

# DOA-Business Operations Division – Procurement Services Section

## Finance & Personnel Committee Approval Required For Single / Sole Source Contract Contract #E11022

### Background:

User Department:	DOA-BOD-Office of Small Business Development
Purchasing Agent:	Catina Slocum
Contract Description:	VSC B2GNow Contract Monitoring Software and Maintenance
Vendor Name and Location:	B2GNow (Phoenix, AZ)
Contract Term:	One (1) year from 6/1/2011 through 5/31/2012 with the option to extend annually as needed
Requisition # and Date Received:	Requisition #13884, Received 4/6/2015
Original Contract Amount:	\$36,300.00 (GRANT-FUNDED)
Expenditures to Date:	\$101,450.00
Current Contract Amount:	\$116,350.00

### If Amendment, History of Contract Amendments:

Date	Item	Term	Cost
5/25/2011	Original Contract #E11022 – Vendor Service Contract for B2GNow Contract Monitoring Software and Maintenance	6/1/2011 through 5/31/2012 with the option to extend for two (2) additional one (1) year periods upon mutual consent	\$36,300.00
6/15/2012	Amendment #1 – Extend the contract for one (1) year from 6/1/2012 through 5/31/2013, add Ethnicity and Gender as Search Options on the Public Certified Directory Search at a cost of \$1,250.00 and one (1) year of maintenance at \$17,800.00, for an increase to the estimated contract total of \$19,050.00 from \$36,300.00 to \$55,350.00. F&P Committee Approval Waived 6/15/2012	6/1/2012 through 5/31/2013	\$19,050.00
1/25/2013	Amendment #2 – Add Online Certification Application Module at a cost of \$3,500.00 and one (1) year of maintenance at \$3,500.00, and add \$4,000.00 to cover anticipated expenditures during the remainder of the current contract period, which is effective through 5/31/2013, for an increase to the estimated contract total of \$11,000.00 from \$55,350.00 to \$66,350.00. F&P Committee Approval Waived 1/25/2013	6/1/2012 through 5/31/2013	\$11,000.00
4/24/2013	Amendment #3 - Extend the contract for one (1) year from 6/1/2013 through 5/31/2014, exercising the second (2nd) and final allowable extension, and increase the estimated contract total by \$50,000.00 from \$66,350.00 to \$116,350.00 to ensure adequate funding during the extension. F&P Committee Approval 4/24/2013	6/1/2013 through 5/31/2014	\$50,000.00
6/18/2014	Amendment #4 – Add the option to extend annually as needed and extend the contract one (1) year from 6/1/2014 through 5/31/2015. No F&P Committee Approval Required	6/1/2014 through 5/31/2015	N/A
Pending	Amendment #5 – Remove the goal setting module from the contract, extend the contract term one (1) year from 6/1/2015 through 5/31/2016 and increase the estimated contract total by \$13,000.00 from \$116,350.00 to \$129,350.00.	6/1/2015 through 5/31/2016	\$13,000.00
Total (including the pending amendment)			\$129,350.00

**Purpose of Contract/Amendment:**

The purpose of this contract amendment is to provide continued software and maintenance support for the Office of Small Business Development's B2GNow Contract Monitoring Software purchased from B2GNow in 2011. This represents the fifth (5<sup>th</sup>) amendment request by the Office of Small Business Development (OSBD) to the original contract amount of \$36,300.00. This amendment will remove the goal setting module from the contract, increase the estimated contract total by \$13,000.00 from \$116,350.00 to \$129,350.00 and extend the contract term one (1) year from 6/1/2015 through 5/31/2016.

**Background:**

The OSBD solicited quotes and scopes of work from this contractor (B2GNow), Elation Systems and TRS Consultants/MyLCM in requesting the original contract; however, the other vendors were not competitively priced. The OSBD determined that B2GNow is the most cost-effective contractor providing the most comprehensive software package with flexibility meeting their needs. The B2GNow software enables the OSBD to ensure availability of opportunities in commodity procurement, construction, service orders and professional services to small and emerging businesses and prompt payment for City sub-contractors. This software interfaces with the City's existing Financial Management Information System (FMIS) payment system, as determined by the Department of Administration-Information Technology Management Division (ITMD).

Usage of this software is necessary in order for City departments and contractors to comply with Common Council File #101137, relative to the Prompt Payment Policy adopted on January 27, 2011 and implemented July 27, 2011. In accordance with the City Charter, Section 16.05, F&P Committee approval was waived for Amendments #1 and #2 because the requests were based on the continuation of work.

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City Purchasing Director

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Date