



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:		Item Type:		1 st Reading	2 nd Reading
12/2/2020		<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	N/A	N/A
File No.:			Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
20-481			Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
			Quasi Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):		Account Balance (\$):	Funding Source:	Project Number :	
\$137,441		\$151,870	CARES Act Subaward	N/A	
Contract/P.O. Required		RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	NASPO Contract No. 43230000-NASPO-16-ACS	Jeremy Earle, Ph.D., AICP, Interim City Manager	City Manager's Office	
Strategic Plan Focus Areas:					
<input checked="" type="checkbox"/> Financial		<input checked="" type="checkbox"/> Organizational Capacity	<input type="checkbox"/> Infrastructure	<input type="checkbox"/> Development, Redevelopment and Economic Development	
Implementation Timeline					
Estimated Start Date: 12/02/2020 Estimated End Date: 12/1/2021					

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE PIGGY-BACKING OF THE NATIONAL ASSOCIATION OF STATE PROCUREMENT OFFICIALS VALUEPOINT AGREEMENT FOR OPENGOV BUDGETING SOFTWARE IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY SEVEN THOUSAND FOUR HUNDRED FORTY ONE (\$137,441) DOLLARS; AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

Staff seeks City Commission approval to purchase the OpenGov budgeting software solution utilizing the National Association of State Procurement Officials (NASPO) ValuePoint Agreement No. AR2472, Alternative Contract Source Number 43230000-NASPO-16-ACS in an amount not to exceed one hundred thirty seven thousand four hundred and forty one dollars (\$137,441), and authorizing the City Manager to execute all related documents to effectuate the purchase of the OpenGov budgeting software.

Background:

On October 29, 2020, the City and Broward County entered into a CARES Subaward Agreement pursuant to which the County will subaward to the City a portion of the funds the County received from the CARES Act. Funding supports various projects that facilitate compliance with safety protocols for remote collaboration and productivity during the COVID-19 Pandemic. The purchase of productivity software and technology is included as a funded project in Exhibit A of the Subaward Agreement (Exhibit 2).

The City of Hallandale Beach has been financially impacted by the COVID-19 Pandemic. The health emergency as well as other factors have resulted in a FY20/21 budget that requires careful analysis of the City's expenditures and revenues going forward. For this reason, staff has taken a team-based approach to thoroughly review operations and to identify opportunities for improvement in the areas of fiscal stabilization, organizational capacity, and infrastructure.

Budgeting, considered the cornerstone of the governmental resource allocation and performance management cycle, requires a strong technological foundation in order to properly support the areas of improvement mentioned above. As such, a dynamic budgeting software solution was identified as a top priority, and critical to effective remote collaboration during the COVID-19 Pandemic.

The current budget process lacks flexibility, automation, collaboration capabilities, and relies heavily on Microsoft Excel. Although Excel does have the flexibility to use many types of formulas and calculations, it is not backed by a specialized mathematical/forecasting engine, does not include features for governing collaboration between users, requires greater levels of user manipulation, and reporting capabilities are limited. Additionally, the budget book preparation requires extensive manual labor and in-person collaboration. For this reason, the City is pursuing a software solution that maximizes efficiency, flexibility, collaboration, and automation to the overall process.

Over the past four weeks, staff reviewed various budgeting software solutions and concluded that the OpenGov solution better aligns to the current needs of the City. OpenGov is a cloud based

ERP software for cities, counties, and state agencies, built for the unique budgeting, financial management, and citizen services needs of the public sector. The OpenGov solution enables organizations to plan more strategically and collaboratively, streamline mission-critical processes, and communicate with stakeholders more transparently.

Current Situation:

Staff proposes to purchase and implement the Budgeting and Planning Suite and the Reporting and Transparency Portal using CARES Act funding. The Budgeting and Planning Suite includes the operating budget, capital budget, workforce planning, performance measurement, and online budget book and publishing. The Reporting and Transparency Portal includes reporting capabilities, dashboards, and an open data portal (Exhibit 3). These tools will allow City Departments to more effectively and efficiently manage the operating and capital budget process, to produce a quality budget book and documents, and to use dynamic financial reporting of both operating budgets and capital budgets.

CARES funding must be spent no later than December 10, 2020. In order to utilize this funding source in a timely manner, the National Association of State Procurement Officials (NASPO) ValuePoint Agreement No. AR2472, Alternative Contract Source Number 43230000-NASPO-16-ACS may be utilized to purchase the OpenGov software (Exhibit 4 & 5).

The quoted product by Carahsoft (Exhibit 6), an authorized vendor through the NASPO contract, is a one-year subscription plus an initial deployment fee as follows:

Part No.	Description	Price	Quantity	Extended Price
AR2472-OPE002-042020-052	Budgeting and Planning	74,354.94	1	74,354.94
AR2472-OPE002-0419-1768	Deployment-Fixed Fee	190.59	331 hrs	63,085.29
				<u>137,440.23</u>

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-8 Exception to Bid Requirements, (6) Bids and Contracts from Other entities, and Section 23-9 Cooperative Purchasing, the City Manager is authorized to procure all supplies, materials, equipment and services from other governmental units, when the best interests of the City would be served subject to the requirement that any purchase in excess of \$50,000 requires City Commission approval.

The City Manager is requesting the waiver of the formal written agreement and will only proceed with Purchase Order once the Resolution is approved by the City Commission.

Cost Benefit:

The use of cooperative contracts allow the City to procure technology purchases and services at negotiated prices. The investment of \$137,441, funded by CARES Act dollars, will eliminate the extensive manual labor required for the preparation of the budget book, which will potentially result in significant savings in personnel costs, a major cost driver for the City. According to OpenGov, Governments using the Budgeting and Planning solutions have seen a 30-50% reduction in the time spent creating the budget. The purchase and implementation of this software will also assist the City in maximizing productivity while maintaining safety protocols for collaboration during the COVID-19 Pandemic.

PROPOSED ACTION:

Staff recommends approval of the attached resolution authorizing the City Manager to purchase the OpenGov software solution utilizing the National Association of State Procurement Officials (NASPO) ValuePoint Agreement No. AR2472, Alternative Contract Source Number 43230000-NASPO-16-ACS.

ATTACHMENT(S):

Exhibit 1 – Proposed Resolution

Exhibit 2 – CARES Subaward Agreement

Exhibit 3 – OpenGov Budgeting and Planning InfoSheet

Exhibit 4 – National Association of State Procurement Officials (NASPO) Value Point Master Agreement Number AR2472

<https://www.naspovaluepoint.org/portfolio/cloud-solutions-2016-2026/carahsoft-technology-corporation/>

Exhibit 5 - National Association of State Procurement Officials (NASPO) Value Point Contract Number 4323000-NASPO-16-ACS – Participating Addendum for Cloud Solutions between Carahsoft and the Florida Department of Management Services

https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/alternate_contract_source/cloud_solutions

Exhibit 6 – Carahsoft Quote & Project Plan Letter