



## Legislation Text

**File #:** 1687-2024, **Version:** 1

**Background:** This legislation authorizes the Director of the Department of Development to modify a Service Agreement with Benevate, Inc. in an amount up to \$17,150.00 to provide 16 additional licenses and Database Lookup functionality for the use of Neighborly software.

Original Contract Amount	\$31,200.00	Ord 2974-2023	PO421060
Modification 1	<u>\$17,150.00</u>		
	\$48,350.00		

The Department of Development, Housing Division started using Neighborly software in 2021. Ordinance 2629-2021 authorized the Director of the Department of Development to waive Columbus City Code Chapter 329 and enter into a contract with Benevate, Inc. for the software. After three years of use, the Housing Division would like to continue using the software, and expand the use of the software to 16 additional users, to enable safe and secure intake of applications, facilitate work from any location, and provide prompts to applicants to assure that a complete application is submitted. Additionally, the Division would like to add Database Lookup functionality.

In October 2021, Columbus City Council approved ordinance 2629-2021 to enter into a contract with Benevate, Inc and waived competitive bidding.

In December 2022, Columbus City Council approved ordinance 3413-2022 to enter into a contract with Benevate, Inc and waived competitive bidding.

In November 9, 2023, Columbus City Council approved ordinance 2974-2023 to enter into a contract with Benevate, Inc and waived competitive bidding. The current contract expires on December 14, 2024.

Emergency action is requested to allow additional Housing and Administrative staff to begin using the software to enable safe and secure intake of applications, facilitate work from any location, and provide prompts to applicants to assure that a complete application is submitted.

**Contract Compliance:** The vendor number is 039660 and expires 10/16/2025.

**Waiver Request:** A waiver of the competitive procurement requirements outlined in Columbus City Code Chapter 329.18 is being requested, as Neighborly is the only hosted software currently available for purchase that can address all of the City of Columbus, Department of Development, and Housing Division’s needs in one solution.

**Fiscal Impact:** This ordinance authorizes an expenditure of \$17,150.00 within the Department of Development’s General Fund Budget.

**Emergency Justification:** Emergency action is requested to allow additional Housing and Administrative staff to begin using the software to enable safe and secure intake of applications, facilitate work from any location, and provide prompts to applicants to assure that a complete application is submitted. The existing contract expires December 14, 2024, and quick approval will allow additional service that will support both public and private users in accessing and using the platform to submit requests.

To authorize the Director of the Department of Development to modify a Service Agreement with Benevate, Inc. in an amount up to \$17,150.00 to provide 16 additional licenses and Database Lookup functionality for the use of Neighborly software; to waive the competitive bidding requirements of Columbus City Code; to authorize the expenditure of \$17,150.00; and to declare an emergency. (\$17,150.00)

**WHEREAS**, the Department of Development, Housing Division started using Neighborly software in 2021 and has integrated it into its daily operations; and

**WHEREAS**, Neighborly is a cloud based software package that will enable safe and secure intake of applications, facilitate work from any location, and provide prompts to applicants to assure that a complete application is submitted; and

**WHEREAS**, the Director of the Department of Development request approval to waive the competitive bidding requirements outlined in Columbus City Code Chapter 329.18, to modify a contract with Benevate Inc.; and

**WHEREAS**, an additional 16 software licenses and Database Lookup functionality are being requested for additional Housing and Administrative staff usage; and

**WHEREAS**, an emergency exists in the usual daily operation of the Department of Development in that it is immediately necessary to authorize the Director to modify a contract with Benevate Inc. in order to permit additional access to this essential software without interruption; **NOW, THEREFORE**,

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

**SECTION 1.** That the Director of Development is hereby authorized to modify a service contract with Benevate Inc., in an amount up to \$17,150.00 to enable safe and secure intake of applications, facilitate work from any location, and provide prompts to applicants to assure that a complete application is submitted.

**SECTION 2.** That for the purpose stated in Section 1, the expenditure of \$17,150.00 or so much thereof as may be needed, is hereby authorized in Fund 1000 (General Fund), Dept Div 4410 (Housing), object class 03 (Services) per the account codes in the attachment to this ordinance.

**SECTION 3.** That City Council finds it in the best interest of the City to waive the competitive bidding provision of Chapter 329 of Columbus City Codes to enter into this agreement.

**SECTION 4.** That funds are hereby deemed appropriated and expenditures and transfers authorized to carry out the purposes of this ordinance and the City Auditor shall establish such accounting codes as necessary.

**SECTION 5.** 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 6.** That for the 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 approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.