

RESOLUTION 2024-150
OF THE COUNCIL OF THE CITY OF FORT COLLINS
APPROVING AN EXEMPTION TO THE COMPETITIVE
PURCHASING PROCESS TO PROCURE PROFESSIONAL
SERVICES FROM PARK CONSULTING GROUP

A. Section 8-161(d)(1) a. of the City Code authorizes the Purchasing Agent to negotiate for services without using a competitive process where the Purchasing Agent determines that there is only one responsible source.

B. The City's current on-premise Licensing, Permitting, and Code Enforcement (LPCE) system will no longer be supported by the licensor Accela at the end of 2025. This existing system requires either a significant upgrade to Accela's cloud-based version or implementation of a new system. In conjunction with a competitive process, staff determined that replacing the existing system with a new system, Tyler Technology's (Tyler) Software as a Service (SaaS), is the best course of action.

C. The City envisions this new LPCE system as a transformational project that will set the stage for the next 10-20 years on how the City provides services to its business and development community.

D. Due to the scope and complexity of the implementation project, the City will contract with a third-party for project manager services to support staff and to augment resources.

E. In August 2024, the City issued a Request for Proposal (RFP) for project manager services. The entities that responded to this RFP were determined to not have the necessary high degree of expertise and direct experience implementing Tyler's SaaS solution.

F. Through extensive research and vendor identification efforts, the City identified one single consultant that possesses the necessary skills, expertise, and experience, Park Consulting Group (Park). Park has supported many similar migrations from Accela's on-premise solution to Tyler's SaaS.

G. The estimated cost to procure Park's services to serve as Project Manager will exceed \$200,000 annually. The hourly rates proposed by Park are competitive with other firms offering similar services.

H. The Purchasing Agent has determined that there is only one responsible source for the services being sought.

I. The Purchasing Agent and other City staff recommend the adoption of this resolution.

J. The Purchasing Agent has submitted the requisite justification to the City Manager for approval and the City Manager has reviewed and approved this justification.

K. Section 8-161(d)(3) of the City Code requires approval of this purchase by the Council as it exceeds \$200,000.

In light of the foregoing Recitals, which the Council hereby makes and adopts as determinations and findings, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the City Council hereby authorizes the Purchasing Agent to negotiate and enter into a professional services agreement with Park Consulting Group for up to five one-year terms, and further approves this action as an exception to the City's competitive purchasing process requirements, for the reasons set forth herein.

Passed and adopted on December 17, 2024.

Mayor

ATTEST:

City Clerk

Effective Date: December 17, 2024
Approving Attorney: Sara Arfmann