SANGER CITY COUNCIL COMMUNICATION

DATE: March 3, 2024

FROM: Clayton Gray, Chief Financial Officer

AGENDA ITEM: Consideration and possible action to enter into an agreement with Vertosoft for the OpenGov comprehensive procurement management system utilizing Texas Department of Information Resources contract pricing and authorizing the City Manager to execute the agreements and all necessary documents.

SUMMARY:
- The City's existing manual process for preparing, receiving, and evaluating Requests for Proposals (RFP) and Requests for Qualifications (RFQ)is time-consuming and inefficient.
- Over the past year, the Finance Department has explored various options to streamline and simplify this process.
- OpenGov reports that agencies using their procurement system have reduced the time needed to draft and issue RFPs by 75%, increased supplier responses by 3 to 4 times, and transitioned to a fully paperless procurement process.
- OpenGov is a cloud-based solution designed to automate and streamline RFP and RFQ processes by offering:
  - Unlimited access for users
  - Guided templates for RFP/RFQ creation
  - An electronic review and approval workflow
  - A digital evaluation process
  - An intuitive and user-friendly vendor experience
- The cost for the first year is included in the current budget, while the expenses for the following years will be covered by the cancellation of another annual software agreement worth $10,505. The annual pricing is as follows
  - Year one - $50,928 (Custom development of the system and annual subscription)
  - Year Two - $12,306 (Annual subscription)
  - Year Three - $12,921 (Annual subscription)

FISCAL INFORMATION:
Budgeted: YES   Amount: $50,928   GL Account: 180-19-5213

RECOMMENDED MOTION OR ACTION:
- Staff recommends approval.

ATTACHMENTS:
- OpenGov End User License Agreement
- Vertosoft Quote (DIR Contract DIR-CPO-5327)