BACKGROUND: This legislation authorizes the Finance and Management Director to extend and modify an existing contract for the option to obtain Aquiire 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 more than 475 contracts containing more than 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 more than 42,000 universal term contract catalog purchases orders in 2022.

The original contract, PO322542 was established with a waiver of competitive bidding in accordance with and authorized under Ordinance Number No. 0910-2022. The current agreement was authorized under Ordinance No. 0910-2022, and will expire June 20, 2023. The current software is set to sunset on December 31, 2024. In order to extend this agreement to the end of life, the Purchasing Office requests to modify the current agreement to include the option to extend until December 31, 2024. The original waiver of competitive bidding was requested because the Aquiire Marketplace software had the only known catalog with real time search capability of vendor's online catalogs.

In accordance with the contract specifications, the City and Coupa Software, Inc. can renew the contract for an additional one-year term subject to mutual agreement and approval of City Council. This will be the first renewal under the contract. The extended contract expiration date will be June 20, 2024. With the modification of this contract, the City and Coupa will have the option of extending the contract through December 31, 2024.

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

Total Estimated Annual Expenditure: $217,744.00, 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 $217,744.00 with Coupa Software, Inc. for the cost of the annual renewal of the Aquiire Marketplace Software contract. These funds are budgeted in the Finance and Management Department General Fund Budget. In 2022, $207,375.00 was expended for this service.

To authorize the Finance and Management Director to modify the current agreement to include an additional renewal option through the end of the life of the software and to exercise a one-year renewal option with Coupa Software, Inc., for the continuation of hosted software solutions and professional services related to the Aquiire Marketplace Software; to authorize the expenditure of $217,744.00 from the General Fund.

WHEREAS, the Purchasing Office entered into contract PO322542, Aquiire 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 Aquiire 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 Aquiire Marketplace hosts the electronic catalog that includes more than 475 universal term contracts with vendors containing more than five million items, this software was the source for more than 42,000 universal term contract catalog purchases orders in 2022; 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 City Council; and

WHEREAS, the City and Coupa agree to add an option to extend the contract for the Aquiire Marketplace Software through December 31, 2024; 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 authorized to modify the agreement to allow for an additional renewal period ending on December 31, 2024 and renew the current option contract with Coupa; Software, Inc., PO322542 for a period of one year, from June 21, 2023 up to and including June 20, 2024 and to authorize the expenditure of $217,744.00 from the General Fund.

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

SECTION 2. That this ordinance shall take effect and be in force from and after the earliest period allowed by law.

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