



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 7, 2020

**FROM: COMMUNITY & ECONOMIC DEVELOPMENT WARDS: ALL
DEPARTMENT**

SUBJECT: ANNUAL SUBSCRIPTION RENEWALS WITH STR.GRANTS, LLC FOR E-PROPERTYPLUS SOFTWARE SERVICES UP TO AN AMOUNT OF \$15,750 ANNUALLY, FOR A TOTAL CONTRACT AMOUNT OF \$65,250, PLUS ANNUAL ESCALATIONS NOT TO EXCEED FIVE PERCENT TO FACILITATE DATABASE SOLUTIONS FOR REAL PROPERTY SERVICES IN ACCORDANCE WITH PURCHASING RESOLUTION 23256, SECTION 403

ISSUE:

Approve annual subscription software renewals with STR.Grants, LLC for e-PropertyPlus software services up to an amount of \$15,750, for a total contract amount of \$65,250, plus annual escalations not to exceed five percent to facilitate database solutions for Real Property Services in accordance with Purchasing Resolution 23256, Section 403.

RECOMMENDATIONS:

That the City Council:

1. Approve annual subscription software renewals with STR.Grants, LLC in an amount up to \$15,750 annually, for a total contract amount of \$65,250, plus annual escalations not to exceed five percent to facilitate database solutions for Real Property Services in accordance with Purchasing Resolution 23256, Section 403; and
2. Authorize the City Manager, or his designee, to execute the agreements, including making minor and non-substantive changes, and to sign all documents necessary to complete the transaction.

BACKGROUND:

On December 28, 2018, the City entered into a Master Subscription Agreement with STR.Grants, LLC (STR) for e-PropertyPlus services. e-PropertyPlus is a software application that hosts, stores, and manages property data. STR provides users with subscriptions to access the data. The initial term of the subscription was for one year with automatic annual renewals thereafter.

The City initially paid a one-time Onboarding Service fee in the amount of \$34,500 along with an annual subscription fee of \$15,000 for five licenses totaling an upfront cost of \$49,500. Since the initial fee for the service did not exceed \$50,000, City Council approval was not needed.

DISCUSSION:

The Real Property Services Division of the Community & Economic Development Department has historically used a Microsoft Access database to store its data related to acquisition and disposition of real property interests for the City. Over the years, it has become corrupted and some data has been lost. Several software programs were researched to determine if they would be suitable as a replacement for the database needs of the Real Property Services Division.

e-PropertyPlus was determined to be the best solution. The initial term of the Master Subscription Agreement (Agreement) was for one-year commencing upon completion of the Subscription Onboarding Services period, which is February 28, 2019. As such the initial term of the Agreement expires on February 27, 2020. The Agreement provides for automatic one-year renewals with an escalation not to exceed 5% in compliance with Purchasing Resolution 23256, Section 403, which states “Competitive Procurement shall not be required for Information Technology software maintenance and license renewals; training; advertising; or professional recruitment services where the Manager is satisfied that the best price, terms and condition for the Procurement thereof have been negotiated.” The Agreement also provides for either party to terminate the contract by providing 30 days prior written notice in the event of a material breach of the terms of the Agreement by either party.

Since the annual renewal cost for the subscription to e-PropertyPlus will bring the cumulative amount paid to STR to \$65,250, which is over the \$50,000 City Manager approval limit, staff is requesting that City Council approve future annual renewals, subject to available funding.

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution Number 23256, Section 403.

FISCAL IMPACT:

Sufficient funds are available in Real Property Services’ Professional Service account number 2845000-421000 to facilitate the first annual payment not to exceed \$15,750. Future renewals will be requested through the biennial budget process.

Prepared by:	David Welch, Community & Economic Development Director
Certified as to	
availability of funds:	Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Gary G. Guess, City Attorney

Attachment:	Master Subscription Agreement for e-PropertyPlus
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