

CITY COUNCIL AGENDA TOPIC

Resolution authorizing additional funds to continue the City of Bellevue's purchase agreement with Smartsheet, to provide Project and Portfolio Management software, in an amount not to exceed \$358,185 plus all applicable taxes for the contracted duration of September 2024-September 2027..

Sabra Schneider, Chief Information Officer
Tiffany Quatmann, Enterprise Solution Manager
Information Technology Department

EXECUTIVE SUMMARY**ACTION**

This Resolution will authorize funding for the continuation of a purchasing agreement with Carahsoft, an authorized reseller for Smartsheet, under the WA DES NASPO cooperative agreement. The purchasing agreement provides city licenses for Smartsheet's cloud-based IT Portfolio Management software.

The total three-year expenditure of this purchasing agreement with Carahsoft for Smartsheet is \$358,185 plus all applicable taxes.

RECOMMENDATION

Move to adopt Resolution No. 10650

BACKGROUND/ANALYSIS

Bellevue's former project portfolio management system was recompleted in 2024, and Smartsheet was selected as the successful vendor to provide Portfolio Management software. The city issued a 3-year purchase order to Carahsoft, leveraging a Washington State NASPO cooperative agreement for best pricing, terms, and conditions. Staff are requesting authorization to amend the purchase agreement in order to purchase additional Smartsheet licenses to support expanding portfolio management needs across the organization. Smartsheet has become a critical platform for managing complex programs, coordinating cross departmental work, and providing real time visibility into project status, risks, and resource demands. Departments are increasingly relying on Smartsheet dashboards, automated workflows, and standardized reporting to improve accountability, enhance collaboration, and streamline decision making.

The current number of licenses is no longer sufficient to meet operational requirements. Additional licenses will enable broader participation in project tracking, allow teams to fully utilize portfolio level management capabilities, and reduce reliance on manual processes. This additional licensing and functionality will allow enterprise use of the software and add \$15,200 to the original budgeted cost, plus all applicable taxes. The additional cost is funded out of the General Fund in 2026 and brings the total agreement amount \$358,185, which exceeds the \$350,000 requiring City Council approval.

POLICY & FISCAL IMPACTS

Policy Impact

Bellevue City Code 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award the bid where the cost exceeds \$350,000.

Fiscal Impact

Sufficient funds exist in the adopted 2025-2026 General Fund budget to cover these costs in 2026. Subsequent years of the agreement will be brought to council through future budget processes.

OPTIONS

1. Adopt the Resolution authorizing additional funds to continue the City of Bellevue's purchase agreement with Smartsheet, to provide Project and Portfolio Management software, in an amount not to exceed \$358,185 plus all applicable taxes for the contracted duration of September 2024-September 2027.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS

- A. Smartsheet Quote # 65258049
Proposed Resolution No. 10650

AVAILABLE IN COUNCIL LIBRARY

2024 Smartsheet Statement of Work