implementation.

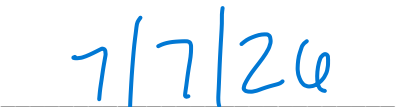
PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
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TOTAL EXPENDITURE			
\$30,000			
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)			
ACTUAL		ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)			
N/A	NO	YES	IF YES AMOUNT BUDGETED: \$30,000

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9



Signature



Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

A resolution authorizing TPCG to enter into a professional services agreement with Morris P. Hebert, LLC (MPH).

WHEREAS, Terrebonne Parish Consolidated Government utilizes Geographic Information Systems (GIS) across multiple departments and requires additional technical support as system use and complexity expands; and

WHEREAS, MPH is qualified to provide professional GIS services to support the Parish on an as-needed basis; and

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the authorization of the agreement be, and is hereby, authorized.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared this resolution adopted this _____ day of _____ 20____.

I, TAMMY TRIGGS, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted and ratified by the Assembled Council in Regular Session on _____, 20____ at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS _____ DAY OF _____ 20____.

TAMMY TRIGGS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL



PROFESSIONAL SERVICES PROPOSAL

PREPARED FOR

Robbie Lee

Terrebonne Parish Consolidated Government

GIS Services

PREPARED BY:

Ryan Boudreaux

MORRIS P. HEBERT, LLC



Scan or click for
more information!

SURVEYING · ENGINEERING · ENVIRONMENTAL SERVICES
REMOTE SENSING · GEOGRAPHIC INFORMATION SYSTEMS

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Introduction

Morris P. Hebert, LLC (MPH) is pleased to provide Terrebonne Parish Consolidated Government this Professional Services Proposal to provide GIS services for the proposed GIS Services and Support project. The following Professional Services Proposal was developed utilizing the scope and related information provided by Terrebonne Parish Consolidated Government.

Morris P. Hebert, LLC truly appreciates the opportunity to provide this professional services proposal. Should you have any questions or require any additional information, please feel free to contact us at your convenience.

The following Professional Services Proposal was developed by:

Ryan Boudreaux
GIS Project Manager
Morris P. Hebert, LLC
Email: ryanb@mphinc.com
Office: 985-879-2731

Safety Affirmation

Morris P. Hebert, LLC (MPH) is committed to ensuring everyone returns home safely at the end of each day. We believe that incidents are preventable by utilizing safe work procedures and industry-specific best practices. Our internal safety management system coupled with proactive HSE focus has contributed to industry-leading performance. OSHA has recognized MPH through the Safety and Health Achievement Recognition Program (SHARP) since 2005 for maintaining an exemplary health and safety management system. Safety guides our path to sustainable Goal Zero performance and is indicative of the core value that makes us MPH.



MPH, LLC maintains active subscriptions in ISN, Veriforce, Avetta, NCMS, DISA, TPS Alert, and memberships in various safety councils throughout our operational areas.



Project Description

Terrebonne Parish Consolidated Government (TPCG) is requesting a Professional Services Proposal that includes a scope of work and estimated cost for GIS Services and Support for their GIS systems, infrastructure, and data integrations.



FIGURE 1: PROJECT LOCATION

MPH Scope of Services

Task: GIS Support & Assistance

The task includes personnel necessary to perform the requested support. MPH will provide support and assistance on an as-needed basis. Support can be conducted on-site or remotely which will be determined by nature of task. MPH GIS Services and Support will include the creation of interactive online maps.

Estimated Cost

- Estimated Cost

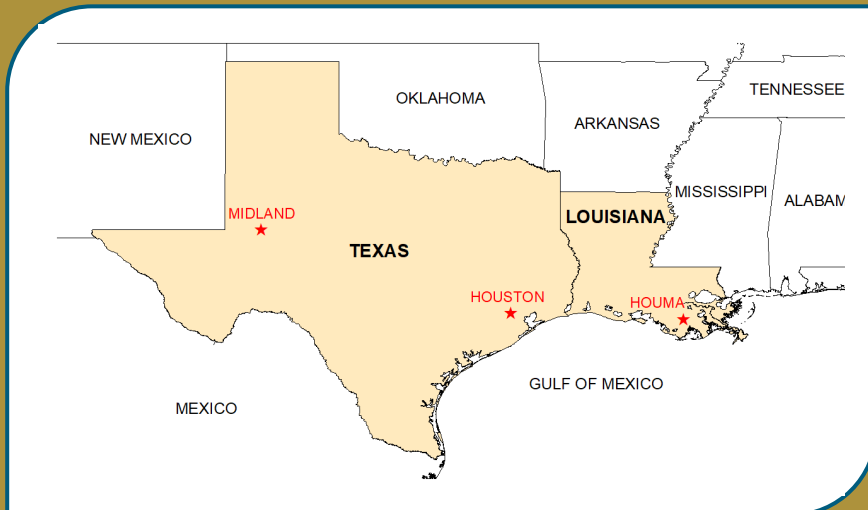
Project Services	Estimated Cost
NOT EXCEED COSTS	
1. GIS Support & Assistance (NOT TO EXCEED – MONTHLY LIMIT)	\$10,000
2. GIS Support & Assistance (NOT TO EXCEED – 2026 ANNUAL LIMIT)	\$30,000

Project Schedule & Execution Plan

1. MPH anticipates beginning the GIS Services and Support as -soon-as Terrebonne Parish Consolidated Government provides notice to proceed.

General Notes and Comments

1. All work will be performed on a Time and Material basis according to the current MPH standard rate schedule.
2. This professional services proposal and cost estimate were prepared based on the scope of services provided by Terrebonne Parish Consolidated Government. Any deviations or additions to this scope shall be considered outside of MPH's original scope of services and are not included in this cost estimate.
3. Additional work performed outside of the original scope of services will be charged on a Time and Materials basis according to the current MPH standard rate schedule.
4. This professional services proposal and cost estimate is valid until 12/31/2026.



Toll Free 877-757-4MPH

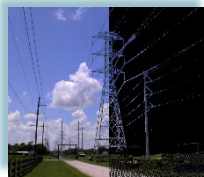
Houma, LA	Corporate Office 985.879.2731 Fax 985.876.9052
Houston, TX	713.219.1470 Fax 713.219.1471
Midland, TX	432.276.3300 Fax 432.276.3301

Surveying
 Engineering
 Remote Sensing
 Environmental & Regulatory
 Geographic Information Systems

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www.mphinc.com

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EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Authorizing TPCG to enter into professional services agreement with T. Baker Smith, LLC (TBS) for GIS services.

PROJECT SUMMARY (200 WORDS OR LESS)

Professional Services with T. Baker Smith for GIS support, training and implementation.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Terrebonne Parish Consolidated Government utilizes Geographic Information Systems to support operation across multiple departments including Planning and Zoning, Public Works, Utilities, TOHSEP, Terrebonne Parish Assessor's Office and Terrebonne Parish Communications District. As the use and complexity of GIS continues to expand, there is a need for additional technical expertise and support beyond daily in-house capabilities. This agreement with TBS will provide professional GIS services on an as-needed basis.

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS:

Estimated

IS PROJECT ALREADY BUDGETED:

Yes

IF YES AMOUNT BUDGETED:

30000

COUNCIL DISTRICT(S) IMPACTED

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Professional Services Agreement with T. Baker Smith, LLC (TBS) for GIS services

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TOTAL EXPENDITURE			
\$30,000			
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)			
ACTUAL		ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)			
N/A	NO	YES	IF YES AMOUNT BUDGETED: \$30,000

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)										
PARISHWIDE	1	2	3	4	5	6	7	8	9	



7/7/26

SignatureDate

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

A resolution authorizing TPCG to enter into a professional services agreement with T. Baker Smith, LLC (TBS).

WHEREAS, Terrebonne Parish Consolidated Government utilizes Geographic Information Systems (GIS) across multiple departments and requires additional technical support as system use and complexity expands; and

WHEREAS, TBS is qualified to provide professional GIS services to support the Parish on an as-needed basis; and

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the authorization of the agreement be, and is hereby, authorized.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared this resolution adopted this _____ day of _____ 20____.

* * * * *

I, TAMMY TRIGGS, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted and ratified by the Assembled Council in Regular Session on _____, 20____ at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS _____ DAY OF _____ 20____.

TAMMY TRIGGS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL

June 1, 2026

GIS System and Mapping

TO Robbie Lee
Chief Communications Officer
Terrebonne Parish Consolidated Government
Houma, LA 70359

FROM Jean-Paul Stafford
Innovative Solutions Leader

Mr. Lee,

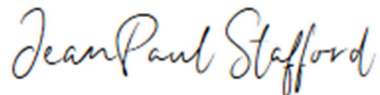
T. Baker Smith, LLC (TBS) is an integrated, professional consulting firm committed to delivering successful project outcomes for our clients. TBS' disciplined professionals serve as trusted advisors by engaging clients' challenges, framing innovative solutions, and providing responsive service during all phases of project delivery.

Please regard this correspondence as a formal proposal from TBS to provide professional services for the above referenced project.

Thank you for the opportunity to submit this proposal. If you have any questions, comments, or need additional information, please do not hesitate to contact us.

Sincerely,

T. BAKER SMITH, LLC



Jean-Paul Stafford
Innovative Solutions Leader
337.735.2805 | Direct
713.581.9268 | Mobile
jean-paul.stafford@tbsmith.com



SCOPE OF WORK

The project will consist of the development, configuration, and support of interactive online maps for Terrebonne Parish Consolidated Government. The maps will be designed to support visualization, exploration, and sharing of geospatial information through a web-based mapping environment.

The detailed scope of work consists of, but is not limited to, the following:

Data Management and Integration

1. **Requirements & Data Review**
Identify the key datasets, mapping needs, users, and business workflows to be supported by the interactive online maps. Review available geospatial data and determine how it will be used for viewing, querying, analysis, and reporting.
2. **Data Preparation & Integration**
Prepare and integrate applicable internal and/or third-party datasets for use within the online mapping environment. This may include formatting, restructuring, cleaning, or publishing data layers as needed.
3. **Quality Control**
Review data for completeness, accuracy, consistency, and usability within the interactive maps. Identify and address data issues that may affect map performance, visualization, or user interpretation.
4. **Data Transformation**
Convert or transform raw data into appropriate geospatial formats for use in web maps, applications, and related GIS services while maintaining data integrity.
5. **Map-Ready Data Structuring**
Structure datasets to support efficient display, filtering, querying, pop-ups, symbology, and user interaction within the online mapping applications.

Interactive Online Mapping

1. **Interactive Map Development**
Create interactive online maps that allow users to view, explore, and interact with Terrebonne Parish Consolidated Government's geospatial data.
2. **Web Map Configuration**
Configure map layers, scale ranges, symbology, labels, pop-ups, filters, bookmarks, search tools, and other interactive map elements as appropriate.
3. **User Interface & Map Experience**
Design maps and mapping applications with a focus on usability, performance, and clear visualization for internal and/or external users.
4. **Data Visualization & Cartography**
Provide cartographic design and data visualization support to ensure map layers are clear, informative, and appropriate for their intended audience.
5. **Publishing & Access Configuration**
Publish maps and related GIS services to the designated online mapping platform. Configure user access, sharing settings, and permissions as required.



6. Application Configuration

When applicable, configure web mapping applications, dashboards, or viewers to support specific workflows, data exploration, or reporting needs.

GIS Support, Documentation, and Training

1. GIS Infrastructure Guidance

Provide guidance on the online GIS environment, data hosting, map publishing workflows, and recommended best practices for maintaining interactive maps.

2. Maintenance & Updates

Support updates to map layers, data schemas, symbology, pop-ups, and application settings as needed during the project.

3. Workflow Documentation

Provide documentation outlining the map configuration, data sources, publishing process, user access, and recommended maintenance procedures.

4. End User Training

Provide training or knowledge transfer to designated Terrebonne Parish Consolidated Government users on how to access, navigate, and use the interactive online maps.

COMPENSATION

T. Baker Smith, LLC will perform the services outlined herein as directed by Terrebonne Parish Consolidated Government on a time-and-materials basis in accordance with the attached rate schedule. Services will be provided under a yearly retainer for 2026 with a total annual not-to-exceed amount of \$30,000.00. Monthly invoices will be submitted as services are performed, with monthly billings not to exceed \$10,000.00.

CLIENT'S RESPONSIBILITY

1. Provide TBS with criteria and information regarding project requirements including all project objectives and known constraints.
2. Arrange safe access and make necessary provisions for TBS to enter public and private property required to perform the professional services.
3. Provide formally documented reviews and approvals of the professional services provided.
4. Provide any known PPE requirements and any known safety training requirements.

SAFETY, ENVIRONMENTAL AND SECURITY

TBS is committed to establishing a safe work environment where our associates practice safe work habits with positive attitudes. The TBS Safety Best Practices and Guidelines comply with state and federal regulations pertaining to worker occupational health, safety, and environment. TBS participates in contractor safety evaluation programs and observes contractor safety standards and requirements. TBS prepares daily Job Safety Analysis forms and document meetings. Individuals working near DOT-regulated pipeline facilities will have completed an operator qualification (OQ) program and will be OQ-qualified to perform the tasks in the scope of this project. TBS provides associates with appropriate personal protective equipment (PPE). Any use of a utility-terrain vehicle (UTV) includes the use of seatbelts, general PPE and operators will have completed an operator safety course on the proper use of the vehicle. Other safety, environmental, and security requirements not specifically listed here will be followed according to contractor guidelines.



STANDARD OF PERFORMANCE

The standard of care for all professional services performed or furnished by TBS under this agreement will be that degree of care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality.

TBS represents that to the best of its knowledge, ability, and professional judgment all work will be performed safely and in a good and workmanlike manner; that TBS has adequate equipment in good working order and fully trained personnel capable of efficiently and safely operating such equipment and performing services for Terrebonne Parish Consolidated Government.

If you have any questions, comments, or need additional information, please feel free to contact us.

Jean-Paul Stafford
Innovative Solutions Leader
337.735.2805 | Direct
713.851.9268 | Mobile
jean-paul.stafford@tbsmith.com



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Authorizing the Parish President to Execute a Cooperative Endeavor Agreement between Terrebonne Parish Consolidated Government and First Responders of Terrebonne, Inc. to Approve the Waiver of Fees for the Use of the Barry P. Bonvillain Civic Center for the Fourth Annual Hero Fest on September 18, 19, and 20, 2026.

PROJECT SUMMARY (200 WORDS OR LESS)

This resolution authorizes the Terrebonne Parish Consolidated Government to enter into a Cooperative Endeavor Agreement with First Responders of Terrebonne, Inc., allowing the Parish President to sign a waiver of rental fees for the use of the Barry P. Bonvillain Civic Center for the fourth annual Hero Fest, scheduled for September 18–20, 2026. The agreement formalizes the Parish's decision to waive these fees based on the public benefit provided by the event, including community services and free entertainment, and confirms that the arrangement complies with state law requirements for cooperative agreements.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

The purpose of this resolution is to support a community event that raises funds to provide emergency assistance to local first responders while also offering free entertainment to residents. By waiving facility fees, the Parish helps strengthen a partnership with a local nonprofit that contributes to public safety, community engagement, and tourism, while fostering positive relationships among first responders, citizens, and the business community.

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS:

IS PROJECT ALREADY BUDGETED:

IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED

PARISHWIDE

Signature

Date



EXECUTIVE SUMMARY

PROJECT TITLE
RESOLUTION: Authorizing the Parish President to Execute a Cooperative Endeavor Agreement between Terrebonne Parish Consolidated Government and First Responders of Terrebonne, Inc. to Approve the Waiver of Fees for the Use of the Barry P. Bonvillain Civic Center for the Fourth Annual Hero Fest on September 18, 19, and 20, 2026.

PROJECT SUMMARY (200 WORDS OR LESS)
This resolution authorizes the Terrebonne Parish Consolidated Government to enter into a Cooperative Endeavor Agreement with First Responders of Terrebonne, Inc., allowing the Parish President to sign a waiver of rental fees for the use of the Barry P. Bonvillain Civic Center for the fourth annual Hero Fest, scheduled for September 18–20, 2026. The agreement formalizes the Parish’s decision to waive these fees based on the public benefit provided by the event, including community services and free entertainment, and confirms that the arrangement complies with state law requirements for cooperative agreements.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
The purpose of this resolution is to support a community event that raises funds to provide emergency assistance to local first responders while also offering free entertainment to residents. By waiving facility fees, the Parish helps strengthen a partnership with a local nonprofit that contributes to public safety, community engagement, and tourism, while fostering positive relationships among first responders, citizens, and the business community.

TOTAL EXPENDITURE				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

Jason W. Bergeron
Jason W. Bergeron, Parish President

06/30/2026
Date

OFFERED BY:

SECONDED BY:

RESOLUTION NO _____

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE A COOPERATIVE ENDEAVOR AGREEMENT BETWEEN TERREBONNE PARISH CONSOLIDATED GOVERNMENT AND FIRST RESPONDERS OF TERREBONNE, INC TO APPROVE THE WAIVER OF FEES FOR THE USE OF THE BARRY P. BONVILLAIN CIVIC CENTER FOR THE FOURTH ANNUAL HERO FEST ON SEPTEMBER 18, 19, AND 20, 2026.

WHEREAS, Article VII, Section 14 of the Louisiana Constitution provides that “[F]or a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation or individual”; and,

WHEREAS, per the attached letter dated June 26, 2026 to TPCG, First Responders, Inc, through money raised from its annual Hero Fest event, provide emergency assistance to first responders in the Terrebonne Parish community; and

WHEREAS, First Responders, Inc’s Hero Fest event provides free entertainment to the citizens of Terrebonne Parish ; and

WHEREAS, TPCG currently waives certain fees associated with the use for certain public events located at the Barry P. Bonvillain Civic Center; and

WHEREAS, TPCG finds that its expenditure or transfer according to the terms of this cooperative endeavor, taken as a whole, is not gratuitous, and that it has a demonstrable, objective, and reasonable expectation of receiving at least equivalent value in exchange for the expenditure or transfer of its public funds; and

NOW THEREFORE BE IT RESOLVED that the Terrebonne Parish Consolidated Government hereby authorizes its Parish President to execute any and all documents necessary to effectuate this Cooperative Endeavor Agreement, per legal approval.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

The Chairman declared the resolution adopted on this, the ____ day of _____, 2026.

* * * * *

I, Tammy Triggs, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Budget and Finance Committee on the ____ day of _____, 2026 and subsequently ratified by the Terrebonne Parish Council in Regular Session on the ____ day of _____ , 2026 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS _____TH DAY OF _____, 2026.

TAMMY TRIGGS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL

**COOPERATIVE ENDEAVOR AGREEMENT BETWEEN TERREBONNE PARISH
CONSOLIDATED GOVERNMENT AND FIRST RESPONDERS OF TERREBONNE,
INC**

This agreement is entered into on the dates set forth herein by and between:

TERREBONNE PARISH CONSOLIDATED GOVERNMENT, whose address is 8026 Main Street, Houma, LA, a political subdivision of the State of Louisiana, herein represented by Jason W. Bergeron, President of Terrebonne Parish Consolidated Government, ("TPCG") by authority in Resolution No. _____, and

FIRST RESPONDERS OF TERREBONNE, INC, ("First Responders") whose address is 3441 West Park Avenue, Houma, LA, a Louisiana non-profit duly authorized under the laws of the State of Louisiana, authorized to do and doing business in the Parish of Terrebonne, State of Louisiana, herein represented by its duly authorized Officer, Brent Hidalgo; and

WHEREAS, Article VII, Section 14 of the Louisiana Constitution provides that "[F]or a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation or individual"; and,

WHEREAS, per letter dated June 26, 2026 to TPCG, First Responders, through money raised from its annual Hero Fest event, provide emergency assistance to first responders in the Terrebonne Parish community (letter is attached as Exhibit A); and

WHEREAS, First Responders' Hero Fest event provides free entertainment to the citizens of Terrebonne Parish; and

WHEREAS, TPCG currently waives certain fees associated with the use for certain public events located at the Barry P. Bonvillain Civic Center; and

WHEREAS, TPCG finds that its expenditure or transfer according to the terms of this cooperative endeavor, taken as a whole, is not gratuitous, and that it has a demonstrable, objective, and reasonable expectation of receiving at least equivalent value in exchange for the expenditure or transfer of its public funds; and

NOW THEREFORE, in consideration of the mutual covenants herein and above contained, the Terrebonne Parish Consolidated Government and First Responders, each represented by the undersigned, duly authorized to act herein respectively, agree to the following:

Terms

- 1) The preamble and preliminary recitals of this agreement are incorporated herein as if restated in their entirety.
- 2) In consideration of the community services provided by First Responders, TPCG hereby waives rental fees associated with the use of the Barry P. Bonvillain Civic Center on September 18, 19, and 20, 2026 for the fourth annual Hero Fest.
- 3) Further, First Responders shall be obligated to sign and abide by the Civic Center's standard contract-which contract shall evidence the fee waiver provided herein. The standard Civic Center contract shall be executed by First Responder within thirty (30) days of the execution of this Cooperative Endeavor Agreement but no less than thirty (14) days prior to the September 18, 2026 Hero Fest.

Termination

- 1) This agreement shall be terminated under any or all of the following conditions:
 - a. By written mutual agreement and consent of the parties hereto.

- b. TPCG may terminate this Agreement for cause based upon the failure of First Responders to comply with the terms and/or conditions of the Agreement; provided that TPCG shall give First Responders written notice specifying First Responders' failure. If within thirty (30) days after receipt of such notice, First Responders shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then TPCG may, at its option, place First Responders in default and the Agreement shall terminate on the date specified in such notice. TPCG may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of The First Responders to comply with the terms and conditions of this Agreement; provided that the State and/or Agency shall give the First Responders written notice specifying the First Responders' failure and a reasonable opportunity for the First Responders to cure the defect.

Indemnification

1) First Responders agrees to defend, indemnify, save and hold harmless TPCG, all parish departments, agencies, boards and commissions, its officers, agents, servants, employees, and agents, including volunteers from and against any and all claims, demands, expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, which may occur or in any way grow out of any act or omission of First Responders, its agents, servants, employees, or assigns, and any and all costs, expenses and/or attorneys' fees incurred by TPCG as a result of any such claim, demands, and/or causes of action including all costs associated with the enforcement of this indemnification provision; except that the indemnity provided in this agreement shall not apply to any liability resulting from the negligence of TPCG, and in the event of joint and concurrent negligence of both First Responders and TPCG, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Louisiana, without, however, waiving any governmental immunity available to TPCG under Louisiana law.

2) First Responders further agrees to investigate, handle, respond to, provide defense for and defend any such claim, demand or suit, at its sole expense, even if it (the claim, etc.) is groundless, false, or fraudulent; this indemnification shall not apply to any strict liability of TPCG.

Compliance with Laws

The parties hereto and their employees, contractors and agents shall comply with all applicable federal, state and local laws and ordinances in carrying out the provisions of this agreement.

Legal Construction

Parties agree that all pages of this agreement, including preamble, are part of this agreement. In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this agreement shall be considered as if such invalid, illegal, or unenforceable provision had never been contained in this agreement.

Choice of Law

This Agreement shall be governed by Louisiana law and the provisions of this Agreement shall be enforced and brought in the Thirty-second Judicial District Court, Terrebonne Parish, Louisiana.

Amendment

No amendment to this agreement shall be effective unless it is in writing, signed by the duly authorized representatives of both parties.

Assignment

First Responders shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of TPCG, provided however, that claims for money due or to become due to First Responders from TPCG may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to TPCG. Additionally, First Responders shall not subcontract any work to any party without the prior written consent of TPCG.

Financial Disclosure

Each recipient may be audited in accordance with R.S. 24:513. If the amount of public funds received by the provider is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the project goals and objectives.

Audit Clause

It is hereby agreed that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration auditors shall have the option of inspecting and auditing all data, records and accounts of First Responders which relate to this Agreement, upon request.

First Responders and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this Agreement for a period of four years after the date of final payment under the prime contract and any subcontract entered into under this Agreement or four years from the date of termination of the prime contract and any subcontract entered into under this Agreement, whichever is later.

Fiscal Funding (Non-Appropriation) Clause

In the event funds are not budgeted or appropriated in any fiscal year for payments due under this Agreement for the then current or succeeding fiscal year, this Agreement shall impose no obligation on TPCG as to such current or succeeding fiscal year, and said Agreement shall become null and void, and no right of action shall accrue to the benefit of the First Responders, its successors or assigns for any further payments.

Term of Agreement

The term of this Agreement shall commence on the date both parties sign the agreement and shall terminate upon the event occurring, unless sooner terminated as provided in this agreement. However, those covenants in this contract necessary for the legal protection of TPCG shall survive termination.

Discrimination Clause

First Responders agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, as amended, the Age Act of 1975, as amended, and First Responders agrees to abide by the requirements of the Americans with Disabilities Act of 1990, as amended. First Responders agrees not to discriminate in its employment practices and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. First Responders acknowledges and agrees that any act of unlawful discrimination committed by First Responders, or any other failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement

Partial Invalidity; Severability

If any term, covenant, condition, or provision of this Agreement or the application thereof to any person or circumstances shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, condition or provision to

persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition, and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

Entire Agreement; Modification

This Agreement, including any attachments that are expressly referred to in this Agreement, contains the entire agreement between the parties and supersedes any and all agreements or contracts previously entered into between the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. This Agreement may be modified or amended at any time by mutual consent of the parties, provided that, before any modification or amendment shall be operative and valid, it shall be reduced to writing and signed by both parties.

Controlling Law

The validity, interpretation, and performance of this Agreement shall be controlled by and construed in accordance with the laws of the State of Louisiana.

Legal Compliance

TPCG shall comply with all federal, state, and local laws and regulations, including, specifically, the Louisiana Code of Governmental Ethics (R.S. 42:1101, et seq.) in carrying out the provisions of this Agreement.

Acknowledgment of Exclusion of Worker's Compensation Coverage

TPCG and First Responders expressly agree that the First Responders is an independent contractor as defined in R.S. 23:1021(7) and, as such, expressly agree that TPCG shall not be liable to the First Responders or to anyone employed by the First Responders for any benefits or coverage as provided by the Worker's Compensation Law of the State of Louisiana.

Force Majeure

Neither party to this Agreement shall be responsible to the other party hereto for any delays or failure to perform caused by any circumstances reasonably beyond the immediate control of the party prevented from performing, including, but not limited to, acts of God.

Employment of State Personnel

First Responders certifies that it has not employed and will not employ any person to engage in the performance of this Agreement who is, presently, or at the time of such employment, an employee of TPCG.

Covenant Against Contingent Fees

First Responders warrants that it has not employed or retained any entity or person, other than a bona fide employee working solely for First Responders, to solicit or secure this Agreement, and that it has not paid or agreed to pay any entity or person, other than a bona fide employee working solely for First Responders any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, TPCG shall have the right to annul this Agreement without liability or, in TPCG's discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Remedies for Default

In the event of default by either party, the aggrieved party shall have all rights granted by the general laws of the State of Louisiana.

Notices

All notices and other communications pertaining to this Agreement shall be in writing and shall be transmitted either by personal hand-delivery (and receipted for) or deposited in the United States

mail, as certified mail, return receipt requested and postage prepaid, to the other party, addressed as follows:

Terrebonne Parish Consolidated Government
Jason W. Bergeron – Parish President
8026 Main Street
Houma, LA 70360

First Responders of Terrebonne, Inc
Brent Hidalgo - Officer
3441 West Park Avenue
Houma, LA 70359

INTENTIONALLY LEFT BLANK – SIGNATURE PAGE FOLLOWS

THUS DONE AND SIGNED, after due reading of the whole at Houma, Terrebonne Parish, Louisiana, this _____ day of _____ 2026.

WITNESSES: **TERREBONNE PARISH
CONSOLIDATED GOVERNMENT**

BY: _____
JASON W. BERGERON
PARISH PRESIDENT

NOTARY PUBLIC

THUS DONE AND SIGNED, after due reading of the whole at Houma, Terrebonne Parish, Louisiana, this _____ day of _____ 2026.

WITNESSES: **FIRST RESPONDERS**

BY: _____
BRENT HIDALGO
OFFICER

NOTARY PUBLIC



June 26th, 2026

Mr. Jason Bergeron
Terrebonne Parish President
Houma LA 70360

On behalf of the First Responders of Terrebonne I am writing to request a waiver of fees associated with the use of the Barry P. Bonvillain Civic Center for our annual Hero Fest on September 18th, 19th and 20th, 2026. First Responders of Terrebonne have adopted a vital role in providing emergency assistance to First Responders of Terrebonne Parish and greatly appreciate the partnership with Terrebonne Parish Consolidated Government.

Our goal as the First Responders of Terrebonne Organization is for Houma to become a destination of tourism during our annual festival.

Our organization is proud to celebrate our 4th annual festival as we have been able to assist numerous First Responders with their various needs. We have also achieved our goal in providing free entertainment to our community that we all love and serve with dedication. We will continue our promise to provide a free music festival to our community in hopes of building relationships between agencies, citizens and our business community.

I would like to thank you Mr. Bergeron for your consideration with this event and look forward to our many years of successes in Terrebonne Parish.

Sincerely,

Travis J. Theriot
President of The First Responders of Terrebonne



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: To authorize the Parish President and/or his designee to execute a contract with Tyler Technologies to implement a comprehensive Enterprise Resource Planning (ERP) System.

PROJECT SUMMARY (200 WORDS OR LESS)

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

TOTAL EXPENDITURE

\$2.6M - balance will be budgeted in the third year with the savings from the

AMOUNT SHOWN ABOVE IS:

Estimated

IS PROJECT ALREADY BUDGETED:

No

IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
A resolution to authorize the Parish President and/or his designee to execute a contract with Tyler Technologies to implement a comprehensive Enterprise Resource Planning (ERP) system

PROJECT SUMMARY (200 WORDS OR LESS)
See above.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See Above

TOTAL EXPENDITURE		
\$2,677,952		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
ACTUAL	<u>ESTIMATED</u>	
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)		
N/A	NO	<u>YES</u>
IF YES AMOUNT BUDGETED:		Will budget the third year at that time

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

s/Kandace M. Mauldin, CFO

Signature

July 8, 2026

Date

**A RESOLUTION TO AUTHORIZE THE PARISH PRESIDENT AND/OR HIS DESIGNEE
TO EXECUTE A CONTRACT WITH TYLER TECHNOLOGIES TO IMPLEMENT A
COMPREHENSIVE ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM**

WHEREAS, the Terrebonne Parish Consolidated Government (TPCG) recognizes the importance of modernizing its administrative systems to improve efficiency, accountability, and service to the public; and

WHEREAS, TPCG has relied on its IBM AS/400 financial and administrative system since 1988, and while the system has served the Parish well, it is now outdated; increasingly difficult to support and maintain; and no longer meets the operational, reporting, security, and customer service needs of a growing organization; and

WHEREAS, continued use of the AS/400 system presents challenges related to system integration, technical support, workforce expertise, and the implementation of modern government business practices; and

WHEREAS, the continued reliance on the AS/400 system exposes TPCG to escalating maintenance and replacement costs, as compatible hardware, components, and related equipment have become increasingly scarce in the marketplace, difficult to procure, and, when available, are often priced at more than double prior-year costs, thereby increasing the Parish's financial burden and operational risk; and

WHEREAS, TPCG has identified the need for a comprehensive Enterprise Resource Planning (ERP) system that will integrate key functions such as financial management, human resources, utility billing, customer service, inventory control, procurement, and other essential government operations; and

WHEREAS, Tyler Technologies provides ERP solutions specifically developed for local governments and has a proven track record of successfully implementing integrated systems that support financial, utility, human resource, and operational needs; and

WHEREAS, implementation of the Tyler Technologies ERP solution will help streamline business processes, improve reporting capabilities, strengthen internal controls and cybersecurity measures, reduce manual and duplicative tasks, and provide residents with improved access to online utility and customer service tools; and

WHEREAS, replacing the legacy AS/400 platform will position TPCG to better support future growth, reduce technology-related risks, improve operational effectiveness, and enhance the delivery of services to residents; and

WHEREAS, the Parish Administration recommends the purchase and implementation of the Tyler Technologies ERP solution as a long-term investment in the Parish's financial management, utility

services, human resources, inventory management, procurement, and overall organizational effectiveness.

NOW, THEREFORE BE IT RESOLVED, that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government does hereby authorize the execution of any and all contracts, agreements and documentation with Tyler Technologies for the ERP solution as needed by Terrebonne Parish President, Jason W. Bergeron or his designee, the Chief Administrative Officer.



SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler's proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **"Agreement"** means this Software as a Service Agreement.
- **"Business Travel Policy"** means our business travel policy. Our current Business Travel Policy is available here: <https://www.tylertech.com/portals/0/terms/Tyler-Business-Travel-Policy.pdf>.
- **"Client"** means the party indicated on the signature block or, in the absence of a signature block, the Investment Summary.
- **"Data"** means your data necessary to use the Tyler Software.
- **"Data Storage Capacity"** means the contracted amount of storage capacity for your Data, if any, identified in the Investment Summary.
- **"Defect"** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you (or the Documentation in the absence of a written proposal), or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **"Defined Users"** means the number of users, if any, that are identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **"Developer"** means a third party who owns the intellectual property rights to a Third-Party Product.
- **"Documentation"** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **"Effective Date"** means the date by which both your and our authorized representatives have signed the Agreement. Notwithstanding the foregoing, if these terms are linked from an Order Form, the Effective Date is the date your authorized representative signed the Order Form.
- **"Force Majeure"** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.

- **“Investment Summary”** means the agreed upon cost proposal for the products and services attached as Exhibit A.
- **“Order Form”** means an ordering document that includes a quote or investment summary and specifies the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **“Professional Services”** means those services provided by Tyler or a third party related to the scope of this Agreement and identified in the Investment Summary.
- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary.
- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.
- **“SLA”** means the service level agreement. A copy of our current SLA is attached hereto as Exhibit C.
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as Exhibit E.
- **“Support Call Process”** means the support call process applicable to all our customers who have a right to use the Tyler Software. Our current Support Call Process is available here: <https://www.tylertech.com/portals/0/terms/Tyler-Support-Call-Process.pdf>.
- **“Third-Party Hardware”** means the third-party hardware, if any, identified in the Investment Summary.
- **“Third-Party Products”** means the Third-Party Software and Third-Party Hardware.
- **“Third-Party SaaS Services”** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **“Third-Party Services”** means the third-party services, if any, identified in the Investment Summary.
- **“Third-Party Software”** means the third-party software, if any, identified in the Investment Summary or included with the Tyler Software.
- **“Third-Party Terms”** means the end user license agreement(s) or other terms, if any, for the Third-Party Products or other parties’ products or services, as applicable, and attached or indicated at Exhibit D.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we,” “us,” “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted. We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your governmental purposes, subject to any limits for Defined Users or Data

Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in this Agreement. In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s). You acknowledge that we have no obligation to ship copies of the Tyler Software as part of the SaaS Services. Your right to use the SaaS Services applies to releases provided as part of our Maintenance and Support Services as further detailed in this Agreement.

2. Ownership.

- 2.1. We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.
- 2.2. The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.

3. Data.

- 3.1. You retain all ownership and intellectual property rights to the Data. You expressly recognize that except to the extent necessary to fulfill our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
- 3.2. You expressly grant to us a limited, non-exclusive license to access, copy, transmit, download, display, and reproduce your Data to provide services pursuant to this Agreement. Additionally, you agree that Tyler may use deidentified Data for Client or third-party demonstrative or training purposes.
- 3.3. Our access to and use of your Data necessary to use the Tyler Software or SaaS Services will comply with applicable provisions of our Privacy Statement (available at <https://www.tylertech.com/privacy>) and applicable law.
- 3.4. Data Breach Notification. Tyler will provide notice of a breach of Client Data in accordance with applicable state and federal data breach notification laws.

4. Restrictions.

- 4.1. You may not:
 - 4.1.1. make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations;
 - 4.1.2. modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services;
 - 4.1.3. access or use the SaaS Services to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or
 - 4.1.4. license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
 - 4.1.5. Notwithstanding anything to the contrary in this Section 4.1, you may disclose, with our written consent, not to be unreasonably withheld, the Tyler Software, SaaS Services, or Documentation to a third party you consult with regarding the implementation or use of the Tyler Software and SaaS Services. You must ensure that any such third-party's use is subject to the terms of this Agreement, and you acknowledge and agree that you are liable for any breach of the terms of this Agreement by such third party.

5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with our then-current Support Call Process.
6. SaaS Services.
- 6.1. *Audit & Compliance.* Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or their equivalent, for so long as you are timely paying for SaaS Services. The foregoing notwithstanding, you acknowledge that the scope of audit coverage varies depending on the specific Tyler Software solution. We will provide you with a summary of our current compliance report(s) or its equivalent, upon your request. For the avoidance of doubt, if our SaaS Services are provided using a third-party data center, the compliance report may be for that third-party provider and be subject to confidential treatment in accordance with applicable law. If you want us to provide our compliance reports to a third-party auditor or similar entity, we reserve the right to require execution of an NDA by that third party.
- 6.2. *Service Levels.* The Tyler Software will be made available to you according to the terms of the SLA. Tyler SaaS Services will be provided via a third-party data center. Your Data will be inaccessible to our other customers.
- 6.3. *Business Continuity.* Data centers used to deliver SaaS Services for this Agreement have redundant telecommunications access, electrical power, and the required hardware to provide access to the SaaS Services in the event of a disaster or component failure. We test our disaster recovery plan on an annual basis. The plan is not client specific and is detailed in Tyler's System & Organization Control reports or their equivalent. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 24 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored. If we employ our disaster recovery plan, we will be responsible for restoring your Data and ensuring that the SaaS Services are online, and you will be responsible for validating your Data and confirming the functioning of the SaaS Services, including any integrations.
- 6.4. *Security Measures.* We provide secure Data transmission paths between your devices and the data center used to provide SaaS Services to you. Data centers used to provide SaaS Services are accessible only by authorized personnel with a unique key entry or comparable security. We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords, or other confidential information, and vulnerability and penetration test scanning of our network and systems (hosted or otherwise) are prohibited. Where applicable with respect to our applications that take or process card payment data, we comply with applicable requirements of PCI DSS. We agree to supply the then-current status of our PCI DSS compliance

program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance> and, in the event of any change in our status, we will comply with applicable notice requirements.

6.5. *Password Security*. You are responsible for:

- 6.5.1. keeping your and your representatives' passwords secure and confidential;
- 6.5.2. any account activity or access that occurs pursuant to you and your representatives' passwords, its account or IdPs; and
- 6.5.3. notifying us of any unauthorized access to your account.

SECTION C – PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and if applicable, described in the Statement of Work.
2. Professional Services Fees. You agree to pay us the services fees in the amounts set forth in the Investment Summary. You acknowledge that the fees stated in the Investment Summary, unless expressly stated otherwise, are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable rate by the quoted units.
3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming and/or interface estimates) required for the project based on our understanding of the specifications you supplied. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote.
4. Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (i) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (ii) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.
5. Services Warranty. We will perform services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with reasonable access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.
7. Background Checks. All of our employees undergo criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.

8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You certify that you will use reasonable efforts to cooperate with us and make your resources available for the performance of the Agreement in accordance with its terms and the mutually agreed project schedule. Additionally, you agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to support the efficient execution of the activities required for this Agreement. Accordingly, you will provide notice of any known inability to timely meet a project commitment so that appropriate project adjustments can be made. We will not be liable for failure to meet any project deadlines or milestones when such failure is due to Force Majeure or to the failure by you to comply with the requirements of this paragraph.
9. Maintenance and Support Services.
- 9.1. For the duration of this Agreement, consistent with the terms set forth in our then-current Support Call Process, we will:
- 9.1.1. perform our maintenance and support obligations in a professional and workmanlike manner, consistent with industry standards, to provide support and resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
 - 9.1.2. provide telephone support during our established support hours as indicated in our then-current Support Call Process;
 - 9.1.3. maintain personnel that are sufficiently trained to be familiar with the Tyler Software and Third-Party Software, if any, in order to provide maintenance and support services;
 - 9.1.4. provide releases to the Tyler Software (including updates and enhancements) that we make generally available without additional charge to customers with a current SaaS Agreement.
- 9.2. Your use of Tyler Software or SaaS Services requires that you remain current with supported releases of Tyler Software as indicated in any applicable release lifecycle policy. Our warranty and support commitments are contingent upon you using a supported version of the Tyler Software. Tyler may require you to update to a current version of the Tyler Software to address a critical issue (for example, to address an identified security vulnerability in the Tyler Software or a third-party component). Tyler will use commercially reasonable efforts to (i) minimize the number of such instances and (ii) provide as much advance notice as possible.
- 9.3. We will use all reasonable efforts to perform support services remotely. We reserve the right to use secure third-party connectivity tools to deliver maintenance and support services. We also reserve the right to collect Tyler Software or SaaS Services telemetry for product evaluation, quality assurance, and security monitoring and enhancement purposes. You agree to reasonably cooperate with us in providing access to your environments and Data for the purposes of providing maintenance and support services and acknowledge that our warranty, support, and service level obligations under this Agreement are contingent upon receiving reasonable access to your Data and systems.
- 9.4. For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support; (b) application design; (c) other consulting services; or (d) telephone support outside our normal business hours as listed in our then-current Support Call Process.

SECTION D – THIRD-PARTY PRODUCTS

1. Third-Party Hardware. We will sell and deliver any Third-Party Hardware set forth in the Investment Summary for the price indicated therein. Unless otherwise indicated, installation of Third-Party Hardware will be performed by Tyler or identified third party installers.
2. Third-Party Software. Your rights under this Agreement may include rights to certain Third-Party Software. We certify that we have acquired the right to provide the Third-Party Software to you. Your rights to the Third-Party Software will be governed by the Third-Party Terms and, in the absence of such terms, this Agreement.
3. Third Party Products Warranties.
 - 3.1 We are authorized by each Developer or its authorized reseller to sell or grant access, as applicable, to the Third-Party Products.
 - 3.2 Unless otherwise expressly indicated, Third-Party Hardware will be new and unused. You will receive free and clear title to the Third-Party Hardware you purchase upon your payment in full of the purchase price.
 - 3.3 You acknowledge that we are not the manufacturer of Third-Party Products. We do not warrant or guarantee the performance of the Third-Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third-Party Products.
4. Third-Party Services. If you have purchased Third-Party Services, those services will be provided independently of Tyler by such third party at the rates set forth in the Investment Summary and in accordance with Exhibit B.

SECTION E – TERM AND TERMINATION

1. Term. The initial term of this Agreement is equal to the number of years indicated for SaaS Services in Exhibit A or one (1) year if no duration is indicated. The initial term commences on the first day of the first month following the Effective Date. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms at our then-current SaaS Fees unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.
2. Termination. This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section G(2).
 - 2.1. *Failure to Pay Fees*. You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of fees. We may terminate this Agreement if you do not cure a failure to pay within sixty (60) days of our notice to you that you have overdue payments.
 - 2.2. *For Cause*. If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section G(2). You may terminate this Agreement for cause after following the procedures set forth in Section G(2).
 - 2.3. *Force Majeure*. Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.

- 2.4. *Lack of Appropriations.* If you should not appropriate or otherwise make available funds sufficient to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused SaaS Fees. You agree not to use termination for lack of appropriations as a substitute for termination for convenience.

SECTION F – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

- 1.1. We will defend you against any third-party claim(s) that the Tyler Software or Documentation infringes that third-party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 1.2. Our obligations under this Section F(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties.
- 1.3. If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either:
 - 1.3.1. procure the right to continue its use;
 - 1.3.2. modify it to make it non-infringing; or
 - 1.3.3. replace it with a functional equivalent.We may elect to employ these remedies in advance of litigation if we receive information concerning an infringement or misappropriation claim.
- 1.4. This section provides your exclusive remedy for third-party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

- 2.1. We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by our negligence or willful misconduct; or (ii) our violation of law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense.
- 2.2. To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (i) personal injury, death, or damage to tangible property, all to the extent caused by your negligence or willful misconduct; or (ii) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.

3. **DISCLAIMER.** EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.
4. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED (i) DURING THE INITIAL TERM, AS SET FORTH IN SECTION E(1), TOTAL FEES PAID AS OF THE TIME OF THE CLAIM; OR (ii) DURING ANY RENEWAL TERM, THE THEN-CURRENT ANNUAL SAAS FEES PAYABLE IN THAT RENEWAL TERM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS F(1) AND F(2).
5. **EXCLUSION OF CERTAIN DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
6. **Insurance.** During the course of performing services under this Agreement, we agree to maintain the following levels of insurance: (i) Commercial General Liability of at least \$1,000,000 per occurrence and \$2,000,000 aggregate; (ii) Automobile Liability of \$1,000,000 combined single limit; (iii) Professional Liability (inclusive of cyber protection) of \$1,000,000 per claim and in the aggregate; (iv) Workers Compensation complying with applicable statutory requirements; and (v) Excess/Umbrella Liability of \$5,000,000. We will add you as an additional insured to our Commercial General Liability and Automobile Liability policies, which will automatically add you as an additional insured to our Excess/Umbrella Liability policy as well. We will provide you with copies of certificates of insurance upon your written request.

SECTION G – GENERAL TERMS AND CONDITIONS

1. **Additional Products and Services.** You may purchase additional products and services at the rates set forth in the Investment Summary for twelve (12) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twelve (12) months have expired, you may purchase additional products and services at our then-current pricing, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. **Performance Issues and Dispute Resolution.**

- 2.1. *Notice.* You agree to provide us with written notice within thirty (30) days of receipt of an invoice (for invoice disputes) or, in the case of performance, becoming aware of an issue related to our performance under this Agreement.
- 2.2. *Invoice Issues.*
- 2.2.1. If the issue relates to an invoice, your notice must include the following: (i) the issue(s) with the invoice; (ii) the specific fee(s) at issue; and (iii) the corrective action(s) you are requesting of Tyler.
 - 2.2.2. We will provide a response to your notice that (i) supports the validity of the invoice as issued by us; (ii) adjusts the invoice; or (iii) describes our plan to address the issues identified in your notice.
 - 2.2.3. You agree to pay all undisputed fees by the due date. You acknowledge that you forfeit your right to dispute **any** fees under this Agreement when you fail to pay undisputed fees within sixty (60) days of our notice that the fees are overdue.
 - 2.2.4. In addition to any other remedies available to us under this Agreement or law for non-payment, we reserve the right to recover from you our reasonable costs of collection associated with your failure to timely pay amounts due under this Agreement.
 - 2.2.5. WE RESERVE THE RIGHT TO SUSPEND PERFORMANCE OF ANY SERVICE, INCLUDING ACCESS TO SAAS SERVICES, FOR FAILURE TO TIMELY PAY UNDISPUTED FEES FIFTEEN (15) DAYS FOLLOWING OUR NOTICE OF INTENT TO DO SO.
- 2.3. *Dispute Resolution.* You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
3. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities, and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.
4. Nondiscrimination. We will not discriminate against any employee or applicant in our employment practices or the performance of our duties, responsibilities, and obligations under this Agreement because of race, color, religion, gender, age, disability, religious beliefs, national, or ethnic origin. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
5. E-Verify. We use the U.S. Department of Homeland Security's E-Verify system to confirm the eligibility of all current employees and persons hired during the contract term to perform services within the United States under this Agreement.

6. Subcontractors. We will not subcontract any Professional Services specifically for this Agreement without your prior written consent, not to be unreasonably withheld.
7. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
8. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
9. No Intended Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third-Party Terms.
10. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, or implied. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified in writing, signed by an authorized representative of the party against whom enforcement is sought.
11. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent permitted by law.
12. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
13. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
14. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (i) actual receipt by the receiving party; or (ii) five (5) days following deposit with registered or certified mail with proper postage affixed and addressed to the other party at the address set forth in this Agreement or such other address as the party may have designated by

proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.

15. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
16. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
 - i. is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
 - ii. a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
 - iii. a party receives from a third party who has a right to disclose it to the receiving party; or
 - iv. is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.
17. Business License. In the event a local business license is required for us to perform services hereunder, you will promptly notify us and provide us with the necessary paperwork and/or contact information so that we may timely obtain such license.
18. Governing Law. This Agreement will be governed by and construed in accordance with the laws of your state or commonwealth of domicile, without regard to its rules on conflicts of law.
19. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
20. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. In such cases, we reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.
21. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights

data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, available at: <https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

22. Contract Documents. This Agreement includes the following exhibits:

Exhibit A	Investment Summary
Exhibit B	Invoicing and Payment Terms
Exhibit C	Service Level Agreement
Exhibit D	Third-Party Terms
Exhibit E	Statement of Work

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

Terrebonne Parish

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
7701 College Boulevard
Overland Park, KS 66210
Attention: Chief Legal Officer

Address for Notices:

Terrebonne Parish
8025 Main Street
Houma, LA 70360
Attention: _____



Exhibit A

Investment Summary

The Investment Summary details the products and services to be delivered by us, or a third party, as applicable, to you under the Agreement. This Investment Summary is effective as of the Effective Date regardless of any expiration date in the Investment Summary. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

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Quoted By: Kerry Robillard
 Quote Expiration: 08/31/26
 Quote Name: Terrebonne Parish -eERP-Full Suite
 Quote Description: Full Suite - Fin/HCM/UB
 Saas Term 3.00

Sales Quotation For:

Terrebonne Parish
 8025 Main St
 Houma LA 70360

Shipping Address:

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Accounting	1	312	\$ 91,353.00
Accounts Payable	1	96	\$ 25,142.00
Budgeting	1	124	\$ 25,142.00
Capital Assets	1	144	\$ 22,581.00
Cash Management	1	96	\$ 17,168.00
Contract Management	1	72	\$ 8,963.00
eProcurement (Vendor Access and Punch-Out)	1	56	\$ 15,750.00
Project & Grant Accounting	1	112	\$ 14,820.00
Purchasing	1	328	\$ 40,896.00
Human Resources Management			
Advanced Scheduling w Mobile Access - Up to 1000 Employees	1	96	\$ 20,266.00
Human Resources & Talent Management	1	144	\$ 11,329.00
Payroll with Employee Access	1	304	\$ 16,909.00
Recruiting	1	32	\$ 2,942.00
Time & Attendance w Mobile Access - Up to 1000 Employees	1	192	\$ 25,664.00

Revenue Management			
Accounts Receivable	1	216	\$ 19,729.00
Business Licenses	1	216	\$ 20,557.00
Cashiering	1	80	\$ 27,749.00
General Billing	1	124	\$ 10,379.00
Resident Access	1	104	\$ 18,000.00
Utility Billing CIS	1	320	\$ 17,962.00
Utility Billing Meter Interface	1	36	\$ 6,223.00
Content Management			
Content Manager Core includes Onboarding	1	64	\$ 26,631.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	1	144	\$ 42,018.00
Additional			
Enterprise Forms Processing Software (including Common Form Set)	1	0	\$ 12,187.00
TOTAL		3412	\$ 540,360.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Amazon Web Services Configuration Fee	1	\$ 18,632.00	\$ 18,632.00	\$ 0.00	\$ 0.00
Applicant Tracking Import Hours	20	\$ 225.00	\$ 0.00	\$ 4,500.00	\$ 0.00
Capital Assets Import Hours	24	\$ 225.00	\$ 0.00	\$ 5,400.00	\$ 0.00
COA Import Hours	20	\$ 225.00	\$ 0.00	\$ 4,500.00	\$ 0.00
Executive Insights Implementation	1	\$ 10,500.00	\$ 0.00	\$ 10,500.00	\$ 0.00
Payroll Accruals Import Hours	20	\$ 225.00	\$ 0.00	\$ 4,500.00	\$ 0.00
Payroll Deductions Import Hours	24	\$ 225.00	\$ 0.00	\$ 5,400.00	\$ 0.00
Payroll Employee Master Import Hours	24	\$ 225.00	\$ 0.00	\$ 5,400.00	\$ 0.00
Position Control Import Hours	28	\$ 225.00	\$ 0.00	\$ 6,300.00	\$ 0.00
Conversions – See Detailed Breakdown Below				\$ 68,575.00	\$ 0.00
Project Management	760	\$ 225.00	\$ 0.00	\$ 171,000.00	\$ 0.00
Onsite Implementation	872	\$ 225.00	\$ 0.00	\$ 196,200.00	\$ 0.00
Remote Implementation	2540	\$ 225.00	\$ 0.00	\$ 571,500.00	\$ 0.00

TOTAL

\$ 1,053,775.00

\$ 0.00

Payments

	List Price	Service %	Min	Basis Points	Rate	Cap	POS	Online	IVR
Payments - Payer Card Cost - Service Fees									
Enterprise ERP Payments									
Utility Billing		3.75%	\$ 2.50				X	X	X
Payments - Other Fees									
Payer eCheck Cost	\$ 1.95								
Credit Card Chargebacks	\$ 15.00								
eCheck Rejects	\$ 5.00								

Payer Card Cost

Per card transaction with Visa, MasterCard, Discover, and American Express.

IVR Cost

Additional \$0.50 per transaction on top of Card and eCheck Fee.

Payer eCheck Cost

Per electronic check transaction.

eCheck Rejects

When an eCheck transaction comes back as declined (e.g bounced check)

Credit Card Chargebacks

If a card payer disputes a transaction at the card issuing bank (e.g. stolen card)

Payments

Your use of Payments and any related items included on this order is subject to the terms found at:
<https://www.tylertech.com/terms/payment-card-processing-agreement>. By signing this order or the agreement
in which it is included, you agree you have read, understand, and agree to such terms. Please see attached
Payments fee schedule.

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Maint/SaaS Discount	Total Maint/SaaS
Cash Drawer	1	\$ 275.00	\$ 15.00	\$ 260.00	\$ 0.00	\$ 0.00	\$ 0.00
Hand Held Scanner - Model 1960GSR	1	\$ 475.00	\$ 0.00	\$ 475.00	\$ 0.00	\$ 0.00	\$ 0.00
Hand Held Scanner Stand	1	\$ 65.00	\$ 35.00	\$ 30.00	\$ 0.00	\$ 0.00	\$ 0.00
Payments EMV Terminal Purchase	1	\$ 529.00	\$ 0.00	\$ 529.00	\$ 0.00	\$ 0.00	\$ 0.00

Payments PCI Service Fee (Per Device)	1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 180.00	\$ 0.00	\$ 180.00
Printer (TM-S9000II)	1	\$ 1,660.00	\$ 37.00	\$ 1,623.00	\$ 0.00	\$ 0.00	\$ 0.00
Third Party Verification Services	1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL				\$ 2,917.00			\$ 180.00

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 540,360.00
Total Tyler Services	\$ 1,053,775.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 2,917.00	\$ 180.00
Summary Total	\$ 1,056,692.00	\$ 540,540.00
Contract Total	\$ 2,677,952.00	
Estimated Travel Expenses excl in Contract Total	\$ 49,320.00	

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Financials				
Accounting	1	\$ 6,625.00	\$ 0.00	\$ 6,625.00
Accounts Payable	1	\$ 10,250.00	\$ 0.00	\$ 10,250.00
Project Accounting	1	\$ 6,625.00	\$ 0.00	\$ 6,625.00

Purchase Orders	1	\$ 5,625.00	\$ 0.00	\$ 5,625.00
Human Resources Management				
Human Resources Management	1	\$ 10,000.00	\$ 0.00	\$ 10,000.00
Revenue Management				
General Billing	1	\$ 8,750.00	\$ 0.00	\$ 8,750.00
Utility Billing				
Utility Billing - Balance Forward AR	1	\$ 8,100.00	\$ 0.00	\$ 8,100.00
Utility Billing - Consumption History up to 5 years	1	\$ 3,200.00	\$ 0.00	\$ 3,200.00
Utility Billing - Services	1	\$ 4,300.00	\$ 0.00	\$ 4,300.00
Utility Billing - Standard	1	\$ 5,100.00	\$ 0.00	\$ 5,100.00
TOTAL				\$ 68,575.00

Optional Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Assets Mobile	1	16	\$ 4,348.00
Bid Management	1	72	\$ 10,945.00
Inventory	1	144	\$ 22,581.00
Inventory Mobile	1	16	\$ 4,348.00
Additional			
Notify includes 200,000 Msgs and 6,650 Mins per year	1	16	\$ 22,500.00
TOTAL:		264	\$ 64,722.00

Optional Professional Services

Description	Quantity	Unit Price	Ext. Discount	Extended Price	Maintenance
Conversion – See Detailed Breakdown Below				\$ 13,000.00	\$ 0.00

Onsite Implementation	68	\$ 225.00	\$ 0.00	\$ 15,300.00	\$ 0.00
Remote Implementation	196	\$ 225.00	\$ 0.00	\$ 44,100.00	\$ 0.00
TOTAL				\$ 72,400.00	\$ 0.00

Optional 3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Maint/SaaS Discount	Total Maint/SaaS
Barcode Printer Kit	1	\$ 1,445.00	\$ 0.00	\$ 1,445.00	\$ 145.00	\$ 0.00	\$ 145.00
Barcode Scanner - TC27 Rugged Mobile Scanning Device	1	\$ 1,895.00	\$ 0.00	\$ 1,895.00	\$ 190.00	\$ 0.00	\$ 190.00
TOTAL				\$ 3,340.00			\$ 335.00

Optional Conversion Details (Prices Reflected Above)

Description	Quantity	Unit Price	Discount	Total
Financials				
Contracts	1	\$ 6,000.00	\$ 0.00	\$ 6,000.00
Inventory	1	\$ 7,000.00	\$ 0.00	\$ 7,000.00
TOTAL				\$ 13,000.00

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

As a new Tyler client, you are entitled to a 14-day or a 30-day trial of the Managed Detection and Response cybersecurity service. Please reference <https://www.tylertech.com/services/tyler-detect> for more information on the service and contact CybersecuritySales@tylertech.com to initiate the trial.

Tyler currently supports the following identity providers (IdP's) for use with Tyler back-office solutions: Microsoft Active Directory through Azure AD, ADFS or Okta AD agent, Google Cloud Identity, Okta, and Identity Automation Rapid Identity. Any requirement by you to use an IdP not supported by Tyler will require additional costs, available upon request.

Amazon Web Services (AWS) has provided a credit in the amount of \$18,632 in sponsorship of your project.

Content Manager Core includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$5,000 per TB.

Financial library includes: standard A/P check, standard EFT/ACH, standard Purchase order, standard Contract, 1099M, 1099INT, 1099S, 1099NEC and 1099G.

Your rights, and the rights of any of your end users, to use Tyler's Data & Insights SaaS Services, or certain Tyler solutions which include Tyler's Data & Insights data platform, are subject to the Terms of Services, available at <https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service>. By signing this sales quotation, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

General Billing library includes: standard invoice, standard statement, standard general billing receipt and standard miscellaneous receipt.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.

The SaaS Setup Fee for your project has been discounted by 100% by credits sponsored and provided by Amazon Web Services (AWS).

Third Party Verification Services will be provided pursuant to the Equifax Verification Terms of Service, and Client will comply with such terms and obligations of furnishers under the FCRA, in each case, found at <https://www.tylertech.com/client-terms/equifax-verification-terms-of-service>.

In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must purchase or upgrade to Content Manager Enterprise Edition.

Personnel Actions Forms Library includes: standard Personnel Action form - New and standard Personnel Action Form - Change.

Payroll library includes: standard PR check, standard direct deposit, standard vendor from payroll check, standard vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

Utility billing library includes: standard Utility bill, standard UB receipt, standard UB delinquent notice, standard door hanger and standard final utility bill.

Business license library includes: standard business license and standard renewal application.

Accounting conversion includes: Actuals (total balances only) up to 5 years, Budgets (total balances only) up to 5 years

Accounts Payable conversion includes: Standard - Vendors, Remit Addresses, 1099 Amounts, Check History(Header, Detail) - up to 5 years, Invoices (Header, Detail) - up to 5 years

All hardware related to Assets Mobile and Inventory Mobile will be under a standard maintenance plan which starts when they are shipped. This includes replacement of your current hardware if it cannot be fixed through the standard helpdesk process.

Contracts conversion includes: Standard

General Billing conversion includes: Standard - CID, Recurring Invoices, Bills(Header, Detail), Payment History, Invoices - up to 5 years

Human Resources Management conversion includes: Standard - Employee Master, Address, Accumulators (Earnings & Deduction totals by period) - up to 5 years, Check History - up to 5 years, Earning/Deduction History - up to 5 years, PM Action History - up to 5 years,

Certifications, Education

Inventory conversion includes: Standard - Master

Your payment of the annual subscription or SaaS fee for Tyler Notify will include an identified amount of messages and/or minutes annually. Additional messages and/or minutes may be purchased from Tyler in defined packages at our then-current rates. Tyler Notify will not restrict use of messages and/or minutes that exceed the allotted messages but reserves the right to invoice you for documented overages occurring during the annual term. Any unused messages or minutes remaining at the end of your annual subscription term expire.

Project Accounting conversion includes: Standard, Actuals - up to 5 years, Budgets - up to 5 years

Purchase Orders conversion includes: Standard - Open POs, Closed POs - up to 5 years

Fees for year one of hardware maintenance will be invoiced as of the first day of the calendar month following the date the hardware is delivered and may be prorated to end coterminous with the Annual Support Maintenance term. Subsequent annual hardware maintenance fees shall be invoiced together with the Annual Support Maintenance term in accordance with the terms of the Agreement.

Third Party Verification Services will be provided pursuant to the Equifax Verification Terms of Service, and Client will comply with such terms and obligations of furnishers under the FCRA, in each case, found at <https://www.tylertech.com/client-terms/equifax-verification-terms-of-service>.



Exhibit B

Invoicing and Payment Terms

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. **Tyler Annual Services.**

- 1.1. *SaaS Services.* SaaS Fees are invoiced on an annual basis, beginning on the commencement of the initial term as set forth in Section E(1) of this Agreement. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual SaaS fees will be at our then-current rates.
- 1.2. *Other Annual Services.* Fees for annual services other than SaaS Services are invoiced on an annual basis, beginning with the availability of the service. Your annual fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, your annual fees will be at our then-current rates.

2. **Tyler Services.**

- 2.1. *Professional Services Generally:* Unless otherwise indicated below, fees for Tyler services are invoiced as delivered.
- 2.2. *Consulting Services:* Fixed fee Consulting Services will be invoiced 50% upon your acceptance of the Best Practice Recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module.
- 2.3. *Conversions:* Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
- 2.4. *Requested Modifications to the Tyler Software:* Requested modifications to the Tyler Software are invoiced (i) 50% upon delivery of specifications and (ii) 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement.
- 2.5. *Other Fixed Price Services:* Other fixed price services are invoiced as delivered. For the avoidance of doubt, where "Project Planning Services" are provided, payment will be due upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of project planning. Strategic Program Management Services, if any, will be billed monthly in arrears, beginning on the first day of the month immediately following initiation of program planning.

3. Hardware & Third-Party Products.
 - 3.1. *Hardware*: Hardware costs, if any, are invoiced upon delivery.
 - 3.2. *Hardware Maintenance*: The first year maintenance fee for hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
 - 3.3. *Third-Party Services*: Fees for Third-Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.
 - 3.4. *Third Party Software*. License Fees for Third Party Software, in any, are invoiced when the applicable Third Party Software is made available to you for download.
 - 3.5. *Third Party Software Maintenance*: The first year maintenance fee for the Third Party Software is invoiced when it is made available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
 - 3.6. *Third-Party SaaS Services*. Third-Party SaaS Services fees, if any, are invoiced on an annual basis, commencing with availability of the respective Third-Party SaaS Services. Pricing for the first year of Third-Party SaaS Services is indicated in the Investment Summary. Unless express stated otherwise, pricing for subsequent years will be at then-current rates.
4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a monthly basis. Fees are indicated in the Investment Summary and may be increased by Tyler upon notice of no less than thirty (30) days.
5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.



Exhibit C

SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels related to the availability of the Tyler SaaS Services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third-Party SaaS Services.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: $(\text{Service Availability} - \text{Downtime}) \div \text{Service Availability}$.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. **Service Availability**

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities

When our support team receives a call from you that Downtime has occurred or is occurring, we will work

with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen (15) days of the end of the applicable month. We will respond to your relief request within thirty (30) days of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	Client Relief
99.99% - 99.70%	Remedial action will be taken
99.69% - 98.50%	2% of SaaS Fees paid for applicable month
98.49% - 97.50%	4% of SaaS Fees paid for applicable month
97.49% - 96.50%	6% of SaaS Fees paid for applicable month
96.49% - 95.50%	8% of SaaS Fees paid for applicable month
Below 95.50%	10% of SaaS Fees paid for applicable month

* Notwithstanding language in the Agreement to the contrary, Recovery Point Objective is one (1) hour.

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.



Exhibit D

Third-Party Terms

Third Party Verification Services Terms. Third Party Verification Services will be provided pursuant to the Equifax Verification Terms of Service, and Client will comply with such terms and obligations of furnishers under the FCRA, in each case, found at <https://www.tylertech.com/client-terms/equifax-verification-terms-of-service>.

DocOrigin Terms. Your use of Tyler Forms software and forms is subject to the DocOrigin End User License Agreement available for download here: <https://eclipsecorp.us/eula/>. By signing a Tyler Agreement or Order Form including Tyler forms software or forms, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

ThinPrint Terms. Your use of Tyler Forms software and forms is subject to the End User License Agreement terms for ThinPrint Engine, ThinPrint License Server, and Connected Gateway found here: <https://www.thinprint.com/en/legal-notes/eula/>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.



Exhibit E
Statement of Work

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Terrebonne Parish

SOW from Tyler Technologies, Inc.

4/30/2026

Presented to:

TPCG

8025 Main St

Houma, LA 70360

Contact:

Becky Terry, PMP

Email: Becky.Terry@TylerTech.com

1 Tyler Drive

Yarmouth, Maine 04096

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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies (“Tyler”) is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler’s end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler’s solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work (“SOW”) documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the Parish (collectively the “Project”).

The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals
- Providing a single, comprehensive, and integrated solution to manage business functions
- Streamline business processes through automation, integration, and workflows
- Provide a user-friendly user interface to promote system use and productivity
- Eliminate redundant data entry

1.3 Methodology

This is accomplished by the Parish and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler’s six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler’s public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases and is scaled to meet the Parish’s complexity and organizational needs.



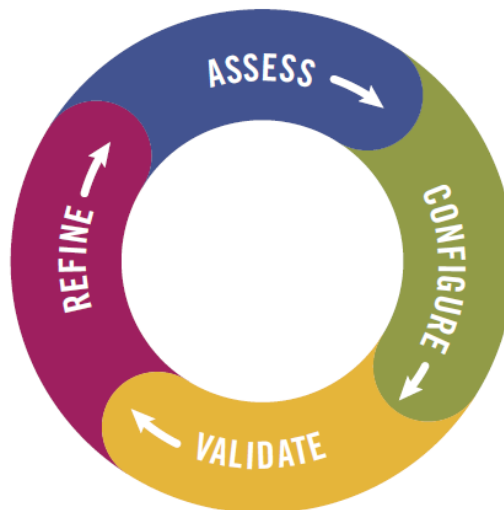
Tyler's Six Stage Project Methodology



The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the Parish and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the Parish and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the Parish's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

Iterative Project Model



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.



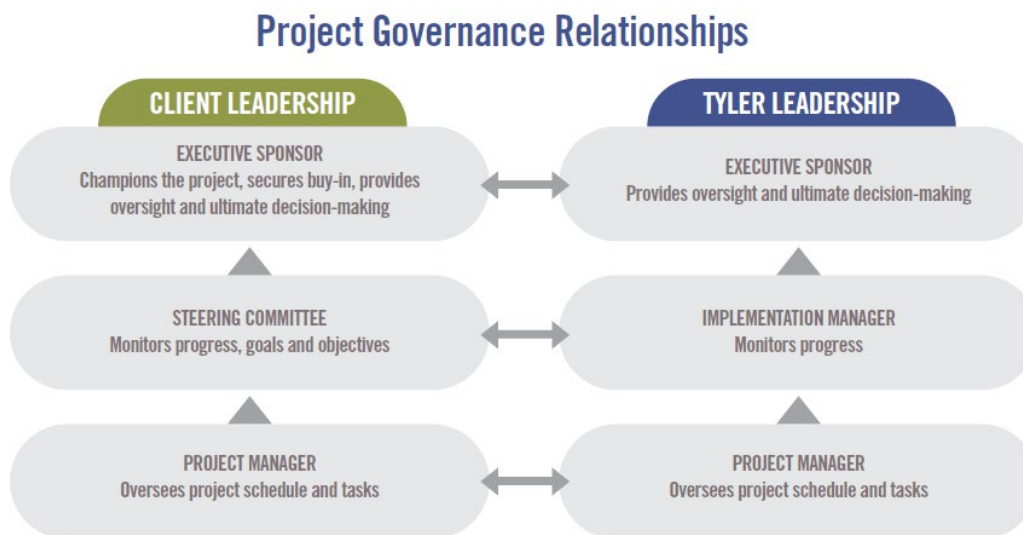
Part 2: Project Foundation

2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

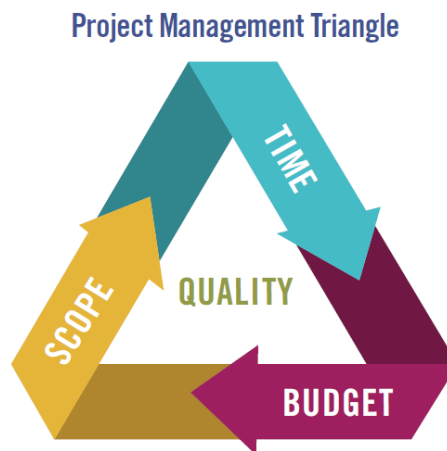
The chart below illustrates an overall team perspective where Tyler and the Parish collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the Parish Steering Committee become the escalation points to triage responses prior to escalation to the Parish and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The Parish and Tyler executive sponsors serve as the final escalation point.



3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the “triple constraints” or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

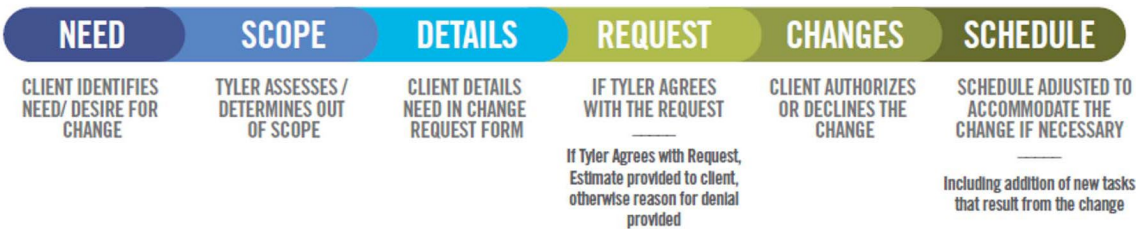
Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the Parish; for example, the Parish may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:



- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the Parish, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The Parish will use its good faith efforts to either approve or disapprove any Change Request within ten (10) Business Days (or other period as mutually agreeable between Tyler and the Parish). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.

Change Request Process



4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each Parish office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the Parish will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining Parish feedback and approval on Project deliverables will be critical to the success of the Project. The Parish project manager will strive to gain deliverable and decision approvals from all authorized Parish representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each Parish department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The Parish shall have five (5) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. If the Parish does not provide acceptance or acknowledgement within five (5) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.
- If the Parish does not agree the Deliverable or Control Point meets requirements, the Parish shall notify Tyler project manager(s), in writing, with reasoning within five (5) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The Parish shall then have two (2) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone. If the Parish does not provide acceptance within two (2) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, Tyler deems the Deliverable or Control Point as accepted.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the Parish and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the Parish, but are roles defined within the Project. It is common for individual resources on both the Tyler and Parish project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.



5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.

- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the Parish 's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the Parish 's executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with Parish management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the Parish, the Tyler Project Manager provides regular updates to the Parish Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the Parish project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.
- Collaborates with the Parish project manager(s) to plan and schedule Project timelines to achieve on-time implementation.



5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.
- Establishes risk/issue tracking/reporting process between the Parish and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the Parish any items that may impact the outcomes of the Project.
- Collaborates with the Parish 's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the Parish 's project manager(s) to set a routine communication plan that will aid all Project team members, of both the Parish and Tyler, in understanding the goals, objectives, status, and health of the Project.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the Parish through software validation process following configuration.
- Assists during Go-Live process and provides support until the Parish transitions to Client Services.
- Facilitates training sessions and discussions with the Parish and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.



5.2 Parish Roles & Responsibilities

Parish resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

5.2.1 Parish Executive Sponsor

The Parish executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the Parish steering committee, project manager(s), and functional leads to make critical business decisions for the Parish.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 Parish Steering Committee

The Parish steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the Parish project manager and Project through participation in regular internal meetings. The Parish steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The Parish steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project is staffed appropriately and that staff have necessary resources.
- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - Parish Policies
 - Needs of other client projects

5.2.3 Parish Project Manager

The Parish shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The Parish Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the Parish project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a



timely fashion to avoid Project delays. The Parish project manager(s) are responsible for reporting to the Parish steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the Parish project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Tightly manages project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the Parish and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the Parish staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.
- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all Parish resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to Parish technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.



- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.4 Parish Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the Parish project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Meeting
 - Project Management Plan development
 - Schedule development
 - Maintenance and monitoring of risk register
 - Escalation of issues
 - Communication with Tyler project team
 - Coordination of Parish resources
 - Attendance at scheduled sessions
 - Change management activities
 - Modification specification, demonstrations, testing and approval assistance
 - Data analysis assistance
 - Decentralized end user training
 - Process testing
 - Solution Validation

5.2.5 Parish Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on the Parish business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the Parish staff during and after implementation.



- Participate in conversion review and validation.

5.2.6 Parish End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 Parish Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for Parish third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the Parish's legacy system per the conversion schedule set forth in the project schedule.

5.2.7.1 Parish Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the Parish's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with Parish and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

5.2.8 Parish Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.



Part 3: Project Plan

6. Project Stages

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “Work Packages”. The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by the Parish.

Work Breakdown Structure (WBS)

1. Initiate & Plan	2. Assess & Define	3. Prepare Solution	4. Production Readiness	5. Production	6. Close
1.1 Initial Coordination	2.1 Solution Orientation	3.1 Initial System Deployment	4.1 Solution Validation	5.1 Go Live	6.1 Phase Close Out
1.2 Project/Phase Planning	2.2 Current & Future State Analysis	3.2 Configuration	4.2 Go Live Readiness	5.2 Transition to Client Services	6.2 Project Close Out
1.3 Infrastructure Planning	2.3 Modification Analysis	3.3 Process Refinement	4.3 End User Training	5.3 Post Go Live Activities	
1.4 Stakeholder Meeting	2.4 Conversion Assessment	3.4 Conversion Delivery			
1.5 GIS Planning*	2.5 Data Assessment	3.5 Data Delivery			
		3.6 Modifications*			

**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as “This work package is not applicable” in Section 6 of the Statement of Work.*



6.1 Initiate and Plan

The Initiate and Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the Parish with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. the Parish gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the Parish's team. During this step, Tyler will work with the Parish to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify Parish project team.

STAGE 1	Initial Coordination																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
Parish project team is assigned									A	I	R	I	I	I			
Provide initial project documents to the Parish		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						
Create Project Portal to store project artifacts and facilitate communication		A	R								I						



Inputs	Contract documents
	Statement of Work
Outputs/Deliverables	Working initial project documents
	Project portal

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the Parish to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all Parish Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the Parish's Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the Parish Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the Parish with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
		A	R						I		C	C	I				
Schedule and conduct planning session(s)																	



Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	Delivery of document
	Project Operational Plan	Delivery of document
	Initial Project Schedule	Parish provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- Parish has reviewed and completed the Guide to Starting Your Project document.

6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. Tyler will be responsible for building the environments for a hosted/SaaS deployment, unless otherwise identified in the Agreement. . The Parish is responsible for the installation, setup and maintenance of all peripheral devices.

Objectives:

- Ensure the Parish's infrastructure meets Tyler's application requirements.
- Ensure the Parish's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Business)	Department Heads	End Users	Technical Leads
Initial Infrastructure Communication		A	R		C		C				C						C
Schedule Environment Availability		A	R				C				I						



Inputs	Initial Infrastructure Requirements	
Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed Infrastructure Requirements	Delivery of Requirements

6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the Parish Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the Parish team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
	I	A	R	I	I				I	I	C		I				
		I	C						A		R		C				
	I	A	R	I	I				I	I	C	I	I	I	I	I	I
	Create Stakeholder Meeting Presentation																
Review Stakeholder Meeting Presentation																	
Perform Stakeholder Meeting Presentation																	

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:



- None

6.1.5 This work package is not applicable.

6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.

Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the Parish
- Stakeholder meeting complete

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current Parish business processes. This information will be used to identify and define business processes utilized with Tyler software. The Parish collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on Parish team knowledge transfer such as: eLearning, documentation, or walkthroughs. The Parish team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the Parish for current and future state analysis.

STAGE 2	Solution Orientation	
	Tyler	Parish



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The Parish and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The Parish will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the Parish's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis	
	Tyler	Parish



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	Parish current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	Delivery of document

Work package assumptions:

- Parish attendees possess sufficient knowledge and authority to make future state decisions.
- The Parish is responsible for any documentation of current state business processes.
- The Parish can effectively communicate current state processes.

6.2.3 This work package is not applicable.

6.2.4 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- Map the data from the source to the Tyler system.



- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
			I		C						A						R
			I	I	I						A	R		C			I
			R	C	C						C	I	I	I			I

Inputs	Parish Source data
	Parish Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	Parish Acceptance of Data Conversion Plan, if Applicable

Work package assumptions:

- Tyler will be provided with data from the Legacy system(s) in a mutually agreed upon format.
- Tyler will work with the Parish representatives to identify business rules before writing the conversion.
- Parish subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.5 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.



Assess & Define Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the Parish against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- The Parish can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)*																
	Tyler							Parish									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software for Included Environments			A				R				I						C
Install Licensed Software on Parish Devices (if applicable)			I				C				A						R
Tyler System Administration			A				R				I						C



Complete Parish configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.
--------	--

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	

Work package assumptions:

- Tyler provides guidance for configuration options available within the Tyler software. The Parish is responsible for making decisions when multiple options are available.

6.3.3 Process Refinement

Tyler will educate the Parish users on how to execute processes in the system to prepare them for the validation of the software. The Parish collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:

- Ensure that the Parish understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
			A	R							I	C	I	C			
Conduct process training																	



Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (Parish Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C				C			A	R		C			C
Update Parish-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	
	Completed Parish-specific process documentation (completed by Parish)	

Work package assumptions:

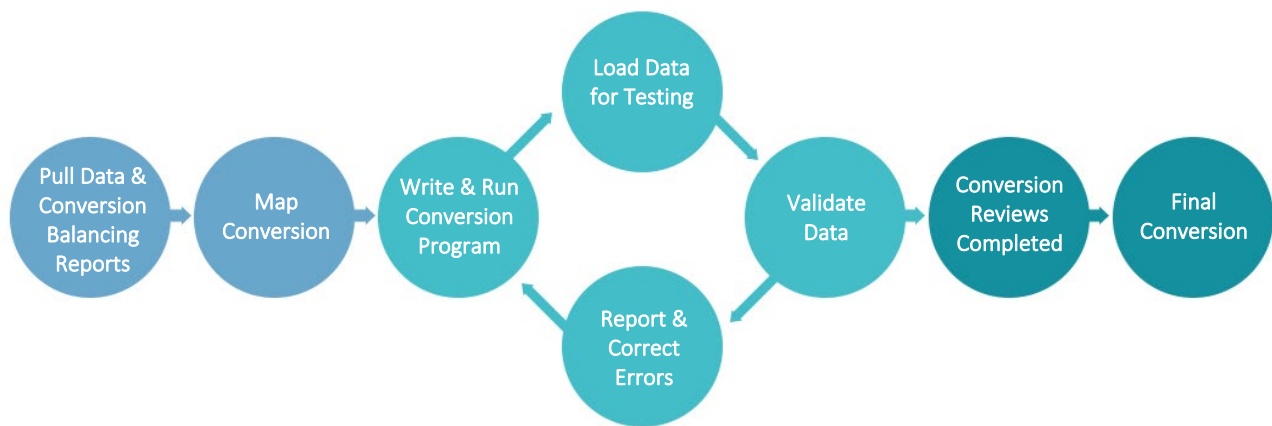
- None

6.3.4 Conversion Delivery

The purpose of this task is to transition the Parish's data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the Parish will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the Parish to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.





Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			
Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R		I				I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C



Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete / Validated	
	Conversion Iterations / Reviews Complete	Conversion complete, verified, and ready for final pass

Work package assumptions:

- The Parish will provide a single file layout per source system as identified in the investment summary.
- The Parish subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The Parish project team will be responsible for completing the code mapping activity, with assistance from Tyler.

6.3.5 This work package is not applicable.

6.3.6 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.
- Solution validation test plan has been reviewed and updated if needed.

6.4 Production Readiness

Activities in the Production Readiness stage will prepare the Parish team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the Parish to review the status of the project and the organization's readiness for go-live.

6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the Parish verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly and validates that all features and functions per the contract have been deployed for system use.



Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the Parish organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	Parish updates report with testing results

Work package assumptions:

- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and the Parish will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure the Parish has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the Parish will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:



- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness																
	Tyler							Parish									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review (where applicable)			A				R				C						C

Inputs	Future state decisions
	Go-live checklist

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated go-live checklist	Updated Action plan and Checklist for go-live delivered to the Parish

Work package assumptions:

- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Train the Trainer: Tyler provides one occurrence of each scheduled training or implementation topic. Parish users who attended the Tyler sessions may train additional users. Additional Tyler-led sessions may be contracted at the applicable rates for training.



Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop Parish specific business process documentation. Parish-led training labs using Parish specific business process documentation if created by the Parish can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- The Parish is prepared for on-going training and support of the application.

STAGE 4	End User Training																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (Parish-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	Parish signoff that training was delivered

Work package assumptions:

- The Parish project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the Parish as much as possible to provide end-user training in a manner that minimizes the impact to the daily operations of Parish departments.
- The Parish will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.



Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and/or checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the Parish will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the Parish to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the Parish and Tyler will complete work assigned to prepare for Go-Live.

The Parish provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the Parish manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the Parish during Go-Live activities. The Parish transitions to Tyler software for day-to-day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.

Objectives:

- Execute day to day processing in Tyler software.
- Parish data available in Production environment.

STAGE 5	Go-Live	
	Tyler	Parish



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	Parish confirms data is available in production environment

Work package assumptions:

- The Parish will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The Parish business processes required for Go-Live are fully documented and tested.
- The Parish Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The Parish Project Team and Power User's provide business process context to the end users during Go-Live.

6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the Parish onto the Tyler Client Services team, who provides the Parish with assistance following Go-Live, officially transitioning the Parish to operations and maintenance.

Objectives:



- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to the Parish teams for key processes and subject areas.

STAGE 5	Transition to Client Services																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Transfer Parish to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List
--------	-----------------------

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:

- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities															
	Tyler								Parish							



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities
--------	---------------------------------

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.

6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The Parish transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).



6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the Parish for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and the Parish teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	Parish
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	Contract
	Statement of Work
	Project artifacts

Outputs / Deliverables	Acceptance Criteria [only] for Deliverables
Final action plan (for outstanding items)	
Reconciliation Report	
Post Phase Review	



Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time the Parish may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the Parish teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out																
	Tyler								Parish								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to Parish and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Post Project Report	Parish acceptance; Completed report indicating all project Deliverables and milestones have been completed

Work package assumptions:

- All project implementation activities have been completed and approved.



- No critical project issues remain that have not been documented and assigned.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- Completed report indicating all Project deliverables and milestones have been completed.

7. General Assumptions

Tyler and the Parish will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- The Parish Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the Parish project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the Parish is responsible for making decisions based on the options available.
- Implementation of new software may require changes to existing processes, both business and technical, requiring the Parish to make process changes.
- The Parish is responsible for defining, documenting, and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, Parish is responsible for managing Organizational Change. Impacted Parish resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted Parish resources understand the value of the change, and why they are being asked to change.



7.3 Resources and Scheduling

- Parish resources will participate in scheduled activities as assigned in the Project Schedule.
- The Parish team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the Parish will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- The Parish will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- The Parish makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- The Parish will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The Parish will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The Parish is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.
- Tyler will work closely with the Parish representatives to identify business rules before writing the conversion. The Parish must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The Parish will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The Parish Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- The Parish is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.)



7.5 Facilities

- The Parish will provide dedicated space for Tyler staff to work with Parish resources for both on-site and remote sessions. If Phases overlap, Parish will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The Parish will provide staff with a location to practice what they have learned without distraction.



8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]



Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.



Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.



Part 4: Appendices

9. Conversion

9.1 Enterprise ERP Conversion Summary

9.1.1 Accounting

9.1.1.1 Accounting - Actuals

- Summary account balances
- Up to 5 years

9.1.1.2 Accounting - Budgets

- Original budget, budget adjustments, revised budget summaries for accounts
- Up to 5 years

9.1.2 Accounts Payable

9.1.2.1 Vendors

- Vendor Master file including names, addresses, SSN/FID, contacts, phone numbers
- Multiple remittance addresses
- Year-to-date 1099 amounts

9.1.2.2 Accounts Payable - Checks

- Check header data including vendor, warrant, check number, check date, overall check amount, GL cash account and clearing information
- Check detail data including related document and invoice numbers for each check
- Up to 5 years

9.1.2.3 Accounts Payable - Invoices

- Invoice header data containing general information for the invoice
- Invoice detail data containing line-specific information for the invoice
- Up to 5 years

9.1.3 Project Accounting

9.1.3.1 Project Accounting Master Tables

- Segments, account strings and fund string allocation table
- Requires the use of a Tyler provided (Chart of Accounts) spreadsheet for design and entry of the data to be converted

9.1.3.2 Project Accounting - Actuals

- Summary project ledger string balances. If linking to GL, must be converted at the same time.



- Up to 3 years

9.1.3.3 Project Accounting – Budget

- Original project ledger budget amounts. If linking to GL, must be converted at the same time.
- Up to 3 years

9.1.4 Purchase Orders

- Open purchase orders header data including vendor, buyer, date, accounting information, etc.
- Open purchase orders detail data including line-item descriptions, quantities, amounts, etc.
- Closed purchase orders detail data, up to 5 years, including line-item descriptions, quantities, amounts, etc.

9.1.5 Human Resources Management

9.1.5.1 HRM Employee Master Information

- Payroll Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information

9.1.5.2 Accumulators

- YTD, QTD, MTD amounts for employee pay and deductions
- Needed for mid-calendar-year go-live
- May not be needed if converting earnings/deductions history
- Up to 5 years
- Accumulators are converted with check history and earning/deduction history as a default. No accumulator files are necessary to submit when converting history.

9.1.5.3 Check History

- Up to 5 years, additional years must be quoted. We convert amounts for earnings and deductions in employee check history, check number and date.

9.1.5.4 Earning/Deduction Hist.

- Up to 5 years, additional years must be quoted. Earning and deduction history broken down by individual codes (earnings and deduction) and amounts per pay period, the detail of these lines, sums the check history in opt 4.

9.1.5.5 Personnel Action History

- A variety of Personnel actions, such as job or salary changes and dates these events occurred.
- Up to 5 years



9.1.5.6 Certifications

- Certification area and certification type codes, certification number and effective date, expiration date, and required-by date, codes for certification level and subjects

9.1.5.7 Education

- Codes for institution, type of degree, and area(s) of study

9.1.6 General Billing

9.1.6.1 Customer Master Files

- Customer information

9.1.6.2 General Billing – Recurring Invoices

- General Billing Invoices that are sent on a regular basis
- Header records with general information about the invoice
- Detail records with line-specific information

9.1.6.3 General Billing – Bills

- 5 years of open and closed invoices
- General Ledger information so open invoices can be processed in Enterprise ERP

9.1.7 Utility Billing

9.1.7.1 Account Information

- Account Master data including previous and current customer owner information- address info, phone, fax, SSN number, FID number, account status, parcel number, location street, apartment, city, state, zip, book number, read sequence, account start and end date, EFT bank information

9.1.7.2 Services

- Current service codes, service status, type, factor, condo units, bill cycle codes, , current deposits held on account including unpaid deposit amounts, winter usage, current meter(s) associated with service, meter readings(current and previous), meter usage (current and previous) and sales tax information.

9.1.7.3 Assessments

- Assessments are improvement costs that are spread across to property owner
- Utility Billing conversion option 4 (balance forward AR) must also be purchased in order to convert assessments

9.1.7.4 Consumption History

- History of meter readings, usage, read dates, usage days, bill amounts, bill dates, read codes
- Up to 5 years



9.1.7.5 Balance Forward AR

- Account balance forward information converted as total amount due. If the client's business practices require current due and past due bills this can be broken into three balance forward bills(current balance due and up to two past due balance bills).These can be converted to one balance forward charge code or separate balance forward charge codes, and converted to the account/customer, if the client's legacy data contains this information.
- If late penalties will be applied in Enterprise ERP after the conversion, balance forward amounts must be converted by charge code

9.1.7.6 Work Orders

- Work Orders data associated with accounts, including meter repairs, checks for leaky meter, reread a meter due to high reading

9.1.7.7 Backflow

- Account information, backflow device information, backflow type, and backflow violations

9.1.7.8 Budget Billing

- Converts information for budget average billing by account, customer and service. Legacy data must include: calculated budget amount by service; number of periods remaining until plan renews; budget plan balance/credit amount, broken out by service/customer; additional amortized amount by service.

9.1.7.9 Flat Inventory/Containers

- Inventory for non-metered items tied to recurring service billing – flat rate is tied to inventory item(s)/item type(s) (vs consumption/usage). Trash/recycling containers, dumpsters, roll off containers, light poles, cable/internet equipment.



10. Additional Appendices

10.1 Tyler and Client Work Split Assumptions

Increased Work Split Hours

Additional hours were purchased in this contract to increase the work split from the standard 30% Tyler work effort. Clients have different needs and there are different ways the allocation of these hours can benefit the project. We will work with the client project manager during the planning sessions and project plan development to determine the best use of these hours. Common areas additional hours are used are:

- Configuration
 - Setting and Code configuration
 - Security and Workflow Building
- Data Conversion
 - Conversion Mapping
 - Conversion Proofing
 - Conversion Testing
 - Imports in lieu of conversion
 - Formatting files
 - Building custom templates
 - Testing imports/Data validation
- Training/Documentation
 - Additional repeat process training
 - Post Live Assistance
 - Bank Reconciliation assistance for additional months
 - Month-end assistance for additional months
 - Year-end assistance for multiple years
 - W-2/1099 processing for multiple years
 - Job aids/quick reference guides
 - End user training documentation
- Testing
 - Additional parallel processing
 - Test script building
 - Integration Testing
 - Import/Export template building
 - Import testing
 - Process validation/documentation

All clients have unique needs on a project. By defining the use of these hours during project planning, we have the flexibility to determine the greatest needs of your organization and plan accordingly. At any point in the project, we can revisit the use of these hours and adjust content as needed to support the success of the project.





2	Human Resources Management with Time and Attendance	• Payroll w/ EE Access • HR & Talent Mgt • Recruiting • Time & Attendance w/ Mobile Access	Oct 2026 or as defined in the Project Plan and mutually agreed upon	Oct 2027 or as defined in the Project Plan and mutually agreed upon	Phase Months: 12 Average Days/Month: 9.5
3	Utility Billing	• Utility Billing CIS • Utility Billing Meter Interface • Resident Access	Jan 2027 or as defined in the Project Plan and mutually agreed upon	Jan 2028 or as defined in the Project Plan and mutually agreed upon	Phase Months: 12 Average Days/Month: 6.5





EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Declaring as surplus Computer equipment, computers, telephones, office equipment, vehicles, Food Server, Beer Dispenser, Freezer, and supplies.

PROJECT SUMMARY (200 WORDS OR LESS)

To declare surplus of the following Computer equipment, computers, telephones, office equipment , vehicles, food server, beer dispenser, freezer and supplies., and other miscellaneous items with a value less than \$5,000 as surplus and to acquire authorization to dispose of items through legally approved methods.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To legally dispose of surplus / obsolete equipment no longer needed by departments/divisions. To generate revenue, provide donations to nonprofit organizations, recycle when applicable, and dispose of damaged equipment

TOTAL EXPENDITURE

\$1000.00

AMOUNT SHOWN ABOVE IS:

Estimated

IS PROJECT ALREADY BUDGETED:

N/A

IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED

Parishwide

Signature

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

WHERE AS, Louisiana Statutory Law provides for the disposal of surplus movable property having a value of \$5,000.00 or less, in addition to other legally permissible means, at private sale which is, in the opinion of the governing authority, not needed for public purposes; and

WHERE AS, the movable property listed in the attached Exhibit A each have a value of \$5,000.00 or less, as indicated by the values set out next to each item on the attached Exhibit A; and

WHERE AS, the parish administration has recommended that the movable property listed in the attached Exhibit A be declared surplus as the items are no longer useful, nor do they serve a public purpose and authorizes immediate award to the highest bidder for all items, including those where the highest bid exceeds \$5,000.00; and

NOW THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council that the movable property listed in the attached Exhibit A be declared surplus and that the Parish Administration be authorized to dispose of said items by private sale or by any other legally approved method to the highest bidder pursuant to statutory law, including those where the highest bid exceeds \$5,000.00.

UPON VOTE TAKEN, THERE WAS RECORDED:

YEAS

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared this resolution adopted on this, the _____ th day of _____, 2026.

I, Tammy E. Triggs, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Budget and Finance Committee on the _____ th day of _____, 2026 and subsequently ratified by the Terrebonne Parish Council in Regular Session on the _____ day of _____, 2026 at which meeting a quorum was present.

CHAIR

EXHIBIT "A"
2026 Surplus List

CORONER

2011 Ford Expedition Unit # 715/\$500

DRAINAGE

Red GMC Sierra 3500 1 ton/\$500

JUVENILE JUSTICE

4 KENWOOD HANDHELD RADIO/\$0
3-KENWOOD BATTERIES/\$0
24-ICON HANDHELD RADIOS/\$0
15-ICON BATTERIES/\$0
3- KYOCERA CELLPHONES/\$0
1-HP MOUSE/\$0
1 -DYMO LABEL MAKER/\$0
6-KENWOOD AD ADAPTER/\$0
6-ICON TRANSFORMER/\$0
6-KENWOOD CHARGING DOCKS/\$0
6-ICON CHARGING DOCK/\$0
1-DELL MONITOR/\$0
1-MIRCOM FIRE ALARM PULLBAR/\$0
2-DELL MOUSE/\$0
2-LOGITECH MOUSE/\$0
1-DISCO DESK PHONE/\$0
1-ASCODESK PHONE/\$0
1-DELL SPEAKERS/\$0
1-ECM CIRCUIT BREAKERS/\$0
8-AAR BATTERIES/\$0
5-DELL KEYBOARDS/\$0
3-LOGITECH KEYBOARD/\$0
1PR-LOGITECH SPEAKER/\$0
1-DELL EPORT/\$0

HUMAN RESOURCES

3-BLACK ROLLING DESK CHAIRS/\$0

PURCHASING

STAND ALONE GAS STOVE/\$0

CITY COURT OF HOUMA

19-DELL OPTIPLEX COMPUTER TOWERS/\$0
2-DELL OPTIPLEX 7050/\$0
2-DELL LATITUDE LAPTOP/\$0

1-DELL E6440 LAPTOP/\$0

CIVIC CENTER

INSINGER MODEL COMMANDER 18-5C /\$0

FOOD WARMER/\$0

GALAXY POPPER POP CORN MACHINE/\$0

PRINTER BROTHER/\$0

BEVERAGE AIR BEER DISPENSER/\$0

TRAULSEN DOUBLE DOOR FREEZER/\$0



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Declaring as surplus Computer equipment, computers, telephones, office equipment, vehicles, Food Server, Beer Dispenser, Freezer, and supplies.

PROJECT SUMMARY (200 WORDS OR LESS)

To declare surplus of the following Computer equipment, computers, telephones, office equipment , vehicles, food server, beer dispenser, freezer and supplies., and other miscellaneous items with a value less than \$5,000 as surplus and to acquire authorization to dispose of items through legally approved methods.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To legally dispose of surplus / obsolete equipment no longer needed by departments/divisions. To generate revenue, provide donations to nonprofit organizations, recycle when applicable, and dispose of damaged equipment.

TOTAL EXPENDITURE

Anticipated Revenue: \$1000.00

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

N/A

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

Gina Bergeron, Purchasing Manager

July 6, 2026

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the Cornore Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - (junk)

ITEM	QUANTITY	VALUE	CONDITION
	<u>1</u>		<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

2011- Ford Expedition white in color - Unit # 715
VIN # 1FM2U1F54BEF04523 Mileage as of

ITEM IS LOCATED AT: purchasing 301 plant Rd - 5/18/2026 1029000

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

Richard Jim Warren 985-232-8790
Contact Person Dr Patrick Walker Phone

Authorized by Dept. Head:

X
Signature

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

Terrebonne Parish Surplus Form

Unit# 2144

Vin# 1GTGCC33FOWFO66111

Department : Public Works

Division Drainage Division

Location: Fleet Maintenance 235 Government Street Gray Louisiana 70359

Contact : Carl Ledet Fleet Maintenance Divison 985-873-6745

Description: Year 1998 Make GMC Model SIERRA
RED GMC SIERRA 3500 1 TON PICK UP TRUCK

Authorize Supervisor

Sign 

Print Tim Babin Date: 01/20/26

Fleet Supervisor

Sign 

Print Carl Ledet Date: 4/9/24

#500⁰⁰

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Juvenile Justice Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
Kenwood hand-held radio	4	0	Junk
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
Kenwood batteries	3	0	Junk
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
icon hand-held radios	24	0	Junk
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
icon batteries	15	0	Junk
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

Joseph Harris
Contact Person

985-853-1201
Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Juvenile Justice Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
Kyocera cell phones	3	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
HP mouse	1	0	Poor

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
Dymo label maker	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
KerWood Ac adapter	6	0	Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

Joseph Harris
Contact Person

985-853-1201

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Juvenile Justice Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
icon transformer	4	0	Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
Kenwood charging docks	4	0	Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
icon charging dock	4	0	Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
Dell monitor	1	0	Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

Joseph Harris
Contact Person

985-853-1201
Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Juvenile Justice Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
Mircom fire alarm pullbar	1		Junk
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
Dell mouse	2		good
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
Logitech mouse	2		good
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
Cisco desk phone	1		new Junk
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

Joseph Harris
Contact Person

985-853-1201

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Juvenile Justice Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
Cisco desk phone	1		New (in box)
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
Dell speakers	1 pr		Good
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
cam circuit breaker	1		Good?
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
AAE batteries	3		Junk
DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)			

ITEM IS LOCATED AT: 180 Government St

Joseph Harris

Contact Person

985-853-1201

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Juvenile Justice Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
Dell Keyboards	5		Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
Logitech keyboard	3		Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
Logitech speakers	1 pr.		Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION
Dell E-Port	1		New

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

Joseph Harris

Contact Person

985-853-1201

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Human Resources Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>Desk Chair</u>	<u>3</u>	<u></u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

3 Black rolling desk chairs - All are Broken and not safe for resale due to safety concerns

ITEM IS LOCATED AT: 8026 Main Street Ste. 520 Houma, LA 70360

ITEM	QUANTITY	VALUE	CONDITION
<u></u>	<u></u>	<u></u>	<u>Good</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
<u></u>	<u></u>	<u></u>	<u></u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
<u></u>	<u></u>	<u></u>	<u></u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

Contact Person

Authorized by Dept. Head:

Signature

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Phone

Date

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Purchasing Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

#	ITEM	QUANTITY	VALUE	CONDITION
	11554	1	⊕	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

stand alone gas stove.

ITEM IS LOCATED AT: HHS Department

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
------	----------	-------	-----------

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
------	----------	-------	-----------

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: Brought to Landfill 6/10/26

Toni Ledet

Contact Person

Authorized by Dept. Head:

Signature

Phone

Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

APPROVED

Apr 17, 2026

The following Parish Property is requested to be declared surplus to the
City Court of Houma Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

Information Technology

ITEM	QUANTITY	VALUE	CONDITION
Computer Tower	19		Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell Optiplex 7070 JASVS13, JAT2S13, JASTS13, JATVS13, JATWS13, JATRS13, JASOT13, JATXS13, JASIT13, JAVDT13, JASZS13, SATOT13, JASXS13, JATRS13, JATTS13,

ITEM IS LOCATED AT: City Court of Houma (Doug's office)

ITEM	QUANTITY	VALUE	CONDITION
Computer Tower	2		Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell Optiplex 7050 BPG LHV2, BPG MHV2

ITEM IS LOCATED AT: City Court of Houma (Doug's office)

ITEM	QUANTITY	VALUE	CONDITION
Laptop	2		Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell Latitude E6440 JZF7CS1, JSC6CS1

ITEM IS LOCATED AT: City Court of Houma (Doug's office)

ITEM	QUANTITY	VALUE	CONDITION
Laptop	1		Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell E6440 JAPKH72

ITEM IS LOCATED AT: City Court of Houma (Doug's office)

Dana Holloway Clerk/Court Administrator

Contact Person

985.852.9460

Phone
3/18/26

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Barry P Bonvillian Civic Center Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>12064</u>	<u>1</u>	<u>unknown</u>	<u>Fair</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Insinger Model Commander 18-5C Ser. # 980516

Silver color installed in 2000

ITEM IS LOCATED AT: Barry P Bonvillian Civic Center

ITEM	QUANTITY	VALUE	CONDITION
<u>12092</u>	<u>1</u>	<u>unknown</u>	<u>poor</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Food Warmer Epcoc model 89-174-500/BQ-120E serial 960825BQ05 silver

Not working but is repairable

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
_____	<u>1</u>	<u>unknown</u>	<u>poor</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Galaxy Popper pop corn machine Still working but quits when over heating

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
_____	<u>1</u>	<u>200</u>	<u>fair</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Printer Brother MFC-J450DW

ITEM IS LOCATED AT: _____

Contact Person

Phone

Authorized by Dept. Head:

Dean Howard
Signature

6/4/26
Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

Date _____



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Approve the State Contract Purchase of furniture for The Nest Small Business Incubator.

PROJECT SUMMARY (200 WORDS OR LESS)

Purchase from IDI Workspace through Louisiana State Contract.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

The furniture will provide the dedicated workspaces needed for various training, networking, workshops and mentorship.

TOTAL EXPENDITURE

\$220,122.78

AMOUNT SHOWN ABOVE IS:

Actual

IS PROJECT ALREADY BUDGETED:

Yes

IF YES AMOUNT BUDGETED:

\$222,000.00

COUNCIL DISTRICT(S) IMPACTED

Parishwide

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Approve the State Contract Purchase of furniture for The Nest Small Business Incubator

PROJECT SUMMARY (200 WORDS OR LESS)

Purchase from IDI Workspaces through Louisiana State Contract

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

The furniture will provide the dedicated workspaces needed for various training, networking, workshops and mentorship.

TOTAL EXPENDITURE

\$220,122.78

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A	NO	YES	IF YES AMOUNT BUDGETED:	\$222,000.00
-----	----	-----	-------------------------	--------------

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE 1 2 3 4 5 6 7 8 9

Gina M. Bergeron

Gina M. Bergeron, Purchasing Division

July 8, 202

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO.

WHEREAS, prices were obtained by the Terrebonne Parish Consolidated Government (TPCG) for the purpose of purchasing furniture for The Nest Small Business Incubator from the Louisiana State Contract through IDI Workspaces, and

WHEREAS, after careful review by the Purchasing Division and approval by the Chief Financial Officer it has been determined that the quote provided by IDI Workspaces utilizing state contract #4400032382, #4400023073, #4400026016, and #4400033003 in the amount of Two Hundred Twenty Thousand, One Hundred Twenty-Two Dollars and Seventy-Eight Cents (\$220,122.78) should be accepted in accordance with Louisiana Revised Statute 39:1702, and

WHEREAS, Parish Administration concurs with the recommendation for the purchase of furniture items for The Nest Small Business Incubator at the aforementioned price as per the attached documents.

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of the Parish Administration be approved for purchase of the furniture for The Nest Small Business Incubator.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

The Chairman declared this resolution adopted this _____ day of _____ 2026.

Terrebonne Parish - Fletcher Community College BOM

State of LA Contract Pricing Applied:
 Kimball #4400032382; Knoll #4400023073; HermanMiller #4400026016; OFS #4400033003
 Clarus OMNIA Contract #07-81; DeskMakers TIPS Contract #200301
 Quote Finalized 5/29/26

IDI Workspaces

901 Bertrand Drive
 Lafayette, LA, 70506
 337-236-9107x707

Item	Preview	Mfg	Part Description	Qty	Sell	Ext Sell
1		OFS	Genus, High Density Stacker, 4/carton	8	\$ 553.84	\$ 4,430.72
2		KNO	Generation by Knoll Task Chair, Fixed Arms, Plastic Base, Standard Cylinder, No Lumbar, Hard Casters	6	\$ 717.12	\$ 4,302.72
sub			Additional Stock Subtotal			\$ 8,733.44
3		KIM	WAVEWORKS,15DX42WX34H.PLANTER BOX WITH LEGS,TFL/PAINT	7	\$ 822.60	\$ 5,758.20
4		KIM	WAVEWORKS,15DX48WX34H.PLANTER BOX WITH LEGS,TFL/PAINT	16	\$ 862.20	\$ 13,795.20
sub			Planter Boxes Subtotal			\$ 19,553.40
5		OFS	Mini Concealed Cantilever Worksurface Bracket	2	\$ 12.42	\$ 24.84
6		OFS	Staks Wall Panel Support Panel for 30"D Worksurfaces, 12"W x 1"D x 27.875"H	2	\$ 172.50	\$ 345.00
7		OFS	Staks, 33" x 37" Spine or Divider Wall	1	\$ 136.16	\$ 136.16
8		OFS	Staks, 60"W x 30"D x 1"H, Rectangular Worksurface	1	\$ 456.78	\$ 456.78
9		OFS	Open Cantilever Worksurface Bracket for 30" Top	2	\$ 33.12	\$ 66.24
10		OFS	Staks, 42 x 25 Spine or Divider Wall	1	\$ 143.98	\$ 143.98
11		OFS	Inline panel to panel connector kit for 33" tall spine or divider wall panels	1	\$ 6.90	\$ 6.90
12		OFS	Inline panel to panel connector kit for 42" or 48" tall spine or divider wall panels	1	\$ 8.28	\$ 8.28
13		OFS	Staks, 36W Transaction Shelf	2	\$ 98.90	\$ 197.80
14		OFS	Press Fit Bracket	4	\$ 86.48	\$ 345.92
15		OFS	T and L connector kit for (2) 42" or 48" tall spine or divider wall panels	2	\$ 7.82	\$ 15.64
16		OFS	Staks, 42" x 49" Spine or Divider Wall	1	\$ 222.64	\$ 222.64
17		OFS	Staks, 42" x 37" Spine or Divider Wall	1	\$ 166.06	\$ 166.06
18		OFS	Staks, 48.125"W x 22"D x 1"H, Rectangular Worksurface	1	\$ 345.00	\$ 345.00
19		OFS	3x22 Rect Electric Center Column Base Kit for 24"D Rectangular	1	\$ 871.24	\$ 871.24
20		OFS	Staks, Height Adjustable Leg Wall Panel Bracket (set of 2)	1	\$ 376.28	\$ 376.28
21		OFS	Staks, 21x8x0.75 Corner Shelf for Wall Panels	1	\$ 119.60	\$ 119.60
22		OFS	Inline panel to panel connector kit for 33" tall spine or divider wall panels	1	\$ 6.90	\$ 6.90

This drawing and pricing as an instrument of service, is and shall remain the property of the designer and shall not be reproduced, published or used in any way without the permission of the designer.

Terrebonne Parish - Fletcher Community College BOM

State of LA Contract Pricing Applied:
 Kimball #4400032382; Knoll #4400023073; HermanMiller #4400026016; OFS #4400033003
 Clarus OMNIA Contract #07-81; DeskMakers TIPS Contract #200301
 Quote Finalized 5/29/26

IDI Workspaces

901 Bertrand Drive
 Lafayette, LA, 70506
 337-236-9107x707

Item	Preview	Mfg	Part Description	Qty	Sell	Ext Sell
23		OFS	Staks, 42" x 33" Spine or Divider Wall	1	\$ 155.48	\$ 155.48
24		OFS	Staks, Worksurface Height Box/Box/File Pedestal No Riser Support. Use with 30"D Worksurfaces. 15.625"W x 27.375"D x 27.875"H	1	\$ 687.70	\$ 687.70
25		OFS	Set of 1 lock and key.	1	\$ 0.00	\$ 0.00
26		OFS	Pedestal to Wall Bracket (Z Shaped)	1	\$ 34.04	\$ 34.04
27		OFS	Staks, 33" x 33" Spine or Divider Wall	1	\$ 126.04	\$ 126.04
28		KNO	Coat Hook	24	\$ 15.81	\$ 379.44
29		KNO	Locker 64H 12W 20D, Double Doors, Left Hand, laminate, locking	6	\$ 587.78	\$ 3,526.68
30		KNO	Locker 64H 12W 20D, Double Doors, Right Hand, laminate, locking	6	\$ 587.78	\$ 3,526.68
31		KNO	Locker Top 72W 19D, laminate	2	\$ 167.03	\$ 334.06
sub			Reception Subtotal			\$ 12,625.38
32			FURTHER DISCUSSION MUST BE HAD BEFORE ELECTRICAL COMPONENTS ARE FINALIZED (LINES 33-40)	1	\$ 0.00	\$ 0.00
33		HMI	+Logic Mini - Vine, three pwr modules, 1 simplex receptacles, 1 pwr USB A/C Combo, 48" between split points, surf clamp, 10' cord/conduit	1	\$ 778.50	\$ 778.50
34		HMI	+Logic Mini - Vine, 2 pwr modules, 1 simplex receptacles, 1 pwr USB A/C Combo, 48" between split points, surf clamp, 10' cord/conduit	1	\$ 524.25	\$ 524.25
35		HMI	+Logic Mini, 1 simplex receptacles, 1 pwr USB A/C Combo, 6" cord/conduit, surf clamp	18	\$ 222.30	\$ 4,001.40
36		HMI	+Junct Block-to-Junction Block Jumper, 36" w, adj jumper	6	\$ 70.33	\$ 421.98
37		HMI	+Junct Block, 4-Circuit, 2 duplexes, back-to-back application, perf rail att	9	\$ 63.54	\$ 571.86
38		HMI	+Duplex Receptacle, 4-Circuit, 15 amp, circ I	9	\$ 17.46	\$ 157.14
39		HMI	+Duplex Receptacle, 4-Circuit, 15 amp, circ II	9	\$ 17.46	\$ 157.14
40		HMI	+Pwr Entry, 4-Circuit, 12' I, liquid tight conduit	2	\$ 144.53	\$ 289.06
41		HMI	+Pwr Entry, 4-Circuit, 24' I, liquid tight conduit	1	\$ 240.08	\$ 240.08
42		HMI	+Beams, Rect Primary, 48" w	23	\$ 75.18	\$ 1,729.14
43		HMI	+Hardware Pack, Fxd Surfaces, rect primary	23	\$ 39.77	\$ 914.71
44		HMI	+Engage Leg, Desk End, Dbl, fixed ht, desk end dbl, 48" d	6	\$ 276.94	\$ 1,661.64
45		HMI	@Engage Leg, Desk End, Single, Perf Rail, fixed ht, lf hand, for use w/ perf rail, 24" d	5	\$ 209.52	\$ 1,047.60
46		HMI	@Engage Leg, Intermediate Desk, Perf Rail, fixed ht, intermediate desk w/ perf rail, 48" d	6	\$ 290.52	\$ 1,743.12

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Terrebonne Parish - Fletcher Community College BOM

State of LA Contract Pricing Applied:
 Kimball #4400032382; Knoll #4400023073; HermanMiller #4400026016; OFS #4400033003
 Clarus OMNIA Contract #07-81; DeskMakers TIPS Contract #200301
 Quote Finalized 5/29/26

IDI Workspaces

901 Bertrand Drive
 Lafayette, LA, 70506
 337-236-9107x707

Item	Preview	Mfg	Part Description	Qty	Sell	Ext Sell
47		HMI	@Junct Block Attachment Bracket, Perf Rail,perf rail-attached, back-to-back	9	\$ 14.55	\$ 130.95
48		HMI	@End Cap, Perf Rail,end cap,Package of 2 2/Pkg	3	\$ 12.13	\$ 36.39
49		HMI	@Access Door,edge mounted	18	\$ 108.16	\$ 1 946.88
50		HMI	@Perf Rail,perf rail, back-to-back application,48" w	9	\$ 254.63	\$ 2 291.67
51		HMI	@Pari Screen, Desk Up, Perf Rail,desk up,perf rail att,Pari screen,42" h,48" w	9	\$ 394.79	\$ 3 553.11
52		HMI	@Personal Side Screen, Delineation,delineation,frameless fabric,mid-run on back-to-back applications	17	\$ 258.02	\$ 4 386.34
53		HMI	@Primary Worksurface, Rectangular, Perf Rail,rect primary surf for use w/ perf rail,24" d,48" w,access dr cutout, centered,high-pressure lam top/thermoplastic edge	18	\$ 162.96	\$ 2 933.28
54		HMI	@Primary Worksurface, Rectangular, Perf Rail,rect primary surf for use w/ perf rail,24" d,48" w,access dr cutout, centered,high-pressure lam top/thermoplastic edge	5	\$ 162.96	\$ 814.80
55		HMI	+Wire Mgmt Tray,dbl,48" w	9	\$ 105.73	\$ 951.57
56		HMI	+Umbilical Riser, Fxd Ht,fixed, seated ht,tray att	3	\$ 54.81	\$ 164.43
57		KNO	Generation by Knoll Task Chair, Fixed Arms, Plastic Base, Standard Cylinder, No Lumbar, Hard Casters	22	\$ 717.12	\$ 15 776.64
sub			Co-Work Subtotal			\$ 47,223.68
58		KNO	Pixel Trapezoid T-Leg Table, 48x24x28.75H, Work Height, Flip-Top, with Casters	30	\$ 1,048.65	\$ 31,459.50
59		OFS	Genus, High Density Stacker, 1/carton	2	\$ 170.66	\$ 341.32
60		OFS	Genus, High Density Stacker, 4/carton	7	\$ 602.60	\$ 4 218.20
61		OFS	Obee, 41.25"W x 28.75"D x 33.5"H, Lounge Chair Low Back Surround - Multiple Textile	2	\$ 2,754.02	\$ 5 508.04
62		OFS	Kintra 42"W x 22"D x 15"H TFL Occasional Table. Ships KD	1	\$ 1,325.72	\$ 1 325.72
63		HMI	@Bay Wk Pod Pro,standing height, 42",thermally-fused lam top/thermoplastic edge,1 simplex receptacles, 1 pwr USB A/C Combo	1	\$ 11,530.02	\$ 11,530.02
sub			Training/Flex Subtotal			\$ 54,382.80
64		OFS	Ezel, Markerboard Caddy	2	\$ 563.96	\$ 1,127.92
65		OFS	Ezel, 33x2x64, Lightweight Markerboard, Dry Erase HPL Surface, Includes Hanging Knobs	2	\$ 445.28	\$ 890.56
66		OFS	Ramble, Accessory Hook, Maximum weight limit of 15 lbs	4	\$ 40.94	\$ 163.76
67		OFS	Ramble, Rectangular, Counter Height, 72"Wx30"Dx36"H	2	\$ 1,700.62	\$ 3 401.24
68		HMI	@Polly Stool,sled base - counter ht stool - no arms,no seat pad	13	\$ 496.80	\$ 6 458.40
69		OFS	Fleet, Pivoting Racetrack, Upper Table Height of 31", Lower Table Height of 28"	1	\$ 2,791.74	\$ 2 791.74

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Terrebonne Parish - Fletcher Community College BOM

State of LA Contract Pricing Applied:
 Kimball #4400032382; Knoll #4400023073; HermanMiller #4400026016; OFS #4400033003
 Clarus OMNIA Contract #07-81; DeskMakers TIPS Contract #200301
 Quote Finalized 5/29/26

IDI Workspaces

901 Bertrand Drive
 Lafayette, LA, 70506
 337-236-9107x707

Item	Preview	Mfg	Part Description	Qty	Sell	Ext Sell
70		OFS	Flect, 17.25x17.25x18.5, Mobile Desk Height Stool	3	\$ 579.88	\$ 2,039.64
71		OFS	Obee, 31.5"W x 28.75"D x 53"H, End High Back Surround Left Facing - Multiple Textile	1	\$ 2,369.46	\$ 2,369.46
72		OFS	Obee, 67.5"W x 53.25"D x 53"H, 120 Deg Corner High Back Surround - Multiple Textile	1	\$ 4,399.44	\$ 4,399.44
73		OFS	Obee, 42"W x 28.75"D x 53"H, Center Transition Surround High to Low - Multiple Textile	1	\$ 2,188.68	\$ 2,188.68
74		OFS	Obee, 45.5"W x 28.75"D x 33.5"H, End Low Back Surround Right Facing - Multiple Textile	1	\$ 2,403.04	\$ 2,403.04
75		OFS	Kintra 48"W x 22"D x 15"H TFL Occasional Table, Ships KD	1	\$ 1,476.60	\$ 1,476.60
76			DeskMakers Nomad Folding Ping-Pong Table; 2-Piece; Standard HPL Finish, 60"x108"	1	\$ 2,042.67	\$ 2,042.67
77			DeskMakers Folding Frame, Powercoat White; Adjustable Glides;	1	\$ 2,795.11	\$ 2,795.11
sub			Game/Collab Subtotal			\$ 34,548.26
78		OFS	Kintra 42"W x 22"D x 15"H TFL Occasional Table, Ships KD	1	\$ 1,325.72	\$ 1,325.72
79		OFS	Obee, 41.25"W x 28.75"D x 33.5"H, Lounge Chair Low Back Surround - Multiple Textile	2	\$ 2,754.02	\$ 5,508.04
sub			Podcast Subtotal			\$ 6,833.76
80		HMI	+Headway Rectangle Shape, Cabinet-Base, Seated Ht Table sq-edge, 28.5" h, 48" d, 144" w, high-pressure lam top/thermoplastic edge, high-pressure lam dr material/thermoplastic edge, 1 cut, lf cut	1	\$ 3,022.14	\$ 3,022.14
81		HMI	+Headway Tech Bucket	1	\$ 264.66	\$ 264.66
82		KNO	Generation by Knoll Task Chair, Fixed Arms, Plastic Base, Standard Cylinder, No Lumbar, Hard Casters	12	\$ 717.12	\$ 8,605.44
83			Clarus Float Markerboard; Adjustable TruMount; 48"x72"; Magnetic	2	\$ 730.80	\$ 1,461.60
sub			Conference Subtotal			\$ 13,353.84
84			DeskMakers Freight Surcharge	1	\$ 586.82	\$ 586.82
85			Clarus Estimated Freight & Fuel Surcharges	1	\$ 606.40	\$ 606.40
86			Kimball Surcharges Pending (4%)	1	\$ 0.00	\$ 0.00
sub			Tariff & Surcharge Subtotal			\$ 1,193.22
87			DESIGN SERVICES	48	\$ 75.00	\$ 3,600.00
88			PROJECT MANAGEMENT	3	\$ 75.00	\$ 225.00
89			INSTALLATION	1	\$ 17,850.00	\$ 17,850.00
sub			Subtotal			\$ 21,675.00
			Grand Total			\$ 220,122.78

This drawing and pricing as an instrument of service, is and shall remain the property of the designer and shall not be reproduced, published or used in any way without the permission of the designer.



STATE OF LOUISIANA

Competitive Contract

Vendor: 310029757
Company
HERMAN MILLER INC
855 EAST MAIN AVE
ZEELAND MI 49464
Phone : 504 452 1288

T Number: 92933
Version: 5
LAPS Contract: Yes
Fiscal Year: 2023
Min.Ord.Value: 0.00
Distributor Contract: Yes
PCard:Yes
Co-op Agreement:Yes

Contract number: 4400026016
Description: Herman Miller Office Furniture - OMNIA

Buyer Information
Name: COURTNEE VIADA
Tel Number: 225-342-8465
Email: courtnee.viada@la.gov

SEBD Vendor: No
SEHI Vendor: No
VSE Vendor: No
DVSE Vendor: No
Contract Valid Dates:
06/13/2023 - 04/30/2027

Supplier Text: First Renewal of a Statewide Contract for Herman Miller Office Furniture, in accordance with the Herman Miller, Inc. OMNIA Partners, Public Sector/University of California Cooperative Purchasing Program, Master Agreement NO. 2019.001890. Purchase Orders are to reference Master Agreement No. 2019.001890 and State Contract No. 4400026016. This contract shall be effective through April 30, 2027.

Products and Services Include:
Office Furniture, Education Furniture, Healthcare Furniture, and Related Accessories from Herman Miller.
Design Services
Installation Services

Exclusions:
All Knoll Products
Professional Services
Consulting Services
Lease Agreements

Contact Person for Herman Miller/MillerKnoll:
Robert Robinson
(813) 362-5519
robert_robinson@millerknoll.com

Orders must reference (1) Master Agreement No. 2019.001890 and State Contract No. 4400026016; (2) Your name, address, email address, and phone number; (3) Purchase Order amount and itemized list of accessories from the service contract. No purchase orders are to be made out to Herman Miller, Inc. Please issue your

Recommending Approval: _____ Approved by: _____

Contract number: 4400026016 T Number: 92933	Vendor: 310029757 Distributor Contract: YES	Page 2 of 6
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purchase order to one of Herman Miller's authorized resellers listed below. (See Page 5)

- (1) Associated Office Systems of Louisiana, Inc.
- (2) Innovative Intelligent Design, Inc.

Please reference the contract attachments for complete information:
Attachment B - Contract Pricing - Pages 1-17

https://www.omniapartners.com/suppliers-files/K-N/MillerKnoll/Contract_Documents/2020000622/Pricing_Requests_2025.11.06.pdf

For additional information regarding this contract, please contact the State Procurement Analyst responsible for this contract.

Notice to Vendor:

Contract number: 4400026016	Vendor: 310029757	Page
T Number: 92933	Distributor Contract: YES	3 of 6

Line	Material No. Supplier Part No.	Description	Prod. Cat.	UOM	Net Price	Discount
1		Herman Miller Furniture & Rltd Svcs Herman Miller Office Furniture Office Furniture, Education Furniture, Related Services, and Accessories Please see Attachment B - Contract Pricing for pricing information. Quote must accompany purchase order.	56112100		0.00000	

Contract number: 4400026016 T Number: 92933	Vendor: 310029757 Distributor Contract: YES	Page 4 of 6
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Standard Terms and Conditions

1. THIS IS NOT AN ORDER TO SHIP (OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE ISSUING AGENCY PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE IV AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

8. IN ACCORDANCE WITH LA R.S. 39:1602.1, FOR ANY CONTRACTS WITH A VALUE OF \$100,000 OR MORE AND FOR ANY VENDOR WITH 5 OR MORE EMPLOYEES, THE VENDOR CERTIFIES THAT IT IS NOT ENGAGING IN A BOYCOTT OF ISRAEL AND IT WILL, FOR THE DURATION OF ITS CONTRACTUAL OBLIGATIONS, REFRAIN FROM A BOYCOTT OF ISRAEL.

9. CONTRACT CANCELLATION

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT IMMEDIATELY FOR ANY OF THE FOLLOWING REASONS: (A) MISREPRESENTATION BY THE CONTRACTOR; (B) CONTRACTOR'S FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE OF LOUISIANA; (C) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (D) ABUSIVE OR BELLIGERENT CONDUCT BY CONTRACTOR TOWARDS AN EMPLOYEE OR AGENT OF THE STATE; (E) CONTRACTOR'S INTENTIONAL VIOLATION OF THE PROCUREMENT CODE (LA. R.S. 39:1551 ET SEQ.) AND ITS CORRESPONDING REGULATIONS; OR, (F) ANY LISTED REASON FOR DEBARMENT UNDER LA. R.S. 39:1672.

THE STATE OF LOUISIANA MAY TERMINATE THE CONTRACT FOR CONVENIENCE AT ANY TIME (1) BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION; OR (2) BY NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE. THE STATE SHALL PAY CONTRACTOR FOR, IF APPLICABLE: (A) DELIVERABLES IN PROGRESS; (B) THE PERCENTAGE THAT HAS BEEN COMPLETED SATISFACTORILY; AND, (C) FOR TRANSACTION-BASED SERVICES UP

Contract number: 4400026016	Vendor: 310029757	Page
T Number: 92933	Distributor Contract: YES	5 of 6

TO THE DATE OF TERMINATION, TO THE EXTENT WORK HAS BEEN PERFORMED SATISFACTORILY.

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT FOR CAUSE BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION FOR ANY OF THE FOLLOWING NON-EXCLUSIVE REASONS: (A) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (B) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; OR, (C) ANY OTHER BREACH OF CONTRACT.

Contract number: 4400026016 T Number: 92933	Vendor: 310029757 Distributor Contract: YES	Page 6 of 6
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CONTRACT DISTRIBUTORS:

310007478
ASSOCIATED OFFICE SYSTEMS OF
LOUISIANA INC
400 POYDRAS ST STE 1700
NEW ORLEANS LA 70130
Telephone: 504-561-8400
Fax: 504-561-1155

310176005
INNOVATIVE INTELLIGENT DESIGN INC
IDI WORKSPACES
901 BERTRAND DR
LAFAYETTE LA 70506
Telephone: 337-236-9107
Fax: 337-236-9108



STATE OF LOUISIANA

Competitive Contract

Vendor: 310025676
Company
KIMBALL INTERNATIONAL BRANDS INC
1600 ROYAL ST
JASPER IN 47546
Phone : 800-482-1213
Fax : 866-418-8516

T Number: 92392
Version: 7
LAPS Contract: Yes
Fiscal Year: 2025
Min.Ord.Value: 0.00
Distributor Contract: Yes
PCard:Yes
Co-op Agreement:Yes

Contract number: 4400032382
Description: Furniture, Install, & Rltd Svcs - SW

Buyer Information
Name: COURTNEE VIADA
Tel Number: 225-342-8465
Email: courtnee.viada@la.gov

SEBD Vendor: No
SEHI Vendor: No
VSE Vendor: No
DVSE Vendor: No
Contract Valid Dates:
05/16/2025 - 12/31/2027

Supplier Text: Statewide Contract to Furnish Office Furniture, Installation, and Related Services to the State of Louisiana, in accordance with Region 4 Education Service Center's Master Agreement # R240108, made available through OMNIA Partners. The Contract shall be effective May 15, 2025 through December 31, 2027.

All orders must reference the following information:

1. Master Agreement # R240108 & State Contract # 4400032382
2. Your name, address, and contact information
3. Purchase Order amount and an itemized list of products and services

Purchase orders may be made to Kimball International Brands, Inc., c/o the local servicing dealer, or they may be made out directly to the local servicing dealer. All purchase orders shall be routed through the local servicing dealer for processing.

Kimball International Brands Contact:
Leanna Bechtel
State Contract Manager
Phone: (812) 634-3013
E-mail: Leanna.Bechteler@NationalOfficeFurniture.com

Kimball International Brands' Louisiana Sales Rep:
Adam Graff
Phone: (504) 905-6799
E-mail: Adam.Graff@NationalOfficeFurniture.com

Recommending Approval: _____

Approved by: _____

Contract number: 4400032382 T Number: 92392	Vendor: 310025676 Distributor Contract: YES	Page 2 of 6
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For additional information regarding this contract, please contact the State Procurement Analyst responsible for this contract

Notice to Vendor:

Line	Material No.	Description	Prod. Cat.	UOM	Net Price	Discount
	Supplier Part No.					
2		Furniture, Install, & Rltd Svcs	56101700		0.00000	

Contract number: 4400032382 T Number: 92392	Vendor: 310025676 Distributor Contract: YES	Page 5 of 6
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CONTRACT DISTRIBUTORS:

310217067
INTERIOR ELEMENTS LLC
830 WILSON DR STE A
RIDGELAND MS 39157
Telephone: 601-326-3916
Fax: 601-354-1209

310124864
COMMERCIAL INTERIORS INC
4035 WASHINGTON AVE
NEW ORLEANS LA 70125
Telephone: 504-495-0488
Fax: 228-452-9541

310212003
SOUTHERN FURNITURE DIRECT LLC
SOUTHERN INTERIOR SLTNS
409 E GIBSON ST
COVINGTON LA 70433
Telephone: 985-805-6256

310178569
PETTUS OFFICE PRODUCTS OF LOUISIANA
LLC
2 FREEWAY DR
LITTLE ROCK AR 72204
Telephone: 318-221-7141

310013778
ARNOLD & ASSOCIATES INTERIORS
INC
3707 GOVERNMENT ST
BATON ROUGE LA 70806-5723
Telephone: 2253432702
Fax: 2253432627

310003728
LOUISIANA OFFICE PRODUCTS INC
210 EDWARDS AVE
HARAHAN LA 70123
Telephone: 504-733-9650

310176005
INNOVATIVE INTELLIGENT DESIGN INC
IDI WORKSPACES
901 BERTRAND DR
LAFAYETTE LA 70506
Telephone: 337-236-9107
Fax: 337-236-9108

310007478
ASSOCIATED OFFICE SYSTEMS OF
LOUISIANA INC
400 POYDRAS ST STE 1700
NEW ORLEANS LA 70130
Telephone: 504-561-8400
Fax: 504-561-1155

310310659
AEW INTERIORS LLC
404 E GIBSON ST 2
COVINGTON LA 70433
Telephone: 985-222-9961

310034760
KV WORKSPACE LLC
525 N CAUSEWAY BLVD
MANDEVILLE LA 70448
Telephone: 985-626-3361
Fax: 985-626-3938

Contract number: 4400032382 T Number: 92392	Vendor: 310025676 Distributor Contract: YES	Page 6 of 6
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310025676
KIMBALL INTERNATIONAL BRANDS INC
1600 ROYAL ST
JASPER IN 47546
Telephone: 800-482-1213
Fax: 866-418-8516



STATE OF LOUISIANA

Competitive Contract

Vendor: 310212579
Company
OFS BRANDS INC
1204 E 6TH ST
HUNTINGBURG IN 47542
Phone : 866-637-9328

T Number: 92392
Version: 4
LAPS Contract: Yes
Fiscal Year: 2026
Min.Ord.Value: 0.00
Distributor Contract: Yes
PCard:No
Co-op Agreement:Yes

Contract number: 4400033003
Description: Furniture, Install, & Rltd Svcs - SW

Buyer Information
Name: COURTNEE VIADA
Tel Number: 225-342-8465
Email: courtnee.viada@la.gov

SEBD Vendor: No
SEHI Vendor: No
VSE Vendor: No
DVSE Vendor: No
Contract Valid Dates:
09/08/2025 - 12/31/2027

Supplier Text: This is a Statewide Contract to furnish Office Furniture, Installation and Related Services to the State of Louisiana, in accordance with Region 4 Education Service Center's Master Agreement # R240113 with OFS Brands, Inc., made available through OMNIA Partners. The Contract shall be effective September 8, 2025 through December 31, 2027.

Products and services available through this contract include all authorized elements of Master Agreement # R240113 not herein excluded.

Exclusions:

- Consulting Services, as defined in La. R.S. 39:1556 (10)
- Professional Services, as defined in La. R.S. 39:1556 (42)
- Lease Agreements
- Alternative Financing Methods

Local Contacts for this contract:

Kelly Joyner
Cell Phone: (601) 954-7821
E-mail: kelly@thejoynergroupp.com

Laurie Martin
Cell Phone: (504) 615-6766
E-mail: laurie@thejoynergroupp.com

OFS Corporate Contact:

Recommending Approval: _____

Approved by: _____

Contract number: 4400033003 T Number: 92392	Vendor: 310212579 Distributor Contract: YES	Page 2 of 6
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Anna McClelland
VP-Specialty Markets
Cell Phone: (704) 771-9003
E-mail: amcclelland@ofs.com

All orders must reference the following information:

1. Master Agreement # R240113 & State of Louisiana Contract # 4400033003
2. Your name, address, and contact information
3. Purchase Order amount and an itemized list of products and services

When purchase order is addressed to dealer:

- A. Provide dealer with agency purchase order which states: Per Region 4 ESC Contract # R240113 and State of Louisiana Contract # 4400033003
- B. Payment terms: net 30 days; FOB destination
- C. May be used for drop ship or delivered/installed option

When purchase order is addressed to OFS:

- A. Purchase orders must state: Per Region 4 ESC Master Agreement #R240113 and State of Louisiana Contract # 4400033003.
- B. List dealer services such as design and installation as separate line items from product and include/attach detailed specifications. Please choose only drop-shipped line items. The installation will be a separate line item and quoted from your servicing dealer.
- C. Terms: Net 30 days; FOB destination
- D. Order address — all brands
(send all orders to this address)
OFS Brands Holdings Inc.
c/o Participating Dealer
1204 E 6th Street
Huntingburg, IN 47542
E-mail: order_entry@ofs.com

For additional information regarding this contract, please contact the State Procurement Analyst responsible for this contract.

Notice to Vendor:

Contract number: 4400033003	Vendor: 310212579	Page
T Number: 92392	Distributor Contract: YES	3 of 6

Line	Material No. Supplier Part No.	Description	Prod. Cat.	UOM	Net Price	Discount
1		OFS Brands Inc. Furniture Please refer to Attachment B - Discount Sheet for discounts and pricing.	56101700		0.00000	



STATE OF LOUISIANA

Competitive Contract

Vendor: 310175985
Company
KNOLL INC
1235 WATER ST
EAST GREENVILLE PA 18041
Phone : 215-679-1830
Fax : 215-679-1909

T Number: 92952
Version: 8
LAPS Contract: Yes
Fiscal Year: 2022
Min.Ord.Value: 0.00
Distributor Contract: Yes
PCard:No
Co-op Agreement:Yes

Contract number: 4400023073
Description: Knoll Office Furniture-LaMAS

Buyer Information
Name: COURTNEE VIADA
Tel Number: 225-342-8465
Email: courtnee.viada@la.gov

SEBD Vendor: No
SEHI Vendor: No
VSE Vendor: No
DVSE Vendor: No
Contract Valid Dates:
01/22/2022 - 09/14/2026

Supplier Text: Statewide Contract to provide Knoll Office Furniture to State Agencies, Political Subdivisions, and Quasi State Agencies for a period of delivery beginning January 22, 2022 and ending September 14, 2026.

Contact Person for Information about Knoll Office Furniture:
Mrs. Laurie Martin
Knoll
Cell Phone: (504) 615-6766
E-mail: LMartin@knoll.com

Ordering Instructions:

Agencies are to issue contract purchase orders to the Contractor/Louisiana-licensed dealer or distributor which make reference to the contract and item number. Political Subdivisions or Quasi State Agencies of the State, which have been authorized to purchase from contracts made by the Office of State Procurement, are to issue their regular purchase orders directly to the supplier, making reference to the contract and item number.

This is a LaPS contract and where LaPS exist for the same or similar item(s), and the total procurement exceeds the defined maximum value for small purchases established by executive order of the Governor, all eligible users of these contracts are to comply with the LaPS procedures. Rules require that Agencies prepare Request for Responses and submit to at least three LaPS contract holders, whenever available, offering functionally equivalent products and/or services that will meet their needs.

Payment Terms: Net Thirty

FOB: Destination

Recommending Approval: _____

Approved by: _____

Contract number: 4400023073	Vendor: 310175985	Page
T Number: 92952	Distributor Contract: YES	2 of 6

For additional information regarding this contract, please contact the State Procurement Analyst responsible for this contract.

Notice to Vendor:

Contract number: 4400023073	Vendor: 310175985	Page
T Number: 92952	Distributor Contract: YES	3 of 6

Line	Material No.	Description	Prod. Cat.	UOM	Net Price	Discount
	Supplier Part No.					
1		Knoll Office Furniture Please reference Knoll LaMAS Contract Snapshot in eCat for pricing.	56101700		0.00000	

Contract number: 4400023073	Vendor: 310175985	Page
T Number: 92952	Distributor Contract: YES	4 of 6

Standard Terms and Conditions

1. THIS IS NOT AN ORDER TO SHIP (OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE ISSUING AGENCY PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE IV AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

8. IN ACCORDANCE WITH LA R.S. 39:1602.1, FOR ANY CONTRACTS WITH A VALUE OF \$100,000 OR MORE AND FOR ANY VENDOR WITH 5 OR MORE EMPLOYEES, THE VENDOR CERTIFIES THAT IT IS NOT ENGAGING IN A BOYCOTT OF ISRAEL AND IT WILL, FOR THE DURATION OF ITS CONTRACTUAL OBLIGATIONS, REFRAIN FROM A BOYCOTT OF ISRAEL.

9. CONTRACT CANCELLATION

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT IMMEDIATELY FOR ANY OF THE FOLLOWING REASONS: (A) MISREPRESENTATION BY THE CONTRACTOR; (B) CONTRACTOR'S FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE OF LOUISIANA; (C) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (D) ABUSIVE OR BELLIGERENT CONDUCT BY CONTRACTOR TOWARDS AN EMPLOYEE OR AGENT OF THE STATE; (E) CONTRACTOR'S INTENTIONAL VIOLATION OF THE PROCUREMENT CODE (LA. R.S. 39:1551 ET SEQ.) AND ITS CORRESPONDING REGULATIONS; OR, (F) ANY LISTED REASON FOR DEBARMENT UNDER LA. R.S. 39:1672.

THE STATE OF LOUISIANA MAY TERMINATE THE CONTRACT FOR CONVENIENCE AT ANY TIME (1) BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION; OR (2) BY NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE. THE STATE SHALL PAY CONTRACTOR FOR, IF APPLICABLE: (A) DELIVERABLES IN PROGRESS; (B) THE PERCENTAGE THAT HAS BEEN COMPLETED SATISFACTORILY; AND, (C) FOR TRANSACTION-BASED SERVICES UP

Contract number: 4400023073 T Number: 92952	Vendor: 310175985 Distributor Contract: YES	Page 5 of 6
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TO THE DATE OF TERMINATION, TO THE EXTENT WORK HAS BEEN PERFORMED SATISFACTORILY.

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT FOR CAUSE BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION FOR ANY OF THE FOLLOWING NON-EXCLUSIVE REASONS: (A) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (B) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; OR, (C) ANY OTHER BREACH OF CONTRACT.

Contract number: 4400023073 T Number: 92952	Vendor: 310175985 Distributor Contract: YES	Page 6 of 6
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CONTRACT DISTRIBUTORS:

310176005
 INNOVATIVE INTELLIGENT DESIGN INC
 IDI WORKSPACES
 901 BERTRAND DR
 LAFAYETTE LA 70506
 Telephone: 337-236-9107
 Fax: 337-236-9108

310007478
 ASSOCIATED OFFICE SYSTEMS OF
 LOUISIANA INC
 400 POYDRAS ST STE 1700
 NEW ORLEANS LA 70130
 Telephone: 504-561-8400
 Fax: 504-561-1155



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Award the Request for Proposal (RFP) 26-UTLTS-22 Electric Utility Labor, Equipment and Support Services

PROJECT SUMMARY (200 WORDS OR LESS)

To award the RFP to Linetec Services

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Provide labor, equipment and services applicable to maintain, inspect, install and upgrade TPCG's electric utility infrastructure.

TOTAL EXPENDITURE

\$2,784,469.00 per year

AMOUNT SHOWN ABOVE IS:

Estimated

IS PROJECT ALREADY BUDGETED:

Yes

IF YES AMOUNT BUDGETED:

\$2,784,469.00 per year

COUNCIL DISTRICT(S) IMPACTED

Parishwide

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Award the Request for Proposal (RFP) 26-UTLTS-22 Electric Utility Labor, Equipment and Support Services

PROJECT SUMMARY (200 WORDS OR LESS)

To award the RFP to Linetec Services

Provide labor, equipment and services applicable to maintain, inspect, install and upgrade TPCG's electric utility infrastructure.

TOTAL EXPENDITURE

\$2,784,469.00 per year

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

☒ YES

IF YES AMOUNT
BUDGETED:

\$2,784,469.00 per year

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

☒ PARISHWIDE

1

2

3

4

5

6

7

8

9

Gina M. Bergeron, Purchasing Division

July 5, 2026

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO._____

RESOLUTION to award the Request for proposal (RFP) 26-UTLTS-22 Electric Utility Labor, Equipment and Support Services for the Electric Distribution Division of the Utilities Department.

WHEREAS, on May 29, 2026 proposals were received by the Terrebonne Parish Consolidated Government (TPCG) for RFP 26-UTLTS-22 Electric Utility Labor, Equipment and Support Services, and

WHEREAS, after careful review of the submittals by the evaluation team comprised of members of the Purchasing/Warehouse Division and the Utilities Department is had been determined that the submittal of Linetec Services should be accepted as per the attached documents, and 0

WHEREAS, the quantities stated are given as a general guide for proposal purposes, the TPCG reserves the right to increase or decrease quantities as needed at the same unit prices as stated in the respondent's submittal, and

WHEREAS, the term of this contract shall be effective from the date of the Notice of Award or the date noted within for a period of two (2) years. The contract may be extended at TPCG's option for an additional one (1) year period provided there are no changes in the terms, conditions, specifications, and pricing structure.

WHEREAS, Parish Administration has concurred with the recommendation to award RFP 26-UTLTS-22 Electric Utility Labor, Equipment and Support Services to Linetec Services, as per attached documents.

NOW, THEREFORE BE IT RESOLVED by Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation be accepted for the award of the aforementioned RFP to Linetec Services and that the Parish President and/or his designee and all other appropriate parties are hereby authorized to execute all contract documents associated herewith.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

The Chairman declared this resolution adopted this _____ day of
_____ 2026.

Bid Cover Sheet

Bid Name: RFP 26-UTLS-22 Electric Utility Labor Equipment and Support Services

Bid(s) Received: 2 **Bid Date:** 05/29/2026 **Bids Opened By:** Gina Bergeron

Bidder's Name:	Amount:	Check:	Bond:
Linetec Services LLC	\$0.00		0.00
Preferred Electric, Inc.	\$0.00		0.00
Award Bid To:	Amount: .00		

Purchasing Department Comments:

Two submittals were received. Lintec Services LLC and Preferred Electric, Inc. both adhered to the requirements of the RFP. After review of both submittals by the evaluation team, Linetec Services scored the highest, and is determined to be the most advantageous to TPCG as shown on the attached evaluation document.

Purchasing Bid Form Listing > Maintenance Bid: '8267'

[<- Return to List](#)

Approval Details

Printer Version

Bid Form Id: 8267

Bid Name: RFP 26-UTLTS-22 Electric Utility Labor Equipment and Support

* Bids Opened By: Gina Bergeron

Department: Utilities

* Division:

Bid Type: Bid Cover Sheet

Approval Sequence:

1. Division Head - approved on 06/12/2026 by dnturner
2. Department Head - approved on 06/15/2026 by ebrown

1. **Division Head** - approved on 06/12/2026 by dtturner
2. **Department Head** - approved on 06/15/2026 by ebrown
3. **Chief Financial Officer** - approved on 06/15/2026 by kmauldin
4. **Chief Administrative Officer** - approved on 06/15/2026 by noah
5. **Parish President** - approved on 06/15/2026 by jason
6. **Purchasing Manager** - approved on 06/22/2026 by purth05

* Date: 05/29/2026 (mm/dd/yyyy)

Related
REF: ELECTRIC UTILITY LABOR, EQUIPMENT AND SUPPORT SERVICES

Charge Account: 301-803-8325-09, 303-803-8917-02, 301-803-8422-03, 303-803-8917-01, 301-803-8433-02

Estimated	2400000.00
Price:	

Amount	.00
Budgeted:	

Status: Complete

Comments: Two submittals were received. Lintec Services LLC and Preferred Electric, Inc. both adhered to the requirements of the RFP. After review of both submittals by the evaluation team, Linetec Services scored the highest, and is determined to be the most advantageous to TPCG as shown on the attached evaluation document.

Award Bid

To:

Award	.00
Amount:	

Bidders:

* Name: Linetec Services LLC

Remove Bidder Entry



Purchasing Bid Form Listing > View Bid: 8267

[<- Return to Prior Page](#)

[Bid Form Approvers](#)

Information for Bid Form ID# : 8267

Bid Name

RFP 26-UTLTS-22 Electric Utility Labor Equipment and Support Services

Form Type:

BR02 - Bid Cover Sheet

Date:

05/29/2026

Bid Name:

RFP 26-UTLTS-22 Electric Utility Labor Equipment and Support Services

Requestor:

Gina Bergeron

Charge Account:

Price:

.00

Award To:

Comments:

Two submittals were received. Linetec Services LLC and Preferred Electric, Inc. both adhered to the requirements of the RFP. After review of both submittals by the evaluation team, Linetec Services scored the highest, and is determined to be the most advantageous to TPCG as shown on the attached evaluation document.

Bidders:

Name	Amount	Check	Bond
Linetec Services LLC	.00	0	0.00
Preferred Electric, Inc.	.00	0	0.00

Documents:

[DOC061226-06122026073627.pdf - RFP Documents - Added By Gina Bergeron \(purh05\)](#)
[DOC061226-06122026110421.pdf - Evaluation - Added By Gina Bergeron \(purh05\)](#)

Status:

Complete

Show Information on Related RFB

Approver Name	Approval Type	Department	Status	Sent Date	Read Date
1. Denise Turner	Division Head	Utilities	Approved	06/12/2026	
Status Changed By: dnturner APPROVED Status Change Date: 06/12/2026					
2. Ernest Brown	Department Head	Utilities	Approved	06/12/2026	
Status Changed By: ebrown APPROVED Status Change Date: 06/15/2026					
3. Kandace Mauldin	Chief Financial Officer		Approved	06/12/2026	
Status Changed By: kmauldin APPROVED Status Change Date: 06/15/2026					
4. Noah Lirette	Chief Administrative Officer		Approved	06/12/2026	
Status Changed By: noah APPROVED Status Change Date: 06/15/2026					

Approver Name	Approval Type	Department	Status	Sent Date	Read Date
5. Jason Bergeron	Parish President		Approved	06/12/2026	
Status Changed By:		jason	APPROVED	Status Change Date: 06/15/2026	
6. Gina Bergeron	Purchasing Manager		Approved	06/12/2026	
Status Changed By:		purn05	APPROVED	Status Change Date: 06/22/2026	



— A CENTURY COMPANY —

P.O. BOX 13650 · ALEXANDRIA, LA 71315-3650

PHONE 318-704-6135 · FAX 318-625-0655

Certificate of Authority

Terrebonne Parish Consolidated Gov't
301 Plant Road
Houma, LA 70363

Re: Electric Utility Labor Equipment and Support Services

To Whom It May Concern,

I, individually and on behalf of **Linetec Services, LLC**, do by my signature below, certify that:
Linetec Services, LLC is a **limited liability company** duly organized and existing under the laws of **DE**;
I am the **Manager / President**, an officer of the Company authorized to sign on its behalf; and **Roy Harrington, VP, Operations**, is an officer of the Company authorized to make, execute and approve, on behalf of this Company, any and all contracts, or amendments thereof, entered into by and between **Linetec Services, LLC** and the Terrebonne Parish Consolidated Government.

In witness whereof, I hereby set my hand this 27 day of May, 2026

Signature

Mick Dubea

Mick Dubea
President / Manager
Linetec Services, LLC
Phone: 318.704.6135

Notary
Seal

Hazel L. Hoover
May 27, 2026



UNIT PRICE FORM
(To be used for Labor and Equipment Services)
PROPOSAL "A"

Item	Cost Per Hour
Working Supervisor	\$ 85.88
Lineman A Class	\$ 82.49
Apprentice Lineman - Hotwork	\$ 63.05
Groundsman	\$ 47.46
65' Bucket Truck	\$ 46.40
55' Bucket Truck	\$ 46.40
40' 4x4 Bucket Truck	\$ 46.40
47' Digger/Derrick Truck	\$ 46.40
60' Digger/Derrick Truck	\$ 46.40
4x4 Pickup Truck	\$ 26.68
Utility Body Service Truck (underground)	\$ 27.84
Track Digger/Derrick/Bucket (Back Yard Type)	\$ 48.72
Pole Trailer	\$ 6.96
Material Trailer	\$ 4.64
Tensioner	\$ 26.68
Single Drum Puller	\$ 26.68
Track Bucket or Digger Derrick	\$ 145.00

"ALL AERIAL BUCKET TRUCKS SHALL INCLUDE MATERIAL HANDLER"
All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner

UNIT PRICE FORM
(TO BE USED DURING EMERGENCIES)
PROPOSAL "B"

Item	Cost Per Hour
Working Supervisor	\$ 112.57
Lineman A Class	\$ 103.90
Apprentice Lineman - Hotwork	\$ 89.17
Groundsman	\$ 62.83
65' Bucket Truck	\$ 68.03
55' Bucket Truck	\$ 60.03
40' 4x4 Bucket Truck	\$ 60.03
47' Digger/Derrick Truck	\$ 62.70
60' Digger/Derrick Truck	\$ 62.70
4x4 Pickup Truck	\$ 30.68
Utility Body Service Truck (underground)	\$ 32.02
Track Digger/Derrick/Bucket (Back Yard Type)	\$ 73.37
Track Bucket (Marsh Type)	\$ 186.76
Track Digger Derrick (Marsh Type)	\$ 186.76
Crane	\$ 81.04
Bulldozer	\$ 92.05
Pole Trailer	\$ 24.01
Material Trailer	\$ 20.01
Tensioner	\$ 56.03
Single Drum Puller	\$ 56.03

EXPERIENCE FORMS

The following data, statements of experience, personnel, equipment and general qualifications of the PROPOSER are submitted as a part of the Proposal and the PROPOSER represents and guarantees the truthfulness and accuracy thereof.

- A. Our organization has been in business continuously from the year 2014.
- B. Our organization has had experience in construction and service comparable to that required by the Contract Documents as a prime contractor for 11 years and as a subcontractor for years.
- C. The following list of supervisory personnel is currently employed by the PROPOSER and available for assignment to the Project (General Foreman, Working Foremen, Line Technician.).

Name	Title	Years of Experience
William Alfred Vegas	General Foreman	34
Steven Kyle Frederickson	OH Foreman	16
Ronald R Rainey	UG Foreman	40
Hunter Clement	A Lineman	5
James William Scales	A Lineman	3
Travis James Sassoni	Journey Lineman	30
Dondre Dion Caldwell	B Lineman	10
Kole Patrick Danos	B Lineman	2.5
Carson Orgeron	B Lineman	3
Christopher McGrew	D Lineman	1
Jace Coburn Hill	D Lineman	1
Kade Adkins	D Lineman	1

Maurice Delatte Jr D Lineman 1

Awards

- Fork lift certified, component person training, certified welder, Texas A@M training on fiber splicing,

WILLIAM VEGAS

General Foreman

(985) 213-1901 • roosterwill4291@yahoo.com • larose, LA 70373

Experienced leader in worksite safety and employee training, skilled in job planning and maintaining equipment, seeking to leverage expertise as a General Foreman to ensure safe and efficient operations. Strong background in reviewing project specifications and fostering collaboration among teams to achieve project goals. Dependable and driven individual experienced in leading teams and managing construction projects. Oversees inspections, scheduling, and budgeting. Skilled in problem-solving, conflict resolution, and implementing safety protocols. Proven track record of completing projects on time and within budget.

Skills

- | | |
|------------------------------|-----------------------|
| • Worksite safety | • Attention to detail |
| • Employee training | • Critical thinking |
| • Teamwork and collaboration | • Workplace safety |
| • Job planning | • Heavy lifting |
| • Daily reporting | |

Experience

Foreman
LINETEC, Alexandria, LA
June 2019 - Present

- Led and trained lower-skilled employees in safe and productive work procedures.
- Maintained company vehicles, equipment and tools in good working order.
- Utilized advanced tools and equipment to complete project tasks.
- Maintained a safe work environment by enforcing safety regulations, policies, and procedures.
- Reviewed plans, drawings, blueprints and specifications prior to commencement of worksite operations. Started line work in 1993 with Red Simpson and in 1996 Highlines Construction 2012 with Entergy til 2019 Linetec Services have Underground,OverHead,Transmission,and Substation Knowledge,

Education

Pine Prairie High , Pine Prairie
May 1993

Certifications

- Cpr,Aed
- Pole top,bucket rescue

Languages

- English
Advanced

CONTRACTOR EXPERIENCE

List at 5 projects or more that include 13.8kV distribution and 34.5kV sub transmission hot work in construction, reconducting, maintenance and inspection of overhead and underground infrastructure.

YEAR	OWNER	LOCATION	PROJECT DESCRIPTION	CONTRACT AMOUNT	OWNER CONTACT	OWNER CONTACT TEL.#
2023-Present	Entergy, LA	Entire State of LA	All aspects of OH and UG Distr. Const. and Maint. on 13.8 and 34.5kV Circuits	\$25,000,000.00	Brandon Gautreau	225.802.8181
2023-Present	Entergy, AR	Entire State of AR	All aspects of OH and UG Distr. Const. and Maint. on 13.8	\$25,000,000.00	Chris Taylor	479.886.2731
2025	Entergy, TX	Cleveland, TX	Build/Reconduct 34.5kV Feeders	\$565,758.68	Steven Meaux	337.496.6604
2025	Entergy, LA	Lake Charles, LA	Reconduct and replace Poles on 1.2 miles of 34.5kV	\$973,409.13	Steven Meaux	337.496.6604
2023-Present	TPCG	Terrebonne Parish	Perform all aspects of OH and UG Distr. Const. and Maint. on 13.8 and 34.5kV Circuits	\$2,300,000.00	Denise N. Turner	985.873.6833



BOARD RESOLUTION GRANTING SIGNATURE AUTHORITY

On the 28th day of May 2026 at a meeting of the Board of Directors of Preferred Electric, Inc. the following business was conducted:

It was resolved that the Board of Directors of the above corporations has authorized Jeffrey M. Riemann, its President, to make, execute, and approve, on behalf of this Company, any all bid documents, contracts, or amendments entered into by and between Preferred Electric, Inc. and Terrebonne Parish Consolidated Government 301 Plant Road Houma, LA70363, for Project:26-UTLTS-22 ELECTRIC UTILITYLABOR EQUIPMENT AND SUPPORT SERVICES, and further gives him the power and authority to do all things necessary to implement, maintain, amend, or renew said documents.

The above resolution was passed by a majority of those present in accordance with the By-Laws and Articles of Incorporation.

.....

I, Katherine Riemann, Secretary/Treasurer of Preferred Electric, Inc. hereby certify that the foregoing is a true and correct copy of resolution adopted by the Board of Directors of said corporation at its domicile on the date hereinabove set out. I further certify that due notice of said meeting was given in advance and that a quorum of said Board was present and participated in said meeting.


Katherine Riemann, Secretary/Treasurer

UNIT PRICE FORM
(To be used for Labor and Equipment Services)
PROPOSAL "A"

Item	Cost Per Hour
Working Supervisor	84.00
Lineman A Class	74.00
Apprentice Lineman - Hotwork	64.00
Groundsman	44.00
Operator	58.00
65' Bucket Truck	56.00
55' Bucket Truck	52.00
40' 4x4 Bucket Truck	40.00
47' Digger/Derrick Truck	72.00
60' Digger/Derrick Truck	92.00
4x4 Pickup Truck	28.00
Utility Body Service Truck (underground)	30.00
Track Digger/Derrick/Bucket (Back Yard Type)	138.00
Pole Trailer	12.00
Material Trailer	8.00
Tensioner	160.00
Single Drum Puller	121.00
Small Directional Bore Rig (DW JT9 or JT10)	142.00
Large Directional Bore Rig (DW JT20 or JT30)	198.00
Mini Excavator (35 size)	48.00
Mini Excavator (50 size)	57.00
Line locator	21.00

"ALL AERIAL BUCKET TRUCKS SHALL INCLUDE MATERIAL HANDLER"
 All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner

UNIT PRICE FORM
(TO BE USED DURING EMERGENCIES)
PROPOSAL "B"

Item	Cost Per Hour
Working Supervisor	107.00
Lineman A Class	94.00
Apprentice Lineman - Hotwork	84.00
Groundsman	64.00
Operator	78.00
65' Bucket Truck	56.00
55' Bucket Truck	52.00
40' 4x4 Bucket Truck	40.00
47' Digger/Derrick Truck	72.00
60' Digger/Derrick Truck	92.00
4x4 Pickup Truck	28.00
Utility Body Service Truck (underground)	30.00
Track Digger/Derrick/Bucket (Back Yard Type)	160.00
Track Bucket (Marsh Type)	270.00
Track Digger Derrick (Marsh Type)	350.00
Crane	300.00
Bulldozer	132.00
Pole Trailer	12.00
Material Trailer	8.00
Tensioner	182.00
Single Drum Puller	156.00

Small Directional Bore Rig (Du JT9 or JT10)	142.00
Large Directional Bore Rig (Du JT20 or JT30)	198.00
Mini Excavator (35 size)	48.00
Mini Excavator (50 size)	57.00
Live Locator	21.00

DET

CONTRACTOR EXPERIENCE

List projects that include 115kv transmission construction, reconducting, or maintenance and inspection of overhead and underground infrastructure.

YEAR	OWNER	LOCATION	PROJECT DESCRIPTION	CONTRACT AMOUNT	OWNER CONTACT	OWNER CONTACT TEL.#



PREFERRED ELECTRIC, INC.

Relevant Utility & Powerline Project Experience

Overhead & Underground Distribution Projects

- CLECO System Operations / New Business / Restoration Contracts – Covington, Slidell, New Iberia, Eunice, and surrounding service territories
- Entergy Distribution System Projects – Southeast Louisiana, Metro New Orleans, Baton Rouge, Hammond, Gretna, Houma, and River Parishes
- Utility distribution upgrades, feeder improvements, make-ready work, pole replacements, and storm restoration services
- Overhead-to-underground conversion projects for municipalities, developers, and utility providers
- Underground residential distribution (URD) installations for residential and commercial developments throughout Louisiana

Transmission & Substation Support

- Patoutville Substation Extension – CLECO
- Hopkins Street Substation Work – CLECO
- Town of Erath Substation and Transmission Work
- Utility feeder construction and reconductoring support for Entergy and CLECO systems
- Transmission-related underground crossings, conduit installations, and utility relocations
- Substation foundations, duct bank, conduit, and electrical infrastructure support work

Directional Boring & Underground Utility Construction

- Highway, railroad, bridge, and drainage crossing bores throughout Louisiana
- Directional boring and conduit installation for electric distribution systems and utility relocations
- Underground conduit systems, cable installation, transformer pads, and switchgear foundations
- Emergency underground repairs and restoration following storms and utility outages
- Horizontal directional drilling (HDD) for utility crossings, feeder installations, and municipal infrastructure projects

Municipal & Infrastructure Utility Projects

- City of Alexandria – Underground Electric Construction Contract
- City of Morgan City – Utility and underground electric infrastructure improvements
- Town of Madisonville – Water Street Power & Water Connection System
- Jefferson Davis Electric Cooperative – Residential subdivision electrical infrastructure
- Water district utility relocations, drainage improvements, and roadway utility coordination projects

Residential & Commercial Development Utility Projects

- Legacy Cottages

- Vintage Oaks
- The Crest at Morganfield Subdivision
- Creekview Phases I & II
- Bellevue Manor
- Couret Farms
- Cedar Creek
- Sonoma Gardens
- Acadiana Pointe
- Hamilton Parc
- Rosedown Drainage Improvements
- Multiple subdivision utility infrastructure installations across Lafayette, Covington, Slidell, Mandeville, New Iberia, and surrounding markets

Lafayette Utility System (LUS) Underground Construction Contract

- Continuous underground utility construction contract support for Lafayette Utility System (LUS) for more than 20 years
- Ongoing underground electrical distribution construction, maintenance, emergency response, and service upgrade work throughout Lafayette, Louisiana
- Installation of underground conduit systems, transformers, pedestals, switchgear, secondary services, and distribution feeders
- Directional boring, cable pulling, fault repairs, transformer replacements, and underground rehabilitation projects
- Emergency restoration, storm response, and maintenance services for LUS utility infrastructure
- Hundreds of completed underground utility work orders, residential services, commercial services, feeder extensions, and system improvement projects
- Support for subdivision developments, roadway expansions, utility relocations, and municipal infrastructure improvements

Roadway & Municipal Lighting Projects

- Roadway lighting installation and maintenance projects for municipalities and public agencies throughout Louisiana
- Street lighting and utility infrastructure improvements for Terrebonne Parish
- Louisiana Department of Transportation and Development (LaDOTD) roadway lighting and utility coordination projects
- Decorative roadway lighting, intersection lighting, and municipal electrical infrastructure installations
- Highway lighting relocations, underground crossings, and utility adjustments associated with roadway improvement projects
- Installation and maintenance of poles, mast arms, conduits, lighting controls, and electrical service equipment

Storm Restoration & Emergency Response

- Hurricane and severe weather emergency restoration for CLECO, Entergy, and municipal utility systems
- Distribution outage response, damage claim repairs, and emergency utility restoration services

- Emergency pole replacements, conductor repairs, underground fault repairs, and temporary power restoration operations
- Support for utility resiliency and reliability improvement projects across South Louisiana

RFP 26-UTLTS-22 Electric Utilities Labor, Equipment and Support Services

CATEGORY	POINTS	PREFERRED ELECTRIC, INC.
A. Qualification and Experience • Experience performing like or comparable work • Experience of key staff in performing like or comparable work • Experience in Transmission Line Construction, Maintenance and Repair • Experience in Distribution Line Construction, Maintenance and Repair	24	20
B. Past Performance / References • Quality of work • Special capabilities to accomplish work • Coordination and cooperation with TPCG and others • Ability to meet deadlines and budgets	20	20
C. Technical Capabilities • Size of firm • Key personnel • Available Certified technicians of each trade • Equipment and tool direction • Training	12	10
D. Current Workload • Capacity to successfully complete required work in a timely manner • Key staff accessible to TPCG staff	10	0
E. Cost	0-25	25
TOTAL MAXIMUM POINTS	100	91
		70

Evaluation Team - After reviewing and comparing submittals based on the criteria, I agree with the scoring determined by the team as a whole.

1. Chris J. [Signature]
2. Don. & Loren [Signature]
3. Royal Dominguez [Signature]
4. Grant Camacho [Signature]
5. Chris J. [Signature]
6. Denise N. Turner [Signature]
7. Karen Dominguez [Signature]
8. Grant Camacho [Signature]

12/12/2024

5. Chris J. [Signature]
6. Denise N. Turner [Signature]
7. Karen Dominguez [Signature]
8. Grant Camacho [Signature]

RFP 26-UTLTS-22 Electric Utilities Labor, Equipment and Support Services

Lintec

- A. show both overhead and underground maintenance experience
- B. comparable
- C. listed different trades and years of experience – low safety training details
- D. listed years to current
- E. see spreadsheet

PEI –

- A. heavily underground maintenance and projects. 115KV no experience listed
- B. comparable
- C. no linemen listed: Foremen, President and Vice President only
- D. No years listed
- E. see Spreadsheet (added equipment to TPCG listing)



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget and 2026 Budget Positions of the Terrebonne Parish Consolidated Government for the following items:

- I. Fire Department, Budgeted Positions
- II. Fire Department, (\$23,381)

and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

PROJECT SUMMARY (200 WORDS OR LESS)

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET AND THE 2026 BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

- I. Fire Department, Budgeted Positions
- II. Fire Department, (\$23,381)

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS:

Actual

IS PROJECT ALREADY BUDGETED:

No

IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED

Parishwide

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Ordinance for a budget amendment

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET AND THE 2026 BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS. I. Fire Department, Budgeted Positions II. Fire Department, (\$23,381) and call a public hearing on said matter on Wednesday, July 29, 2026 at 6:30 p.m.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See Above

TOTAL EXPENDITURE		
N/A		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	<u>ESTIMATED</u>	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	<u>NO</u>	YES
IF YES AMOUNT BUDGETED:		

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>Parishwide</u>	1	2	3	4	5	6	7	8	9

Signature s/Melissa Bourgeois, Comptroller

Date 07/08/2026

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET AND THE 2026 BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

- I. Fire Department, Budgeted Positions
- II. Fire Department, (\$23,381)

SECTION I

WHEREAS, pursuant to Act No. 656 of 2012, codified as Louisiana Revised Statutes 33:2481.6, the governing authority of Terrebonne Parish Consolidated Government, may create the position of Chief of Administration, pursuant to the provisions thereof, which position shall be filled on a competitive basis from a list of eligibles provided for therein, and the right of selection, appointment, supervision and discharge of such position shall be vest in the Fire Chief, subject to the approval of the appointing authority, and

WHEREAS, the competitive position of Chief of Administration is hereby created and established as a competitive position within the fire department in accordance with Louisiana Revised Statute 33:2481.6, and

WHEREAS, the duties and responsibilities of the Chief of Administration may include direct supervision over all non-fire suppression personnel in the classified service.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2026 Budgeted Positions be amended for the Fire Department. (Attachment A)

SECTION II

WHEREAS, Administration is requesting a reorganization of the Fire Department for efficiency purposes, and

WHEREAS, this reorganization is to eliminate one Administrative Technician I, eliminate one Fire Training Officer, add a Chief of Administration, and reclass a Hazmat Officer, and

WHEREAS, the total savings of this change related to the salary and related taxes/benefits is \$23,381, and

WHEREAS, the savings will be added to Fund Balance.

NOW, THEREFORE, BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2026 Adopted Operating Budget and 2026 Budgeted Positions be amended for the Fire Department. (Attachment B)

SECTION III

If any work, clause, phrase, section, or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections, and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION IV

This Ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

Prepared By: Finance Department

PC File: 2026– BA 43

Date Prepared: 6/3/2026 BA #43

ATTACHMENT A-Houma Fire Department

	2026		
	Adopted	Change	Amended
Salaries and Wages	2,823,122	(21,154)	2,801,968
FICA	225,229	(1,312)	223,917
Medicare	52,674	(307)	52,367
Pension	1,034,134	463	1,034,597
Unemployment	54,491	(317)	54,174
Worker's Compensation	320,142	(1,864)	318,278
Fund Balance	N/A	24,491	N/A

	2026						
	Adopted	Change	Amended	Level	MIN	MID	MAX
Administrative Technician I	1	-1	0	101	23,109	29,661	36,213
Fire Training Officer	1	-1	0	F-4E	46,530	62,317	78,104
Hazmat Officer	1	-1	0	F-3	31,117	41,662	52,187
Hazmat Officer	0	1	1	F-4E	46,530	62,317	78,104
Chief of Administration	0	1	1	F-5E	49,275	65,978	82,659

FORMAL COMPARISON JUSTIFICATION

Chief of Administration vs. Deputy Fire Chief (Chief of Suppression)

Houma Fire Department

PURPOSE

The purpose of this document is to distinguish the proposed class of **Chief of Administration** from the existing class of **Deputy Fire Chief (Chief of Suppression)** and to demonstrate that the duties, responsibilities, and scope of work are sufficiently different to warrant separate classifications in accordance with the Municipal Fire and Police Civil Service Law.

DISTINGUISHING FEATURES COMPARISON

Deputy Fire Chief (Chief of Suppression)

The Deputy Fire Chief class encompasses a highly responsible administrative and supervisory position, the primary duty of which is the oversight and management of departmental suppression operations under the direction of the Fire Chief.

The employee of this class responds to fire alarms and emergency calls, directs emergency scene activities, manages the supervision of subordinate fire department personnel, and oversees the general care and maintenance of apparatus and equipment.

Employees of this class regularly exercise command authority at emergency incidents and are responsible for operational readiness, training, discipline, and field performance of suppression personnel.

Chief of Administration

The class of Chief of Administration encompasses a highly responsible administrative and supervisory position, the primary duty of which is the management of the department's **administrative, financial, logistical, and support operations** under the direction of the Fire Chief.

The employee of this class assists in the organization and management of the department with emphasis on **personnel administration, budgeting, procurement, planning, records management, and compliance functions**.

Employees of this class **do not have primary responsibility for suppression operations** but may participate in emergency operations in a support or command staff role as needed.

DIRECT COMPARISON OF PRIMARY DUTIES

Deputy Fire Chief – Core Duty Alignment

- Oversight and management of **suppression operations**

- Responds to alarms and **directs emergency scene activities**
- Supervises subordinate firefighting personnel
- Ensures readiness, training, and discipline of suppression personnel
- Oversees care and maintenance of apparatus and equipment

Chief of Administration – Matched Duty Structure

- Management of **administrative and support operations**
- Coordinates personnel systems, hiring processes, and compliance procedures
- Oversees budgeting, purchasing, and financial tracking
- Directs procurement processes, specifications, and inventory systems
- Supervises administrative, prevention, logistics, and support personnel
- Maintains records, reports, payroll, and regulatory documentation

KEY FUNCTIONAL DISTINCTIONS

- The **Deputy Fire Chief** class is primarily concerned with **suppression operations, emergency response, and field command activities**.
- The **Chief of Administration** class is primarily concerned with **administrative management, financial oversight, logistical coordination, and support services**.
- The Deputy Fire Chief **responds to fire alarms and directs emergency scene activities**, while the Chief of Administration **does not have primary responsibility for directing suppression activities**.
- The Deputy Fire Chief **manages subordinate firefighting personnel and operational readiness**, while the Chief of Administration **manages administrative systems and support divisions**.
- The Deputy Fire Chief **oversees apparatus and equipment readiness for operational use**, while the Chief of Administration **oversees procurement, lifecycle management, and resource allocation of equipment**.

SUPERVISION AND SCOPE DISTINCTION

- Work performed by the **Deputy Fire Chief** is focused on **field operations, emergency response, and suppression division performance**, with direct supervision exercised over company officers and firefighting personnel.
- Work performed by the **Chief of Administration** is focused on **internal operations, administrative systems, and organizational support**, with supervision exercised over prevention, inspection, logistics, maintenance, and other support functions.

NON-DUPLICATION STATEMENT

The proposed class of Chief of Administration:

- Does **not duplicate** the Deputy Fire Chief's responsibility for **suppression operations or emergency scene command**
- Does **not assume authority over line firefighting personnel assigned to suppression operations**
- Does **not interfere with operational command structure established under the Deputy Fire Chief**

Instead, this class provides centralized oversight of administrative responsibilities that are not the primary duty of the Deputy Fire Chief, including:

- Budget preparation and financial oversight
- Procurement and purchasing systems
- Personnel documentation and Civil Service compliance
- Records management and reporting systems

ORGANIZATIONAL RELATIONSHIP

As reflected in the Deputy Fire Chief classification, the position **operates closely with the Chief of Administration to coordinate the needs of the department.**

This relationship confirms:

- The roles are **coordinated but not overlapping**
- Each position performs **distinct but complementary executive functions**
- The structure is **intentionally designed for operational and administrative balance**

CONCLUSION

The duties, responsibilities, and scope of work assigned to the proposed class of **Chief of Administration** are clearly distinguishable from those of the **Deputy Fire Chief (Chief of Suppression).**

The Deputy Fire Chief is responsible for **suppression operations, emergency response, and field command**, while the Chief of Administration is responsible for **administrative, financial, and logistical functions of the department.**

These two classes are **separate and complementary**, and the establishment of the Chief of Administration provides necessary administrative oversight without duplication of duties or conflict in authority.

APRIL 30, 2026 - MONTH LAST CLOSED

ACCT: 204-222-8111-01

PUBLIC SAFETY FUND

FIRE - URBAN

SALARIES & WAGES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2025	2,837,411	2,839,270.84	0	1,860-
2026	2,823,122	936,473.85	0	1,886,648
CLOSED:				
2019	2,587,127	2,545,635.57	N/A	41,491
2020	2,700,000	2,678,797.44	N/A	21,203
2021	2,769,386	2,857,737.01	N/A	88,351-
2022	2,680,231	2,573,162.55	N/A	107,068
2023	2,629,172	2,652,253.97	N/A	23,082-
2024	2,830,068	2,752,032.84	N/A	78,035

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR CF06 = DSP ENCUMBRANCE CF08 = PRT DETAIL

APRIL 30, 2026 - MONTH LAST CLOSED

ACCT: 204-222-8121-01

PUBLIC SAFETY FUND

FIRE - URBAN

FICA

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2025	207,961	213,984.52	0	6,024-
2026	225,229	82,253.50	0	142,976
CLOSED:				
2019	189,728	178,203.98	N/A	11,524
2020	180,356	204,225.35	N/A	23,869-
2021	192,550	226,698.69	N/A	34,149-
2022	199,034	193,267.67	N/A	5,766
2023	203,572	211,870.45	N/A	8,298-
2024	206,613	215,694.00	N/A	9,081-

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

APRIL 30, 2026 - MONTH LAST CLOSED

ACCT: 204-222-8121-02

PUBLIC SAFETY FUND

FIRE - URBAN

MEDICARE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2025	48,636	48,070.35	0	566
2026	52,674	19,236.72	0	33,437
CLOSED:				
2019	44,372	41,675.14	N/A	2,697
2020	42,180	47,762.22	N/A	5,582-
2021	45,032	53,017.98	N/A	7,986-
2022	46,548	45,199.62	N/A	1,348
2023	47,609	49,550.01	N/A	1,941-
2024	48,321	50,444.21	N/A	2,123-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

APRIL 30, 2026 - MONTH LAST CLOSED

ACCT: 204-222-8122-01

PUBLIC SAFETY FUND

FIRE - URBAN

PENSION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2025	1,041,961	817,202.59	0	224,758
2026	1,034,134	336,302.37	0	697,832
CLOSED:				
2019	680,799	689,994.67	N/A	9,196-
2020	808,968	808,639.77	N/A	328
2021	852,164	838,960.77	N/A	13,203
2022	897,239	860,567.84	N/A	36,671
2023	880,508	833,226.81	N/A	47,281
2024	934,442	802,369.07	N/A	132,073

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

APRIL 30, 2026 - MONTH LAST CLOSED

ACCT: 204-222-8132-01

PUBLIC SAFETY FUND

FIRE - URBAN

UNEMPLOYMENT COMPENSATION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2025	50,313	54,745.54	0	4,433-
2026	54,491	12,916.17	0	41,575
CLOSED:				
2019	45,902	46,340.85	N/A	439-
2020	43,490	52,524.88	N/A	9,035-
2021	46,440	57,745.25	N/A	11,305-
2022	48,153	49,507.84	N/A	1,355-
2023	49,251	53,931.67	N/A	4,681-
2024	49,987	54,921.92	N/A	4,935-

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

APRIL 30, 2026 - MONTH LAST CLOSED

ACCT: 204-222-8133-01

PUBLIC SAFETY FUND

FIRE - URBAN

WORKMEN'S COMPENSATION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2025	291,534	322,350.27	0	30,816-
2026	320,142	101,068.34	0	219,074
CLOSED:				
2019	270,821	272,591.69	N/A	1,771-
2020	256,285	308,870.26	N/A	52,585-
2021	273,496	342,441.19	N/A	68,945-
2022	284,873	292,292.20	N/A	7,419-
2023	290,610	318,137.95	N/A	27,528-
2024	294,141	323,837.83	N/A	29,697-

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget of the Terrebonne Parish Consolidated Government for the following item:

I. LCLE, \$21,500

and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

PROJECT SUMMARY (200 WORDS OR LESS)

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

I. LCLE, \$21,500

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS:

Actual

IS PROJECT ALREADY BUDGETED:

No

IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED

Parishwide

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Ordinance for a budget amendment

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS. I. LCLE, \$21,500 and call a public hearing on said matter on Wednesday, July 29, 2026 at 6:30 p.m.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See Above

TOTAL EXPENDITURE		
N/A		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	<u>ESTIMATED</u>	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	<u>NO</u>	YES
IF YES AMOUNT BUDGETED:		

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>Parishwide</u>	1	2	3	4	5	6	7	8	9

Signature s/Melissa Bourgeois, Comptroller

Date 07/08/2026

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

I. LCLE, \$21,500

SECTION I

WHEREAS, the Parish received funds from Louisiana Commission on Law Enforcement (LCLE) and the Administration of Criminal Justice Fiscal Year 2024 Multi-Task Grant (Grant #2024-DJ-01-9008) for \$21,500, and

WHEREAS, the 2024 Multi-Task Grant (Grant #2024-DJ-01-9008) will provide funding for joint policing efforts between the Houma Police Department and the Assumption Parish Sheriff's Office relating to substance abuse criminal activities.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2026 Adopted Operating Budget for the LCLE Grant. (Attachment A)

SECTION II

If any work, clause, phrase, section, or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections, and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION III

This Ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

Prepared By: Finance Department

PC File: 2026– BA 44

Date Prepared: 7/5/2026 BA #44

ATTACHMENT A-LCLE

	2026		
	Adopted	Change	Amended
Other Fees	9,714	10,000	19,714
Overtime Pay	15,005	11,500	26,505
Multi-Task Force	(24,718)	(21,500)	(46,218)

BA44

Terrebonne Parish Consolidated Government

LCLE

Multi-Task Force

Budget Amendment

6/15/2026

	Current	Adjustment	Final
216-217-8349-01 Other Fees	9,714	10,000	19,714
216-217-8112-01 Overtime Pay	15,005	11,500	26,505
216-000-6342-03 Multi-Task Force	(24,718)	(21,500)	(46,218)

To input LCLE Grant Award #9008 - Multi-Task Force Grant (2026-2027) Funding into the parish budget.

Grant funding provides for joint policing efforts between Houma Police Department and Assumption Parish's Sheriff's Office relating to substance abuse criminal activities.



Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project](#) [Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 9008
Status: Open - Awarded

Project Title: Multi-Jurisdictional Task Force
Fund Announcement: [FY 2024 Byrne JAG \(MAR 2026\)](#)

BUDGET SUMMARY

Section Point Value: 0
Completion Status: Complete

Created By: Captain Bobbie O'Bryan
Last Update By: Captain Bobbie O'Bryan

Created Date: 1/12/2026 7:47:22 PM
Last Update Date: 1/29/2026 6:54:05 PM

BY RECIPIENT AGENCY		YEAR1	TOTAL
Terrebonne Parish Consolidated Government - Houma Police Department (Agency Budget)		21,500.00	21,500.00
Total:		21,500.00	21,500.00
BY CATEGORY		YEAR1	TOTAL
Personnel		21,500.00	21,500.00
Employee Benefits		0.00	0.00
Travel (Including Training)		0.00	0.00
Equipment		0.00	0.00
Supplies & Operating Expenses		0.00	0.00
Consultants		0.00	0.00
Construction		0.00	0.00
Other		0.00	0.00
Total:		21,500.00	21,500.00
BY SOURCE		YEAR1	TOTAL
Federal		21,500.00	21,500.00
State		0.00	0.00
Project Income		0.00	0.00
Interest		0.00	0.00
State Match		0.00	0.00
Cash Match (New Approp.)		0.00	0.00
In-Kind Match		0.00	0.00
Project Income Match		0.00	0.00
Total: Σ		21,500.00	21,500.00

[Budget Setup](#)

[Return to Application Summary](#)



Back Button will not take you back pages, instead use the application menus and controls.

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[Project](#) [Application](#) [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 9008

Status: Open - Awarded

Project Title: Multi-Jurisdictional Task Force

Fund Announcement: [FY 2024 Byrne JAG \(MAR 2026\)](#)

PERSONNEL

Justification:

HPD officers and APSO deputies will work SMART policing and SMART supervision objectives and goals

Position	Name	Year1	Cost	Total
Deputies	Pool of 4 deputies		10,000.00	10,000.00
Police officers	Pool of 4 officers		11,500.00	11,500.00
Total:			21,500.00	21,500.00

[Return to Agency Budget Summary](#)

BRIEN PLEDGER, CHAIRMAN

DISTRICT 1
BRIEN PLEDGER
DISTRICT 3
CLAYTON VOISIN, JR.
DISTRICT 5
C. K. CHAMPAGNE
DISTRICT 7
DANIEL BABIN
DISTRICT 9
STEVE TROSCLAIR



CLAYTON VOISIN, JR., VICE-CHAIRMAN

DISTRICT 2
CARL A. HARDING
DISTRICT 4
JOHN P. AMEDÉE
DISTRICT 6
CLYDE HAMNER
DISTRICT 8
KIMBERLY CHAUVIN
COUNCIL CLERK
TAMMY E. TRIGGS

Post Office Box 2768 • Houma, LA 70361
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360
Telephone: (985) 873-6519 • FAX: (985) 873-6521
ttriggs@tpcg.org www.tpcg.org

June 11, 2026

MEMO TO: Chief Travis Theriot
Houma Police Department

FROM: Tammy E. Triggs
Council Clerk

RE: LCLE FY 2024 Edward Byrne JAG – (2026-27 Task Force Grant Program)

Attached is an original certified copy of Resolution No. 26-191 which authorizes the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice, FY 2024 Edward Byrne JAG – FY 2026-2027 Task Force Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government; and to address other matters relative thereto.

By copy of this memo, the appropriate individuals are being advised of this action. Should you have any questions regarding this matter, feel free to contact me.

/tet

Attachment

cc: Ms. Kandace Mauldin, Chief Financial Officer
Ms. Melissa Bourgeois, Comptroller
Captain Bobbie O'Bryan, Administrative Services Captain
Mrs. Leilani Adams, Chief of Staff
Council Reading File

OFFERED BY: MR. D. BABIN
SECONDED BY: MR. C. HARDING

RESOLUTION NO. 26-191

A resolution authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice, FY 2024 Edward Byrne JAG- FY 2026-2027 Task Force Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government; and to address other matters relative thereto.

WHEREAS, the Houma Police Department of the Terrebonne Parish Consolidated Government has been approved to implement an application for a grant from the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice Fiscal Year 2024 Task Force Fund for Twenty-One Thousand five hundred dollars (\$21,500.00) for the Terrebonne Parish Consolidated Government. The Fiscal Year 2026-27 Task Force Fund will provide grant funding to improve the effectiveness and safety of our Police Officers by providing them with overtime to target problem areas within the City of Houma and Assumption Parish with Smart Suite Policing and Supervision, and,

WHEREAS, the Parish Administrative staff and the Parish Finance Department will oversee the application process in the implementation and meeting all the requirements set forth by the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice and,

NOW, THEREFORE BE IT RESOLVED, that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, authorizes the Parish President to execute any and all necessary documents to implement the grant from the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice and to address other matters relative thereto.

THERE WAS RECORDED:

YEAS: C. K Champagne, C. Hammer, D. Babin, K. Chauvin, S. Trosclair, B. Pledger, C. Harding, C. Voisin, Jr., and J. Amedée.

NAYS: None.

NOT VOTING: None.

ABSENT: None.

ABSTAINING: None.

The Chairman declared the resolution adopted this 8th day of June 2026.

* * * * *

I, TAMMY E. TRIGGS, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Assembled Council in Regular Council Session on June 10, 2026, at which meetings quorums were present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 11TH DAY OF JUNE 2026.


TAMMY E. TRIGGS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

LCLE FY 2024 Edward Byrne JAG for 2026-27 Task Force Grant Program

PROJECT SUMMARY (200 WORDS OR LESS)

The **Smart Suite Task Force** is a collaborative crime-reduction initiative supported by the Terrebonne Parish Consolidated Government, in partnership with the Houma Police Department and the Assumption Parish Sheriff's Office. This program merges Smart Policing and Smart Supervision strategies to address high-crime areas and reduce gun complaints and recidivism. Task Force funds will be used to provide overtime compensation for POST-certified officers in both parishes, allowing for increased patrols and targeted enforcement in problem zones. A key focus is on diverting drug-involved defendants from the revolving-door justice system by keeping them engaged in treatment programs and under structured supervision. By combining data-driven policing with rehabilitative support, the initiative aims to enhance public safety, reduce repeat offenses, and build stronger community trust through sustained, visible law enforcement presence.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Smart Suite Task Force is a proactive crime-fighting initiative that integrates Smart Policing and Smart Supervision strategies to reduce gun-related incidents and recidivism. By combining data-driven enforcement with targeted rehabilitation, the program aims to break the cycle of repeat offenses. It focuses on keeping drug-involved defendants engaged in treatment programs, offering structured support and accountability. This approach not only enhances public safety but also promotes long-term behavioral change, reducing strain on the justice system and deterring the revolving-door effect often seen in traditional incarceration models.

TOTAL EXPENDITURE

\$21,500.00

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

Signature

Date

2

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

A resolution authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice, FY 2024 Edward Byrne JAG- FY 2026-2027 Task Force Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government; and to address other matters relative thereto.

WHEREAS, the Houma Police Department of the Terrebonne Parish Consolidated Government has been approved to implement an application for a grant from the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice Fiscal Year 2024 Task Force Fund for Twenty-One Thousand five hundred dollars (\$21,500.00) for the Terrebonne Parish Consolidated Government. The Fiscal Year 2026-27 Task Force Fund will provide grant funding to improve the effectiveness and safety of our Police Officers by providing them with overtime to target problem areas within the City of Houma and Assumption Parish with Smart Suite Policing and Supervision, and,

WHEREAS, the Parish Administrative staff and the Parish Finance Department will oversee the application process in the implementation and meeting all the requirements set forth by the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice and,

NOW, THEREFORE BE IT RESOLVED, that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, authorizes the Parish President to execute any and all necessary documents to implement the grant from the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice and to address other matters relative thereto.



1. Recipient Name and Address Terrebonne Parish Consolidated Government - Houma Police Department PO Box 2768 8026 Main Street Houma, Louisiana 70360-2768		2. LCLE Subgrant Award Number 2024-DJ-01-9008
		3. Total Award Amount: \$21,500.00
4. Project Title "Multi-Jurisdictional Task Force"		5. Project Period 7/1/2026 - 6/30/2027
6. Special Conditions This grant is approved subject to such conditions or limitations as set forth below: This is one time funding. This subgrant is approved and subject to the special condition(s) and certified assurances requiring action on your part to ensure the timely release of subgrant funds. However, failure to satisfy those condition(s) and assurances may result in cancellation of this subgrant award. Future funding is contingent not only on the availability of funding, but proper subgrant management, which includes meeting the goals and objectives and submitting timely and accurate quarterly, interim and annual reports. Our staff welcomes questions regarding subgrant matters. Contact your program manager for any programmatic questions. Contact the fiscal staff should you have fiscal questions. The LCLE and its staff wish you success in conducting this project. Continued on the Following Page(s)		7. Funding Details <u>Fund Source #1</u> 2024 DJ Award Amount: \$21,500.00 2024 DJ Project Period: 7/1/2026 - 6/30/2027 2024 DJ ALN: 16.738 2024 DJ Federal Award #: 15PBJA-24-GG-04238-MUMU
8. Fiscal Contact Ms Martha Addison martha.addison@lcle.la.gov 225-342-1574	9. Program Contact Mr Ingram Scott ingram.scott@lcle.la.gov 225-342-4988	
10. Name and Title of Approving Official Jim Craft Executive Director		11. Name and Title of Authorized Recipient Mr Jason W Bergeron Parish President
12. Signature of Approving Official /Jim Craft/ Electronically Signed: 04/07/2026 02:52PM		13. Signature of Authorized Recipient



LCLE Subgrant Award Number: 2024-DJ-01-9008

SPECIAL CONDITIONS

1. If a project is not operational within 60 days of the original starting date of the subgrant period, the subgrantee must report by letter to the State (Louisiana Commission on Law Enforcement) the steps taken to initiate the project, the reasons for delay and the expected starting date.

If a project is not operational within 90 days of the original starting date of the subgrant period, the subgrantee must submit a second statement to the Louisiana Commission on Law Enforcement, explaining the implementation delay. Upon receipt of the 90-day letter, the Louisiana Commission on Law Enforcement may cancel the project and request grantor agency approval to redistribute the funds to other project areas. The Louisiana Commission on Law Enforcement may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subgrant files and records must so note the extension.

2. The applicant agrees to comply with the organizational audit requirements of 2 CFR 200: Uniform Guidance – Uniform Administrative Requirements, Cost Principles, and Audit Requirements – Subpart F Audit Requirements, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) (and any other audits of OJP grants funds) are not satisfactorily and promptly addressed, as further described in the current edition of the DOJ Grants Financial Guide.

If you have expended \$1,000,000 or more during the non-Federal entity's fiscal year in Federal awards, you must have a single or program specific audit conducted in that year in accordance with provisions of this part.

If an audit discloses findings or recommendations, then a corrective action plan must be submitted along with the audit report and it must include the name(s) of the contact person(s) responsible for corrective action, the corrective action planned, and the anticipated completion date. If the auditee does not agree with the audit findings or believes corrective action is not required, then the corrective action plan must include an explanation and specific reasons. LCLE also requires a timetable for performance and/or implementation dates for each recommendation and a description of monitoring to be conducted to ensure implementation.

Agencies receiving these funds may be subject to LA R.S. 24:513, which requires the submission of financial statements to the Louisiana Legislative Auditor (LLA). To determine the level of engagement and reports required please contact your accounting professional and/or the office of the LLA (www.la.gov)

3. The subgrantee agrees to comply with all certified assurances made at the time of application.
4. Anticipated merit increases during the project period must be factored into the personnel budget at the time of application submission. Requests for increases to the personnel budget after application approval will be denied.
5. Ten percent (10%) of federal funds will be withheld by Louisiana Commission on Law Enforcement until a monitoring review is performed, documented and subsequently approved by Louisiana Commission on Law Enforcement for release of this special condition. Agency will be notified in writing of any deficiencies noted during the monitoring visit. These deficiencies will delay final release until cleared.



6. Modification guidelines:
 - Final budget modification must be submitted no later than 30 days prior to the project end date.
 - Budget modifications cannot request retroactive expenses prior to the date of the modification request. New expenses will be allowed from the date of the modification submission to the end of the project period.
 - Purchasing large quantities of equipment and supplies during the last month of the project period merely for the purpose of using unobligated funds, will not be allowed.
 - Budget modifications for personnel changes must be submitted within 15 days of the new hire, termination, etc. Budget modifications for unforeseen personnel changes occurring within the last 30 days of a project period will be considered on a case-by-case basis.
7. Subgrantee agrees that it will review pertinent information regarding this subgrant award via the website, www.lcle.la.gov. This website contains miscellaneous reporting forms, instructions as well as links to state and federal guidelines that are necessary for compliance as set forth in the Certified Assurances agreed upon at the time of application.
8. Subgrantee assures that it shall submit, at such times and in such form as may be prescribed, such reports as LCLE may require, including quarterly and final fiscal reports, quarterly and final program reports, quarterly program income reports, and annual performance reports. Quarterly Program Reports and Fiscal Reports are due within 15 days of the close of the reporting period. Fiscal Reports are due quarterly. However, if the subgrantee needs to report more frequently, it may submit Fiscal Reports on an interim, "monthly" basis.
9. Reimbursement for any budget line item listed as "TBD" will not be paid until a modification has been submitted to and approved by LCLE specifying the identification of the "TBD" line item.
10. Supporting documents must accompany the first quarter's fiscal report.
Examples of supporting documents are, but are not limited to:
 1. Personnel and Fringe – A payroll register that identifies employee, position, applicable pay period, gross salary, and if any, associated fringe benefits. Time Sheets or time and effort certifications must also be provided. Time sheets must indicate the project number and be signed by both employee and supervisor.
 2. Travel - Mileage logs, lodging invoices, conference agenda, airline receipts, etc.
 3. Equipment – Copies of invoices. These invoices should include the vendor's name, invoice number, item description, serial numbers for equipment (if applicable), quantity purchased and invoice amounts.
 4. Supplies & Operating Expenses Costs – Invoices or other documents demonstrating an obligation of payment to the vendor. Invoices/documents must identify vendor, item description and invoice amount.
 5. Contract Services – signed executed contract, copies of invoices for services. Invoices should include a description of the services billed to the subrecipient. (A duplicate contract is not needed for each fiscal report).

Expenditures will not be approved when expenditure supporting documents are not submitted with a fiscal report.

Cancelled checks may be requested for any expense reported on a fiscal report.
11. Subrecipients that are delinquent in PMT reporting for a minimum of two (2) consecutive reporting cycles will forfeit 25% of their federal award to LCLE or their respective planning district. Additional penalties may apply up to and including total forfeiture of all grant funds for subsequent reporting delinquencies.



12. The applicant agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The applicant also agrees to comply with applicable restrictions on awards to first-tier subrecipients that do not acquire and provide a Unique Entity Identifier (UEI). The details of applicant obligations are posted on the Office of Justice Programs website at <http://www.ojp.gov/funding/sam.html>. (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and re incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name.)

All applicants must have a Unique Entity Identifier (UEI). Information can be obtained at sam.gov.

The applicant agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (Or with a successor government-wide system officially designated by OMB and OJP). Information can be obtained at www.sam.gov.

SAM renewals completed during an open project period must be forwarded to the appropriate LCLE program manager. Printout must contain the renewal expiration date as well as the Exclusion Yes/No answer.

13. Subgrantee must prepare quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public. This data must be made available upon request.
14. Subgrantee agrees to complete the performance measurement tool (PMT) as a requirement to the Bureau of Justice Assistance (BJA) via the BJA PMT system, <https://ojpsso.ojp.gov/>, no later than the 15th day of the month following the reporting period and at the conclusion of the project period. Failure to complete the required PMT Report will delay reimbursement of funds. After a minimum of two (2) consecutive delinquent quarters, the federal award will be reduced by 5%.
15. Program Activity funded under this award (including subgrantee activity), throughout the project period may prohibit or in any way restrict-- (1) any government entity or --official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373(a); or (2) a government entity or -agency from sending, requesting or receiving, maintaining, or exchanging information regarding immigration status as described in 8 U.S.C. 1373(b). For purposes of this award, any prohibition (or restriction) that violates this condition is an "information-communication restriction."
16. Subgrantees utilizing Byrne JAG funds to purchase Body Worn Cameras (BWC) must have a BWC policy in place or a policy under development. The BWC policy or the policy under development must be made available upon request.



17. Subgrantees MUST have a written "mandatory wear" policy in effect. This policy must be in place for at least all uniformed officers before funds can be used by the jurisdiction for body armor. The policy MUST specify when mandatory wear is required for uniformed officers on duty.

ATTACH the policy to your first program report in Egrants.

Body armor purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the following requirements are met:

- The body armor must have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards.
- The body armor purchased must be made in the United States.
- The body armor purchased with JAG funds must be "uniquely fitted vests," which means protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage, through a combination of (1) correctly-sized panels and carrier, determined through appropriate measurement, and (2) properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features. The requirement that body armor be "uniquely fitted" does not necessarily require body armor that is individually manufactured based on the measurements of an individual wearer. In support of the Office of Justice Programs' efforts to improve officer safety, the American Society for Testing and Materials (ASTM) International has made available the Standard Practice for Body Armor Wearer Measurement and Fitting of Armor (Active Standard ASTM E3003) available at no cost. The Personal Armor Fit Assessment checklist is excerpted from ASTM E3003.

Sugrantees should note that JAG funds may NOT be used as any part of the 50 percent match required by the BVP Program.

18. If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).
19. No release of funds by Louisiana Commission on Law Enforcement until prior project, 8338, is finalized.



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget of the Terrebonne Parish Consolidated Government for the following item:

I. Houma Police Department, \$1,801

and call a public hearing on said matter on Wednesday, July 29, 2026 at 6:30 p.m.

PROJECT SUMMARY (200 WORDS OR LESS)

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

I. Houma Police Department, \$1,801

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS:

Actual

IS PROJECT ALREADY BUDGETED:

No

IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED

Parishwide

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Ordinance for a budget amendment

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS. I. Houma Police Department, \$1,801 and call a public hearing on said matter on Wednesday, July 29, 2026 at 6:30 p.m.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See Above

TOTAL EXPENDITURE		
N/A		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	<u>ESTIMATED</u>	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	<u>NO</u>	YES
IF YES AMOUNT BUDGETED:		

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>Parishwide</u>	1	2	3	4	5	6	7	8	9

Signature s/Melissa Bourgeois, Comptroller

Date 07/08/2026

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

I. Houma Police Department, \$1,801

SECTION I

WHEREAS, the Houma Police Department has received a judgement in the amount of \$1,801 for the seizure of currency, and

WHEREAS, the funds will be used for Drug Enforcement and Forfeitures

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2026 Adopted Operating Budget for the Houma Police Department. (Attachment A)

SECTION II

If any work, clause, phrase, section, or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections, and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION III

This Ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

Prepared By: Finance Department
PC File: 2026– BA 45
Date Prepared: 7/5/2026 BA #45

ATTACHMENT A-Houma Police Department

	2026		
	Adopted	Change	Amended
Drug Enforcement Forfeitures	(18,786)	(1,801)	(20,587)
Drug Enforcement Forfeitures	13,786	1,801	15,587

BA 415

Thirty-Second Judicial District



State of Louisiana

OFFICE OF

JOSEPH L. WAITZ, JR.

DISTRICT ATTORNEY

7856 MAIN STREET

COURTHOUSE ANNEX SUITE 220

HOUMA, LOUISIANA 70360

PARISH OF TERREBONNE

PHONE 985-873-6500

FAX 985-873-6510

May 28, 2026

City of Houma Police Department
Attention: Lt. Bobby Obryan
500 Honduras Street
Houma, Louisiana 70360

Re: State of Louisiana
Versus # 204356
Terrence Mosely
\$1,801.19 U.S. Currency

Dear Sir:

Enclosed you will find a copy of the Judgment rendered and filed in the above referenced matter. Attached to the Judgment is the check representing your portion of the monies seized in this matter.

With kindest regards, I remain,

Sincerely yours,

A handwritten signature in black ink, appearing to read "Dennis J. Efeet".

Dennis J. Efeet
Assistant District Attorney

DJE/clc

Enclosures

Thirty-Second Judicial District

OFFICE OF
JOSEPH L. WAITZ, JR.
DISTRICT ATTORNEY
7856 MAIN STREET
COURTHOUSE ANNEX SUITE 220
HOUMA, LOUISIANA 70360



State of Louisiana

PARISH OF TERREBONNE

PHONE 985-873-6500
FAX 985-873-6510

Date: May 28, 2026

Memo to: Houma Police Department
Terrebonne Parish Criminal Court Fund
DART/LDAA

The following is a table of the cash disbursement breakdown of the \$1,801.19 U.S.
Currency seized regarding **TERRENCE MOSELY** filed in the Civil Records under
Docket #204356.

Cash Breakdown	
TOTAL TO DISBURSE	\$1,801.19
Clerk filing fees	(\$160.50)
1% to DART	\$1,640.69
1% to TPDA	(\$16.41)
60% to HPD	(\$16.41)
20% to CCF	\$1,607.87
20% to TPDA	(\$964.72)
	(\$321.58)
	(\$321.57)

STATE OF LOUISIANA

32ND JUDICIAL DISTRICT COURT

VERSUS NO.: 2026-001354

PARISH OF TERREBONNE

TERRENCE MOSELY and
\$1,801.19 U.S. CURRENCY

STATE OF LOUISIANA

JUDGMENT

In this matter, the Court has reviewed the pleadings and documents and finds the law and the evidence to be in favor of the State of Louisiana.

IT IS ORDERED, ADJUDGED AND DECREED that there be and is hereby judgment in favor of the State of Louisiana and against TERRENCE MOSELY and \$1,801.19 U.S. Currency;

IT IS FURTHER ORDERED, ADJUDGED AND DECREED that, pursuant to R.S. 40:2616, all proceeds derived from the hereinabove described monies be paid and allocated as follows, after first making payment to the Clerk of Court for the Court Costs incurred in these proceedings:

- 1) 1% to DART;
- 2) 1% to the Terrebonne Parish District Attorney's Office for all proper expenses;

The balance thereof to be paid and allocated as follows:

Houma Police Department – Narcotics Division	60%
Criminal Court Fund, 32 nd Judicial District	20%
Terrebonne Parish District Attorney's Office	20%

JUDGMENT RENDERED AND SIGNED in Chambers, this 16 day of January, ²⁰²⁶~~2025~~, at Houma, Louisiana.

[Signature]
DISTRICT JUDGE

DAVID W. ARCENEAUX
DISTRICT JUDGE, DIVISION D

RECEIVED FROM JUDGE

JAN 20 2026

Candace M. Volpin
Deputy Clerk of Court

ORDER UNSIGNED

TRUE COPY OF THE ORIGINAL
CLERK'S OFFICE, HOUMA

JAN 21 2026

Candace M. Volpin
Deputy Clerk of Court

[Signature]
JAN 12 2026
DEPUTY CLERK OF COURT
PARISH OF TERREBONNE, LA

SCANNED

JAN 15 2026



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget and the 2026 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following item:

- I. Bayou Terrebonne Vegetation & Debris Removal, (\$585,928)

and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

PROJECT SUMMARY (200 WORDS OR LESS)

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

- I. Bayou Terrebonne Vegetation & Debris Removal, (\$585,928)

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS:

Actual

IS PROJECT ALREADY BUDGETED:

Yes

IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED

Parishwide

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Ordinance for a budget amendment

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS. I. Bayou Terrebonne Vegetation & Debris Removal, (\$585,928) and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See Above

TOTAL EXPENDITURE		
N/A		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>		<u>ESTIMATED</u>
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	<u>NO</u>	YES
IF YES AMOUNT BUDGETED:		

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>Parishwide</u>	1	2	3	4	5	6	7	8	9

Signature s/Melissa Bourgeois, Comptroller

Date 07/08/2026

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

I. Bayou Terrebonne Vegetation & Debris Removal, (\$585,928)

SECTION I

WHEREAS, the Natural Resources and Conservation Services has de-obligated funding in the amount of \$585,928, and

WHEREAS, this funding was for the Bayou Terrebonne Vegetation and Debris Removal Francine project, and

WHEREAS, the removal at the locations identified in the scope of work have been completed, and

WHEREAS, no additional locations are eligible.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2026 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended for the Bayou Terrebonne Vegetation and Debris Removal. (Attachment A)

SECTION II

If any work, clause, phrase, section, or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections, and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION III

This Ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

Prepared By: Finance Department
PC File: 2026– BA 46
Date Prepared: 7/7/2026 BA #46

ATTACHMENT A-Bayou Terrebonne Vegetation & Debris Removal

	2026		
	Adopted	Change	Amended
Natural Resources Conservation	(582,928)	(3,000)	(585,928)
Fund Balance	NA	3,000	NA
B-T Veg & Debris Francine	623,952	(585,928)	38,024
Natural Resources Conservation	(585,928)	585,928	-

BA#44

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2027 - FIVE YEAR CAPITAL OUTLAY
FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND

655-351-8939-32
BAYOU TERREBONNE VEGETATION & DEBRIS REMOVAL FRANCINE
PARISH PROJECT # 25-NRCS-09
R: 655-000-6318-03

TOTAL FUNDING 765,406
EXPENDITURES THRU 12/31/26 (727,382)
PROJECT BALANCE 38,024

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2026	2027	2028	2029	2030	2031
Apr-25	ORD 9696	NATURAL RESOURCES CONSERVATION SERVICES	1,037,070						
Apr-25	ORD 9696	FROM 252-351-8929-74	314,264						
Jul-26	PENDING BA	DE OB NRCS		(585,928)					
LESS PRIOR YEARS EXPENDITURES			(727,382)						

FUNDS AVAILABLE 623,952 (585,928) - - - -

ENGINEER/ARCHITECT: ALL SOUTH CONSULTING ENGINEERS, LLC
CONSTRUCTION: CHEM-SPRAY SOUTH
DESCRIPTION: TO PROVIDE DEBRIS REMOVAL AFTER HURRICANE
FRANCINE FROM BAYOU TERREBONNE

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

4/27/26

MARCH 31, 2026 - MONTH LAST CLOSED

ACCT: 655-000-6318-03

Deobligate

P/W DRAINAGE CONSTR.

NO DEPARTMENT NAME

NATURAL RESOURCES CONSERVATION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2025	1,037,070	454,142.48-	0	582,928- <i>grant</i>
2026	582,928	3,000.00 -	0	585,928- <i>3000</i>
CLOSED:				
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	0	.00	N/A	0
2023	0	.00	N/A	0
2024	0	.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

4/27/26

MARCH 31, 2026 - MONTH LAST CLOSED

ACCT: 655-351-8939-32

P/W DRAINAGE CONSTR.

DRAINAGE

B-T VEG & DEBRIS FRANCINE

Deobligate

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2025	1,351,334	727,382.19	0	623,952
2026	623,952	845.79	0	623,106
CLOSED:				
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	0	.00	N/A	0
2022	0	.00	N/A	0
2023	0	.00	N/A	0
2024	0	.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

623,106.00 +
 585,928.00 -
 37,178.00 *

0.00 *

They have \$56,331. remaining engineering

Performance Report
March, 2026

Hurricane Francine NRCS Vegetative Debris Removal
TPCG Project No. 25-NRCS-09
EWP Project 5056
DSR 022-03-24-5056-001, 002 & 003
ASCE Project No. 032-045-01

Task	% Complete	Date Completed
Design	100%	May 8, 2025
Bidding	100%	July 3, 2025
Construction	100%	November 3, 2025
Closeout	100%	March 6, 2026

Federal Financial Report

(Follow form Instructions)

OMB Number: 4040-0014
Expiration Date: 02/28/2025

1. Federal Agency and Organizational Element to Which Report is Submitted Natural Resources Conservation Service		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) NR25217XXXXC002	
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization Name: TERREBONNE PARISH CONSOLIDATED GOVERNMENT			
Street1: 8026 MAIN STREET		Street2:	
City: HOUMA		County:	
State: LA: Louisiana		Province:	
Country: USA: UNITED STATES		ZIP / Postal Code: 70360-3407	
4a. UEI WTBJJFPVF5K8		4b. EIN 72-6001390	
5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 310087637			
6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☒ Final		7. Basis of Accounting ☒ Cash ☐ Accrual	
8. Project/Grant Period From: 02/18/2025 To: 01/27/2026		9. Reporting Period End Date 01/27/2026	
10. Transactions			Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>			
Federal Cash (To report multiple grants, also use FFR attachment):			
a. Cash Receipts			451,142.00
b. Cash Disbursements			451,142.00
c. Cash on Hand (line a minus b)			0.00
<i>(Use lines d-o for single grant reporting)</i>			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized			1,037,070.25
e. Federal share of expenditures			593,117.00
f. Federal share of unliquidated obligations			0.00
g. Total Federal share (sum of lines e and f)			593,117.00
h. Unobligated balance of Federal Funds (line d minus g)			443,953.25
Recipient Share:			
i. Total recipient share required			314,264.00
j. Recipient share of expenditures			141,975.00
k. Remaining recipient share to be provided (line i minus j)			172,289.00
Program Income:			
l. Total Federal program income earned			0.00
m. Program Income expended in accordance with the deduction alternative			0.00
n. Program Income expended in accordance with the addition alternative			0.00
o. Unexpended program income (line l minus line m and line n)			0.00

11. Indirect Expense						
a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Totals:						
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:						
Add Attachment Delete Attachment View Attachment						
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).						
a. Name and Title of Authorized Certifying Official						
Prefix: First Name: Middle Name:						
Last Name: Suffix:						
Title:						
b. Signature of Authorized Certifying Official				c. Telephone (Area code, number and extension)		
d. Email Address				e. Date Report Submitted		14. Agency use only:



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget and the 2026 5-Year Capital Outlay Budget for the following item:

I. Civic Center, \$167,062

and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

PROJECT SUMMARY (200 WORDS OR LESS)

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

I. Civic Center, \$167,062

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS:

Actual

IS PROJECT ALREADY BUDGETED:

No

IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED

Parishwide

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Ordinance for a budget amendment

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS. I. Civic Center, \$167,062 and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See Above

TOTAL EXPENDITURE		
N/A		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	<u>ESTIMATED</u>	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	<u>NO</u>	YES
IF YES AMOUNT BUDGETED:		

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>Parishwide</u>	1	2	3	4	5	6	7	8	9

Signature s/Melissa Bourgeois, Comptroller

Date 07/08/2026

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

I. Civic Center, \$167,062

SECTION I

WHEREAS, Terrebonne Parish Consolidated Government Civic Center has received funding from the Houma-Terrebonne Civic Center Development Corporation in the amount of \$167,062, and

WHEREAS, this funding will be used for a Holiday Ice Rink at the Civic Center in December.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2026 Adopted Operating Budget be amended for the Civic Center. (Attachment A)

SECTION II

If any work, clause, phrase, section, or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections, and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION III

This Ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

Prepared By: Finance Department
PC File: 2026– BA 47
Date Prepared: 7/7/2026 BA #47

ATTACHMENT A-Civic Center

	2026		
	Adopted	Change	Amended
Holiday Ice Rink	-	167,062	167,062
Miscellaneous	(45,150)	(167,062)	(212,212)

BA47

807 Sprucelake Drive
Harbor City, CA
90710 323-776-9423

ICE-AMERICA

portable ice rinks

Production Price List
Holiday Rink Rental 1.5

PRICE LIST / PRODUCTION BUDGET

Project No: Holiday Rink Production Price List 1.5
Title: Houma Holiday Ice Rink
Production Dates: Dec 13, 2026 - Dec 29, 2026
Location: Houma, LA
Open Dates: Opening Dec 16, 2026 (or as soon as we can) - Dec 27, 2026

Prepared By: CJM
Date: 7/6
Revised:
Actual:

CATEGORY SUMMARY

Product: Ice Rink Production
Purpose: recreational ice rink installation

PRODUCTION DESCRIPTION: Production of portable ice rink & ancillary equipment/Shipping & transportation, installation, ice resurfacer
NOTES: Optional Production elements: operations management, fuel service, chiller & generator rental

ASSUMPTIONS: Budget is based on ice surface size: **82' x 50' (25m elements x 15) - Footprint of 86' x 52'**
Not included in this budget: Power for chiller (3 Phase, 480 Volt, 500 Amps), tax, permits, electricity, water, marketing, access ramps (skater & resurfacer entrance), rink trim (wood or carpet), on-site storage, security, walk behind water cleanup, forklifts (5K), restrooms, labor for install & strike, security fencing/barrier around rink & chiller, chiller wall, advertising,

EXPENSES:

		Unit Price	No.	Term	Total Price	
1	Portable Ice Rink				\$ 58,398	
	Portable Ice Rink	\$ 0.92	4100	6	\$ 22,632	provision of: 82' x 50' ice surface = approx. 4,100 sq.ft
optional	Coldfinger Add-on	\$ 0.50	4100	0	\$ -	includes ICE-WORLD ice rink elements, headers, header covers
	Pump	\$ 2,230	1	1	\$ 2,230	ice floor accessory for increased freezing capacity (est. \$12.3K)
	Glycol	\$ 1.08	1000	6	\$ 6,480	system pump for glycol, etc.
	Insulation	\$ 0.26	4608	6	\$ 7,188	per gallon / propylene glycol mix for system
	Liner	\$ 0.29	5591	2	\$ 3,243	insulation foam boards
	Rental-Small Resurfacer	\$ 2,375	1	7	\$ 16,625	Water containment plastic sheet (double liner)
						small electric ice resurfacer
2	Chiller Rental				\$ 33,000	
	Chiller rental package	\$ 110.00	200	1.00	\$ 22,000	monthly rental of 100 ton chiller, pump, tank, hoses, fittings, & cables
	Delivery, install, pickup	\$ 1,950	2	1	\$ 3,900	delivery, install, removal
	Boiler rental package	\$ 5,500	1	1	\$ 5,500	boiler package (500A) including delivery
	Trailer	\$ 1,600	1	1	\$ 1,600	Chiller to stay on trailer
3	Dasher Boards				\$ 7,650	
	PE Transparent	\$ 4.25	300	6	\$ 7,650	recreational clear skating boards x number of feet
	Other Ice Rink Equipment				\$ 15,938	
	Skates	\$ 5.04	275	6	\$ 8,316	Roxa skates w/buckles
	Helmets	\$ 3.20	30	6	\$ 576	helmets (s, m, l)
	Skate Rack	\$ 86.10	5	6	\$ 2,583	portable skate racks - collapsing with wheels
	Skate Sharpener	\$ 26.50	2	1	\$ 53	Portable hand held skate sharpeners
	Skate aid "Bobby/Tommy"	\$ 36.75	20	6	\$ 4,410	provision of skating aid "seal" & "reindeer" (15/5)
5	Installation and Transportation				\$ 40,600	
	Rink installation	\$ 4,125	2	1.5	\$ 12,375	Rink installation supervisors / warehouse
client to provide	Installation/Strike labor	\$ 3,750	2	0	\$ -	Approx 6 hands for 2-3 days in, 2 days out
client to provide	Forklifts (5K)	\$ 1,890	2	0	\$ -	2 x forklifts (5K) for load-in/out
client to provide	Floor scrubbers	\$ 1,450	2	0	\$ -	Water cleanup equipment & overnight labor for water control
	Production fee	\$ 14,500	1	1	\$ 14,500	travel, legal & admin, PM, production for install/removal/maintenance
client can provide	Hotel for crew/mgr	\$ 175	3	9	\$ 4,725	Estimate of 27 room nights
	Shipping & Trucking	\$ 4,500	1	2	\$ 9,000	trucking/shipping ice rink equipment
6	Site Build-Out				\$ 5,976	
client can provide	Skate lace area rubber mats	\$ 4.15	1440	1	\$ 5,976	estimate sqft for skate lace area & entrance ramps
client to provide	Tents	\$ 1,950	1	0	\$ -	20x20 tent for skates (or two 10 x 10 pop-ups)
client to provide	Portable Office	\$ 2,500	1	0	\$ -	N/A - just need some tables and chairs
client to provide	Resurfacer Building	\$ 2,500	1	0	\$ -	N/A - just need some bicycle barrier to keep out public
client to provide	Benches	\$ 24	32	0	\$ -	Benches for skate lace area
client to provide	Railing / Barricade	\$ 20	20	0	\$ -	Barricade for chiller area and around skate lace area
client to provide	Guest storage	\$ 5	40	0	\$ -	Milk crates for guest shoe storage
client to provide	Sound package	\$ 594	1	0	\$ -	(4) outdoor speakers, console, amplifier, cordless mic, PA, cables
client to provide	Rink lighting package	\$ 3,125	1	0	\$ -	LED color programmable lights, control, LED rope lights
client to provide	Additional event lighting	\$ 500	1	0	\$ -	Add'l ambient lighting req'd for event area (N/A based on existing lighting)
Leveling Options	TBD BASED ON FINAL FLOOR MEASUREMENTS					Goal to get level area within 1/2" where rink will be placed
client to provide	Level subfloor - Material	\$ 0.75	4616	0	\$ -	Material for leveling floor (estimated)
client to provide	Level subfloor - LABOR	\$ 3.50	4616	0	\$ -	Labor to create level floor
client to provide	Carpentry finish work	\$ 1.10	4616	0	\$ -	includes zam & skater entrance/exit ramps, and trim out of rink

		<u>Unit Price</u>	<u>No.</u>	<u>Term</u>	<u>Total Price</u>	
☒ 7 Operations					\$ 5,500	
	Training & Support Fee	\$ 5,500	1	1	\$ 5,500	staff training, seasonal consulting
<i>client to provide</i>	Security	\$ 65.00	1	0	\$ -	Overnight security
<i>client to provide</i>	Point of Sale Package	\$ 1,750	1	0	\$ -	Setup & on-going support / Hardware rental - square stand, iPad rental, cash register, receipt printer, safe
<i>client to provide</i>	SimpleTix Package	\$ 5,000	1	0	\$ -	Subscription, setup, maintenance & on-going support
<i>client to provide</i>	Smartwaiver Package	\$ 3,500	1	0	\$ -	Subscription, setup & maintenance / Hardware rental - 4 x iPad rentals
<i>client to provide</i>	Other	\$ 4,500	1	0	\$ -	wristbands, cameras, first aid supplies, ops supplies, etc.
<i>client to provide</i>	WiFi	\$ 125	2	0	\$ -	WiFi - equipment and service

☐ **BASIC ICE RINK PRODUCTION** **\$ 155,586** includes items listed in 1-5 totals above only

☐ **ICE RINK PRODUCTION W/SITE BUILD OUT** **\$ 161,562** includes items listed in 1-6 totals above only

☐ **ICE RINK PRODUCTION W/SITE B-O & OPERATIONS** **\$ 167,062** includes items listed in 1-7 totals above only

☐ **Deposit - 1st Payment** **\$ 83,531** 50% to reserve equipment

☐ **2nd Payment** **\$ 58,472** 35% - one month prior to delivery 11/13/26

☐ **Final Payment** **\$ 25,059** 15% - upon delivery 12/13/26

TERMS:

Please check all requested services and include signature below.

50% deposit due to reserve. 35% one month prior to delivery. 15% upon delivery. Estimate is good for 14 days.

Name: _____

Organization: _____

Signature: _____

Date: _____

DIRECT ALL INQUIRIES TO:

Scott Williams
tel: 323-776-9423
e-mail: swilliams@ice-america.com

MAKE ALL CHECKS PAYABLE TO:

Seaside Ice, LLC - dba Ice-America
Attn: Scott Williams
807 Spruce Lake Drive
Harbor City, CA 90710

We also accept Visa, Mastercard for an additional fee

Legal: Estimate is subject to change. Lessee is responsible for any applicable state & local taxes that may be due.

MAY 31, 2026 - MONTH LAST CLOSED

ACCT: 385-000-6499-00

CIVIC CENTER O & M FUND

NO DEPARTMENT NAME

MISCELLANEOUS - OTHER

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2026	45,150	45,552.08-	0	402
CLOSED:				
2020	500	520.30-	N/A	20
2021	500	174.80-	N/A	325-
2022	500	286.20-	N/A	214-
2023	500	200.39-	N/A	300-
2024	300	98.31-	N/A	202-
2025	150	45,161.28-	N/A	45,011

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Consider the introduction of an ordinance to amend the 2026 Adopted Operating Budget of the Terrebonne Parish Consolidated Government to adjust the 2026 Adopted Beginning Fund Balances and the Net Positions to actual as per the 2025 Audited Financial Statements, and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30p.m.

PROJECT SUMMARY (200 WORDS OR LESS)

AN ORDINANCE AMENDING THE 2026 BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT SO AS TO ADJUST THE 2026 ADOPTED BEGINNING FUND BALANCES AND THE NET POSITIONS TO ACTUAL AS PER THE 2025 AUDITED FINANCIAL STATEMENTS.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS:

Actual

IS PROJECT ALREADY BUDGETED:

No

IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED

Parishwide

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Ordinance for a budget amendment

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE AMENDING THE 2026 BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT SO AS TO ADJUST THE 2026 ADOPTED BEGINNING FUND BALANCES AND THE NET POSITIONS TO ACTUAL AS PER THE 2025 AUDITED FINANCIAL STATEMENTS.
and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See Above

TOTAL EXPENDITURE		
N/A		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	<u>ESTIMATED</u>	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	<u>NO</u>	YES
IF YES AMOUNT BUDGETED:		

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>Parishwide</u>	1	2	3	4	5	6	7	8	9

Signature

s/Melissa Bourgeois, Comptroller

07/08/2026
Date

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2026 BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT SO AS TO ADJUST THE 2026 ADOPTED BEGINNING FUND BALANCES AND THE NET POSITIONS TO ACTUAL AS PER THE 2025 AUDITED FINANCIAL STATEMENTS.

SECTION I

WHEREAS, the Parish Finance Department estimates the beginning fund balances and net positions of the next year for the adopted budget prior to the end of the current year, and

WHEREAS, the Parish Finance Department completes the Audited Comprehensive Financial Statements no later than June 30th of each year for the prior year.

BE IT ORDAINED, that the Parish Council on the behalf of the Terrebonne Parish Consolidated Government, adopt the actual ending fund balances and net positions of 2025 as per the audited Comprehensive Financial Statements. (Attachment A)

Prepared By: Finance Department
PC File: 2026-Fund Balance-Net Positions Change
Date Prepared: 7/8/2026 BA # 48

ATTACHMENT A - FUND BALANCE - NET POSITIONS

Fund	Adopted Beginning Fund Balance	Adjustment Increase (Decrease)	Actual Beginning Fund Balance
General Fund	3,224,183	442,603	3,666,786
Dedicated Emergency Fund	39,152,577	58,807,544	97,960,121
American Rescue Plan	173,788	4,169,192	4,342,980
Terr. Juvenile Det.	2,480	188,911	191,391
Parish Prisoners Fund	714,798	(67,005)	647,793
Public Safety Fund	621,736	2,029,662	2,651,398
Non-District Recreation	50,089	19,507	69,596
Local Law Enforcement Grant	4,675	52	4,727
Marshall's Fund	143,080	(32,968)	110,112
G.I.S. Mapping Systems	538,906	(1,319)	537,587
HMGP 4080 Isaac	-	3,702	3,702
OCD LMI Cost Share	-	4,391	4,391
Coastal Restore/Preservation	2,985	(3,512)	(527)
OJP - LCLE	46,373	(61,485)	(15,112)
Hazardous Mitigation	61,762	(12,937)	48,825
Moderate Rehab SRO	91,186	(967)	90,219
Section 8 Vouchers	666,433	215,131	881,564
Dept. of Education	55,050	331	55,381
FMA Flood Mitigation	105,093	(111,609)	(6,516)
Housing/Urban Dev. Grant	138,696	(92,391)	46,305
Rapid Re-Housing Grant	3	0	3
Severe Repetitive Loss	11,433	0	11,433
Dept. of Energy	(1,243)	(48)	(1,291)
Dept of Labor CSBG Grant	1,176	327	1,503
LHFA LIHEAP Program	183,550	4,891	188,441
HMGP Gustav	526,515	(992,959)	(466,444)
Terre. Homeless Shelter	132,800	(30,391)	102,409
HOME Grant Fund	71,602	36,065	107,667
FTA Grant	(84,488)	1,245,763	1,161,275
FTA - City of Thibodaux	132	283	415
Head Start	618,405	(41,672)	576,733
Federal Hwy Administration	71,151	(123)	71,028
HUD CDBG Recovery	304,692	(6,679)	298,013
PDMC/RFC Grants	(19,558)	939	(18,619)
Restore Act	-		
CDBG DR Ida	(9,000,000)	8,983,952	(16,048)
Parish Transportation Fund	101,749	2,282,077	2,383,826
Road & Bridge Fund	2,040,880	464,972	2,505,852
Drainage Tax Fund	4,730,454	3,234,899	7,965,353
Sales Tax Revenue Fund	2,862,263	148,285	3,010,548
Road District #6 - O&M	138,942	151,412	290,354
Road Lighting District #1	255,722	(23,392)	232,330
Road Lighting District #2	262,653	(7,586)	255,067
Road Lighting District #3A	105,428	(13,030)	92,398
Road Lighting District #4	201,854	(26,833)	175,021
Road Lighting District #5	170,300	6,517	176,817
Road Lighting District #6	21,586	(1,949)	19,637
Road Lighting District #7	132,259	7,050	139,309
Road Lighting District #8	86,943	(9,739)	77,204
Road Lighting District #9	322,478	(11,319)	311,159
Road Lighting District #10	69,377	(27,003)	42,374
Health Unit Fund	1,889,043	(23,166)	1,865,877
Council on Aging	8,476,061	1,558,472	10,034,533
Terrebonne - ARC	1,277,221	47,557	1,324,778
Parishwide Recreation Fund	1,522,583	153,790	1,676,373
Mental Health Unit	1,882,777	(21,567)	1,861,210
Coastal Restore - Bonds	118,331	4,801	123,132
Terrebonne Levee & Cons. Distr.	2,734,017	172,295	2,906,312
Bayou Country Sports Park	47,009	(28,906)	18,103
Emergency Event	(4,251,701)	(40,726,581)	(44,978,282)
Emergency Event II	(3,875,805)	(1,604,417)	(5,480,222)
Emergecny Event III	(61,331)	47,399	(13,932)
Criminal Court Fund	674,347	61,108	735,455
Public Safety Pension & Relief	107,883	(2)	107,881
Fairland Sewer B/S			369
B Country Sports Park	62,439	826	63,265
Sales Tax Bd Series 2018	310,662	(1,875)	308,787

ATTACHMENT A - FUND BALANCE - NET POSITIONS

Fund	Adopted Beginning Fund Balance	Adjustment Increase (Decrease)	Actual Beginning Fund Balance
GOMESA Revenue Bonds	1,427,538	(172,538)	1,255,000
GOMESA Bond Sinking	394,827	(214,743)	180,084
Capital Improv Bond Res	3,256,330	0	3,256,330
Capital Improv Bond Sinking	1,730,888	10,176	1,741,064
2011 Levee Sinking Fund	2,060,500	201,004	2,261,504
Roberta Grove Paving B/S	-	110	110
Pub Ipr Bond St-2008			88,532
S/F Aragon Rd Pav Asst			540
S/F Pav Asst 2 of 83	-	192	192
S/F Pav Asst 3 of 83	-	272	272
Lazy Acres/Allemand S/F	-	375	375
Kramer/Maplewood S/F	-	562	562
2015 GO Refund Sinking	2,474,767	8,938	2,483,705
City Court Building Fund	-	0	-
Fd 241 HUD CDBG Rec Cons	(93,233)	200,285	107,052
P/W Drainage Construction Fund	1,715,647	3,688,138	5,403,785
P/W Sewerage Construction Fund	870	34,954	35,824
Capital Projects Control Fund	106,266	14,062,839	14,169,105
Road Construction Fund	614,879	2,833,258	3,448,137
Civic Center Admin. Bldg	34,669	9,161	43,830
1-1B Construction	171,174	39,607	210,781
2005 Public Improvement Constr	49,912	8,807	58,719
2005 Sales Tax Construction	177,309	25,980,529	26,157,838
Sanitation Construction Fund	453,519	14,634	468,153
1998 Public Impr. Construction	31,019	70,442	101,461
	75,633,365		163,011,084

Fund	Adopted Beginning Net Assets	Adjustment Increase Decrease	Actual Beginning Net Assets
Utilities System Fund	22,301,783	454,142	22,755,925
Utilities Revene Fund	25,988,408	4,776,478	30,764,886
Capital Adds/Contingency	(14,720,083)	(2,835,198)	(17,555,281)
G.I.S. Mapping System	38,769	6,287	45,056
Sewerage Fund	73,686,658	(215,665)	73,470,993
Sewer Capital R&R Fd	6,128,164	(1,309,705)	4,818,459
2010 Sewer Bond Sinking	(2,101,746)	162,728	(1,939,018)
2010 Sewer Bond Reserve	-	482,117	482,117
Sewer Bonds	-	(3,247,248)	(3,247,248)
Sanitation Fund	14,324,244	431,887	14,756,131
Landfill Closure	239,460	4,250	243,710
Insurance Control Fund	5,997,190	(6,037,336)	(40,146)
Group Insurance Fund	146,979	(73,583)	73,396
Human Resource Fund	735,762	105,290	841,052
Centralized Purchasing Fund	106,831	267,474	374,305
Civic Center O&M	11,006,548	3,087,141	14,093,689
Information Systems Fd	100,000	6,388	106,388
Centralized Fleet Maint.	107,872	91,611	199,483

BA 48

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OJP - LCLE	46,373	(61,485)	(15,112)
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Bayou Country Sports Park	47,009	(28,906)	18,103
Emergency Event	(4,251,701)	(40,726,581)	(44,978,282)
Emergency Event II	(3,875,805)	(1,604,417)	(5,480,222)
Emergecnyc Event III	(61,331)	47,399	(13,932)
Criminal Court Fund	674,347	61,108	735,455
Public Safety Pension & Relief	107,883	(2)	107,881
Fairland Sewer B/S			369
B Country Sports Park	62,439	826	63,265
Sales Tax Bd Series 2018	310,662	(1,875)	308,787

ATTACHMENT A - FUND BALANCE - NET POSITIONS

Fund	Adopted Beginning Fund Balance	Adjustment Increase (Decrease)	Actual Beginning Fund Balance
GOMESA Revenue Bonds	1,427,538	(172,538)	1,255,000
GOMESA Bond Sinking	394,827	(214,743)	180,084
Capital Improv Bond Res	3,256,330	0	3,256,330
Capital Improv Bond Sinking	1,730,888	10,176	1,741,064
2011 Levee Sinking Fund	2,060,500	201,004	2,261,504
Roberfa Grove Paving B/S	-	110	110
Pub Ipr Bond St-2008	-	-	88,532
S/F Aragon Rd Pav Asst	-	192	540
S/F Pav Asst 2 of 83	-	272	192
S/F Pav Asst 3 of 83	-	375	272
Lazy Acres/Allemand S/F	-	562	375
Kramer/Maplewood S/F	-	8,938	562
2015 GO Refund Sinking	2,474,767	0	2,483,705
City Court Building Fund	-	200,285	-
Fd 241 HUD CDBG Rec Cons	(93,233)	3,688,138	107,052
P/W Drainage Construction Fund	1,715,647	34,954	5,403,785
P/W Sewerage Construction Fund	870	14,062,839	35,824
Capital Projects Control Fund	106,266	2,833,258	14,169,105
Road Construction Fund	614,879	9,161	3,448,137
Civic Center Admin. Bldg	34,669	39,607	43,830
1-1B Construction	171,174	8,807	210,781
2005 Public Improvement Constr	49,912	25,980,529	58,719
2005 Sales Tax Construction	177,309	14,634	26,157,838
Sanitation Construction Fund	453,519	70,442	468,153
1998 Public Impr. Construction	31,019	-	101,461
	75,633,365		163,011,084

Fund	Adopted Beginning Net Assets	Adjustment Increase Decrease	Actual Beginning Net Assets
Utilities System Fund	22,301,783	454,142	22,755,925
Utilities Revne Fund	25,988,408	4,776,478	30,764,886
Capital Adds/Contingency	(14,720,083)	(2,835,198)	(17,555,281)
G.I.S. Mapping System	38,769	6,287	45,056
Sewerage Fund	73,686,658	(215,665)	73,470,993
Sewer Capital R&R Fd	6,128,164	(1,309,705)	4,818,459
2010 Sewer Bond Sinking	(2,101,746)	162,728	(1,939,018)
2010 Sewer Bond Reserve	-	482,117	482,117
Sewer Bonds	-	(3,247,248)	(3,247,248)
Sanitation Fund	14,324,244	431,887	14,756,131
Landfill Closure	239,460	4,250	243,710
Insurance Control Fund	5,997,190	(6,037,336)	(40,146)
Group Insurance Fund	146,979	(73,583)	73,396
Human Resource Fund	735,762	105,290	841,052
Centralized Purchasing Fund	106,831	267,474	374,305
Civic Center O&M	11,006,548	3,087,141	14,093,689
Information Systems Fd	100,000	6,388	106,388
Centralized Fleet Maint.	107,872	91,611	199,483



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Consider the adoption of an ordinance to amend the 2026 Adopted Operating Budget and the 2026 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following item:

I. Bayou LaCarpe Drainage Loc C, \$1,000,000

and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30p.m.

PROJECT SUMMARY (200 WORDS OR LESS)

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

I. Bayou LaCarpe Drainage Loc C, \$1,000,000

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

TOTAL EXPENDITURE

AMOUNT SHOWN ABOVE IS:

Actual

IS PROJECT ALREADY BUDGETED:

No

IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED

Parishwide

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Ordinance for a budget amendment

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS. I. Bayou LaCarpe Drainage Loc C, \$1,000,000 and call a public hearing on said matter on Wednesday, July 29, 2026, at 6:30 p.m.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See Above

TOTAL EXPENDITURE		
N/A		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	<u>ESTIMATED</u>	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	<u>NO</u>	YES
IF YES AMOUNT BUDGETED:		

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>Parishwide</u>	1	2	3	4	5	6	7	8	9

Signature s/Melissa Bourgeois, Comptroller

Date 07/08/2026

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2026 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEM AND TO PROVIDE FOR RELATED MATTERS.

I. Bayou LaCarpe Drainage Loc C, \$1,000,000

SECTION I

WHEREAS, Administration is requesting additional funding for additional expenditures for the Bayou LaCarpe Drainage Loc C project in the amount of \$1,000,000, and

WHEREAS, the funding will come from Drainage Maintenance Fund Balance.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2026 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended for the Bayou LaCarpe Drainage Loc C Project. (Attachment A)

SECTION II

If any work, clause, phrase, section, or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections, and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION III

This Ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

Prepared By: Finance Department
PC File: 2026– BA 49
Date Prepared: 7/8/2026 BA #49

ATTACHMENT A-Bayou LaCarpe

	2026		
	Adopted	Change	Amended
Bayou LaCarpe Drainage Loc C	6,764,517	1,000,000	7,764,517
Transfer In	-	(1,000,000)	(1,000,000)
Transfer Out	-	1,000,000	1,000,000
Fund Balance	NA	(1,000,000)	NA

BA 49

Felicia Aubert

From: Kandace Mauldin
Sent: Wednesday, July 8, 2026 2:55 PM
To: Melissa Bourgeois; Felicia Aubert
Subject: Budget Amendment

We need additional funding for Bayou LaCarpe Project (\$1,000,000) because of the increase in expenditures for the project. The funding source is Drainage Maintenance Fund Balance.



KANDACE MAULDIN, CPA
Chief Financial Officer

Department of Finance
📞 985.873.6459 🌐 tpcg.org

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2027 - FIVE YEAR CAPITAL OUTLAY
FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND

655-351-8939-03
BAYOU LACARPE DRNG LOC "C"
POPEYE'S PUMP STATION
PROJECT # 50-J55-14-02
PARISH PROJECT# 21-DRA-11
R# 655-000-6342-04

TOTAL FUNDING
EXPENDITURES THRU 12/31/26
PROJECT BALANCE

8,725,000
(960,483)
7,764,517

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2026	2027	2028	2029	2030	2031
Dec-15	ORD 8662	FROM 655-351-8929-05 FD 252	200,000						
Dec-15	ORD 8662	FUND 252 DRAINAGE TAX FUND	50,000						
Nov-20	ORD 9213	PUBLIC IMPROVEMENT BONDS	150,000						
Jan-21	ORD 9221	FROM 655 FUND BALANCE	250,000						
Jan-21	ORD 9229	FACILITY PLANNING & CONTROL	750,000						
Jul-21	ORD 9295	ARP-FD 201	1,400,000						
Jan-22	ORD 9336	FUND 655 FUND BALANCE	500,000						
Jan-24	ORD 9550	FACILITY PLANNING & CONTROL	4,425,000						
Aug-26	PENDING BA	FROM 252 DRAINAGE MAINTENANCE FUND		1,000,000					
LESS PRIOR YEARS EXPENDITURES			(960,483)						
FUNDS AVAILABLE			6,764,517	1,000,000	-	-	-	-	-

ENGINEER/ARCHITECT:

GIS ENGINEERING, LLC.

DESCRIPTION: DRAINAGE IMPROVEMENTS IN THE BAYOU LACARPE AREA.

MAY 31, 2026 - MONTH LAST CLOSED

ACCT: 655-351-8939-03

P/W DRAINAGE CONSTR.

DRAINAGE

BAYOU LACARPE DRAINAGE LOC "C"

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2026	6,764,517	10,362.54	0	6,754,154
CLOSED:				
2020	400,000	.00	N/A	400,000
2021	2,800,000	555,046.33	N/A	2,244,954
2022	2,744,954	262,888.23	N/A	2,482,066
2023	2,482,066	78,604.44	N/A	2,403,462
2024	6,828,462	30,176.40	N/A	6,798,286
2025	6,798,286	33,769.21	N/A	6,764,517

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL