



Legislation Details (With Text)

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<b>Enactment date:</b>	7/6/2020	<b>Enactment #:</b>		<b>Enactment #:</b>	R-20-259

**Title:** Resolution to Approve an Agreement with Decision Support Systems, LLC, DBA Allowance for a Capital Improvement Plan Prioritization and Database Software and Consulting Services (est. \$282,260.00 over 5 years) and to Appropriate funds from the FY21 Information Technology Fund (\$109,760.00) (8 Votes Required)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. RFP\_20-19\_Document.pdf, 2. AllowanceContract.docx, 3. Exhibit b FeesAllowance.pdf

Date	Ver.	Action By	Action	Result
7/6/2020	1	City Council	Approved	Pass

Resolution to Approve an Agreement with Decision Support Systems, LLC, DBA Allowance for a Capital Improvement Plan Prioritization and Database Software and Consulting Services (est. \$282,260.00 over 5 years) and to Appropriate funds from the FY21 Information Technology Fund (\$109,760.00) **(8 Votes Required)**

This resolution requests approval of a professional services agreement with Decision Support Systems, LLC, DBA Allowance (“Allowance”) for 5 years, for the purchase of CIP prioritization and database software, support, and maintenance of the Allowance product through a SaaS subscription model as well as for associated consulting services. The total amount of contract is estimated at \$282,260.00. This figure includes \$215,625.00 in annual license and maintenance fees over the 5-year period. It also includes a not-to-exceed amount of \$66,635.00 on an hourly contractual basis for initial year consulting and customization services including data import from the City’s existing CIP database, customization of Allowance software to meet City requirements, workshops utilizing Allowance decision-making software techniques to refine the City’s prioritization system, training of staff on the new software, and creation of an API link between Allowance and City financial software for improved reporting.

Presently, for software management of data related to its Capital Improvement Program (CIP), the City utilizes a Microsoft® Excel® based prioritization model coupled with a Microsoft® Access® database that records detailed data about each project in the CIP. The database information is utilized to generate the CIP plan document presented to City Planning Commission and to create public-facing and internal CIP reports. Both software components are presently maintained in-house on City servers. Scores from the prioritization model must presently be manually entered into the Access® database. The present prioritization model has been in use since 2008 and the database component for nearly twenty years, both with minimal technical updates. Maintenance of the underlying software architecture has become challenging.

Therefore, the City issued RFP 20-19 to seek a solution that would integrate the prioritization and database functions into a single technically-current software; as well as, to obtain consulting services to assist in updating of the City's prioritization model and criteria. The software sought was required to be a single, integrated software that could be hosted and maintained by the offeror while allowing the City direct access to the underlying data via database backup, API, Web Service, or other City-approved mechanism.

Through the course of the RFP review and due diligence, 3 of the 5 respondents were eliminated by the evaluation committee. The two finalists conducted separate demonstrations that addressed functionality, ability to customize prioritization models and database components to City needs, training, support, and implementation.

A pricing comparison of the two finalists is below:

	<b>Implementation Costs</b>	<b>Annual License and Maintenance Costs</b>
Allovince	\$66,635.00	\$43,125.00
Munetrix	\$14,050.00	\$22,230.00**

\*Not to exceed \*\*Average cost

Based on the comprehensive evaluation of the proposed solutions, the City determined that Allovince, a local firm, provided a combination of software and consulting skills capable of handling the complexity of customization needed for the City's robust CIP program, coupled with ability to advance prioritization to the next level. The Allovince software license was unique in providing professional support in customizing prioritization models to include changes to City goals and initiatives, such as carbon neutrality. Additionally, Allovince provides the unique ability of permitting the building of unlimited prioritization models at no additional charge. For example, Parks and Recreation currently utilizes a modified version of the present CIP prioritization model to assist in prioritizing Open Space projects and that effort can be recreated as a model in Allovince to maintain that functionality. The Munetrix software offered did not compare to the unique features offered by Allovince. The Allovince solution enhances our overall processes. Based on this, the City recommends awarding Allovince with a Professional Services Agreement to purchase and implement the Allovince solution.

Budget/Fiscal Impact: The estimated cost of the service is \$109,760.00 for the first year for the implementation phase which includes the annual (ongoing) license and maintenance fees of \$43,125.00. The funding for this effort is available in the FY21 Information Technology Fund fund balance.

Prepared by: Deborah Gosselin, Systems Planning Engineer and Marti Praschan, Public Services Area Chief of Staff

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Tom Crawford, Acting City Administrator

Whereas, The City is in need of replacing the outdated software utilized to manage its Capital Improvement Plan prioritization model and projects database;

Whereas, Technology exists that would allow the City to address these issues while reducing staff time on data management, utilizing state-of-the-art decision-making techniques for prioritization, and

improving linkages with the City's financial system for increased reporting capabilities;

Whereas, Funding is available in the FY21 Information Technology Fund fund balance,

Whereas, The City issued RFP #20-19 "CIP Prioritization and Database Software and Consulting Services," and through careful consideration selected Decision Support Systems, LLC, DBA Allowance's (Allowance) solution to meet this need; and

Whereas, Allowance complies with the requirements of the City's Conflict of Interest and Non-Discrimination Ordinances.

RESOLVED, That City Council approve the Professional Services Agreement with Decision Support Systems, LLC, DBA Allowance for the Allowance Prioritization and Capital Improvement Plan solution for an amount not-to-exceed \$282,260.00 over five years;

RESOLVED, That \$109,760.00 be appropriated from the FY21 Information Technology Fund fund balance to the FY21 Information Technology Fund expense budget for the CIP Prioritization and Database Software; thereby, increasing the revenue and expenditure budget;

RESOLVED, That future funding needs for the duration of the five-year agreement be funded by the appropriate operating and maintenance budgets of the participating funds; and

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said agreement after approval as to form by the City Attorney and approval as to substance by the City Administrator; and

RESOLVED, That the City Administrator be authorized to take the necessary actions to implement this resolution.