



AGENDA REPORT

TO: The Honorable City Council

FROM: Jestin D. Johnson
City Administrator

SUBJECT: 2025 Professional Services –
Cityspan Technologies, Inc.

DATE: June 24, 2025

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution:

- 1. Authorizing The City Administrator To Execute A Professional Services Agreement With Cityspan Technologies, Inc. For Licensing And Hosting Of A Web-Based Database To Support Grants Management, Grantee Reporting, Client Level Services, And Outcomes Tracking For Fiscal Year 2024-2025 In An Amount Not To Exceed One Hundred Seventy Five Thousand Four Hundred Dollars (\$175,400) From July 1, 2024 Through June 30, 2025, And For Fiscal Year 2025-2026 In An Amount Not To Exceed Two Hundred Thousand Dollars (\$200,000) From July 1, 2025 Through June 30, 2026, For A Total Amount Of Three Hundred Seventy Five Thousand Four Hundred Dollars (\$375,400) From July 1, 2024, Through June 30, 2026; And**
- 2. Authorizing A One-Time Payment In The Amount Of Sixty-Four Thousand Nine Hundred Fifty Dollars (\$64,950) To Pay Outstanding Invoices From Fiscal Year 2022-2023; And**
- 3. Waiving The Local/Small Local Business Enterprise (L/LSBE) Requirement**

EXECUTIVE SUMMARY

This resolution authorizes the Human Services Department (HSD) Children and Youth Services Division to enter into an agreement with Cityspan Technologies, Inc. in an amount not to exceed \$375,400 from July 1, 2024, to June 30, 2026 and to pay \$64,950 in outstanding invoices for previous services rendered in Fiscal Year 2022-2023, for a total allocation of \$440,350. This resolution also authorizes HSD to waive the local/local small business enterprise (L/LSBE) requirement. Cityspan web-based database services include grants management, grantee reporting, client level services, and outcomes tracking, as well as custom development, geographic information systems (GIS) integration, location services, and council district reporting.

Life Enrichment Committee
July 08, 2025

As Oakland Fund for Children and Youth (OFCY) prepares to release the Request for Proposals (RFP) in Fall 2025 under the Strategic Investment Plan approved by Council in December 2024 through [Resolution No. 90580 C.M.S.](#), Cityspan will serve as a key management tool for the RFP process by supporting proposal submissions, review, and the development of new scopes of work.

The Division of Workforce and Employment Standards (DWES) recommends that OFCY seek the L/LSBE waiver since no availability analysis was conducted at the time of award in 2022.

BACKGROUND / LEGISLATIVE HISTORY

On May 3, 2006, HSD issued a request for bids for web-based contract management and client tracking database services. City Council approved contracts with Cityspan to develop a web-based database system for Measure Y for Fiscal Year (FY) 2006-2007, per [Resolution No. 80100 C.M.S.](#) and again in FY's 2007-2008, and 2008-2009, per [Resolution No. 81650 C.M.S.](#)

An amendment to the Cityspan contract was approved on November 3, 2008, for Cityspan to continue services with Measure Y, and to begin providing service to the Oakland Fund for Children and Youth (OFCY) through FY 2009-2010, 2010-2011, and 2011-2012 ([Resolution No. 81650 C.M.S.](#)). The contract was amended on July 17, 2012, for an additional three-year period.

A third HSD program, the Alameda County – Oakland Community Action Partnership (AC-OCAP), was included through [Resolution No. 84003 C.M.S.](#) in FY 2014-2015.

On September 23, 2014, the City Council approved an amendment to the agreement such that Measure Y could utilize new funding from the California Board of State and Community Corrections Recidivism Reduction Funds Grant for database improvements during FY 2014-2015 ([Resolution No. 85177 C.M.S.](#)).

On March 31, 2015, the City Council approved a three-year contract with Cityspan to provide database services to Oakland Paratransit for the Elderly and Disabled (OPED) from April 1, 2015, to March 31, 2018 ([Resolution No. 85487 C.M.S.](#)). Additionally, on October 6, 2015, the City Council approved a renewed contract for Measure Y, OFCY, and AC-OCAP for FY 2015-2016, 2016-2017, and 2017-2018 ([Resolution No. 85821 C.M.S.](#)).

On March 20, 2018, the City Council approved a three-year contract with Cityspan to provide database services to OPED and OFCY from April 1, 2018, to June 30, 2021 ([Resolution No. 87109 C.M.S.](#)).

On May 28, 2021, Cityspan submitted a proposal for web-based grants management and client tracking database services for OFCY and OPED. Cityspan was significantly more qualified than other bids, the most cost-effective, and the best match for the project requirements as determined by staff review.

On June 15, 2021, the City Council awarded an agreement to Cityspan ([Resolution No. 88692 C.M.S.](#)) to provide licensing, user support, project management, and custom programming for the OPED and OFCY programs in an amount not to exceed \$92,500 from July 1, 2021, through June 30, 2024. \$37,500 was allocated for OPED and \$55,000 was allocated for OFCY.

In October 2022, the joint Competitive Request for Qualifications (RFQ) #27034 was released by HSD and DVP for professional services contracted between December 1, 2022, and December 31, 2025. Bids were requested for Application and Review System, Data Systems, and Management Information Services. The Cityspan was the only respondent for this category.

On December 19, 2023, [Resolution 88692 C.M.S.](#) was amended to increase the awarded agreement with Cityspan from \$92,500 to \$292,250 for a grants management system for OFCY and OPED programs from July 1, 2021, through June 30, 2024 ([Resolution No. 90060 C.M.S.](#)). This increase enabled Cityspan to build out the grant management system to collect data for more robust evaluation and analysis of the impact of programs funded through OFCY.

ANALYSIS AND POLICY ALTERNATIVES

The approval of this recommendation will advance the Citywide priority of **responsive, trustworthy government** by enabling staff to log, analyze, and report out on services delivered and the impact of programs funded by OFCY. Cityspan enables the thorough evaluation of services, in turn helping staff identify where services are most effective and where improvements are needed.

Cityspan is a web-based database that serves as the repository of OFCY grantee program-level demographics, service projections and actuals, hours of service, and narrative data. The Scopes of Work for both fiscal years include enhancements to client tracking and grants management features in response to the City Council's feedback following the FY 2019-2020 OFCY Evaluation Report presentation on April 20, 2021. OFCY's independent evaluators rely on Cityspan to conduct detailed participation and outcome analyses and generate statistical reports summarizing grantee services.

In Fiscal Year 2024-2025, OFCY administered 145 grants. Grantees provide quarterly submissions with data on client demographics, enrollment, participation in activities, hours of service, program successes, and challenges. Cityspan enables OFCY staff to monitor programs by reviewing grantees' compliance with scopes of work, progress reports, actuals to projections, submitted invoices, and expenditures.

OFCY staff plan to utilize Cityspan during the Request for Proposals process in Fall 2025 for proposal submissions, review, and the development of new scopes of work.

Staff requests that the City Council waive the L/LSBE requirement for the contract with Cityspan since no availability analysis was conducted at the time of award in 2022. Cityspan was the only qualified vendor to respond to the competitive RFQ #27034.

FISCAL IMPACT

Approval of the resolution includes an allocation of \$64,950 to Cityspan for previous services rendered during Fiscal Year 2022-2023.

This resolution also includes an allocation not to exceed \$175,400 for Fiscal Year 2024-2025 and an allocation not to exceed \$200,000 for Fiscal Year 2025-2026, for a total allocation in an amount not to exceed \$375,400 for July 1, 2024, through June 30, 2026.

Table 1: Adjusted Professional Service Agreement Costs for July 1, 2024, through June 30, 2026

Item	Amount
FY 2024-2025	\$175,400
FY 2025-2026	\$200,000
Total FY 2024-2026	\$375,400
FY 2022-2023: previous services rendered	\$64,950
TOTAL	\$440,350

The professional services agreement with Cityspan and payment of invoices for services rendered in Fiscal Year 2022-2023 in the amount of \$440,350 will be funded through OFCY funds, which are available for these services in: Oakland Fund for Children and Youth – Kid's First Oakland Children's Fund (1780), Youth Services Organization (78251), Fiscal Year 2017-2018 OFCY Project (1003645), OFCY Program (YS04).

Table 2 details the costs anticipated by Cityspan for professional services for July 1, 2025, through June 30, 2026.

Table 2: Estimated Professional Services Agreement Costs for July 1, 2025, through June 30, 2026

Cost Category	Total
Enterprise Licensing and Hosting	\$70,000
Project Management	\$49,950
Custom Development	\$27,450
OUSD Data Integration	\$15,000
User Training and Support Services	\$13,000
Additional System Design and Development (if needed)	\$24,600
TOTAL	\$200,000

PUBLIC OUTREACH / INTEREST

On March 19, 2025, the Planning and Oversight Committee approved the Cityspan scope of work in a public meeting. The Planning and Oversight Committee also unanimously approved the OFCY staff recommendation to enter a Professional Services Agreement for Fiscal Year 2025-2026 with Cityspan on May 7, 2025, in a public meeting.

COORDINATION

This report and legislation have been reviewed by the Office of the City Attorney, the Budget Bureau, and the City Administrator's Office.

PAST PERFORMANCE, EVALUATION, AND FOLLOW-UP

Cityspan is the current Client Services and Contract Database for OFCY. Cityspan has exceeded expectations for all scope of work deliverables. Cityspan consistently provides responsive support to City staff and end users. The database is reliable and accurate, offering robust functionality for reporting, service tracking, invoicing, and client management.

SUSTAINABLE OPPORTUNITIES

Economic: Cityspan creates efficiencies, supports long-term cost savings, and improves service delivery by modernizing grants management.

Environmental: The development and use of an electronic reporting and data collection tool reduces the use of paper and, therefore, positively impacts the environment.

Race & Equity: Cityspan supports impact reporting, enabling staff to assess program effectiveness in service delivery to Oakland children and youth, especially those facing the greatest challenges, stressors, and disparities. Data generated from Cityspan informs OFCY's Race and Equity Analysis and is used to conduct Results-Based Accountability Analysis that will provide data on *how much we did, how well did we do it, and if anyone is better off.*

ACTION REQUESTED OF THE CITY COUNCIL

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For questions regarding this report, please contact ROBIN LOVE, Manager, Children and Youth Services Division, at (510) 238-3231.

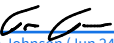
Respectfully submitted,

Jestin D. Johnson

Jestin D. Johnson
City Administrator

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