

## Purchasing Summary

<b>EVENT #</b> 8035	<b>TITLE:</b> Project Management Enterprise Software Licenses	<b>COST:</b> \$92,403.31
<b>TYPE OF PROCUREMENT:</b> Sole Source	<b>ANNUAL CONTRACT</b> <input checked="" type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input type="checkbox"/>
<b>CONTRACT TERM (IF APPLICABLE)</b> N/A		
<b>S/DBE (IF APPLICABLE)</b> N/A		
<b>MATRIX (IF APPLICABLE)</b> N/A		
<b>NOTES</b>		
<p>Recommend approval to renew annual license agreement for Smartsheet Enterprise Software from Smartsheet, Inc. in the amount of \$92,403.31. 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.</p> <p>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.</p> <p>An upgrade to the Enterprise project rollout was approved by Council on August 27, 2020. This purchase is for the annual renewal of the license package.</p> <p>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.</p> <p>S.S. SmartSheet, Inc. (Bellevue, WA)<sup>(D)</sup></p> <p>(D) Indicates non-local, non-DBE business. <u>Recommend approval.</u></p>		