



City of Tacoma

Resolution No.:

Meeting Date: November 22, 2022

**Contract and Award Letter
Purchase Resolution —Exhibit "A"**

TO: Board of Contracts and Awards
FROM: Daniel Key, IT Director, Information Technology Department
 Brian Tetreault, MA III, Information Technology Department
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and
 Tad Carlson, Finance/Purchasing
SUBJECT: Smartsheet Subscription Renewal
 Cooperative Contract: GS-35F-0119Y, Contract No CW2253496 – November 22,
 2022 City Council
DATE: October 31, 2022

RECOMMENDATION SUMMARY:

Information Technology (IT) Department recommends a contract be awarded to Carahsoft Technology Corp (Carahsoft), Reston, Virginia, for \$595,180.53, plus applicable taxes, to renew the City’s Enterprise Smartsheet subscription license for a three-year term. Coupled with previous licenses purchased against Contract C1982, also to Carahsoft, this will bring total spend on Smartsheet licenses to a cumulative total of \$823,487.18, plus applicable taxes.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

In September of 2020, the IT Department recognized a growing trend of Smartsheet users throughout the City. In an effort to meet various City requirements around security and records management, the IT Department entered into an Enterprise Agreement with Smartsheets and began pulling in all the user licenses across the City. On November 12, 2020, the City procured 115 Enterprise licenses for Smartsheet users and began distributing them to the userbase. These renewals were originally purchased through Carahsoft Technology Corporation via the GSA Multiple Award Schedule (MAS) No. GS-35F-0119Y in November 2020. Since then, the City has added 166 user licenses as well as Resource Management, Control Center, Data and View Modules to support the City’s growing need for collaboration and workflow tools. In addition to paid license, the City also has 1,654 unlicensed user accounts. Unlicensed users are able to collaborate on the sheets created by the licensed users. As the use cases and subsequent demand for Smartsheet licenses grows in the City, so does the annual renewal cost.

ISSUE: The rising cost of annual renewals is not preventable.

ALTERNATIVES: Alternatives would be to not renew licenses or to revert to having departments purchase their renewals independently. Considering how embedded Smartsheet is to department workflows and business processes, not renewing the Smartsheet license would cause significant disruption to services across the City. Reverting to individual departments purchasing their own renewals would forfeit the savings gained by the suggested purchase as well as the added security available in the Enterprise License Agreement.



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COMPETITIVE ANALYSIS:

GSA MAS No. GS-35F-0119Y was awarded to Carahsoft from Solicitation No. 47QSMD20R0001, effective December 20, 2011, through December 19, 2026. MAS is a long-term government-wide contract with commercial companies that provide access to millions of commercial products and services at fair and reasonable prices to the government. It makes buying easier and more efficient to connect government buyers and industry. The pricing available via this contract is significantly more advantageous than purchasing through other available channels.

CONTRACT HISTORY: New Contract.

SUSTAINABILITY: Not Applicable.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not Applicable

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP)
COMPLIANCE: Not Applicable

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various	Various	5412170	\$595,180.53
TOTAL			Up to \$595,180.53

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various	Various	5412170	\$595,180.53
TOTAL			Up to \$595,180.53

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$198,393.51

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A