



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 10/07/2025

ITEM NO: 7

DATE: October 7, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Authorize the Town Manager to Execute a Second Amendment to the Agreement for Services with OpenGov, Inc., Revising the Scope of Work at No Additional Cost**

RECOMMENDATION: Authorize the Town Manager to execute a second amendment to the Agreement for Services with OpenGov, Inc., revising the Scope of Work at no additional cost.

FISCAL IMPACT:

This action has no fiscal impact. The amendment reallocates resources between tasks within existing appropriations in the Adopted 2025-26 Operating Budget for Parks and Public Works Administration Program (5101-63332) and Information Technology (2501-63332).

STRATEGIC PRIORITY:

This action is not associated with a strategic priority; however, it supports the Town's core goal of Fiscal Stability. Town Staff is working with OpenGov software to create more efficient and streamlined processes for bidding and contract management.

BACKGROUND:

On November 21, 2023, the Town Council approved the purchase and implementation of OpenGov's Procurement Suite. Parks and Public Works proposed this implementation to achieve efficiency and consistency 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

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Senior Engineering Technician

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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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).

On May 20, 2025, the Town Council approved the First Amendment to the Agreement for Services with OpenGov, Inc. for a Request Management and eSignature Add-On 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.

DISCUSSION:

The First Amendment added Request Management and e-signature functionality to the Procurement module of OpenGov. This was done to allow the software system to be used across all Town departments. During the implementation process, staff found limited need for Request Management for most departments. After further analysis, staff recommends redirecting the resources previously allocated for Request Management to OpenGov's Expert Services package through the remainder of the contract duration, December 29, 2025. Expert Services will provide support required for department-based customization of Solicitation and Contract Templates and training for staff at all departments to accelerate the implementation of the OpenGov Procurement module for all departments.

CONCLUSION:

Execution of this amendment will accelerate implementation of the full Procurement module across all departments, reducing risk in contract administration.

ENVIRONMENTAL ASSESSMENT:

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

Attachments:

1. Original Agreement for Services – OpenGov
2. First Amendment to Agreement for Services - OpenGov with Exhibit A and Exhibit B
3. Second Amendment to Agreement for Services - OpenGov with Exhibit C