



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: November 16, 2020

TO: David Parrish, City Manager

FROM: Angie Waters, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award a contract to e-SCRIBE Software, Ltd.
for Agenda Management Solution Services.

Solicitation:

Procurement Services Division received a proposal, on the behalf of the Legislative Department, for three year contract for agenda management solution services. Due to an extraordinary amount of continuous problems with Granicus, staff from the Clerk's office, IT, Communications, and Budget (the team) have been exploring options for transitioning to a new agenda management solution for approximately a year and a half. Demonstrations (demo) have been provided by 4 vendors (e-Scribe, i-Compass, Agile Tech Agenda, and Champs) since July of 2019. At this time, the team has determined e-Scribe to be the best qualified vendor.

Recommendation:

The Procurement Services Division concurs with the Legislative Department to award this contract to the best qualified vendor, eSCRIBE Software Ltd., at the estimated annual cost of \$42,140.00. The estimated cost for the current fiscal year, including implementation, is \$52,740.00.

Outreach:

- Demonstrations (demo) were provided by 4 vendors to determine qualifications.
- The selected bidder e-Scribe is not a registered M/WBE with the State of North Carolina.

Financial information:

- Contract number 2021-10851
- Encumbering Accounts# 101-0102-01.5415 and 101-0101-01.5510
- FY21
- Estimated Current Fiscal Year Amount: \$52,740.00
- Estimate Annual Amount for Subsequent Fiscal Years: \$42,140.00
- Estimated Total Award Amount: \$137,020.00

ALW
Attachment