


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, and City Manager's Budget Office	Director Approval /s/ Maria Öberg
COUNCIL DISTRICT(S) Citywide			CMO Approval  4/3/25

SUBJECT: Fourth Amendment to the Agreement with Dulles Technology Partners, Inc. for the Purchase of a Hosted Electronic Grants Management System

RECOMMENDATION

Adopt a resolution authorizing the City Manager or her designee to:

- a) Negotiate and execute the Fourth Amendment to the Agreement with Dulles Technology Partners, Inc. for the purchase of WebGrants, a hosted electronic grants management system to retroactively extend the term of the Agreement from May 2, 2024 through May 1, 2027 by adding three additional one-year options to the agreement under the same terms and conditions;
- b) Increase the total compensation by \$50,240 for a total not-to-exceed compensation of \$353,653, subject to the appropriation of funds; and
- c) Negotiate and execute amendments, as required, for any unanticipated changes to the WebGrants system for an amount not to exceed \$30,000, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION

The City offers approximately \$80 million annually in grant funding opportunities through various City departments, project-specific programs, general operation support, and in-kind assistance. These initiatives benefit over 300 groups and entities, fostering community support and enhancing the City's growth and vitality. The City uses WebGrants, a portal licensed by Dulles Technology Partners, Inc. to manage the entire grant process from applications to funding, close-out, and document retention. Currently, the WebGrants portal has over three thousand registered users and is the technological core of the City's grant management program.

On November 1, 2008, the City entered into an agreement with Dulles Technology Partners, Inc. for the purchase of WebGrants pursuant to the results of a competitive Request for Proposals. Between January 2014 and April 2018, the City amended the agreement three time to increase the compensation and extend the term to May 2, 2024. Staff intended to conduct a competitive solicitation to procure a new agreement prior to that expiration date. Unfortunately, this was not possible due to staffing shortages and competing priorities, which impacted the Department of Finance's ability to address the matter in a timely manner. This will provide operational continuity of the existing grants management system, enabling the efficient and auditable management of grant-funding opportunities offered by the City. Staff still intends to conduct a competitive solicitation for a new agreement. Approval of this request will allow City to continue to use the WebGrants portal to manage grants without disruption while staff works on procuring a new agreement.

COMMISSION RECOMMENDATION AND INPUT
No commission recommendation or input is associated with this action.
COST AND FUNDING SOURCE
The total recommended amendment is an increase of \$50,240 to the agreement of which \$33,493 is funded by the Finance Non-Personal/Equipment appropriation in the General Fund for 2024-2025 and the remaining future costs are subject to the appropriation of funds.
FOR QUESTIONS CONTACT: For program-related questions, please contact Victor Lo, Deputy Director of Finance, Accounting Division, at Victor.Lo@sanjoseca.gov . For procurement- and contract-related questions please contact Dr. Albie Udom, Deputy Director of Finance – Purchasing and Risk Management, at Albie.Udom@sanjoseca.gov .