

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE AUTHORIZING THE CITY MANAGER TO EXECUTE A FIRST AMENDMENT TO THE AGREEMENT WITH SIMPLIGOV LLC (SAN FRANCISCO, CA) FOR A BUSINESS PROCESS AUTOMATION PLATFORM TO PURCHASE ADDITIONAL PROFESSIONAL SERVICES FOR TRAINING AND SUPPORT, AND INCREASE COMPENSATION BY \$90,400 FOR A REVISED MAXIMUM COMPENSATION OF \$192,325 FOR THE INITIAL TERM ENDING APRIL 30, 2021; AND INCREASE CONTINGENCY BY \$20,000 TO COVER ANY ADDITIONAL IN-SCOPE CHANGES OR REQUIREMENTS FOR A TOTAL CONTINGENCY NOT TO EXCEED \$40,000 DURING THE INITIAL TERM, SUBJECT TO THE APPROPRIATION OF FUNDS.

WHEREAS, in March 2020, the San José City Council adopted a resolution authorizing the City Manager to execute an agreement with SimpliGov LLC (“SimpliGov”) for the purchase of a Business Process Automation Platform to enable the City to move its business processes from manual to digital (“Agreement”); and

WHEREAS, the execution of the Agreement coincided with the peak of COVID-19, which resulted in the County’s Shelter in Place directive¹ and the State’s Executive Order to Stay at Home (EO-N-33-20); and

WHEREAS, all individuals living in California are required to stay at home or at their place of residence except as needed to maintain continuity of operation of the federal critical infrastructure sectors; and

WHEREAS, the County’s Shelter in Place directive has been extended and it is unknown when large gatherings will be sanctioned; and

¹ <https://www.sccgov.org/sites/covid19/Pages/order-health-officer-031620.aspx>

WHEREAS, the ongoing necessity for social distancing and telecommuting pushed to the forefront, now more than ever, the need to move to digitized processes, including automated forms, workflows, and approval (signature) processes; and

WHEREAS, the Agreement allowed for up to five (5) workflows in the initial term ending April 30, 2021; and

WHEREAS, the first workflow is now in use by the Emergency Operations Center to manage incoming requests and fulfillments, and the second workflow is due for release in early June to manage requests for Virtual Private Network (VPN) access; and

WHEREAS, based on the number of requests received by the Information Technology Department for new workflows, including council memo review and approval, contract signatures, and HR processes for onboarding and performance appraisals, it is anticipated that at least twenty-five (25) additional workflows, for a total of thirty (30), will be needed during the initial term; and

WHEREAS, the City desires to amend the Agreement to increase the maximum compensation and contingency amount in order to increase momentum toward digital transformation and automated processes and workflows, improving City operations, staff productivity, and efficiency.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

The City Manager is authorized to:

1. Execute a First Amendment to the Agreement with SimpliGov LLC
(San Francisco, CA) for a Business Process Automation Platform to purchase

additional professional services for training and support, accelerate development of up to twenty-five (25) additional workflows, and increase compensation by \$90,400 for a revised maximum compensation of \$192,325 for the initial term ending April 30, 2021; and

2. Increase contingency by \$20,000 to cover any additional in-scope changes or requirements for a total contingency not to exceed \$40,000 during the initial term, subject to the appropriation of funds.

ADOPTED this ____ day of _____, 2020, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

SAM LICCARDO
Mayor

ATTEST:

TONI J. TABER, CMC
City Clerk