

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: February 25, 2025

Item Details

Presenter(s): Jessica Murphy Rhem, Assistant Director

Department(s): Finance

Requested Motion

Motion to approve a Master Services Agreement (MSA) between Juro Online Limited and the Town of Apex, for contract creation and management software for the Town of Apex, effective March 17, 2025 through March 16, 2027, and to authorize the Town Manager, or their designee, to execute the agreement on behalf of the Town.

Approval Recommended?

Yes

Item Details

In July 2024, the Contracts Special Project Team was created to evaluate the current contract routing process by identifying gaps, obstacles, and critical points causing delays or inefficiencies in the process, and to evaluate what is needed for the use of e-signatures on all contracts.

The Contracts Special Project Team determined the primary issue with the contract process is how contracts are routed, and presented multiple recommendations for approving the process. The most significant recommendation was to use Juro as the contract management software that can create, route, and has a tool to electronically sign contracts all on this one platform. These recommendations were presented to Department Directors on November 6, 2024. Multiple vendors were considered for contract management, and ultimately Juro was selected as the software that can best meet the Town's contract needs.

This contract is for a two-year term ending March 16, 2027. The recommendation is to approve the master service agreement with Juro Online Unlimited. The total cost for this agreement is \$82,460 (\$39,250 each year, with an additional cost of \$3,960 in FY25 for implementation).

Attachments

- CN2-A1: Agreement Multi-Year - Master Services Agreement - Juro Online Limited - contract creation and management software - March 17, 2025 through March 16, 2027
- CN2-A2: Agreement Multi-Year - Scope of Work (Order Form) - Juro Online Limited - March 17, 2025 through March 16, 2027

