



**TOWN OF LOS GATOS
TOWN COUNCIL
REPORT**

MEETING DATE: 05/04/2021

ITEM NO: 12

DATE: April 27, 2021
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Five-Year Agreement for Consultant Services with TruePoint Solutions DigEplan (LCT Software) for Electronic Plan Review Services in an Amount Not to Exceed \$89,474, Including a 3 Percent Increase Each Year with the First Year Not to Exceed \$16,859.

RECOMMENDATION:

Authorize the Town Manager to execute a five-year agreement for consultant services with TruePoint Solutions DigEplan (LCT Software) for electronic plan review services in an amount not to exceed \$89,474, including a 3 percent increase each year with the first year not to exceed \$16,859.

BACKGROUND:

The Town has been working with TruePoint Solutions since 2011 and TruePoint Solutions DigEplan (LCT Software) since May 1, 2020 to provide electronic plan review services for the Community Development Department during the COVID-19 pandemic.

DISCUSSION:

The original 2020 Agreement was for a 1-year term at \$6,480. Subsequent amendments increased the number of licenses and the rate to the current annual rate of \$16,859. The proposed increase is 3 percent annually from the current contract rate over the five-year term of the agreement.

Subscription Term:

1-year, form July 1st, 2021 to June 30th, 2022 - \$16,859
2-year, form July 1st, 2022 to June 30th, 2023 - \$17,364
3-year, form July 1st, 2023 to June 30th, 2024 - \$17,855
4-year, form July 1st, 2024 to June 30th, 2025 - \$18,422
5-year, form July 1st, 2025 to June 30th, 2026 - \$18,974

DISCUSSION (continued):

TruePoint Solutions DigEplan (LCT Software) is sole source vendor. TruePoint is the only company in the US that is certified by LCT Software and the only supplier of the software DigEplan who is authorized to implement, quote, and sell for them.

CONCLUSION:

TruePoint's consulting services assist the Town in serving the land use permitting needs of the community. Based on TruePoint's extensive knowledge of the Town's Accela implementation, excellent support history with the Town, and competitive pricing, staff recommends that the Town Council authorize the Town Manager to enter into an agreement for the software licensing and related services not to exceed \$89,474 for a five-year term.

COORDINATION:

This report was coordinated with the Community Development Department, Information Technology Department, Town Manager's Office, Finance Department, and Town Attorney.

FISCAL IMPACT:

The funds are available in the Information Technology budget.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

ATTACHMENTS:

1. Sole Source
2. Draft Agreement for Consultant Services
3. Master Services Agreement

PREPARED BY: Joel Paulson,
Director of Community Development

Reviewed by: Community Development Director, Town Attorney, Assistant Town Manager, Town Manager
