



Approve OpenGov Software-as-a-Service Solicitation and Contract Software Renewal

Consent

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Attachments: No

Approved by: James Corless

Referring Committee: Policy & Innovation

1. Issue:

Approval of OpenGov Software-as-a-Service (SaaS) Solicitation and Contract Software Renewal

2. Recommendation:

The Policy and Innovation Committee unanimously recommended that the board approve a total contract amount of \$214,388.21 for the OpenGov SaaS Solicitation and Contract Software Renewal and delegate to the executive director to negotiate and execute the contract.

3. Background/Analysis:

In November 2018, SACOG procured and entered into a three-year master agreement with OpenGov (formerly "GovList") for a SaaS solicitation software in the amount of \$59,400, with two one-year renewal options. The software provides end-to-end automation across solicitation and contract development, electronic proposal evaluations, and vendor interactions. The solicitation software streamlines, simplifies and saves time by forgoing administrative burden for both project managers and procurement staff. This software is also available for member agencies through SACOG master agreement which resulted in a decreased yearly rate for SACOG. In November 2021, SACOG exercised its option to renew the software master agreement with OpenGov through November 2023, whereas SACOG has the right to renew the two years of the agreement by providing 30 days advance written notice to OpenGov. The initial five-year contract amount was \$108,600.

4. Discussion/Analysis:

Staff have worked with OpenGov to customize solicitation templates and automate workflow which allows collaboration in real-time, improves transparency and accountability with the solicitation process. Since 2018, staff have utilized the OpenGov solicitation platform to complete over 75 formal solicitations, including request for proposals (RFP), request for qualifications (RFQ) and Mini RFP and track contract agreements. In August 2023, the board approved the revisions to SACOG's Procurement Manual to include procurement of software products. The policy allows for the extension of software contracts up to an additional 5-year term for a total of 10 years to prevent disruption of day-to-day operations and to reduce costs associated with implementation and training associated with new software. This policy applies retroactively to all existing software procured within the last five (5) years and all future procurements of Software by SACOG. With the board approval of the revised Procurement Manual, the OpenGov SaaS Solicitation and Contract Software meets the requirements of the procurement of the software products. As such, staff is seeking board approval to amend the agreement to extend the OpenGov SaaS solicitation software for an additional five-year term in

the amount of \$105,788.21, resulting in a revised total contract amount of \$214,388.21 for 10 years of service (2018-2028).

5. Fiscal Impact/Grant Information:

The cost for an additional 5-year term of \$105,788.21 will be programed into the Overall Work Program over five (5) fiscal years. It is part of the indirect costs pool and will be recovered through the Indirect Rate.