City Council Agenda Item Request

Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** 3/5/26

2. **Primary contact person and Department requesting agenda item:** Heather Curry, Finance; Lindsay Spangler, Finance

3. **Requested Council meeting date:** 3/24/26

4. **Subject:** Envisio (Strategic Planning and Project Management Software) Contract Renewal

5. **Action Requested:** Adoption of a resolution authorizing the City Manager to increase the existing contract with Envisio Solutions, Inc. for strategic planning and project management software to a total three-year cost of $147,368.

6. **Note if time sensitive, and why:** This is time sensitive as the year 3 renewal is due 3/18/26.

7. **Potential fiscal impact(s) - if known by staff at time of request:** The total three-year contract cost will increase from $134,024 to $147,368 ($13,344). This is due to additional capabilities added to our subscription in October 2025. Funding is available in the existing budget.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).** No vendor outreach was performed at this time as this is an existing contract and renewal only. At the time of the original bid, staff performed outreach to minority- and women-owned businesses by posting the RFP on the State's Interactive Purchasing System and attempting to identify MWBE vendors offering this service in the City's vendor database. At the time of the original bid, none of the six responsive bidders were minority- or women-owned.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** N/A

10. **Identify key issues:**
    - The City originally entered a three-year contract with a NTE amount of $134,024 with Envisio Solutions, Inc., on March 12, 2024.
    - The original contract included only limited capabilities as a pilot to support the Organizational Work Plan, and the City moved to expand capabilities in October 2025 to support additional strategy and performance reporting and departmental work plan management.
    - The expanded service increased total three-year contract costs by $13,344, resulting in a new three-year cost of $147,368.
    - This requested action would provide the additional contract authority to cover the full three-year cost and funding is available within the Finance Department's existing FY 2026 budget.