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Attachments: 1. 200417A_Complete Addenda-Contract Management Software_20201015.pdf, 2. 200417B_Proposal_Crowe LLP_Contract Management Software_20201015.pdf, 3. 200417C_Bid Tabulation_Crowe LLP_20201015.pdf

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10/15/2020	1	City Commission	Approved as Recommended	

Request for Approval of Agreement with Crowe LLP for Contract Software (B)

Since 2006, the City's contracts and its contract management process has been decentralized with each department employing their own method of processing and tracking contracts. Decentralization has created inefficiency across City departments and within procurement.

The Procurement Division issued a Request for Proposal (RFP) on June 4, 2020. Nine proposal submissions were received by the deadline and were evaluated by the evaluation committee. The top three firms moved forward to oral presentations (demonstration of software) with the committee ranking those firms in the following order: 1) Crowe LLP, 2) Sysoft, and 3) Information Consultants Inc.

Crowe LLP was chosen as the vendor to accomplish the City's goals of centralization of all departmental contracts. Crowe' has customizable dashboards in order for departments to get a consolidated view into the status of all outstanding contract obligations and to take action if something needs to be addressed. The approval process between Legal, Risk, Procurement and other approvers will be streamlined, and with automated updates, the current status of all contracts is quickly viewable with the ability to quickly pinpoint next steps and red flags. The software will track and manage contract planning, solicitation, execution, and closeouts. Documents are stored securely in the cloud.

The total bid award amount is \$162,500.00. \$42,500.00 for year one implementation has been allocated for this project in the FY2020 budget. The remaining years 1-4 are \$30,000.00 per year and will be funded by the Budget and Finance Department's operating budget.

The City Commission 1) approve Crowe LLP as the City's contract software and 2) authorize the City Manager to negotiate and execute a contract and all amendments, renewals and supporting documentation with Crowe LLP, subject to approval of the City Attorney as to form and legality.