
**CITY OF TEMPE
REQUEST FOR COUNCIL ACTION**

**Council Meeting Date: 06/23/2016
Agenda Item: 5B10**

ACTION: Award a two-year contract with five, one-year renewal options to CobbleStone Systems Corporation for the purchase, implementation, maintenance, and support of a contract management software solution for the City.

FISCAL IMPACT: Total cost of this contract will not exceed \$120,582.60 during the initial two-year contract period. Sufficient funds are available in the General Governmental Capital Improvement Project Fund cost center 6707569 (Contract Management System) for the anticipated expenditures.

RECOMMENDATION: Award the contract.

BACKGROUND INFORMATION: (RFP 16-034) The City issued a Request for Proposal (RFP) to establish a contract for the purchase, installation and support of a contract management solution.

The purpose of this contract is to provide the City with an effective software solution for a central repository for City contracts. Some of the benefits with the implementation of the software solution are:

- Effective contract creation, authoring and management capabilities.
- Contract collaboration and negotiation tools.
- Store critical contract data.
- Enhanced document scanning (OCR).
- Effective document management.
- Document workflow.
- E-signatures.
- E-mail alerts and calendar that integrate to MS Outlook.
- Calendar and to-do lists.
- Reporting tools –standard and ad-hoc report building.
- User dashboards.

Evaluation Process

To assist with the evaluation of offers, a committee was formed consisting of representatives from Information Technology, Internal Audit, Public Works, City Clerk’s Office, Customer Services, Community Development, City Attorney’s Office and Procurement.

The City received four (4) proposals from the following firms:

- Bolste, Inc.
- CobbleStone Systems Corporation
- Legal Files Software, Inc.
- Oracle America, Inc./PM Solution Consulting

The four (4) offers were reviewed and scored by the evaluation committee in accordance with the criteria and weights published in the Request for Proposal that included:

Evaluation Criteria	Weight
Cost	25.81%

Firm's Experience and Qualifications	5.16%
Financial and Legal	5.16%
Firm's Employee Qualifications	5.16%
Proposed Solution	12.90%
Software Implementation, Maintenance, Support, Warranty and Upgrades	5.81%
Training and Documentation	3.23%
References	3.87%
Questionnaire B (Solution Specifications and Functionality)	12.90%
Interview/Demo	12.90%
Acceptance and Compliance of RFP Terms and Conditions	5.16%
Overall response of RFP	1.94%
	100%

Initial Evaluation

As part of the initial evaluation the committee reviewed and scored each offer. The following abstract represents all firms' initial scores listed in rank order.

Initial Evaluation Abstract

Offering Firm	Implementation Cost (No Sales Tax)	5 Year Support Cost (No Sales Tax)	6-Year Total Cost	Initial Score
CobbleStone Systems Corp (Proposal #1)	\$114,859.02	\$83,391.40	\$214,308.70	1198.5216
Legal Files Software, Inc.	\$130,124.00	\$61,516.00	\$207,162.84	1194.0489
CobbleStone Systems Corp (Proposal #2)	\$70,178.41	\$238,768.98	\$333,972.13	1056.6887
Oracle America, Inc./PM Solution Consulting	\$196,525.00	\$102,245.00	\$322,970.37	1036.0095
Bolste, Inc.	\$136,565.00	\$330,000.00	\$504,356.77	767.8757

The evaluation committee determined that Bolste, Inc., CobbleStone Systems Corporation (Proposal #2) and Oracle America, Inc./PM Solution Consulting were not susceptible for award and were removed from further consideration. This determination was based on the firms' low position within the overall scoring.

Best and Final Evaluation

CobbleStone Systems Corporation (Proposal #1) and Legal Files Software, Inc. were determined susceptible for award and were invited to demonstrate their proposed contract management solutions to the evaluation committee and department personnel. In addition to the on-site demonstrations, the evaluation committee performed detailed reference checks.

After several meetings and a thorough evaluation of the information gained during the demonstrations and reference checks, the evaluation committee requested that CobbleStone Systems Corporation (Proposal #1) and Legal Files Software, Inc. submit best and final offers.

Best and Final Evaluation Abstract

Offering Firm	Implementation Cost (No Sales Tax)	5 Year Support Cost (No Sales Tax)	6-Year Total Cost	Initial Score
CobbleStone Systems Corp (Proposal #1)	\$111,547.27	\$83,391.40	\$210,728.70	1375.9216
Legal Files Software, Inc.	\$122,724.00	\$61,516.00	\$199,163.44	1326.0489

After reviewing and scoring the best and final responses, the committee determined that CobbleStone Systems Corporation submitted the most advantageous offer. This company has submitted the highest valued solution that complies with RFP specifications and requirements and represents the best value choice. The demonstration of the two software systems was very helpful in distinguishing which solution is the best fit for the City. The recommended solution is more intuitive and user friendly which will aid in the adoption and use of this important contract management tool.

Review of Recommendation

In accordance with policy, anytime staff is recommending an offer that is not the lowest priced solution, a third party review is conducted with Internal Audit to ensure their approval of the process. In this case since Internal Audit was the primary customer of the procurement, Ken Jones conducted the independent review and concurs with the recommendation.

ATTACHMENTS: Vendor Agreement

STAFF CONTACT(S): Dave Heck, Deputy Internal Services Director - Information Technology Division, (480) 350-8777
Barbara Blue, City Auditor, (480) 350-8982

Department Director: Renie Broderick, Internal Services Director

Legal review by: Jenae Naumann, Assistant City Attorney

Prepared by: Ted Stallings, CPPB, Procurement Officer