



**TO:** Board of Contracts and Awards  
**FROM:** Daniel Key, Director of Information Technology  
Brian Tetreault, MAII, Information Technology Department  
**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator,  
Finance/Purchasing  
**SUBJECT:** Purchase of Maintenance on the City’s Winshuttle licenses  
Direct Negotiation, Contract No. C52  
Requesting City Council Date of July 23, 2019  
**DATE:** July 11, 2019

---

**RECOMMENDATION SUMMARY:**

The Information Technology Department requests approval to increase Contract Number C52-V3, to Winshuttle, LLC, Bothell, WA by \$89,250.76, plus any applicable taxes, for on-going software maintenance on a city-wide level. This increase will bring the contract to a cumulative total of \$279,250.76, plus any applicable taxes.

**STRATEGIC POLICY PRIORITY:**

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

By utilizing the Winshuttle software, the City significantly reduces the amount of time and effort needed to export and import data to and from SAP.

**BACKGROUND:**

In March of 2013, the City entered into an agreement with Winshuttle (4600008819) to procure Query software licenses and maintenance for a three-year term. That contract was for \$7,838.46. In August of 2015, by direct negotiation, the City entered into a new agreement (4600011033) which included maintenance, as well as extending the term for as long as the City continues its licensed use of the Winshuttle software. Since March of 2013, the City has spent \$177,967 on Winshuttle software maintenance. SAP contract 4600011033 was transitioned into Ariba and is now C52.

**ISSUE:**

The 2019 Winshuttle software maintenance payment of (\$89,250.76), which is due in August will push the agreement total over the \$200,000, which would require City Council approval. The IT Department is requesting to increase the contract total by \$89,250.76. It is anticipated that the City will continue to use Winshuttle and renew maintenance for as long as the City uses SAP software.

**ALTERNATIVES:**

By choosing not to pay the annual maintenance on the Winshuttle licenses, the City will forfeit their rights to upgrade to the newest versions of the software, without having to procure new



licenses, and may no longer receive the most recent security patches and updates released by Winshuttle. By choosing not to maintain the software maintenance, the City would likely need to procure new licenses by 2021 at an estimated cost of \$338,700.

**COMPETITIVE ANALYSIS:**

Winshuttle, LLC is the only provider of Winshuttle software licenses and maintenance. A Sole Source waiver was used in March of 2013 for the initial purchase and agreement.

**CONTRACT HISTORY:** This contract was originally awarded to Winshuttle, LLC. as a result of a Sole Source Waiver in March of 2013. In August of 2015, by direct negotiation, the City entered into a new agreement (4600011033) which included maintenance, as well as extending the term for as long as the City continues its licensed use of the Winshuttle software. Since March of 2013, the City has spent \$177,967 on Winshuttle software maintenance. SAP contract 4600011033 was transitioned into Ariba and is now C52.

**SUSTAINABILITY:**

Software like Winshuttle, helps enable the City to adapt the concepts of LEAN IT by utilizing Lean data management techniques. The Winshuttle software helps City staff reduce the time and effort needed to import and export data from SAP, saving the City thousands of hours of resource time every year.

**SBE/LEAP COMPLIANCE:** Not applicable.

**FISCAL IMPACT:** Each license holder pays for their maintenance on their license out of their Fund



**EXPENDITURES:**

<b>FUND NUMBER &amp; FUND NAME *</b>	<b>COST OBJECT (CC/WBS/ORDER)</b>	<b>COST ELEMENT</b>	<b>TOTAL AMOUNT</b>
4301	521925	5412170	1810
4600	585300	5412170	19210.81
4700	561300	5412170	18197.5
	563000		
	563303		
	80023272		
5050	574200	5412170	5217.5
5800	596920	5412170	4612.5
	598501		
0010 - Finance	102100	5412170	14830
	106500		
	512010		
1065-ENGR	662310	5412170	1320
1065-STOP	662420	5412170	6320
1065-TSSL	662330	5412170	1320
4110-IPMS	544000	5412170	3347.5
5800-FIN	598502	5412170	6527.45
	598504		
6100-ADM	850010	5412170	1320
5800-HR	598700 (.5)	5412170	5217.5
	598702 (.5)		
<b>TOTAL</b>			<b>89250.76</b>

\* General Fund: Include Department



**REVENUES:**

<b>FUND NUMBER &amp; FUND NAME *</b>	<b>Cost Object (cc/wbs/order)</b>	<b>Cost Element</b>	<b>Total Amount</b>
4301	521925	5412170	1810
4600	585300	5412170	19210.81
4700	561300 563000 563303 80023272	5412170	18197.5
5050	574200	5412170	5217.5
5800	596920 598501	5412170	4612.5
0010 - FINANCE	102100 106500 512010	5412170	14830
1065-ENGR	662310	5412170	1320
1065-STOP	662420	5412170	6320
1065-TSSL	662330	5412170	1320
4110-IPMS	544000	5412170	3347.5
5800-FIN	598502 598504	5412170	6527.45
6100-ADM	850010	5412170	1320
5800-HR	598700 (.5) 598702 (.5)	5412170	5217.5
<b>TOTAL</b>			<b>89250.76</b>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$89,250.76**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes**



City of Tacoma  
Finance Department

46-11033

**Date:** July 23, 2015  
**To:** T.C. Broadnax, City Manager  
**From:** Andy Cherullo, Finance Director  
**Subject:** Authorization of Direct Negotiation for Professional Services and Personal Services over \$25,000  
Annual Software Maintenance for Winshuttle

For your review and recommendation.

TMC 1.06.256 requires competitive solicitation of all services. Wherever possible, services should be procured as a result of a request for bids, request for proposals or request for qualifications, as appropriate. TMC 1.06.256 (B) allows for direct negotiation of professional services and personal services, excluding architectural and engineering services, when determined by the city manager or director of utilities/CEO, or their respective designees, to be in the best interest of the City.

**RECOMMENDATION:** In accordance with TMC 1.06.256 (B), the Finance Department, Procurement and Payables division requests a waiver of the competitive solicitation process and authorization to directly negotiate with **Winshuttle, LLC, Bothell, WA**, for on-going software maintenance on a citywide level, for an estimated amount of \$190,000, plus sales tax.

**EXPLANATION:** The Winshuttle software is used to transport data in and out of SAP quickly and efficiently. Over the past several years, individual departments have procured their own licenses and maintenance. Directly negotiating a citywide contract with Winshuttle will allow the City to capture all software maintenance under one contract. The City will receive discounted rates for software maintenance under licenses purchased in prior years. The negotiated agreement will also outline the pricing structure for software maintenance on newly acquired licenses.

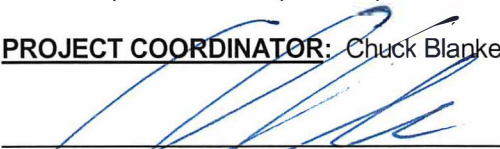
This agreement does not include the purchase of licenses, only the ongoing software maintenance.

**JUSTIFICATION FOR DIRECT NEGOTIATION:** Directly negotiating a contract with Winshuttle will provide a discount that could not be offered by any resellers. This information was provided by Winshuttle in an email (attached).

**FUNDING:** Funds for this contract are available through individual departments that will use this contract. Funding beyond the current biennium is subject to future availability of funds.

**SBE COMPLIANCE:** SBE staff was contacted on July 23, 2015. At this time, there are no Certified SBE Vendors qualified and capable to provide the aforementioned services.

**PROJECT COORDINATOR:** Chuck Blankenship, 253-502-8163.

  
Andy Cherullo, Finance Director

ab

7-30-2015  
Date

**AUTHORIZED:**   
T.C. Broadnax, City Manager

7/30/15  
Date

cc: Patsy Best, Finance / Procurement and Payables  
Direct Negotiation Over \$25,000

Revised: 07/24/2015