



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 11/04/25

ITEM NO: 8

DATE: November 4, 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. (Attachment 1), 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 supports the Town's strategic priority 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 (PPW) 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

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Senior Engineering Technician

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

SUBJECT: Authorize the Town Manager to Execute a Second Amendment to the Agreement for Services with OpenGov, Inc.

DATE: October 22, 2025

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).

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.

On October 7, 2025, a Second Amendment was taken to the Town Council for approval but was not executed because the proposal from OpenGov incorrectly listed "Procurement Expert Services: Elevate" instead of "Professional Services" as the service that would replace the "Request Management" services previously contracted for. This error prevented the Town from finalizing the amendment and initiating services under that version.

DISCUSSION

The revised Second Amendment (Attachment 1) incorporates the updated OpenGov Proposal, Exhibit B, which correctly identifies the services to replace the previously contracted Request Management Services as Professional Services Deployment – Time and Materials and Prepaid. The scope provides custom deployment assistance by the OpenGov Professional Services team to support Town-wide implementation of Procurement modules and streamlined workflow configuration.

No additional costs are incurred under this amendment; it merely revises the former proposal with a more accurate scope of work while maintaining the total agreement amount not to exceed \$77,804.31.

Execution of this updated Second Amendment will enable Town staff to proceed with software deployment and training per the correct service type and align the agreement records with vendor documentation.

CONCLUSION:

Approval of this action corrects the vendor documentation error and authorizes execution of a revised Second Amendment that accurately reflects the Professional Services scope without

PAGE 3 OF 3

SUBJECT: Authorize the Town Manager to Execute a Second Amendment to the Agreement
for Services with OpenGov, Inc.

DATE: October 22, 2025

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