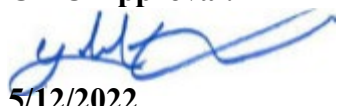


CITY COUNCIL ACTION REQUEST

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: CAO and CMO-Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  5/12/2022

SUBJECT: ACTIONS RELATED TO OPEN PURCHASE ORDER FOR AS REQUIRED AUTODESK LICENSES AND TRAINING

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to execute an open citywide purchase order with Rand Worldwide Subsidiary Inc. (Owing Mills, MD) for up to three one-year option terms through May 6, 2025 for as required Autodesk licenses and training with maximum compensation not to exceed \$320,000 for the option beginning May 7, 2022 and ending May 6, 2023, subject to the appropriation of funds.

Desired Outcome: Authorizing the City Manager to take this action will allow City of San José (City) staff to continue to purchase Autodesk licenses and participate in Autodesk training courses as required.

BASIS FOR RECOMMENDATION:

Autodesk licenses are used by various City departments, including the Department of Public Works, the Department of Transportation, the Environmental Services Department, and the Airport Department, to digitally design, draft, and model construction, architectural, and engineering project plans. Additionally, Autodesk training is periodically required for new staff or for existing staff to keep up to date on current software functionality.

In February 2020, the Finance Department issued a Request for Quote for as-required Autodesk licenses and training. The Request for Quote was viewed by eight companies and two responsive bids were received prior to the submittal deadline. A Best and Final Offer was conducted with both bidders, and based on the Best and Final Offer results, a notice of intended award was issued recommending award to Rand Worldwide Subsidiary Inc. as the lowest priced, responsive, and responsible bidder. No protests were received. The City subsequently issued purchase orders to Rand Worldwide Subsidiary Inc. under the City Manager's authority for the initial term and the first option term which ends May 6, 2022.

Approval of this recommendation will authorize staff to issue purchase orders for Autodesk licenses and training for the three remaining option terms allowed under the Request for Quote.

Climate Smart San José: The recommendation in this memorandum has no effect on Climate Smart San José energy, water, or mobility goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

COST AND FUNDING SOURCE:

This is a citywide purchase order. Ordering and billing for this purchase order are de-centralized so each department places orders as required, subject to the appropriation of funds.

FOR QUESTIONS CONTACT: Jennifer Cheng, Deputy Director of Finance at jennifer.cheng@sanjoseca.gov.