



Legislation Text

File #: 1159-2020, **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 340 contracts containing over 5 million items in the electronic catalog. The electronic catalog aggregates content from City universal term contracts and externally manages the content from a single site and was the source for over 32,000 universal term contract catalog purchases orders in 2019.

The original contract, PO184747 was established with a waiver of competitive bidding in accordance with and authorized under Ordinance Number 1963-2019 and will expire June 20, 2020. The original waiver of competitive bidding was requested since the Aquire Marketplace software was the only known product with real time search capability of online catalogs. It is also important to continue functionality and compatibility with the City's current financial planning system that is in the process of being upgraded. During the RFP for the financial system upgrade another potential vendor was identified as a software service provider with search capability. This vendor is currently in the test phase of its software. Upon completion of the financial planning system upgrade and the end of this contract with Aquire, an opportunity might exist for a competitive RFP for future catalog services.

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 first renewal under the contract. The new contract expiration date will be June 20, 2021.

Coupa Software, Inc. - CC030001 - Expires June 26, 2021

Total Estimated Annual Expenditure: \$197,400.00, Division of Finance and Management, primary user.

Emergency Designation: The Finance and Management Department respectfully requests this legislation be considered an emergency measure as the present contract for this service is due to expire on June 20, 2020.

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 \$197,400.00 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 2019, \$188,000.00 was expended for this service.

To authorize the Finance and Management Director to exercise a one-year renewal option with Coupa Software, Inc., for the continuation of hosted software solutions and professional services related to the Aquire Marketplace Software; to authorize the expenditure of \$197,400.00 from the General Fund; and to declare an emergency (\$197,400.00).

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 three hundred and forty universal term contracts with vendors containing over five million items, this software was the source for over 32,000 universal term contract catalog purchases orders in 2019; 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, an emergency exists in the usual daily operations of the Department of Finance and Management, Purchasing Office, in that it is immediately necessary 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 option contract with Coupa Software, Inc., PO184747 for a period of one year, from June 21, 2020 up to and including June 20, 2021 and to authorize the expenditure of \$197,400.00 from the General Fund; and to declare an emergency (\$197,400.00).

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 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 passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.