



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: June 2, 2022
TO: Chris Wilson, Assistant City Manager

FROM: Patricia Martin, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to execute contract number 2022-11019 for the implementation and CRM Software with Catalyst Consulting Group, Inc for the Transportation Department.

Solicitation:

The Transportation Department requested a contract for the implementation and CRM Software. Procurement Services conducted Event 10633 to secure a contract for this service. There was six (6) responsive proposals on this event. Catalyst Consulting Group, Inc was selected as the best value to provide this service.

Recommendation:

The Procurement Services Division concurs with the recommendation of the Transportation Department to approve this contract with Catalyst Consulting Group, Inc.

Outreach:

- There were 1844 vendors solicited through GePS.
- There were 102 M/WBE vendors notified from the list provided by the M/WBE office.
- There were 2872 vendors notified from the IPS website.
- Catalyst Consulting Group, Inc is not a registered HUB vendor.

Financial information:

- Encumbrances will be applied per year as follows:
564-4531-01.5429
- Contract Term: July 1, 2022 through June 30, 2025 with two (2) one year renewal options
- FY23
- Estimated annual contract value: \$249,441.57 (year 1), \$61,201.57 (year 2 & 3)
- Estimated lifetime contract award amount: \$371,844.71

Attachment/PM