



Memorandum

Date: 9/17/2024
Meeting of: City Council

File No. AM No. 24-134
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Technology and Information Services	Michael Marchand	425-556-2173
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DEPARTMENT STAFF:

Technology and Information Services	Maria O’Neill	Technology Project Manager
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TITLE:

Approval of the CIP Project and Portfolio Management Software Contract with Aurigo Software Services, LLC for the Implementation of Masterworks, in the Amount of \$487,366

OVERVIEW STATEMENT:

In the 2023-2024 BTIP, Public Works requested a Capital Investment Program (CIP)- Project and Portfolio Management Tool for managing the documentation, workflow, status and reporting on all aspects of CIP projects. Through a competitive, cross department RFP process, the City has selected Masterworks by Aurigo Software Services, LLC.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information **Provide Direction** **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Budget for this project is in the 2023-2024 BTIP
- **Required:**
Council approval is required to award a contract that exceeds \$50,000
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Improve predictability and consistency in delivery and management of CIP projects by automating processes and centralizing project records, as well as increasing the accuracy and visibility of CIP data.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
Estimated implementation timeline is 9 months from contract execution
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

The cost for Implementation (\$180,052) and the first two years of licensing and support (\$307,314) totals \$487,366. Implementation fees include professional services for configuration, data migration discovery, and integrations and will be invoiced according to the billing milestones identified in the statement of work. The first year of licensing and support fees will be invoiced beginning when the contract is fully executed and annually on the anniversary of that date.

A change order for integrations still in discovery is expected for this project.

Approved in current biennial budget: Yes No N/A

Budget Offer Number:

BTIP

Budget Priority:

Vibrant and Connected

Other budget impacts or additional costs: Yes No N/A

If yes, explain:

Annual licensing and support fees of \$151,386 plus 3% yearly increase

Funding source(s):

BTIP Funds

Budget/Funding Constraints:

N/A

Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
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9/10/2024	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
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Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

Public Works staff will continue to use manual processes to collect and distribute project information.

ATTACHMENTS:

Attachment A: Information Privacy and Security Agreement (IPSA)

Attachment B: Aurigo Master Service Agreement (MSA)

Attachment C: Schedule B - Statement of Work

Attachment D: RFP Attachment A - Key Requirements and Pricing

Attachment E: Aurigo Service Subscription Agreement (SSA)