



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: August 9, 2016

TO: Mayor and Councilmembers

FROM: General Services Division, Finance Department

SUBJECT: Increase To Contract With PlanetBids For Electronic Bidding System

RECOMMENDATION:

That Council approve increasing contract number 25,572 by \$6,500 for a new not to exceed amount of \$58,975 to add a license for an Emergency Operations module.

DISCUSSION:

Council approved the award to PlanetBids™ to purchase a new electronic bidding system on June 7, 2016, and training was scheduled in July. Our original plan was to implement the Emergency Operations (EO) module at a later date so that we could focus our efforts on implementing the bidding and auction modules. During training, it became apparent that it would be more efficient to add the EO module now, rather than later, because it is tied into the vendor registration process.

We are just starting to notify our vendors about the new electronic bidding system and how to register for the goods and services that they are interested in providing to the City. When vendors are registering, they would have the option to register and get pre-approved to provide goods and services to the City during emergencies. Implementing the EO module now is more efficient and convenient because vendors will only need to register one time. Delaying the implementation of the EO module would require a second outreach effort to vendors.

Unlike the other modules, the EO module can be available to any division and would be useful to other departments during both operational emergencies and Council declared emergencies to identify vendors providing required goods and services.

BUDGET/FINANCIAL INFORMATION:

The cost to add the EO module is \$4,500 for the license and \$1,500 for training, set-up, and configuration. These funds are included in the Information Technology Capital budget for the current fiscal year. Increases for the license for years two through five are capped at 3%.

A copy of the agreement is available for public review in the City Clerk's Office.

PREPARED BY: Bill Hornung, C.P.M., General Services Manager

SUBMITTED BY: Robert Samario, Finance Director

APPROVED BY: City Administrator's Office