

CITY COUNCIL REGULAR SESSION

Resolution authorizing the execution of a five-year Software as a Service agreement with CityBase, Inc. to provide an Enterprise Point of Sale system in an amount not to exceed \$851,000 plus all applicable taxes.

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Information Technology Department

EXECUTIVE SUMMARY

This Resolution authorizes the execution of a purchasing agreement with CityBase, Inc. for an Enterprise Point of Sale system. City employees will use this system to accept and process in-person payments from customers.

RECOMMENDATION

Move to adopt Resolution No. 10223

BACKGROUND/ANALYSIS

Collecting revenue is a key City function and an Enterprise Point of Sale system enables the acceptance and processing of in-person payments from our customers. These in-person payments may take the form of cash, check, or credit card. Payments are applied to City services including permit and review fees, licenses, and other City services and products.

In July 2022, a competitive request for proposal (RFP) process for an Enterprise Point of Sale system was performed. Multiple proposals were received, and CityBase was chosen after a thorough review and selection process.

The CityBase Enterprise Point of Sale system will replace the current system which is at end of life. The current vendor will no longer provide service to the City effective August 2023.

POLICY & FISCAL IMPACTS

Policy Impact

City Council's Two-Year Priorities for High-Performance Government: Identify and implement technologies that improve customer service.

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 \$90,000.

Fiscal Impact

The first-year expenditure is accommodated within the 2023-2024 Information Technology Maintenance and Operations budget. Recurring annual service costs of approximately \$143,000 plus all applicable taxes will be incorporated in subsequent budget processes. The estimated total cost for five years of service will be approximately \$851,000, plus all applicable taxes.

OPTIONS

1. Adopt the Resolution authorizing the execution of a five-year Software as a Service agreement with CityBase, Inc. to provide an Enterprise Point of Sale system in an amount not to exceed \$851,000 plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

Proposed Resolution No. 10223

AVAILABLE IN COUNCIL LIBRARY

CityBase Software as a Service Agreement