



City of Arts & Innovation

# City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 6, 2024

FROM: OFFICE OF THE CITY MANAGER WARDS: ALL

SUBJECT: APPROVE THE PURCHASE OF ECIVIS GRANTS MANAGEMENT SOFTWARE FROM CARAHSOFT TECHNOLOGY CORPORATION OF RESTON, VIRGINIA, FOR THE TERM OF AUGUST 1, 2024, THROUGH JULY 31, 2026, IN THE AMOUNT OF \$118,000

## **ISSUE:**

Approve the purchase of eCivis grants management software from Carahsoft Technology Corporation of Reston, Virginia, for the term of August 1, 2024, through July 31, 2026, in the amount of \$118,000.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the purchase of eCivis grants management software from Carahsoft Technology Corporation of Reston, Virginia, under NASPO Cooperative Purchasing Agreement AR2472 for the term of August 1, 2024, through July 31, 2026, in the amount of \$118,000; and
2. Authorize the City Manager, or designee, to execute all necessary documents including, but not limited to, quotes, agreements, change orders, and amendments with the ability to make minor non-substantive changes.

## **BACKGROUND:**

At any one time, the City of Riverside has approximately 200+ grants in some state of implementation; from pending applications to award and setup, through performance, deliverables and reporting, and finally to closeout and potential audit. In the 2023 calendar year the City received over \$172 million in competitive grant applications with eight departments receiving awards of \$1 million or more. All told, the City received over \$200 million in funding in 2023 through competitive grant work, entitlement grants, and competitive earmarks without a centralized system to monitor and manage the complex nature of grant administration. The City has been using an interactive spreadsheet to manage Citywide grant applications and awarded grants, but the expanded nature of Riverside's grant activities warrants a more comprehensive solution for the management of outside funding.

## **DISCUSSION:**

The City's grant operation has become a critical and robust funding operation with an increasing level of complexity to effectively manage. Grant activities require constant oversight and monitoring to ensure that grant funds are spent appropriately, reporting is submitted on a timely basis, and that the City is reimbursed on a timely basis.

To make sure that the City's grant funded portfolio functions properly, the Office of the City Manager (OCM) in cooperation with the Innovation and Technology Department (IT) began discussions across municipal departments to ascertain current grant management needs and match those with the best software solution. With eCivis, the City can assign an unlimited number of users who will be able to perform all the following tasks within one system:

1. Find available grants (including using customizable search engines with options to email the user updates and new opportunities);
2. Manage grants (track and report on all grant applications, projects and expenditures in one place);
3. Aid staff during audits or inspections;
4. Alert staff to various due dates such as reporting and billing; and
5. Serve as a repository for retention and future record requests.

The first year of service totaling \$73,000 includes the software subscription plus implementation fees, while the second year totaling \$45,000 is for the subscription only.

Carahsoft Technology Corporation of Reston, Virginia, can provide competitive pricing for the software and services through NASPO Cooperative Purchasing Agreement AR2472. This cooperative agreement is in line with the City's Purchasing Resolution No. 24101, Sections 602(f) and 702(f).

Purchasing Resolution No. 24101, Article Six: Acquisition of Goods, Section 602 Exceptions states, "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ... (f) When Cooperative Purchasing is available and undertaken or when Goods can be obtained through Federal, State and/or other public entity pricing contracts or price agreements."

Purchasing Resolution No. 24101, Article Seven: Acquisition of Services, Section 702 Exceptions states, "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ... (f) When Cooperative Purchasing is available and undertaken or when Services can be obtained through Federal, State and/or other public entity pricing contracts or price agreements."

The Purchasing Manager concurs that the recommendations to authorize the purchases are in compliance with Purchasing Resolution 24101, Sections 602(f), and 702(f).

The Chief Innovation Officer concurs with staff's recommendations and confirms that this item is in accordance with the City's technology standards, guidelines and policies.

**STRATEGIC PLAN ALIGNMENT:**

The Software License with Carahsoft Technology Corporation contributes to Strategic Priority No. 5 – *High Performing Government* and Goal 5.2 - Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – eCivis, when used by a city government, builds community trust by facilitating timely, consistent, and transparent administration of grant funding, while also fostering transparency and engagement.
2. **Equity** – Each city department will have access to eCivis and can designate applicable staff to access and use the grants management suite for managing and reporting on outside funding.
3. **Fiscal Responsibility** – By effectively using eCivis grants management, city departments can contribute to cost savings and better decision-making.
4. **Innovation** – eCivis is actively updating its software and keeping up with current trends. eCivis’s analytics and reporting tools can help city departments monitor and become more effective in funding administration and performance.
5. **Sustainability & Resiliency** – eCivis will facilitate the City’s transition from a simple spreadsheet to an active citywide platform. It can complement these efforts by ensuring that the City's funding management leads to successful future grant re-applications.

**FISCAL IMPACT:**

The total fiscal impact of the action is \$118,000 over two fiscal years. Fiscal Year 2024/25 funds were budgeted and are available in the General Fund, City Manager Administration, Professional Services account 1100001-421000. Appropriations for future fiscal years will be included in the Department’s Budget submissions for those fiscal years to be presented to the City Council for approval.

	<b>FY 24-25</b>	<b>FY 25-26</b>	<b>Total</b>
<b>Annual Fee</b>	\$73,000	\$45,000	\$118,000

Prepared by: Jeff McLaughlin, Grants Administrator  
 Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Finance Officer  
 Approved by: Kris Martinez, Assistant City Manager  
 Approved as to form: Phaedra A. Norton, City Attorney

- Attachments:
1. Quote
  2. Agreement