



TO: Board of Contracts and Awards
FROM: James P. Duggan, Fire Chief *JD*
 Michael Fitzgerald, Assistant to the Chief, Fire/Budget & Finance *MFF*
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
 Richelle Krienke, Finance/Purchasing
SUBJECT: GovDelivery Computerized Emergency Notification System License and Maintenance,
 SAP Contract 4600009490–January 24, 2017
DATE: January 9, 2017

SUMMARY:

The Tacoma Fire Department (TFD) requests authorization to increase and extend the negotiated contract with **GovDelivery Inc., St. Paul, Minnesota**, by \$132,222.10, plus applicable tax, to a total amount of \$213,807.10, plus tax, for continued licensing and maintenance support of a computerized emergency notification system for an additional four-year period expiring January 28, 2021.

STRATEGIC POLICY PRIORITY:

State and briefly explain which strategic policy priority is best aligned to this action.

- Strengthen and support a safe city with healthy residents.

The GovDelivery emergency notification system was implemented to enhance the City’s ability to alert citizens and provide timely information to the public during emergencies.

BACKGROUND:

TFD utilizes a GovDelivery emergency notification system to provide timely alerts and other information to the public during emergencies. The term of the current contract expires January 28, 2017. TFD staff negotiated a four-year proposed extension to the contract totaling \$132,222.10, plus applicable tax.

ISSUE: Will the City approve another amendment to extend and increase the existing directly negotiated contract with GovDelivery to continue use and maintenance of the computerized emergency notification system for an additional four-year period?

ALTERNATIVES: The City could discontinue the use of the system and/or use Pierce County’s notification system for emergencies in the City. Previous local and national experience has demonstrated the benefit of immediate access to a notification system for some emergencies.

COMPETITIVE ANALYSIS: The GovDelivery notification system provides superior proprietary features and benefits for public users needing this capability. The notification system also works seamlessly with the GovDelivery digital subscription management system purchased previously by the City. Sharing text and other information easily across both software products will benefit the City and the public by making information transmission quicker and more efficient during an emergency.

CONTRACT HISTORY: In 2014, TFD staff was authorized to negotiate a contract with GovDelivery to implement and maintain an emergency notification system. The initial one-year contract in the amount of \$29,875, plus tax, was later amended to extend the contract for an additional two years and was increased by \$51,800, plus tax, to a total amount of \$81,585, plus tax. TFD staff now proposes to again amend the contract to extend the license for use and maintenance of the system for an additional four years at an additional cost of \$133,222.10, plus applicable tax.



SUSTAINABILITY: GovDelivery is committed to “continuous improvement in environmental performance and the prevention of pollution.” As a software company, the vendor is committed to using environmentally safe and sustainable energy sources and sustainable waste management practices. (Please see the attached Environmental Policy.)

SBE/LEAP COMPLIANCE: Not applicable.

RECOMMENDATION:

TFD recommends authorization to increase and extend the negotiated contract with GovDelivery by \$132,222.10, plus applicable tax, to a total amount of \$213,807.10, plus applicable tax, for continued licensing and user maintenance support of a computerized emergency notification system for an additional four-year period expiring January 28, 2021.

FISCAL IMPACT:

EXPENDITURES: (EXPENSES SHOWN EXCLUDE SALES TAX.)

| FUND NUMBER & FUND NAME * | COST OBJECT (CC/WBS/ORDER) | COST ELEMENT | TOTAL AMOUNT |
|------------------------------|----------------------------|--------------|---------------------|
| 0010 General Fund/Fire Dept. | 257200 | 5412170 | \$132,222.10 |
| | | | |
| | | | |
| TOTAL | | | \$132,222.10 |

* General Fund: Include Department

REVENUES:

| FUNDING SOURCE | COST OBJECT (CC/WBS/ORDER) | COST ELEMENT | TOTAL AMOUNT |
|----------------|----------------------------|--------------|--------------|
| | | | |
| | | | |
| | | | |
| TOTAL | | | |

POTENTIAL POSITION IMPACT: (NO IMPACT)

| POSITION TITLE | PERMANENT/ PROJECT TEMPORARY POSITION | FTE IMPACT | POSITION END DATE |
|----------------|--|------------|-------------------|
| | | | |
| | | | |
| | | | |
| TOTAL | | | |

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.



FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$59,829.00, plus tax.

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes