



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#16-0067**

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**TO:** Honorable Mayor & Members of the  
Fort Lauderdale City Commission

**FROM:** Lee R. Feldman, ICMA-CM, City Manager

**DATE:** February 2, 2016

**TITLE:** Motion to Approve Master Service Agreement for Purchase of Cloud-  
Based Project Planning Tool – Clarizen, Inc. - \$32,880

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**Recommendation**

It is recommended that the City Commission approve a Master Service Agreement and the purchase of proprietary cloud-based online project management and reporting software from Clarizen, Inc. for a total annual cost of \$32,880.

**Background**

The Information Technology Services Department has researched various online work planning tools to assist in resource allocation and delivery timing of its workload; it has selected a subscription-based service from Clarizen, Inc. In addition to project management, the Clarizen tool can be configured to accept project requests and rank them according to a set of scoring criteria with a control feature which will eliminate manual work being done to categorize and prioritize project requests. These features make the product unique; thereby, the purchase is deemed proprietary. The Master Service Agreement is required to fully test all of the features of the product. The cost of the subscription for twelve months is \$32,880.

Pursuant to Section 2-189, Code of Ordinances of the City of Fort Lauderdale, Florida, the City may purchase proprietary items, as defined in Section 2-173, without the necessity of public bids. As defined by the Code, a proprietary item is not readily available from more than one supplier, manufacturer, or person and is unique in nature. The product from Clarizen has features not found in competing products, including configuration for accepting project requests and ranking them.

**Resource Impact**

There will be a fiscal impact to the City in the amount of \$32,880.

| <i>Funds available as of December 30, 2015</i> |                         |   |                                  |                                     |                    |
|--|-------------------------|---|----------------------------------|-------------------------------------|--------------------|
| ACCOUNT NUMBER                                 | INDEX NAME<br>(Program) | CHARACTER CODE/<br>SUB-OBJECT NAME                                  | AMENDED<br>BUDGET<br>(Character) | AVAILABLE<br>BALANCE<br>(Character) | PURCHASE<br>AMOUNT |
| 581-ITS040101-3931                             | Application<br>Services | Services & Materials/<br>Periodicals Magazines<br>and Subscriptions | \$1,204,589                      | \$683,873                           | \$32,880           |
| <b>PURCHASE TOTAL ►</b>                        |                         |   |                                  |                                     | \$32,880           |

### **Strategic Connections**

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 11: Be a well-trained, innovative, and neighbor-centric workforce that builds community.
- Objective 4: Provide a reliable and progressive technology infrastructure
- Initiative 1: Implement the Information Technology Strategic Plan for improved operational efficiencies and increased employee productivity.

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We are United*.

### **Attachments**

Exhibit 1 – Master Service Agreement

Exhibit 2 – Product Features

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