



Highline Public Schools Board Action Report

DATE: March 31, 2025

FROM: Dr. Ivan Duran, Superintendent

LEAD STAFF: Jackie Bryan, Chief Financial Officer, and Ellie Daneshnia, Executive Director of Capital Planning and Construction

CABINET MEMBER: Jackie Bryan, Chief Financial Officer, and Teshon Christie, Chief of Digital Transformation & Innovation

For Introduction: April 16, 2025

For Action: May 7, 2025

I. TITLE Motion to Approve Renewal of Procore Software License

Select one: ☒ New Item ☐ Renewed Item ☐ Annual Item ☐ Revised Item

II. WHY BOARD ACTION IS NECESSARY

Administrative procedures for Policy 6225 - Approval of Contracts states: All contracts for more than \$250,000 initial value, excluding sales tax and contingencies, and changes or amendments of more than \$250,000, excluding sales tax and contingencies, must be approved by the School Board.

III. BACKGROUND INFORMATION

As part of its ongoing effort to enhance transparency, efficiency, and modernize project delivery, the Capital Planning & Construction Department implemented Procore, a cloud-based construction management software, as a pilot program in 2022. The platform was introduced to streamline budget tracking, reporting, documentation, and coordination across capital projects.

Since its implementation, Procore has proven to be a highly effective tool. It has strengthened communication, simplified reporting for internal teams and community stakeholders, and improved real-time budget oversight. As an industry-standard solution widely used by general contractors, Procore has also made collaboration between the District and construction partners significantly more seamless.

Building on the success of the pilot program, the District is proposing a three-year license renewal under a pooled subscription model. This model offers flexibility to accommodate fluctuating construction volumes while maintaining predictable annual pricing. The renewal includes access to key modules such as Invoice Management, Project Financials, Project Management Pro, and Procore Analytics, all of which are critical to efficient capital project execution.

The subscription cost is based on the District's forecast construction expenditure estimate over the next three years. At the end of the term, the fee will be re-evaluated based on actual construction volume, ensuring alignment between usage and cost. A copy of the draft order form outlining the proposed subscription terms and services has been attached for review.

The total cost of the three-year subscription renewal is \$612,250.35, which includes \$584,500.35 in subscription fees and \$27,750.00 in one-time professional services.

IV. RECOMMENDED MOTION

I move that the Highline School District Board approves the renewal of the Procore software license agreement for a three-year term, from May 15, 2025, to May 14, 2028, in the amount of \$612,250.35, as outlined in the attached draft order form.

V. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will be \$612,250.35, which includes \$584,500.35 in subscription fees and \$27,750.00 in one-time professional services.

The source of revenue for this motion is 2022 Capital Bond.

Expenditure: ☒ One-time ☐ Annual

VI. APPLICABLE POLICY(S)

This action is in compliance with the following:

Policy 6225 - Approval of Contracts

VII. ALTERNATIVES

The Board may choose not to approve the renewal of the Procore software license. However, this would result in the discontinuation of a platform that has significantly improved project transparency, budgeting, and reporting within the Capital Planning & Construction Department. Without renewal, the District would lose access to tools currently relied upon for coordinating with contractors and managing construction projects effectively.

VIII. COMMUNITY ENGAGEMENT

Community Engagement Required: ☐ Yes ☒ No

IX. ATTACHMENTS

1. Order Form with Highline Public Schools District 401 - Facilities Department - Burien WA

****Draft Only****



PROPOSED BY:
Patrick Spencer-Rios
patrick.spencer-rios@procore.com

6309 Carpinteria Avenue
Carpinteria, CA 93013
(866) 477-6267

Order Form	
Customer Name	Highline Public Schools District 401 - Facilities Department - Burien, WA
Quote Number	Q-167856
Generated By	Patrick Spencer-Rios

Subscription Info	
Subscription Type	Renewal
Start Date	May 15, 2025
End Date	May 14, 2028
Full Subscription Term	36
Billing Frequency	Annual
Payment Terms	Net 30
Auto Renewal	No
PO #	
Tax Exempt	No
VAT ID	
Currency	USD
Offer Valid Through	April 24, 2025

BILL TO:
Ellie Daneshnia
ellie.daneshnia@highlineschools.org
(206) 631-7575
Highline Public Schools District 401 - Facilities Department - Burien, WA
17810 8th Ave. S. Bldg. A, Burien, WA 98148, United States

SHIP TO:
Ellie Daneshnia
ellie.daneshnia@highlineschools.org
(206) 631-7575
Highline Public Schools District 401 - Facilities Department - Burien, WA
17810 8TH AVE S BLDG A, BURIEN, WA 98148-1714, United States

Year 1 Subscription				
Product Name	Unit of Measure	Qty	Subscription Term	Annual Fees
Invoice Management Tools: Invoicing, Maps	ACV(MM)	120	May 15, 2025 - May 14, 2026	\$22,592.40
Project Financials Tools: Budget, Change Events, Change Orders, Commitments, Direct Costs, Maps, Prime Contract	ACV(MM)	120	May 15, 2025 - May 14, 2026	\$49,963.92
Project Management Pro Tools: Copilot, Correspondence, Daily Log, Drawings, Emails, Equipment Register, Maps, Meetings, Photos, Punch List, RFI, Schedule, Specifications, Submittals, Timecard, Transmittals	ACV(MM)	120	May 15, 2025 - May 14, 2026	\$99,303.13
Procore Analytics (2.0) Tools: Maps, Procore Analytics	ACV(MM)	120	May 15, 2025 - May 14, 2026	\$22,974.00
Subtotal				\$194,833.45

Year 2 Subscription				
Product Name	Unit of Measure	Qty	Subscription Term	Annual Fees
Invoice Management Tools: Invoicing, Maps	ACV(MM)	120	May 15, 2026 - May 14, 2027	\$22,592.40
Project Financials Tools: Budget, Change Events, Change Orders, Commitments, Direct Costs, Maps, Prime Contract	ACV(MM)	120	May 15, 2026 - May 14, 2027	\$49,963.92
Project Management Pro Tools: Copilot, Correspondence, Daily Log, Drawings, Emails, Equipment Register, Maps, Meetings, Photos, Punch List, RFI, Schedule, Specifications, Submittals, Timecard, Transmittals	ACV(MM)	120	May 15, 2026 - May 14, 2027	\$99,303.13
Procore Analytics (2.0) Tools: Maps, Procore Analytics	ACV(MM)	120	May 15, 2026 - May 14, 2027	\$22,974.00
Subtotal				\$194,833.45

Year 3 Subscription				
Product Name	Unit of Measure	Qty	Subscription Term	Annual Fees
Invoice Management Tools: Invoicing, Maps	ACV(MM)	120	May 15, 2027 - May 14, 2028	\$22,592.40
Project Financials Tools: Budget, Change Events, Change Orders, Commitments, Direct Costs, Maps, Prime Contract	ACV(MM)	120	May 15, 2027 - May 14, 2028	\$49,963.92
Project Management Pro Tools: Copilot, Correspondence, Daily Log, Drawings, Emails, Equipment Register, Maps, Meetings, Photos, Punch List, RFI, Schedule, Specifications, Submittals, Timecard, Transmittals	ACV(MM)	120	May 15, 2027 - May 14, 2028	\$99,303.13
Procore Analytics (2.0) Tools: Maps, Procore Analytics	ACV(MM)	120	May 15, 2027 - May 14, 2028	\$22,974.00
Subtotal				\$194,833.45

One Time Fees			
Product Name	Unit of Measure	Qty	Fees
Consulting Services Description: Services are valid between Service Start Date and Service End Date specified in this contract or twelve (12) months, whichever occurs first.	5 Hour Block	2	\$2,750.00
Statement of Work - Professional Services Description: Requires custom SOW.	Each	1	\$25,000.00
Subtotal			\$27,750.00

Total Fees	
One Time Fees:	\$27,750.00
Subscription Fees:	\$584,500.35
Total Fees:	\$612,250.35

TERMS AND CONDITIONS

The prices shown above have been rounded to two decimal places for display purposes. Prices quoted do not include taxes. One-time promotional pricing, when applicable on the Order, will expire at the end of the Subscription Term.

The following are the Usage Metrics for the Services in accordance with the Unit of Measure listed in the Product Table above. If Customer's usage exceeds the quantity listed within the Product Table above, then Customer will be subject to additional Fees:

Annual Construction Volume ("ACV") means the aggregate dollar value of the construction work performed or put in place for all distinct projects for which Customer utilizes the Subscription Services identified with Customer's Procore account(s) during each 12-month period identified on this Order.

Resource Planning: Customer's use of Resource Planning is limited by the number of Full-Time Equivalents (FTE), which is the average number of Active Resources annually during the Subscription Term. An Active Resource is defined as an individual or item (e.g. person or equipment) with an active assignment. The average number of Active Resources will be determined on a monthly basis commencing on the Start Date of the Subscription Term.

Resource Tracking: Customer's use of Resource Tracking is limited by the number of Full Time Equivalents ('FTE') calculated as the average number of Active Resources annually during the Subscription Term. An Active Resource is defined as an individual or item (e.g. person or equipment) with time logged in the Timesheets tool. The average number of Active Resources will be determined on a monthly basis commencing on the Start Date of the Subscription.

In addition to the tools listed above, all Procore clients have access to the following core tools: directory, documents, reports, and task, except for those clients who have purchased only Capital Planning and/or Portfolio Financials.

This Order is governed by the terms of the Procore Subscription and Services Agreement (for Public Sector only) found at <https://www.procore.com/legal/subscription-agreements/public-sector> (the "SSA") and the Data Processing Addendum found at <https://www.procore.com/legal/dpa> (the "DPA").

Each Party represents that it has the authority to enter into this Order.

To view details of services purchased, please visit this [page](#).

Customer will have the Renewal Term to consume the total Construction Volume purchased, regardless of annual Construction Volume so long as the total Construction Volume cap is not exceeded.

As part of a semi-annual business review between the Parties, Customer agrees to provide Work in Progress (WIP) reports to Procore semi-annually to assess and report on current Construction Volume ("WIP Report(s)").

Customer may increase the Construction Volume for the products specified on this Order during the Subscription Term in blocks of \$5.00 million at a rate of 5% above the then-current basis points rate (annual fees / annual construction volume) specified in this Order, so long as the annual Construction Volume cap in subsequent years is equivalent to or higher than the adjusted annual Construction Volume cap for the then-current year. Customer must provide written notice to Procore and execute a Procore Order purchasing such additional Construction Volume no later than two (2) months prior to the End Date.

Procore and Customer agree to the below renewal pricing options, dependent on Customer executing a Procore Order. The basis points rate (annual fees / annual construction volume) of the Products on this Order Form at time of renewal:

(1) shall not increase by more than five percent (5%) per year above the immediately prior subscription year so long as the Products and Construction Volume are equal to the Products and Construction Volume for the immediately prior subscription year

(2) shall not increase by more than zero percent (0%) per year above the immediately prior subscription year so long as the Products are equal to and Construction Volume does not increase by more than ten percent (10%) for the immediately prior subscription year.

(3) shall not increase by more than ten percent (10%) per year above the immediately prior subscription year so long as the Products are equal to and the Construction Volume does not decrease more than ten percent (10%) for the immediately prior subscription year