Memorandum
Community and Economic Development Department
To: Randall Tweet, City Manager
Subject: Neighborly Software Purchase
Date: July 13, 2020

In April city staff had an opportunity to take advantage of Neighborly Software on a free trial basis. This program allowed staff to effectively process applications for the CDBG-CV Small Business Grant Program. Neighborly Software streamlines the administrative process and improves data security and program compliance for the CDBG-CV program. Applicants have the ability to login online, submit an application, and later see where their application is in the review process.

Had the city not been able to take advantage of this software staff would not have been able to process the applications and make funds available as quickly as they did. The free trial offer ended on July 1. In order to continue with the grant program, the city has purchased two licenses in order to continue using the software.

Over the intervening months staff has researched the Neighborly platform to see how it would assist in streamlining the city's other CDBG and Economic Development programs. Staff has determined that this platform will provide improved timeliness and capacity. Neighborly is a Cloud based system, meaning that it will not be stored on the city's server. It is secure and all client information is protected, this storage system has been vetted by the IT department.

CED staff has been researching other platforms comparable to Neighborly and has determined that the other systems available do not have the same capabilities and client interface that Neighborly provides. The city will use HUD CDBG funds to purchase the software. There is a onetime fee of $1,500.00 for software implementation per program (4 programs * $1,500.00) and an annual license fees ($2,400.00 per license * 4). The initial cost for the software will be $15,600.00.

ACCOUNT NUMBER: 242-313851-52404-6196110

VENDOR NUMBER: 17613

Recommendation: The Community and Economic Development Department recommends that City Council approve the sole source procurement of the Neighborly Software Platform in the amount of $15,600.00.

Submitted by: Colleen Small-Vollman, Budget and Grant Manager

Approved by: Randall Tweet, City Manager