

Request for Committee Action

To: Ways & Means
Date: 9/21/2015
From: Information Technology
Prepared by: Mary Meyer
Presented by: Otto Doll, Chief Information Officer
File type: Action
Subcategory: Contracts & Agreements

Subject:

Contract amendment with HLP, Inc.

Description:

Authorizing an amendment to Contract No. C-36780 with HLP, Inc. to change the scope of work to include Chameleon/CMS Software annual maintenance and support for one additional workstation and two certified data connections for COGNOS connection to Chameleon/Case Management System

Previous Actions:

November 10, 2014 – Proper City Office extended the contract C-36780 for a term of three additional years, through December 31, 2017, to provide maintenance and support for Chameleon pet licensing. Increased the amount of the contract by \$70,000 for a new-not-to-exceed total of \$120,000 and updated the Terms and Conditions to reflect current standards.

Ward/Neighborhood/Address:

Not Applicable

Background/Analysis:

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.

Financial Review:

No additional appropriation required, amount included in current budget.

Approved by the Permanent Review Committee. September 10, 2015.