DEPARTMENT   Finance

DATE: September 17, 2024

SUBJECT: Motion to Approve a Piggyback Agreement for Purchase of Procurement Software from CARAHSOFT TECHNOLOGY CORPORATION- **Finance**

CITY MANAGER RECOMMENDATION:

The City Manager recommends the Commission approve the Piggyback Agreement for the purchase of procurement software from OpenGov) to be used by Finance.

BACKGROUND OF ITEM:

The City has had an issue with its purchasing Department for several years due to several factors including the small size of the department (2), staff turnover, inability to fill positions, and no centralized purchasing workflow. The current process is manual and inefficient. The City is in need of a more efficient, compliant, standardized and automated way to manage the City's growth while making sure the process is transparent and equitable to all local vendors.

OpenGov is the leader in modern cloud software for cities, counties, state agencies, and special districts.

OpenGov has over 550 government customers nationwide. Over 100 customers are in Florida and City staff met with several that provided exceptional references of OpenGov's product and customer service, including:

- City of Pembroke
- City of Hollywood
- City of Orlando
- Town of Davie
- City of Hialeah
- City of Tampa

The Procurement Software From OpenGov will help the City procure goods and services more efficiently with two main savings: time and money, allowing for greater overall strategic impact and

reducing the friction between purchasing stages, improving employee satisfaction, attracting stronger vendors, and enhancing spending transparency for citizens.

Some of the key features of the OpenGov e-Procurement Solution include:

- The OpenGov e-Procurement Solution is an intuitive, efficient and easy to use platform that includes online self-service and collaboration features that simplify researching, building, evaluating and awarding solicitations, and enables the City to broadcast solicitations to a wide set of vendors, while allowing staff to maintain important controls to ensure transparency and the integrity of the competitive bidding process.

- The OpenGov platform enables users to develop procurement requests using a "Turbo-Tax-like" interface that guide users through the process to create bids and RFPs and also allows for collaboration with departments to revise and red-line the solicitation and scope of work through the online portal in lieu of managing multiple versions of drafts in word documents that are sent back and forth through e-mails.

- The OpenGov platform will also provide management and support for the vendor selection process, including automated tabulation of bids and proposal scores and facilitate the evaluation committee process through the system in lieu of utilizing excel spreadsheets that must be printed, reviewed and tabulated manually during public evaluation committee meetings.

- The OpenGov platform also provides access to an inventory of other agencies' bids, RFPs, product specifications, and scopes of work, which serve as reference materials for staff and can enhance the quality and speed to develop new solicitations.

ANALYSIS:
Anticipated benefits of OpenGov procurement:

- Purpose-built comprehensive procurement suite.
- Develop solicitations through automation and pre-built templates with guided workflows.
- Standardize proposal evaluation and bid award processes.
- Streamline contract management and vendor management.
- Advance performance reporting.
- Maintain strong internal control systems and compliance.
- Increased supplier outreach and competition by leveraging existing vendor pools from surrounding cities and counties that use OpenGov.
- Data-driven insights with dashboards, reports, and analytics to inform decision making and support results-driven contracting.
- Opportunity for AI in the procurement processes that empowers precise and efficient scope building by analyzing data and automating repetitive tasks.
- Collaboration and teamwork with a platform that allows colleagues and vendors to easily connect for streamlined communication and collaboration.

- Continuous innovation with automatic upgrades, fixes, and feature enhancements delivered seamlessly to the platform.

- Advances procurement best practices in compliance with the National Procurement Institute (NPI) achievement of Excellence in Procurement (AEP) program as a certified NPI partner.

PROCUREMENT: Sec. 2-261 – Types of Contracts and Contract Administration (b) Multi-year contracts

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FISCAL IMPACT:

Narrative: The cost of the OpenGov eProcurement Software over the next 3 years is as follows:

OpenGov Proposal for Cooper City, FL				
Subscription Year	**Months**	**Cooper City Software Price**	**Professional Services**	**Annual Total**
October 1, 2024 – September 30, 2025	12	$20,211	$20,090	$40,301
October 1, 2025 – September 30, 2026	12	$21,222	$0	$21,222
October 1, 2026 – September 30, 2027	12	$22,283	$0	$22,283

$40,301 has been budgeted for in the 2024-2025 Budget.

Description	General Ledger Acct. Number	Budgeted Amount	Requested Amount	Remaining Amount
Finance: Maintenance Contracts	001-130-534410-513	$40,301	$40,301	$0

ATTACHMENTS:
1. Exhibit 1 – Cooper City Piggyback Agreement **CARAHSOFT TECHNOLOGY CORPORATION**
2. Exhibit 2 – State of Utah Agreement
3. Vendor Compliance Carahsoft Technology Corp.