

# **TOWN OF PALM BEACH**

Information for Town Council Meeting on: August 10, 2021

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA Finance Director

FROM: Dean Mealy, CPPO Town Purchasing Manager

RE: Resolution to Approve the Award of RFP No. 2021-16, Permitting Software for the Building Enterprise Fund to Tyler Technologies, Inc. in the Amount of \$249,785 for Implementation and Training, \$74,030 for One-time License Fees and a Five Year Annual Maintenance Contract of \$351,000 for a Total Five Year Contract Award of \$674,815, Pending Successful Vendor Performance and Budget Authorization.  
**Resolution No. 082-2021**

DATE: July 29, 2021

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## **STAFF RECOMMENDATION**

Town staff recommends that Town Council approve the award of RFP No. 2021-16, Permitting Software for the Planning, Zoning and Building to Tyler Technologies, Inc. in the amount of \$249,785 for implementation and training, and \$74,030 for one-time license fees. Annual maintenance costs are \$70,200 for a five year contract total budget authorization of \$351,000 pending successful vendor performance and budget authorization. Total contract award including the five year maintenance contract is \$674,815.

FY21 costs require Town Council approval for a contingency allocation from the Building Enterprise Fund of \$74,030. The remaining costs of \$249,785 and the first year annual maintenance costs of \$70,200 will be included in the proposed FY22 budget.

## **GENERAL INFORMATION**

It is the Town's desire to enter into an agreement with a vendor that can provide a range of services including software, installation, conversion, implementation, and training services. The new software system would manage workflow, record keeping, inspections, and reporting for all Building Enterprise Fund functions. The final product will result in faster, more accurate, and user-friendly software that increases staff productivity while enriching the public experience.

## **PROCUREMENT METHODOLOGY**

Town Purchasing issued RFP No. 2021-16 for Permitting Software for Planning, Zoning and Building on May 17, 2021. The solicitation was broadcast to 151 suppliers of related software

platforms. Additionally, the Town Purchasing sent invitations to five (5) suppliers that the Town knew had the capability to respond.

The Town received seventeen (17) proposals. The Selection Committee ranked all firms. Firms with a composite score of less than 78% were not put forth for committee ranking. The Selection Committee ranked the top three (3) firms, Tyler Technologies Inc., Online Solutions, LLC and Dude Solutions Inc. for oral presentations.

Oral presentations were held on July 26<sup>th</sup> and July 30<sup>th</sup>. The Selection Committee Voting Members made a unanimous decision to recommend Tyler Technologies, Inc.

The approved voting members for the Selection Committee were James Murphy and Debby Moody of PZB and Jim Palmer of IT. The two non-voting selection committee members were Wayne Bergman, Director, PZB and Jane LeClainche, Finance Director.

As in all selection committee meetings, designated non-voting members are provided with the same opportunity to ask questions and share their view as how they would rank a firm.

### **FUNDING/FISCAL IMPACT**

Funding for this award will be from Building Enterprise Fund. The funding for the one-time license fee will require an allocation from the Building Enterprise Fund contingency of \$74,030. The Implementation and training costs of \$249,785 and annual maintenance costs of \$70,200 will be funded from the proposed FY22 budget once it is adopted.

### **PLANNING, ZONING AND BUILDING REVIEW**

This item has been reviewed by the PZB and approved as recommended.

### **TOWN ATTORNEY REVIEW**

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

cc: Wayne Bergman, Director, Planning, Zoning and Building, MCP, LEED-AP  
James Murphy, Assistant Director, Planning, Zoning and Building  
Debby Moody, Business Services Supervisor  
Jane Le Clainche, CPA, Finance Director  
Jim Palmer, Interim IT Division Director