



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 05/20/2025

ITEM NO:12

DATE: May 15, 2025

TO: Mayor and Town Council

FROM: Chris Constantin, Town Manager

SUBJECT: Authorize the Town Manager to Execute a First Amendment to the Agreement for Services with OpenGov, Inc. for Additional Services to Support the Existing Enterprise Asset Management and Procurement System Services in an Amount of \$11,448.72 for a Total Agreement Amount Not to Exceed \$77,804.31

RECOMMENDATION:

Staff recommends that the Town Council authorize the Town Manager to execute a First Amendment to the Agreement for Services with OpenGov, Inc. (Attachment 1) for additional services to support the existing enterprise asset management and procurement system services in an amount of \$11,448.72 for a total agreement amount not to exceed \$77,804.31.

STRATEGIC PRIORITIES:

This contract supports the Core Goal of **Fiscal Stability**. Parks and Public Works is working with OpenGov software to create more efficient and streamlined processes for bidding and contract management.

FISCAL IMPACT:

The Adopted Fiscal Year 2024/25 Parks and Public Works (PPW) Administration Program (5101-63332) and Information Technology Department (2501-63332) Operating Budgets include sufficient funds to cover the contract amendment in the amount of \$11,448.72 for FY 2024/25. The cost split is proposed to be \$6,707.87 from PPW and \$4,740.85 from IT. Subsequent year charges will be included in the proposed Operating Budgets (pending budget appropriation and extension of the agreement).

PREPARED BY: Kinjal Buch
Senior Engineering Technician

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Parks and Public Works Director

SUBJECT: First Amendment to Agreement OpenGov, Inc. for Additional Services to Support the Existing Enterprise Asset Management System and Procurement System Services

DATE: May 20, 2025

BACKGROUND:

On November 21, 2023, the Town Council approved the purchase and implementation of OpenGov's Procurement Suite. PPW proposed this implementation to achieve efficiency and time savings regarding procurement and contract management. The system provides centralized document management with automatic reminders, and the ability to track spending, insurance, and change requests. PPW has been using OpenGov software for more than 20 years for work order and asset management, and the addition of the procurement suite ensures continuity among vendors. This agreement expired on December 29, 2024.

On November 19, 2024, the Town Council approved a new agreement with OpenGov Inc. that brought the Enterprise Asset Management and Procurement modules under one contract effective December 30, 2024, through December 29, 2025, for a total agreement amount of \$66,355.59 with four one-year options thereafter (pending budget appropriation and extension of the agreement).

DISCUSSION:

The proposed First Amendment adds Request Management and e-signature services to the agreement that expires on December 29, 2025, placing all of the PPW related OpenGov Services into one agreement. Pending budget appropriations, staff will seek an extension of the agreement to continue services through 2026 and future calendar years.

OpenGov introduced a new Request Management module and added e-signature functionality for more effective contract management. OpenGov's Request Management solution will optimize the wide variety of procurement and contract requests and make the execution of change orders and amendments more streamlined. E-signature functionality will provide staff with the ability to manage contracts from start to finish from within the software platform by integrating Adobe DocuSign.

The addition of OpenGov's Request Management module and e-signature integration as add-on to the current Procurement and Contract Management Suite will provide staff with the ability to further streamline contract workflows and more effectively manage contracts.

CONCLUSION:

Execution of this amendment will provide additional efficiency to the PPW procurement and contract management operations.

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the Existing Enterprise Asset Management System and Procurement System
Services

DATE: May 20, 2025

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. First Amendment to Agreement for Services - OpenGov with Exhibit A (Original Agreement)
and Exhibit B (Proposal)