**Board Memo**

 **DATE:** 11/10/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Purchasing Department

**Product Vendor or Grant Issuer**

IonWave Technologies

**Product or Grant Name**

Electronic Bidding Program

**Date/Term (Beginning and End Dates/Year)**

12/1/2022-11/30/2023

**APPLICABLE BOARD POLICY:**

04.32 Model Procurement Code Purchasing

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

To help streamline our bidding process, the Purchasing Office is proposing to utilize an electronic platform to collect and enter bids. This software works by using templates and assisting in organizing files, allowing us to keep bids all in one place and answer any question companies may have in an efficient manner. The electronic platform also allows companies to check for addendums themselves. After receiving quotes and information from three vendors, it was determined that IonWave Technologies had the best product and service for the price.

|  |  |
| --- | --- |
| Company | Annual Amount |
| OpenGov | $29,000 |
| IonWave | $5,400 |
| Bonfire | $5,000 |

 The contract provides a renewable option for the additional periods listed below.

(ii) $4,510 Annual License Fees due September 1, 2023, for the service period 09/01/2023 to 08/31/2024.

(iii) $4,625 Annual License Fees due September 1, 2024, for the service period 09/01/2024 to 08/31/2025.

(iv) $4,740 Annual License Fees due September 1, 2025, for the service period 09/01/2025 to 08/31/2026.

(v) $4,860 Annual License Fees due September 1, 2026, for the service period 09/01/2026 to 08/31/2027.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$4,400

**Funding Source**

General Fund

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

N/A

**RECOMMENDATION:**

I recommend the Board Approve the above purchase of the IonWave program, as presented.

**CONTACT PERSON: (submitter)**

Linda Schild, Director of Finance