


CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

RESOLUTION WAIVING THE COMPETITIVE MULTI-STEP SOLICITATION PROCESS FOR IT CONTRACTS AND THE LOCAL/SMALL LOCAL BUSINESS ENTERPRISE PROGRAM REQUIREMENTS AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A FIVE-YEAR PROFESSIONAL SERVICE AGREEMENT WITH HDL SOFTWARE, LLC IN AN AMOUNT NOT TO EXCEED \$1,670,000 FOR THE PROVISION OF TECHNICAL SUPPORT, ONGOING MAINTENANCE, AND SOFTWARE UPGRADES FOR THE CITY'S LOCAL TAX SOFTWARE SOLUTION AND PRINTING AND MAILING SERVICES

WHEREAS, the City of Oakland must have a local tax software platform to support billing and collection of local taxes such as business, transient occupancy, utility user and parking taxes, as well as local fees such as rent adjustment program and excess litter fees; and

WHEREAS, following a formal competitive bidding process in November 2015, HdL Software, LLC (HdL) was selected to provide a local tax software platform for the City; and

WHEREAS, on April 19, 2016, the City Council passed Resolution No. 86120, which authorized the City Administrator to enter into an agreement with HdL for the purchase and installation of HdL Prime Local Tax Software and for the provision of training and technical support and maintenance in an amount not to exceed One Million Two Hundred Twenty-Six Thousand Seven Hundred Thirty Dollars (\$1,226,730) for an initial five-year term with the option to renew for five additional one-year terms for on-going technical support, maintenance and upgrades; and

WHEREAS, on February 16, 2021, the City Council passed Resolution No. 88517 waiving the competitive bidding process and authorizing the City Administrator to renew an agreement with HdL for an additional three-year term with an option to renew for one additional two-term in an amount not to exceed Nine Hundred Thousand Dollars \$900,000 for all five years for the provision of on-going maintenance, technical support and upgrades; and

WHEREAS, HdL Prime Local Tax Software was successfully launched in December 2016, the software platform has met expectations and has become critical to the billing and collection of local taxes and fees, and HdL has provided exceptional technical support and maintenance services to the City for the past for the past nine and a half years; and

WHEREAS, Oakland Municipal Code ("OMC") section 2.04.042 requires that the City Administrator conduct a competitive multiple-step solicitation process for the acquisition of any

computerized or information technology systems, which includes technical support and maintenance services; and

WHEREAS, OMC section 2.04.042(D) provides that the City Council may waive the competitive process upon a recommendation of the City Administrator and finding and determination by the City Council that it is in the best interests of the City to waive the solicitation processes; and

WHEREAS, the City Council may waive the Local/Small Local Business Enterprise (L/SLBE) program requirements pursuant to Part I of Oakland's L/SLBE Program Guidelines, last amended by Ordinance No. 13825 (Jan. 6, 2025); and

WHEREAS, the City Administrator recommends that City Council waive the competitive bidding and L/SLBE Program requirements for the new agreement with HdL because the City still requires services from HdL related to the HdL Prime Local Tax Software, and HdL is the best service provider to meet these needs, based on their previous work history and because of the need to have continuity with this vendor for an additional contract term to integrate the new cashing system, migrate the existing server-based software to a new HdL Prime Cloud, and add the printing and mailing services; and

WHEREAS, funding for the first two years of the contract is included in the FY25-27 Adopted Biennial Budget in the General Purpose Fund (1010), Revenue Organizations (08431 and 08451), Departmental Admin Project (1000007) and that funding for the remaining three years is contingent upon funding availability in future budget cycles; now, therefore, be it

RESOLVED: That the City Administrator is authorized to enter into a new agreement with HdL Software, LLC for an additional five-year term in an amount not to exceed One Million Six Hundred Seventy Thousand Dollars (\$1,670,000) for all five years for the provision of on-going maintenance, technical support, software upgrades and printing and mailing services; and be it

FURTHER RESOLVED: That for the reasons provided herein and in the accompanying staff report, the City Council finds that it is in the City's best interest to waive and hereby waives the competitive bidding process and the L/SLBE program requirements.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - BROWN, FIFE, GALLO, HOUSTON, RAMACHANDRAN, UNGER, WANG, AND
PRESIDENT JENKINS

NOES –

ABSENT –

ABSTENTION –

ATTEST: _____

ASHA REED
City Clerk and Clerk of the Council of the
City of Oakland, California