



Memo

To: Mayor and City Council
From: Jim Chandler, Assistant City Administrator, Director CED
CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Joe Brewer, Supervisor, Office of Code Compliance
Date: January 13, 2021
Re: Comcate Inc. – Services Agreement

This memorandum is to provide the City Council with a summary of a request for the extension of a services agreement for operational software licenses.

Summary

Since 2012, the City of Hyattsville has utilized Comcate Incorporated as its business licensing and code management program. The contract for services is set to expire and Staff is requesting the Council to authorize a 12-month extension to the contracted services.

The annual renewal license fee for the software is \$13,344.66, exceeding the \$10,000 threshold and thus necessitating the requirement for City Council authorization to continue with the services. Staff is satisfied with the overall performance of Comcate Inc. and the cost effectiveness of the software product and is requesting authorization for extension of a 1-year contract term at an annual cost not to exceed \$13,500.00.

The Department is scheduled to administrate licensing, permits and violation notices through our ERP system and therefore we do not anticipate the need to extend services with Comcate Inc beyond this one-year term.