



Legislation Text

File #: 0991-2021, **Version:** 1

BACKGROUND: This legislation authorizes the Finance and Management Director to renew an existing contract for the option to obtain Aquire Marketplace Software, with Coupa Software, Inc. This 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 400 contracts containing over 5 million items in the electronic catalog. The electronic catalog aggregates catalog content from City universal term contracts and externally manages the content from a single site and was the source for over 34,000 universal term contract catalog purchases orders in 2020.

The original contract, PO184747 was established with a waiver of competitive bidding in accordance with and authorized under Ordinance Number 1963-2019. The current agreement authorized under Ordinance Number 1159-2020 will expire June 20, 2021. The original waiver of competitive bidding was requested since the Aquire Marketplace software has the only known catalog with real time search capability of vendor's online catalogs. It is also important to continue functionality and compatibility with the City's current financial planning system Microsoft D365.

In accordance with the contract specifications, the City and Coupa Software, Inc. can renew the contract for an additional two, one-year terms subject to mutual agreement and approval of proper City Authorities. This will be the second renewal under the contract. The new contract expiration date will be June 20, 2022.

Coupa Software, Inc. - CC030001 - Expires March 11, 2023

Total Estimated Annual Expenditure: \$207,375.00, Division of Finance and Management, primary user.

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 \$207,375.00 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 2020, \$197,400.00 was expended for this service.

To authorize the Finance and Management Director to renew a contract with Coupa Software, Inc., for the continuation of hosted software solutions and professional services related to the Aquire Marketplace Software; and to authorize the expenditure of \$207,375.00 from the General Fund (\$207,375.00).

WHEREAS, the Purchasing Office entered into contract PO184747, 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 since 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 four hundred universal term contracts with vendors containing over five million items, this software was the source for over 34,000 universal term

contract catalog purchases orders in 2020; and

WHEREAS, in accordance with the contract specifications, the City and Coupa Software, Inc., can renew the contract for an additional one year period, subject to mutual agreement and approval of proper City authorities; and

WHEREAS, it has become necessary in the usual daily operation of the Department of Finance and Management, Purchasing Office, to authorize the Director of Finance and Management to renew a contract with Coupa Software, Inc. for professional services and hosted software solutions, ensuring staff have access to City universal term contracts, thereby preserving the public health, peace, property, safety, and welfare; **now, therefore:**

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

SECTION 1. That the Finance and Management Director is hereby authorized to renew the contract with Coupa; Software, Inc., PO184747 for a period of one year, from June 21, 2021 up to and including June 20, 2022 and to authorize the expenditure of \$207,375.00 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 this ordinance shall take effect and be in force from and after the earliest period allowed by law.