



## Legislation Text

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**File #:** 21-2171, **Version:** 1

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Resolution to Approve a Professional Services Agreement with Carahsoft Technology Corp. for Contract Lifecycle Management Software and Appropriate \$297,002.37 from the Information Technology Fund Balance **(8 Votes Required)**

The attached resolution authorizes the approval of a 3-year Professional Services Agreement for a contract lifecycle management system and related implementation, support, and maintenance from Carahsoft Technology Corp. for \$270,002.37 with a 10% contingency and appropriates \$297,002.37 from the Information Technology Fund balance.

The City has identified the need to implement a contract lifecycle management system. The City spends a great deal of time on contract drafting, managing contract deliverables, finding previous contracts, and working with the various systems in which contracts reside. A contract lifecycle management solution will reduce time managing contracts, improve efficiency, and minimize the risks associated with contracts.

A Request for Proposal (RFP #21-13) was advertised on the Michigan Inter-governmental Trade Network as well as the City's Purchasing website. Throughout the RFP process, proposals were scored based on professional qualifications, past involvement with similar projects, ability of the software to meet requirements, proposed work plan, and fee proposal. Proposals from four of nine respondents were eliminated by the evaluation committee after the first round of scoring. The five finalists conducted separate demonstrations to present functionality, training, support, and implementation options. Carahsoft Technology Corp.'s solution was uniquely positioned by having an intuitive, easy-to-use interface as well as artificial intelligence for risk management to alert legal when it encounters contractual terms that may prove problematic.

Carahsoft Technology Corp. was highly rated throughout the process and was less expensive than four of the five finalists. This price includes system setup, professional services for implementation, and training. Staff was very impressed with the functionality and features of the solution which improve workflow, reporting, and service delivery.

Carahsoft Technology Corp. complies with the requirements of the Non-Discrimination and Living Wage ordinances.

Budget/Fiscal Impact: The Contract Lifecycle Management project implementation and first year software costs will initially be funded by the Information Technology Fund Balance and reimbursed over a 3-year period by operation and maintenance budgets of the system users. Subsequent annual service costs will be budgeted as part of the Information Technology operations and maintenance budget and be allocated to departmental users via internal IT user rates.

Prepared by: Jake Chase, Senior Applications Specialist Lead

Reviewed by: Tom Shewchuk, ITSD Director

Approved by: Milton Dohoney Jr., Interim City Administrator

Whereas, The City has identified the need to implement a contract lifecycle management system;

Whereas, The City issued Request for Proposal #21-13 for a contract lifecycle management solution and selected Carahsoft Technology Corp., from the five finalists;

Whereas, Funding for this project is available in the operation and maintenance budgets of the system users in the Information Technology Fund;

Whereas, The City would enter into a three-year commitment for a total of \$270,002.37 for initial implementation, and on-going licensing and maintenance; and

Whereas, Carahsoft Technology Corp. is compliant with the City's Living Wage and Non-Discrimination Ordinances;

RESOLVED, That City Council approves a Professional Services Agreement for contract lifecycle management software and related support and maintenance with Carahsoft Technology Corp. in an amount not to exceed \$270,002.37;

RESOLVED, That the City Administrator is authorized to approve amendments or additional services under the Professional Services Agreement up to \$27,000.00 in order to satisfactorily complete the project;

RESOLVED, That City Council appropriates \$297,002.37 from the Information Technology Fund balance for the life of the project without regard to fiscal year;

RESOLVED, That the Mayor and City Clerk are authorized and directed to execute the Professional Services Agreement after approval as to substance by the City Administrator and as to form by the City Attorney; and

RESOLVED, That the City Administrator is authorized to take all necessary actions to implement this resolution including execution of any related documents, authorized renewals, changes or amendments that do not exceed the budgeted amount, and related agreements with other contractors that do not exceed the budgeted amount.

Sponsored by: Mayor Taylor