

COUNCIL ACTION FORM

SUBJECT: REQUEST TO WAIVE FORMAL BIDDING REQUIREMENTS AND AUTHORIZE PURCHASE OF SOFTWARE MAINTENANCE FROM SUPERION, LLC (A CENTRALSQUARE COMPANY).

BACKGROUND:

Superion, LLC (a CentralSquare Company), is the City's software vendor for the integrated financial, utility billing, building permits, and citation management applications. The City contracts with the vendor on an annual basis for maintenance services. Superion, LLC (a CentralSquare Company) is the sole provider of maintenance for these software applications.

The approved FY 2019/20 budget includes \$94,078 for maintenance of this software. Included in this yearly maintenance is 24-hour programming support, software upgrades on all applications throughout the year, and eligibility to participate in the annual Superior's Users' Group meeting where software enhancements are requested and formalized for the next year. The total actual cost for this maintenance contract for FY 2018/19 was \$88,660.

ALTERNATIVES:

1. Waive formal bidding requirements and authorize City staff to enter into FY 2019/20 software maintenance contracts with Superion, LLC (a CentralSquare Company) at an estimated cost of \$94,078.
2. Do not authorize continuing software maintenance contracts with Superion, LLC (a CentralSquare Company).

CITY MANAGER'S RECOMMENDED ACTION:

Superion, LLC (a CentralSquare Company) is the sole provider of the maintenance services for the integrated financial, utility billing, building permits, and citation management software. The agreement for these applications includes software maintenance.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby waiving formal bidding requirements and authorizing City staff to enter into FY 2019/20 software maintenance contracts with Superion, LLC (a CentralSquare Company) at an estimated cost of \$94,078.