


CITY COUNCIL ACTION REQUEST			
DEPARTMENT(S) Finance	CEQA Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	COORDINATION City Attorney's Office, City Manager's Budget Office, and Information Technology Department	Director Approval <div style="text-align: center;">/s/ Maria Öberg</div>
COUNCIL DISTRICT(S) Citywide			CMO Approval <div style="text-align: center;">  4/4/25 </div>
SUBJECT: Actions Related to the Purchase Order with Softeligent, LLC for the Telecommunications Expense Management System			
RECOMMENDATION			
<p>Adopt a resolution authorizing the City Manager or her designee to amend purchase order PO 66085 with Softeligent, LLC (Scottsdale, AZ) for telecommunications expense management system to extend the term of the purchase order through June 15, 2025, and to increase the total compensation by \$16,126 for a revised maximum compensation not-to-exceed \$366,126, subject to the appropriation of funds.</p>			
BASIS FOR RECOMMENDATION			
<p>The telecommunications expense management system provides the ability for City departments to assess all telecommunication bills in a computer application. City staff use information from this system to manage the service for the City's telephone lines to adjust plans according to actual usage and to track communication spending for fiscal projections. Approving this request will allow City staff to continue using the existing system until the end of fiscal year 2024 – 2025.</p> <p>In August 2020, the Finance Department issued a Request for Quote for the telecommunications expense management system through the City's e-procurement system, Biddingo. Over 378 vendors were notified of the bid opportunity by Biddingo, and 51 vendors viewed the Request for Quote. Six vendors submitted responses prior to the submittal deadline. Based on the evaluation criteria, the City awarded a contract to Softeligent, LLC under the City Manager's authorization, for a one-year initial term and four option terms with the final option ending on December 15, 2025.</p> <p>The total compensation for the initial term and exercised options terms is currently \$350,000. To ensure continued coverage for the final option, staff recommends an increase of \$16,126, to bring the maximum compensation to \$366,126. Staff intends to release a new competitive solicitation to procure the service prior to the expiration of the current purchase order.</p>			
COMMISSION RECOMMENDATION AND INPUT			
<p>No commission recommendation or input is associated with this action.</p>			

COST AND FUNDING SOURCE
The recommended amendment to this agreement of \$16,126 is funded by the Information Technology Non-Personal/Equipment in the General Fund.
FOR QUESTIONS CONTACT: For procurement and contract-related questions, please contact Albie Udom, Deputy Director of Finance – Purchasing and Risk Management, at albie.udom@sanjoseca.gov . For program-related questions, please contact Jim Bersig, Assistant Chief Information Officer at jim.bersig@sanjoseca.gov .