



## Legislation Text

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**File #:** 1737-2024, **Version:** 1

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**BACKGROUND:** This legislation authorizes the Finance and Management Director to modify and extend an existing contract for the option to obtain Aquire Marketplace Software, with Coupa Software, Inc. The software is an electronic catalog administered by the Purchasing Office. It is made available to City staff, allowing them to purchase items from universal term contracts. Currently, there are over 450 contracts containing over 5 million items in the electronic catalog. The electronic catalog aggregates catalog content from City's universal term contracts and externally manages the content from a single site and was the source for over 44,000 universal term contract catalog purchases orders in 2023.

The original contract, PO322542 was established with a waiver of competitive bidding in accordance with and authorized under Ordinance Number 0910-2022. The current agreement was authorized under Ordinance Number 1177-2023, and will expire June 20, 2024. The original waiver of competitive bidding was requested because the Aquire Marketplace software had the only known catalog with real time search capability of vendor's online catalogs.

This software solution is currently in the Request for Proposal (RFP) process and a new contract will not be awarded prior to the end of the existing contract period. Therefore, an extension is being requested to allow for the existing RFP process to be fully completed. Furthermore, should a new vendor be selected, an extension will allow sufficient time to implement a new software solution.

Coupa Software, Inc. - CC030001 - Expires April 10, 2025

Total Estimated Annual Expenditure: \$228,631.00, Division of Finance and Management, primary user.

**Emergency Designation:** The Finance and Management Department respectfully requests this legislation to be considered an emergency ordinance because the software is used multiple times a day to procure supplies to maintain City facilities, vehicles and daily operations, and other various projects within City agencies.

This company is not debarred according to the Excluded Parties listing of the Federal Government and are not listed in the Auditor of States database for Findings for Recovery.

**FISCAL IMPACT:** This ordinance authorizes the expenditure of \$228,631.00 with Coupa Software, Inc. for the cost of the annual renewal of the Aquire Marketplace Software contract. These funds are budgeted in the Finance and Management Department General Fund Budget. In 2023, \$217,744.00 was expended for this service.

To authorize the Director of the Department of Finance and Management to modify the current agreement with Coupa Software, Inc. to include an additional renewal option through June 20, 2025 for the continuation of hosted software solutions and professional services related to the Aquire Marketplace Software; to authorize the expenditure of \$228,631.00 from the General Fund; and to declare an emergency. (\$228,631.00)

**WHEREAS,** the Purchasing Office entered into contract PO322542, Aquire Marketplace Software - Annual Subscription, for use by citywide staff and needs to continue its relationship with Coupa Software, Inc., in order to provide citywide users with an electronic catalog; and

**WHEREAS,** this contract was entered into in accordance with Chapter 329 of the Columbus City Code using waiver of

competitive bidding legislation because the Aquire Marketplace Software has the only known catalog with real time search capability of vendor's online catalogs and functionality with the City's current financial planning system; and

**WHEREAS**, the Aquire Marketplace hosts the electronic catalog that includes over 450 universal term contracts with vendors containing over five million items, this software was the source for over 44,000 universal term contract catalog purchases orders in 2023; and

**WHEREAS**, the City and Coupa agree to add an option to extend the contract for the Aquire Marketplace Software through June 20, 2025; and

**WHEREAS**, the City Procurement Office is currently in the Request for Proposal process for this software solution and a new contract will not be awarded prior to the end of the existing contract period

**WHEREAS**, an emergency exist in the usual daily operation of the Department of Finance and Management, Purchasing Office, in that it is necessary to authorize the Director of the Department of Finance and Management to renew a contract with Coupa Software, Inc. due the City's critical need of the software with for the continuation of hosted software solutions and professional services related to the Aquire Marketplace Software ensuring staff have access to City universal term contracts, for the immediate preservation of the public health, peace, property, and safety; **NOW, THEREFORE**,

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:**

**SECTION 1.** That the Director of the Department of Finance and Management is hereby authorized to modify the agreement with Coupa Software, Inc. to allow for an additional renewal period ending on June 20, 2025 and renew the current option contract with Coupa Software, Inc., PO322542 for a period of one year, from June 21, 2024 up to and including June 20, 2025 and to authorize the expenditure of \$228,631.00 from the General Fund.

**SECTION 2.** That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

**SECTION 3.** That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this ordinance.

**SECTION 4.** That for reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.