



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 02/10/2025

PRESENTER: Ryan Simpson, Assistant Director of Police

TITLE: Contract with Comcate Software, Inc., for Code Compliance Case Management Software, in an Amount not to Exceed \$93,391 for an Initial One-Year Term, Including Implementation and Training Services, with Four Annual Renewal Options at an Initial Renewal Rate of \$33,346 and an Annual Renewal Rate increase of Approximately Five Percent (5%) Per Year Totaling an Amount Not to Exceed \$237,116 if all renewals and optional services are utilized

REVIEWING COMMITTEE: (Reviewed by the Public Safety, Health, and Environment Committee on 02/10/2025)

SUMMARY:

<u>Vendor Name</u>	<u>Annual Cost</u>	<u>Total Cost</u>
Comcate Software, Inc.	\$82,591.00 (Year One), \$10,800.00 (Year One Optional additional training/setup services) \$33,346.00 (Year Two), \$35,013.00 (Year Three), \$36,764.00 (Year Four), \$38,602.00 (Year Five),	Up to \$237,116.00

PURPOSE OF REQUEST:

The Police Department's Code Compliance Division has experienced operational difficulties and inefficiencies with its current case management platform. The current system has limited features and functionality, is not user-friendly, and there is little-to-no automation of routine tasks. As part of the FY 2025 budget development process, staff researched alternative case management platforms on the market, specifically designed for code compliance use.

Notice of RFB # 25025 was advertised in the Fort Worth Star Telegram and Planet Bids; it was sent to 296 vendors, 111 of which are Historically Underutilized Businesses (HUB) or Minority Women Owned Business Enterprise (MWBE), and five are local vendors. Five bids were received as shown on Attachment 1.

The bid received from Comcate Software, which meets the specifications and needs of staff, is recommended for award. The proposed contract will be for one year, with the option to renew for four additional one-year periods. Also included is additional labor hours for training and setup services, should those services be required.

PROCUREMENT DETAILS:

Procurement Method: RFB/RFP

Local Vendor HUB Vendor

Number of Responses: 5

RFP/RFB #: 25025

Selection Details: Low Bid Best Value

FINANCIAL CONSIDERATION:

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Asset Forfeiture Fund
Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Red Light Safety Fund

ATTACHMENTS / SUPPORTING DOCUMENTS:

1- Bid Summary