

PURCHASE / CONTRACT / CONSENT FORM

City of Hagerstown Mayor and Council

Regular Session Date: 9/27/22 Special Session Date: _____

Originating Department: Information Technology Division (if applicable): _____

Department Director or Manager: James R. Snyder

Account/Project Name: Building Blocks Annual Software Renewal

Account No: 0107200-537702 CIP Control No. 11000

Budget Amount: \$ 13,000.00 Account Balance: \$ 422,139.88 Unbudgeted Amount: \$ 0

Fiscal Year: FY23 Source of Funds: General Fund/Department Budget

Quantity	Description	Value
1	Building Blocks Annual software renewal.	\$ 13,000.00
	- Includes five (5) end user licenses.	
TOTAL VALUE OF PROJECT		\$ 13,000.00

ABOVE TO BE USED FOR: Annual renewal for departmental software tools.

RECOMMENDED VENDOR: Business Name: Opportunity Space, Inc. (d.b.a. "Tolemi")

Business Address: 295 Devonshire Street, 4th Floor

City/State/Zip: Boston, MA 02110

Bid/Proposal/Quote No.: _____ Sole Source? X Yes No

Sole Source? X Yes No

[illegible]

PLEASE INDICATE WHICH FOCUS AREA OF THE MAYOR & COUNCIL'S STATEGIC PLAN THIS PURCHASE/CONTRACT APPLIES TO		
Indicate with an X	FOCUS AREA	GOAL STATEMENT
	NEIGHBORHOODS REVITALIZATION & SUSTAINABILITY	The citizens of Hagerstown will experience a high quality of life.
	PUBLIC SAFETY	The City of Hagerstown ensures that all who live, work, and play in the City of Hagerstown will be healthy and safe.
X	PUBLIC FACILITIES & INFRASTRUCTURE	The City of Hagerstown will maintain quality services and infrastructure that support residents and businesses in a cost-effective manner.
	ECONOMIC DEVELOPMENT	The City of Hagerstown will continue to grow a diverse, business-friendly economy that supports the community's needs.
	CITIZEN-BASED GOVERNMENT	The City of Hagerstown is an ethical and financial responsible government.
	FISCAL ACCOUNTABILITY	The City of Hagerstown will strive for continuous improvement of fiscal responsible decision making.
	PARKS & RECREATION FOR ACTIVE/HEALTHY LIVING	The City of Hagerstown supports a culturally vibrant community.
	INNOVATIVE/PROGRESSIVE GOVERNMENT	The City of Hagerstown is committed to employee development, excellence in services, and adapting to meet the needs of the community and organization.
	COMMUNITY PROMOTION/PRIDE	The City of Hagerstown will improve our community image.
	ECONOMIC DEVELOPMENT THROUGH SPORTS AND TOURISM	The City of Hagerstown will be creative and diversify opportunities for economic development through non-traditional means.
	MISC. PROJECTS, GOALS AND LEGISLATIVE PRIORITIES	The City of Hagerstown takes a creative approach at finding solutions.

REVIEWED AND APPROVED AS FOLLOWS:

(1) Department Director and Division Manager

COMMENTS Price includes annual support and maintenance software plus five (5) end-user licenses. This software is used extensively by the PCAD team since its installation in 2019.

James R. Snyder Digitally signed by James R. Snyder
Date: 2022.09.09 08:08:53 -04'00'

Signature / Date

Signature / Date

(2) Purchasing Agent

COMMENTS

*Recommend approval - W-9 Form
has been requested from vendor.*

Joon T. Milla 9/15/22
Signature / Date

(3) Chief Financial Officer

COMMENTS

*approve - there is sufficient funding in the budget
for this software maintenance.*

Michelle H. Brown 9/15/22
Signature / Date

(4) City Administrator

COMMENTS

Recommend Approval

Shawn McLean 9/18/22
Signature / Date