



## Legislation Text

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**DATE:** February 15, 2019

**TO:** Board of Mayor and Aldermen

**FROM:** Eric Stuckey, City Administrator  
Kristine Tallent, Assistant City Administrator / CFO  
Tom Marsh, Interim Director, Building and Neighborhood Services  
Brian Wilcox, Purchasing Manager

**SUBJECT:**

Service Level Agreement For Sole-Source Plan Review Online Portal Hosting Services With idtplans, LLC Of Tucson, Arizona In The Estimated Amount Of \$22,000 Per Year For A Term Of Service Of Between Three (3) And Five (5) Years (City Contract No. 2018-0250)

**Purpose**

The purpose of this procurement is to continue using online plan review portal hosting services provided by idtPlans, LLC. These services facilitate the online plan review process of all City departments and outside partners involved in the City's development process.

**Background**

The City has utilized idtPlans, LLC for plan review online portal hosting services since 2012. City Contract No. 2018-0250 refreshes the arrangement for a term of service of three (3) years, with up to two (2) options to extend the term of service for up to one (1) year per option, for a total term of service of up to five (5) years.

City Purchasing Policy allows for the following category of sole-source purchases valued at or greater than \$25,000 not to require individual authorization by the Board of Mayor and Aldermen (but which shall be reported to the Board): Repairs to, maintenance of, licenses for and/or maintenance agreements for products already in use by the City, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated.

The online plan review portal hosting service provided by idtPlans, LLC falls within this category of sole-source purchases that do not require individual authorization by the Board of Mayor and Aldermen. idtPlans, LLC has informed the City that idtPlans, LLC is the copyright owner for the idtPlans-owned software products that the City has licensed from idtPlans, and as such, idtPlans is the only vendor that has the unrestricted ability to access and modify such idtPlans-owned software products in order to provide bug fixes, updates and upgrades to the City as part of support and maintenance. Further, idtPlans, LLC has indicated in writing that the quoted

unit pricing is the lowest municipal pricing available at this time and in the foreseeable future.

**Financial Impact**

City Contract No. 2018-0250 quotes the annual fee for application hosting, maintenance and support at \$22,000 and hourly rates for certain services not included in the annual fee. The Building and Neighborhood Services Department budget for fiscal year 2019 allocates \$22,000 out of the General Fund for online plan review portal hosting services.

**Attachment**

City Contract No. 2018-0250 as executed with idtPlans, LLC of Tucson, Arizona, for the sole-source purchase in the estimated amount of \$22,000 per year for a term of service of between three (3) and five (5) years for the Building & Neighborhood Services Department, is attached.