File #: O-077-20, **Version:** 1

Vendor Portal
Finance Department
Thomas Skrobola (x1648)
Revised

Authorizing the Mayor to award a contract for a period not to exceed five years for the implementation of and licensing for an online vendor portal software solution; authorizing the appropriation and expenditure of an amount not to exceed $80,000 from the Capital Improvement Fund for the implementation; authorizing the expenditure of an amount not to exceed $40,000 annually for up to five years for licensing; waiving the formal competitive procurement requirements of TMC Chapter 187; and declaring an emergency.

SUMMARY & BACKGROUND:
The city is in need of a software solution to create a secure environment for the collection and integration of sensitive vendor information within the financial system. Currently, banking information and other personal identifying information (PII) is gathered through email and paper forms, which have to be manually entered by city staff into the financial system. In order to achieve the desired level of security and streamline the vendor registration process, the Finance Department requests to procure a software solution that will directly interface with the city's SAP-ERP system.

This ordinance also requests the waiver of formal competitive bidding requirements of TMC Chapter 187. The Finance Department has begun the process of soliciting informal bids for this project. The waiver would allow the city to expedite the implementation of the vendor portal as soon as possible.

- The total amount of funds requested: $80,000 for implementation and $40,000 for licensing
- The expenditure budget line item: 5040-14700-8CP2040VENPOR
- New revenue generated (operational revenue, grants, if any): none
- Revenue budget line item (if any): none
- Are funds budgeted in the current fiscal year (yes/no)?: no
- Is this a capital project (yes/no)? yes
- If yes, is it new or existing (new/existing)? n/a
- What section of the City's Strategic Plan does this support:
  o Excellence in Basic Services (yes/no) no
  o Quality Community Investment (Livable City, Development) (yes/no) no
  o Workplace Culture & Customer Service (yes/no) yes
  o Environment (yes/no) no

NOW, THEREFORE, Be it ordained by the Council of the City of Toledo:

SECTION 1. That the Mayor is authorized accept informal bids and enter into a contract for a period not

to exceed five years for the implementation of and licensing for an online vendor portal software solution.

SECTION 2. That the appropriation of $120,000 is authorized from the unappropriated balance of the Capital Improvement Fund to Account Code 5040-14700-8CP2040VENPOR; and further authorizing the expenditure of same for the purpose authorized in Section 1.

SECTION 3. That, subject to available and approved appropriations in future years, an annual expenditure of an amount not to exceed $40,000 is authorized from the Capital Improvement Fund Account Code 5040-14700-8CP2040VENPOR over the life of the contract authorized in Section 1.

SECTION 4. That this Council finds it in the best interest of the city to waive the formal competitive procurement requirements of TMC Chapter 187 for the reason that informal bidding will allow the city to expedite the implementation of the vendor portal and achieve the desired level of security for sensitive vendor information.

SECTION 5. That the finance director is authorized to draw warrant or warrants against the above account code in amounts not to exceed those authorized above in payment of the above authorized obligations upon presentation of the proper voucher or vouchers.

SECTION 6. That this Ordinance is declared to be an emergency measure and shall take effect and be in force from and after its passage. The reason for the emergency lies in the fact that this ordinance is necessary for the immediate preservation of the public peace, health, safety and property, and for the further reason that this ordinance must be immediately effective in order to timely achieve the desired level of security for sensitive vendor information.

Vote on emergency clause: yeas 12, nays 0.

Passed: February 25, 2020, as an emergency measure: yeas 12, nays 0.

Attest:
Gerald E. Dendinger			Matt Cherry
Clerk of Council		President of Council

Approved:				March 2, 2020
					Wade Kapszukiewicz
					Mayor