



Request for City Council Committee Action from the Department of Information Technology

Date: November 10, 2014
To: The Honorable John Quincy, Chair, Ways and Means
Subject: HLP, Inc. contract C-36780 for Chameleon pet licensing maintenance and support

Recommendation: Authorize proper City officials to

- a) Extend the current contract, C-36780 for a term of three additional years, through December 31, 2017, to provide maintenance and support for Chameleon pet licensing
- b) Increase the current contract \$70,000 for a new not-to-exceed total of \$120,000
- c) Update the Terms and Conditions to reflect current standards

Previous Directives: None

Department Information:

Prepared by: Barb Malinski, Contract Administrator & Stephen Misterek, GIS
Submitted by: Otto Doll, Chief Information Officer
Approved by: Spencer Cronk, City Coordinator
Presenter(s) in Committee: Otto Doll, Chief Information Officer

Reviews	Approval	Date	Not Applicable
Permanent Review Committee (PRC):	<input checked="" type="checkbox"/>	October 30, 2014	<input type="checkbox"/>
Civil Rights Approval:	<input type="checkbox"/>	Pending	<input type="checkbox"/>
Policy Review Group (PRG):	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Financial Impact:

Yes. Funding for this contract is included in the IT existing operations budget. No additional appropriation is required.

Supporting Information:

Information Technology (IT) and Regulatory Services procured a Standard Agreement, contract C-36780 in 2013 with HLP, Inc. for the Chameleon software and interfaces to create online pet licensing via the City’s website. The current contract value of \$50,000 will expire December 31, 2014. The software provides the City’s Animal Care and Control

Division complete Shelter Management capabilities including licensing and permitting, inventory management, donation management and enforcement activities. Applicants complete all necessary information online to obtain licensing, acknowledge specific requirements, and make payments by check or credit card.

Systems have been in place for 10+ years and a change in vendor would require dedicated IT and Minneapolis Animal Care and Control (MACC) resources to map all current data to a new environment. Testing and Training MACC staff on a new operating system has the potential for causing interruptions to day to day services.

The customer is satisfied with the current system and it is meeting their needs. It is cost effective to continue with this vendor.