

A RESOLUTION BY FINANCE/EXECUTIVE COMMITTEE AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO SPECIAL PROCUREMENT AGREEMENT NUMBER FC-7020 WITH AVOLVE SOFTWARE, INCORPORATED, PURSUANT TO SECTION 2-1191.1 OF THE CITY OF ATLANTA CODE OF ORDINANCES, TO PURCHASE PROJECTDOX SOFTWARE AND HARDWARE SYSTEM UPGRADES, PLUS TECHNICAL SUPPORT AND PROFESSIONAL SERVICES FOR A PERIOD OF ONE (1) YEAR WITH THREE (3) ONE-YEAR RENEWAL OPTIONS, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FORTY-SEVEN THOUSAND, FIVE HUNDRED DOLLARS AND NO CENTS (\$147,500.00), FOR THE CITY OF ATLANTA ON BEHALF OF THE DEPARTMENT OF INFORMATION TECHNOLOGY, ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM THE FUNDING NUMBERS LISTED HEREIN; AND FOR OTHER PURPOSES.

Review List:

Michael Dogan	Completed	10/22/2013 11:51 AM
Information Technology	Completed	10/22/2013 11:57 AM
Susan Garrett	Completed	10/22/2013 12:21 PM
Bertha Davis	Completed	10/22/2013 1:18 PM
Procurement	Completed	10/22/2013 1:51 PM
Adam Smith	Completed	10/22/2013 3:18 PM
Mayor's Office	Completed	10/22/2013 3:41 PM
Office of Research and Policy Analysis	Completed	10/22/2013 4:19 PM
Finance/Executive Committee	Pending	
Atlanta City Council	Pending	
Mayor's Office	Pending	

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

LEGISLATION HISTORY – BLUE BACK

**A RESOLUTION
BY FINANCE/EXECUTIVE COMMITTEE**

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WHEREAS, since 2006, Avolve Software, Inc. (“Avolve”) has provided the City of Atlanta (“City”) Department of Planning and Community Development (“DPCD”) with construction permit review and approval software, hardware, and support services via the ProjectDox system; and

WHEREAS, DPCD’s Office of Buildings uses the Avolve ProjectDox system for electronic plan (“ePlan”) and construction permit review and has determined that the City would benefit from a ProjectDox Enterprise system software and hardware upgrade, thereby allowing a full implementation of a paperless ePlan permit process with tracking and status update capabilities; and

WHEREAS, DPCD’s Office of Buildings desires to purchase said ProjectDox Enterprise system upgrades, in addition to one (1) year of professional services such as technical support, consulting, installation and implementation, with three (3) one-year renewal options; and

WHEREAS, the DPCD Commissioner requested special procurement authorization to procure said upgrades and services from Avolve; and

WHEREAS, pursuant to Section 2-1191.1 of the City of Atlanta Code Of Ordinances (“the Code”), the Chief Procurement Officer may procure supplies, services or construction items through special procurement contracts under certain circumstances; and

WHEREAS, the Chief Procurement Officer has evaluated said request for special procurement authorization and determined that appropriate circumstances exist to authorize the special procurement pursuant to Code Section 2-1191.1 ; and

WHEREAS, the DPCD Commissioner and the Chief Procurement Officer recommend authorizing the execution of Special Procurement Agreement number FC-7020 with Avolve to purchase ProjectDox Enterprise system upgrades plus technical support and professional, for one (1) year with three (3) one-year renewal options on behalf of DPCD.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor or his designee is authorized to execute, on behalf of the City, Special Procurement Agreement number FC-7020 with Avolve to purchase ProjectDox Enterprise system upgrades plus technical support and professional, for one (1) year with three (3) one-year renewal options, on behalf of DPCD, in an amount not to exceed One Hundred Forty-Seven Thousand, Five Hundred Dollars and No Cents (\$147,500.00).

BE IT FURTHER RESOLVED, that all contracted work shall be charged to and paid from the following Fund, Department Organization, Account, and Function Activity ("FDOA") numbers and for other purposes: 5601 (BUILDING PERMITS FUND) 250201 (PCD DIRECTOR OF BUILDINGS) 5410001 (CONSULTING / PROFESSIONAL SERVICES-CAPITAL PROJECTS) 7210000 (PROTECTIVE INSPECTION ADMINISTRATION).

BE IT FURTHER RESOLVED, that the Chief Procurement Officer, in consultation with the City Attorney is directed to prepare an agreement for execution by the Mayor or his designee.

BE IT FINALLY RESOLVED, that the agreement will not become binding on the City, and the City will incur no obligation or liability under it, until it has been approved as to form by the City Attorney or her designee, executed by the Mayor or his designee, attested to by the Municipal Clerk, and delivered to Avolve.



TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE BYRD

Dept.'s Legislative Liaison: Kieva Morrison

Contact Number: 404-330-6264

Originating Department: Department of Information Technology

Committee(s) of Purview: Finance/Executive Committee

Chief of Staff Deadline: Friday, October 11, 2013

Anticipated Committee Meeting Date(s): Wednesday, October 30, 2013

Anticipated Full Council Date: Monday, November 4, 2013

Legislative Counsel's Signature: [Signature]

Chief Information Officer Signature (for IT Procurements): [Signature]

Commissioner Signature: [Signature]

Chief Procurement Officer Signature: [Signature]

CAPTION

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FINANCIAL IMPACT: (if any) \$147,500.00

Mayor's Staff Only

Received by CPO: _____
(date)

Received by LC from CPO: _____
(date)

Received by Mayor's Office: 10.11.13
(date)

Reviewed by: [Signature]
(date)

Submitted to Council: _____
(date)

Attachment: Transmittal_AVOLVE_signed (13-R-3689 : Resolution to execute Avolve Agreement# FC-7020, ProjectDox upgrade)



CITY OF ATLANTA

Kasim Reed
Mayor

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55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP
Chief Procurement Officer
asmith@atlantaga.gov

October 18, 2013

PROCUREMENT CODE SECTION 2-1191.1 SPECIAL PROCUREMENT DESIGNATION FC-7020

Pursuant to Atlanta City Code Section 2-1191.1, the Chief Procurement Officer may initiate a procurement above the small purchase amount specified in Section 2-1190 where he determines that an unusual or unique situation exists that makes the application of all requirements of competitive sealed bidding or competitive sealed proposals contrary to the public interest and such procurement does not technically qualify as a sole source procurement under Code Section 2-1191. Any special procurement under this Section shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the procurement and for the selection of the particular contractor shall be included by the Chief Procurement Officer in the contract file.

This special procurement request is being made to procure professional services and upgrades to the existing electronic plan application software on behalf of the Departments of Planning and Community Development and Information Technology to enable the City's developers, stakeholders and citizens to submit ePlans when they complete City of Atlanta building permit applications. The not-to-exceed amount for this special procurement request is \$147,500.00.

Having conducted an investigation of the available sources regarding the materials, goods and/or services stipulated herein pursuant to § 2-1191.1 of the City of Atlanta Code of Ordinances, Special Procurement, my findings are:

1. Avolve Software provided the City's first ProjectDox ePlan application in 2006 when there was only one building permit type being used.
2. Over time, under-powered workstations, internet pipe bandwidth constraints, and ProjectDox application's architecture have caused input-response delays to the Plan Reviewers' response times.
3. The software application upgrade is vital to successfully realizing green initiative benefits by facilitating the elimination of paper plans; tracking the locations of building plans, internally and externally; tracking the status of Plan Review process times; and improving the customer experience in the Office of Buildings by eliminating repeated trips to City Hall to submit building permit documentation.

I, Adam L. Smith, by the authority vested in me pursuant to § 2-1191.1 of the City of Atlanta Code of Ordinances, do hereby approve, direct and authorize the special procurement for professional services to be provided on an as needed basis.


Adam L. Smith

(Do Not Write Above This Line)

First Reading
Committee _____
Date _____
Chair _____
Referred To _____

FINAL COUNCIL ACTION
 2nd 1st & 2nd 3rd
Readings
 Consent V Vote RC Vote

A RESOLUTION BY FINANCE/ EXECUTIVE COMMITTEE

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO SPECIAL PROCUREMENT AGREEMENT NUMBER FC-7020 WITH AVOLVE SOFTWARE, INCORPORATED, PURSUANT TO SECTION 2-1191.1 OF THE CITY OF ATLANTA CODE OF ORDINANCES, TO PURCHASE PROJECTDOX SOFTWARE AND HARDWARE SYSTEM UPGRADES, PLUS TECHNICAL SUPPORT AND PROFESSIONAL SERVICES FOR A PERIOD OF ONE (1) YEAR WITH THREE (3) ONE-YEAR RENEWAL OPTIONS, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED FORTY-SEVEN THOUSAND, FIVE HUNDRED DOLLARS AND NO CENTS (\$147,500.00), FOR THE CITY OF ATLANTA ON BEHALF OF THE DEPARTMENT OF INFORMATION TECHNOLOGY, ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM THE FUNDING NUMBERS LISTED HEREIN; AND FOR OTHER PURPOSES.

Committee _____
Date _____
Chair _____
Action
Fav, Adv, Hold (see rev. side)
Other _____
Members _____
Refer To _____

Committee _____
Date _____
Chair _____
Action
Fav, Adv, Hold (see rev. side)
Other _____
Members _____
Refer To _____

CERTIFIED

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1st ADOPT 2ND READ & REFER
- PERSONAL PAPER REFER

Committee _____
Date _____
Chair _____
Action
Fav, Adv, Hold (see rev. side)
Other _____
Members _____
Refer To _____

Committee _____
Date _____
Chair _____
Action
Fav, Adv, Hold (see rev. side)
Other _____
Members _____
Refer To _____

MAYOR'S ACTION

Date Referred _____
Referred To: _____
Date Referred _____
Referred To: _____
Date Referred _____
Referred To: _____

Attachment: Avolve_legislation (13-R-3689 : Resolution to execute Avolve Agreement# FC-7020,

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WHEREAS, the DPCD Commissioner and the Chief Procurement Officer recommend authorizing the execution of Special Procurement Agreement number FC-7020 with Avolve to purchase ProjectDox Enterprise system upgrades plus technical support and professional, for one (1) year with three (3) one-year renewal options on behalf of DPCD.

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Part II: Legislative White Paper:

(This portion of the Legislative Request Form will be shared with City Council members and staff)

A. Committee of Purview: FINANCE/EXECUTIVE**Caption:**

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Council Meeting Date: Monday, November 4, 2013

Requesting Dept: Information Technology

B. To be completed by the department:**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

DIT would like Council to authorize the execution of Special Procurement Agreement number FC-7020 with Avolve to purchase ProjectDox Enterprise system upgrades plus technical support and professional, for one (1) year with three (3) one-year renewal options, on behalf of DPCD, in an amount not to exceed \$147,500.00.

2. Please provide background information regarding this legislation.**Background / Justification**

Since 2006, Avolve Software, Inc. ("Avolve") has provided the City of Atlanta ("City") Department of Planning and Community Development ("DPCD") with construction permit review and approval software, hardware, and support services via the ProjectDox system.

DPCD's Office of Buildings uses the Avolve ProjectDox system for electronic plan ("ePlan") and construction permit review and has determined that the City would benefit from a ProjectDox Enterprise system software and hardware upgrade, thereby allowing a full implementation of a paperless ePlan permit process with tracking and status update capabilities.

DPCD's Office of Buildings desires to purchase said ProjectDox Enterprise system upgrades, in addition to one (1) year of professional services such as technical support, consulting, installation and implementation, with three (3) one-year renewal options.

Recommendation

The DPCD Commissioner and the Chief Procurement Officer recommend authorizing the execution of Special Procurement Agreement number FC-7020 with Avolve to purchase ProjectDox Enterprise system upgrades plus technical support and professional, for one (1) year with three (3) one-year renewal options on behalf of DPCD.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional services.
- (b) **Source Selection:** Special Procurement
- (c) **Bids/Proposals Due:**
- (d) **Invitations Issued:**
- (e) **Number of Bids:**
- (f) **Proposals Received:**
- (g) **Bidders/Proponents:**
- (h) **Term of Contract:** Two (2) years with three (3) one-year renewal options.

4. Fund Account: FDOA 5601

5. Source of Funds: 5601 (BUILDING PERMITS FUND) 250201 (PCD DIRECTOR OF BUILDINGS) 5410001 (CONSULTING / PROFESSIONAL SERVICES-CAPITAL PROJECTS) 7210000 (PROTECTIVE INSPECTION ADMINISTRATION)

6. Fiscal Impact: \$147,500.00

7. Method of Cost Recovery: N/A

This Legislative Request Form Was Prepared By: Kieva Morrison, DIT Legislative Analyst

LEGISLATIVE SUMMARY
FC-7020, AVOLVE PROJECTDOX UPGRADE & CONSULTING SERVICES

TO: FINANCE/EXECUTIVE COMMITTEE

CAPTION

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Committee Meeting Date:	October 30, 2013
Council Meeting Date:	November 4, 2013
Legislation Title:	Avolve ProjectDox Upgrade & Consulting Services
Requesting Dept.:	Department of Information Technology on behalf of Department of Planning and Community Development
Contract Type:	Special Procurement
Advertisement:	N/A
Bids/Proposals Due:	N/A
Invitations Mailed:	N/A
Bids/Proposals Received:	NA/
Bidders:	N/A

Contractor:	Avolve Software
Estimated Value:	\$147,500.00
Scope Summary:	ProjectDox will enable the City's developers, stakeholders, and citizens to submit electronic plans when they complete City of Atlanta building permits. Building Permit applicants will not have to come to City Hall to complete a building permit.
Background:	The City acquired Avolve's first ProjectDox ePlan application in 2006. Only one building permit type was used. ProjectDox application's architecture, underpowered workstations, and internet pipe bandwidth, causes slow input-response delays to the Plan Reviewers response time. This slow response makes this ProjectDox upgrade necessary.
Evaluation Team:	DCPD and DIT
Term of Contract:	Two (2) years
Fund Account Centers:	5601 (BUILDING PERMITS FUND) 250201 (PCD DIRECTOR OF BUILDINGS) 5410001 (CONSULTING/PROFESSIONAL SERVICES-CAPITAL PROJECTS) 7210000 (PROTECTIVE INSPECTION ADMINISTRATION)
Prepared By:	Lloyd Richardson
Contact Number:	(404) 865.8504



Avolve Statement of Work

ProjectDox[®]

CITY OF ATLANTA

Quotation for ProjectDox[®] ePlan Solution

Tuesday, October 15, 2013



Prepared By Your Avolve Software Representative

Erwin Chiong
Vice President
4835 East Cactus Road
Suite 420
Scottsdale, AZ 85254
www.avolvesoftware.com

Telephone: (602) 903-3175
Email: echiong@avolvesoftware.com

Attachment: CoA-Avolve ProjectDox Upgrade_Quote_101013 (13-R-3689 : Resolution to execute Avolve Agreement# FC-7020, ProjectDox



Quote Delivered To

Greg Kiah

City of Atlanta

Date of Quotation: 10/08/2013

Quotation Valid Until: 12/30/2013

ProjectDox ePlan Solution Pricing Agreement

Product Name	Product Code	Quantity	Unit Price	Total Price
Installation	380-SVC	8	\$1,800.00	\$14,400
Discovery	380-SVC	10	\$1,800.00	\$18,000
Design	380-SVC	4	\$1,800.00	\$7,200
Development	380-SVC	8	\$1,800.00	\$14,400
Training: Intro to ProjectDox – Maximum 12 attendees	AU-Intro	1	\$3,200.00	\$3,200
Training: Applicant Information – Outreach 100 max per class	AU-OUT	1	\$4,000.00	\$4,000
Training – Applicant Pilot Kickoff Maximum 15 users per class	AU-Pilot	2	\$1,800.00	\$3,600
Training - Avolve System Administrator Training Maximum 12 attendees per class	AU-SA	1	\$2,000.00	\$2,000
Training –Avolve Project Administrator Training, Maximum 12 per class	AU-PA	1	\$1,800.00	\$1,800
Training – Approval Process for Internal End Users Training, Maximum 12 per class	AU-API	1	\$2,800.00	\$2,800
Training – Approval Process for Internal Administrators/Coordinators Training, Maximum 12 per class	AU-APA	1	\$2,800.00	\$2,800



Avolve Statement of Work

Training – GI Stream, Maximum 12 per class	AU-GIS	1	Included	Included
<p>Platinum Training Certification, Per Person</p> <p>Platinum certification is designed to build off the Silver and Gold certification levels and provide the user with the technical knowledge to install or upgrade any of the offered ProjectDox installation environments including additional modules associated with the ProjectDox application in GIStream, Single Server Sign-On, and ProjectDox Workflow. It will provide fundamental knowledge of the ProjectDox Workflow architecture and key design concepts to allow the platinum certified member to be able to develop, maintain and customize workflow processes within the ProjectDox application</p>	AU-PLAT	1 person	\$10,000.00	\$10,000.00
Optimization	380-SVC	4	\$1,800.00	\$7,200
ESRI GIS Integration Base, two way integrationn between ProjectDox and ESRI, includes installation and training	380-INT-ESRI	1	\$30,000.00	\$30,000
ProjectDox GIStream - Maintenance, annual maintenance/support cost	380-INT-GIS-M	1	\$4,500.00	\$4,500
Go-Live *For OnSite will need to add appropriate T&E (see page 14)	380-SVC	5	\$1,800.00	\$9,000
Project Management	380-SVC	7	\$1,800.00	\$12,600



Avolve Statement of Work

Post Go-Live Support (on-call)	380-SVC	30	0	0

Payment for the total amount is due net thirty days (30) from the date of Initial Invoice and shipment of software. Payment via EFT. See notes for details. **Travel and Expenses are not included in this total.**

Grand Total: \$147,500.00

Attachment: CoA-Avolve ProjectDox Upgrade_Quote_101013 (13-R-3689 : Resolution to execute Avolve Agreement# FC-7020, ProjectDox