THE CITY OF ASHEVILLE

STAFF REPORT

Council Meeting Date: November 14, 2023

Subject: Development Services Department (DSD) Permitting Platform Replacement Software

Staff Resource(s): Mark Matheny, DSD Director, and Lennon Bass, Business Technology Project Manager

Action Requested: Adoption of a resolution authorizing the City Manager to execute a one-year contract with four one-year options to renew with sCube, Inc. to implement the Clariti permitting platform for a total amount not to exceed $1,500,000 inclusive of all yearly licensing, support, and maintenance cost for the total term of the contract.

Background:

- DSD requests funding to procure an end-to-end software as a service (SaaS) platform to replace the current Accela platform and fully digitize permitting, inspections and code enforcement processes.
- The new platform will increase permitting efficiency and improve access to development project information for community members and development professionals.
- DSD facilitated a comprehensive evaluation process that included internal and external organizational stakeholders to select sCube, Inc. to implement the web-based Clariti permitting platform.
- DSD selected sCube Inc. to implement the Clariti platform based on evaluation rubric, on-site product demonstration and reference check performance.

Vendor Outreach Efforts:

- DSD worked with the Purchasing Division to develop the RFP, which included MWBE contracting criteria and followed the City's business inclusion (ABI) processes.
- Staff performed outreach to minority and women owned businesses through solicitation processes which include posting on the State's Interactive Purchasing System and requiring prime contractors to reach out to Minority & Women-Owned Business Enterprise (MWBE) service providers for subcontracted services.
- DSD and Purchasing co-hosted a pre-bid meeting for interested vendors to review ABI criteria.
- DSD received ten bids total, but disqualified three for not meeting ABI criteria.
- One bidder identified as a Disadvantaged, Woman or Minority Business Owner.
- The selected vendor sCube Inc. is not a minority vendor; however, they will make *Good Faith Efforts* to utilize minority suppliers where possible.

Council Goal(s):

- Council Vision Focus Area: Well-planned and Livable Community
- Council Priority: Improve and Expand Core Services

Committee(s): N/A

Pro(s):

- Supports digital processing needs, improves permitting efficiency, enhances community access to information and replaces existing end-of-life software.

Con(s):

- None.

Fiscal Impact:

- Funding for the term of this contract will be funded from the Development Services Development Technology Fund.

- The contract will be funded utilizing revenues from the 4% technology fee applied to most development fees.
- The contract will operate on a one-year term with four one-year options to renew.

Suggested Motion:

- Motion authorizing the City Manager to execute a one-year contract with four one-year options to renew with sCube, Inc. to implement the Clariti permitting platform for a total amount not to exceed $1,500,000, inclusive of all yearly licensing, support, and maintenance cost for the total term of the contract with all renewals exercised.

Attachment(s):

- Resolution

RESOLUTION NO. 23-____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A ONE-YEAR CONTRACT WITH FOUR OPTIONAL ONE-YEAR RENEWAL PERIODS WITH SCUBE, INC. TO IMPLEMENT THE CLARITI PERMITTING PLATFORM.

WHEREAS, the City of Asheville has authority pursuant to Section 160A-20.1 of the North Carolina General Statutes to enter into contracts with private entities to carry out public purposes authorized by law; and

WHEREAS, pursuant to N.C.G.S. § 143-129.8 Purchase of Information Technology Goods and Services, bids were solicited for the City of Asheville: Land Development Platform project #298-RFPPermitting-23 to obtain software to assist with permitting, inspections, and code enforcement processes; and

WHEREAS, sCube, Inc. was selected after an evaluation process to provide information technology and supporting services; and

WHEREAS, the amount of the bid is not to exceed a total contract amount of $1,500,000 for the term of the contract, including any optional renewals; and

WHEREAS, funding for this project is allocated within the Development Services Department Technology Fund;

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

The City Manager is hereby authorized to execute a one-year contract with four one-year options to renew with sCube, Inc. to implement the Clariti permitting platform for an amount not to exceed $1,500,000 for the total term of the contract, including all optional renewal periods.

Read, approved and adopted this the 14th day of November, 2024.

_____ _____

City Clerk Mayor

Approved as to form:

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City Attorney