City of Pembroke Pines, FL

601 City Center Way
Pembroke Pines, FL 33025
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Legislation Text

File #: 19-1125, **Version:** 1

MOTION TO APPROVE THE AGREEMENT BETWEEN THE CITY OF PEMBROKE PINES AND COBBLESTONE SYSTEMS CORP. ("COBBLESTONE") TO PURCHASE A CONTRACT MANAGEMENENT SOFTWARE FOR AN INITIAL ONE (1) YEAR TERM FOR AN AMOUNT NOT TO EXCEED $28,065.80, PURSUANT TO SECTION 35.18(C)(7)(H) OF THE CITY'S CODE OF ORDINANCES.

SUMMARY EXPLANATION AND BACKGROUND:

1. The Finance Department currently manages agreements Citywide including the Charter Schools and is in need of a contract management software that allows for document management, contract routing work-flow, task tracking, online approval process, and be compatible with e-signature software, as well as features to assist with auditing.

2. On October 21, 2019, the City approved an administrative policy which allows for use of and acceptance of electronic signatures in lieu of manual signatures when entering into certain agreements or when signing other documents with other parties located in the United States.

3. Pursuant to Section 35.18(c)(7)(h) of the City's Code of Ordinances, "Copyrighted materials, including computer software are not subject to the competitive procurement requirement."

4. The Finance Department reviewed and analyzed multiple contract management software demos and found Cobblestone to be the most complete contract management software option for the City.

5. The initial term of the agreement shall be for twelve (12) months from date of activation unless terminated as provided in the agreement. After the expiration of each term, the agreement will be automatically renewed for successive twelve (12) month terms unless either Party gives notice of intent not to renew at least ninety (90) days prior of the then current term. **The City may cancel with thirty (30) day notice without cause.**

6. The Finance Department recommends that the City Commission approve the Agreement between the City of Pembroke Pines and Cobblestone Systems Corp. ("Cobblestone") to purchase a contract management software for an initial one (1) year term for an amount not to exceed $28,065.80, pursuant to Section 35.18(c)(7)(h) of the City's Code of Ordinances.

FINANCIAL IMPACT DETAIL:

a) **Initial Cost:** $28,065.80
b) **Amount budgeted for this item in Account No:** The full amount is budgeted in account # 1-513-2001-64051 (Computer Programs).

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c) Source of funding for difference, if not fully budgeted: Not Applicable.

d) 5 year projection of the operational cost of the project:

	Current FY	Year 2	Year 3	Year 4	Year 5
Revenues	$0.00	$0.00	$.00	$.00	$.00
Expenditures	$28,065.80	$23,627.11	$25,517.27	$27,558.66	$29,763.35
Net Cost	$28,065.80	$23,627.11	$25,517.27	$27,558.66	$29,763.35

e) Detail of additional staff requirements: Not Applicable