

AGENDA ITEM SUMMARY SHEET
VILLAGE COUNCIL MEETING
June 15, 2022

Agenda Item:

Community Development Software Contract

Motion to approve a contract with N. Harris Computer Corporation to provide “CityView” software to Community Development (RFI 2020-01). Authorize Village Manager to execute contract including revisions resulting from final negotiations, and related documents, including annual renewal (maintenance) fees on behalf of the Council.

Description:

The Village’s budget includes the purchase of a new software package for Community Development.

The awarded vendor will provide a Community Development software solution including implementation, data conversion, training, maintenance, and future updates.

Description:

A request for information was sent out by Village Staff. On July 21, 2021, the Village Council approved the ranking of firms under RFI 2020-01 and authorized the negotiation of a contract with the ranked firms in descending order to initiate the work. Contract negotiations have been extensive due to the complexity and specialized nature of the subject. The contract has been reviewed by an outside attorney for the Village that specializes in information technology contracts. Negotiations are being finalized with the number one ranked firm. There may be some revisions prior to the Council meeting.

Staff has attached firm ownership disclosure of greater than 5% as recommended by the Village Attorney.

Contract Specifics –

- 5-year term with renewal clause
- Contract includes Master Services Agreement and Software Subscription Agreement
- Contract includes implementation of software and data conversion
- Contract includes annual maintenance fee

Contract costs include:

Total professional services (including implementation, data conversion and associated services and staff training)	\$ 327,684
Total licensing and subscription (including annual software maintenance, licensing for Bluebeam, annual subscription fees)	<u>69,695</u>
Total	\$ 397,379
*Plus contingency recommended at 15% of total project cost.....	\$ 49,153

Action Requested:

Approve the contract with N. Harris Computer Corporation to provide “CityView” software for Community Development for an estimated cost of \$397,379.

Also approve a contingency fund amount of \$49,153 (an amount equal to 15% of the total project cost minus annual fees) to cover unforeseen circumstances which may occur.

Authorize the Village Manager to execute the contract including revisions resulting from final negotiations and related documents including annual renewal (maintenance) fee on behalf of the Council.

Process and Timeline:

Request for Information (RFI) issued with 13 responses received. Council approves staff recommended top 3 firms. Contract negotiated and presented to Council for approval.

Financial Impact:

Total project cost is estimated at \$397,379.00. Funds have been budgeted in the current fiscal year 2021-2022 budget under Community Development. The acquisition and implementation of the software will be funded primarily by the Building Fee Fund, including excess revenues, with the remaining funded under General Fund.

The annual maintenance fee will be budgeted for each fiscal year going forward.

Prepared By: Mary Gibbs, Community Development Director

Attachments:

1. Sample Contract available to review at Clerk’s office
2. Ownership Disclosure