



INNOVATION TECHNOLOGY DEPARTMENT

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3223 • FAX: (408) 777-3366
CUPERTINO.ORG

CITY COUNCIL STAFF REPORT

Meeting: September 6, 2023

Subject

Approve a First Amendment to the agreement with NexInite, LLC., to support the functionality of the Capital Improvement Program (CIP) Management Hub.

Recommended Action

Authorize the City Manager to execute a First Amendment to the agreement with NexInite, LLC., to support the functionality of the Capital Improvement Program (CIP) Management Hub, increasing the not-to-exceed amount by \$105,000, for a new total not-to-exceed contract amount to \$255,000 and extending the term of the agreement to June 30, 2026.

Reasons for Recommendation

The City identified the need for a new Capital Improvement Program (CIP) Management solution in FY 2021-22 to establish the centralized collection and management of CIP project information and documents. Funding for this CIP Management solution was approved in November 2021. After completing a competitive informal bid process, the City awarded a contract in December 2021 under the City Manager's authority to Nexinite LLC to develop the CIP Management solution. Nexinite LLC, a Microsoft Partner, specializes in using Microsoft tools to provide innovative business solutions. Project development included a scalable management platform housing all CIP project details, project scheduling, budgeting, and document libraries, as well as reporting, archiving, and vendor submittal capabilities. An integration with the City's financial system, New World, was also established to pull in the pertinent financial data. The project developed the CIP Management Hub and was completed in November 2022, at a cost of \$150,000 and is being utilized by CIP staff.

When we began the project, we didn't anticipate costs going beyond the \$200k threshold. As a result, our initial decision was to explore an informal bidding process. However, after the project started, we found the need to utilize application support hours and integrate additional features that were not initially planned. Given the current circumstances, initiating a formal bidding procedure

would not be in the best interests of the City. Bringing in a new vendor would require extensive reengineering of the system, which would be both time-consuming and expensive. Our current vendor, Nexinite, possesses a deep understanding of the system's complexities that cannot be easily replicated.

Staff recommends funding the application support CIP Management Hub application support through June 2026.

Sustainability Impact

CIP Management Hub application has reduced the volume of paper used for work management, conserving natural resources, and reducing greenhouse gases generated during the production and disposal of paper. When possible, staff leverages the improved software to assign and respond to project submittals. Implementation of paperless office strategies like this one is prioritized in Cupertino's Climate Action Plan (M-SW-1).

Fiscal Impact

The cumulative expenditure for the CIP Management Hub contract, including the primary contract and the specified amendment, amounts to \$255,000. Council has approved expenditures as part of First Quarter FY2021-22.

California Environmental Quality Act

Not applicable.

Prepared by: Teri Gerhardt, GIS Manager

Reviewed by: Greg Card, Purchasing Manager

Bill Mitchell, Chief Technology Officer

Michael Woo, Senior Assistant City Attorney

Matt Morley, Assistant City Manager

Approved by: Pamela Wu, City Manager

Chris Jensen, City Attorney

Attachments:

A – Agreement No. 21-278 with NexInite, LLC., for CIP Hub

B – Draft First Amendment