




## Interoffice Memorandum

July 9, 2018

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

 Carrie Mathes, Manager, Procurement Division

CONTACT: Heather Coons, Assistant Manager, Fiscal and Operational Support Division  
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SUBJECT: Approval of Purchase Order M91430, Renewal of Software Support and Annual Maintenance for the Land Development and Management System

### ACTION REQUESTED:

Approval of Purchase Order M91430, Renewal of Software Support and Annual Maintenance for the Land Development and Management System, with CSDC, Inc., in the amount of \$358,853.14 for the period of July 31, 2018 through July 30, 2019.

### PROCUREMENT:

To provide annual software maintenance and support for the Land Development Management System (LDMS). These services include telephone support, assisting with updates to the LDMS system integrations, troubleshooting, and resolving software problems. An upgraded version of LDMS software will be provided upon availability. The LDMS provides the Community, Environmental and Development Services, Public Works, and Utilities Departments with a single mechanism to manage and process development applications and building, site, and underground permitting.

### FUNDING:

Funding is available in account numbers 1011-068-3132-3192, 0001-068-3132-3192 and 1009-034-0652-3192.

### APPROVALS:

The Community, Environmental and Development Services Department concurs with this recommendation.

### REMARKS:

CSDC, Inc. is the sole vendor authorized to provide application software maintenance for its products. The renewal cost is considered reasonable based on market research, which determined that increases for similar services range from 2% to 5%. This renewal reflects an increase of approximately 3%, within industry standards.