

## Purchasing Summary

<b>EVENT #</b> 8035	<b>TITLE:</b> Smartsheet Renewal and Modification	<b>COST:</b> \$133,450.00
<b>TYPE OF PROCUREMENT:</b> Contract Modification	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>

**CONTRACT TERM (IF APPLICABLE)**  
Contract is effective from February 1, 2022, to February 1, 2023

N/A

**MATRIX (IF APPLICABLE)**  
N/A

### NOTES

Recommend approval of Contract Modification No. 1 and the Renewal for Smartsheet software license agreement with Smartsheet, Inc. in the amount of \$133,450.00.

The Department of Information Technology will use the software throughout the city as a project management center that allows city staff to assign tasks, track progress of projects and tasks, manage calendars, share, and edit documents. Smartsheet is a project management tool that combines all the Microsoft programs into one platform. It is the digital version of an accounting book, whiteboard, calendar, notes, files, emails, phone messages and invoices. The Smartsheet application allows for these office products to be combined electronically and function in a digital platform. It will improve efficiencies due to the increase in staff teleworking and allow for city resources to be delegated and measured across departments.

Departments that are currently using these services:

- Purchasing
- Human Resources
- City of Savannah Fire Department
- Information Technology Department
- Office of Management and Budget
- Parking Management Department

Smartsheet, Inc. is the City's current vendor for this software application. This is a sole source because the software is proprietary, and Smartsheet is the only vendor that can provide the enterprise licenses for its software to be used throughout the entire City

This contract was originally approved by Council on August 27, 2020, in the amount of \$76,760.00. Council approved a contract renewal on February 25, 2021, in the amount of \$92,403.31.

The 2022 renewal increase is due to the City receiving a 20k one time discount with our enterprise plan enrollment from the vendor. As well as adding a control center build out module and PMO, and the addition of final subscription licenses.

Recommend approval of Contract Modification No. 1 and Renewal for Smartsheet Software License Agreement with Smartsheet, Inc. in the amount of \$133,450.00.

(D) Indicates a non-local, non-DBE owned business.

