

CITY OF OAKLAND

# AGENDA REPORT


**TO:** Jestin D. Johnson  
City Administrator

**FROM:** Lea Lakes  
Interim Director  
Human Services  
Department

**SUBJECT:** OFCY Cityspan Technologies, Inc.  
Contract Extension

**DATE:** May 6, 2026

City Administrator Approval

  
Jestin Johnson (May 13, 2026 14:55:30 PDT)

Date: May 13, 2026

## RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution:

- 1. Amending Resolution No. 90819 To Extend The Agreement With Cityspan Technologies, Inc. For Twelve (12) Months For The Client Services And Contract Database, Ongoing Grants Management Licensing, User Support, Project Management, And Custom Programming For Oakland Fund For Children And Youth (OFCY) Funded Programs In An Amount Not To Exceed Two Hundred Thousand Dollars (\$200,000), For July 1, 2026, to June 30, 2027**
- 2. Waiving The Competitive Multiple-step Solicitation Process For The Acquisition Of Computerized Or Information Technology Systems**
- 3. Waiving The Local/Local Small Business Enterprise (L/LSBE) Requirement**

## EXECUTIVE SUMMARY

The proposed resolution, if adopted, will authorize the Human Services Department Children and Youth Services (CYS) Division to extend the current contract with Cityspan Technologies, Inc., for licensing and hosting of a web-based grant management that includes client-level tracking, custom development, geographic information systems (GIS) integration, council district reporting and contract management in an amount not to exceed \$200,000 from July 1, 2026, to June 30, 2027.

Life Enrichment Committee  
May 26, 2026

Oakland Fund for Children and Youth (OFCY) staff recommend the extension of the Fiscal Year (FY) 25-26 agreement with Cityspan Technologies, Inc. for FY 2026-2027 to:

1. Support the smooth onboarding of new programs and offboarding of old programs during the transitional phase between the implementation of the new 25-28 Strategic Investment Plan (SIP) and the conclusion of the 22-25 SIP.
2. Allow staff adequate time to prepare, publish, and fully conduct the Information Technology Professional Services Request for Proposals (IT RFP) for the Human Service Department.
3. Ensure staff have sufficient time to transition all data and train users in time for FY 2027-2028, without disruption to services, if a new database is selected through the IT RFP process.

In the most recent Request for Qualifications competitive solicitation, Cityspan was the only application received in the Application and Review System, Data Reporting, Management Information Services category.

This waiver is requested by staff due to significant financial, operational, or compliance risk. The Availability Analysis conducted by DWES for the current IT RFP released on May 1st notes the L/SLBE participation requirement for this contract is 0%.

Approval of this waiver request will protect the critical grants management infrastructure data and grants management system used by Human Services Department Children and Youth Services staff to oversee over \$20 million in grants awarded to local community-based organizations and public agencies and disproportionately impact the most vulnerable of Oakland's children, youth and their families that experience the most disparate outcomes.

## **BACKGROUND / LEGISLATIVE HISTORY**

Cityspan has over twenty years of experience providing software to cities for the management of local, state, and federally funded programs, including Oakland. The City of Oakland Human Services Department has contracted with Cityspan Technologies, Inc. since 2007 to provide grant and database management.

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

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.](#)).

Though professional services delivered by Cityspan were approved through June 30, 2024, through Resolution 88692, spending authority was extended through December 31, 2025, by RFQ #27034. In October 2022, joint Competitive RFQ#27034 was released by the Human

Services Department and Department of Violence Prevention for professional services contracted between December 1, 2022, and December 31, 2025. Bids were requested for the following professional service categories:

1. Strategic Planning and Community Engagement
2. Design, Marketing and Communication Services
3. Independent Evaluation of Program Services
4. Application and Review System, Data Systems and Management Information Services
5. Training, Technical Assistance and Capacity Building
6. Workforce-Focused Capacity Building and Employer Engagement
7. Independent Auditing (Financial and Programmatic)

The Cityspan proposal submission was the only respondent in Category 4: Application and Review System, Data Systems and Management Information Services.

On July 15, 2025, [Resolution 90819 C.M.S.](#) was adopted by the City Council to award Cityspan \$200,000 for OFCY grants management and the client service database.

In FY 2025-2026 OFCY manages 144 grants with 74 non-profit and public agencies. The Cityspan Grants Management and Client Services Database System allows staff to manage grantee scopes of work, budgets, progress reports, and online invoices. Programs submit quarterly reports through Cityspan showing progress towards grant objectives and provide data on client demographics, enrollment, and participation in activities, quarterly program expenses, matching funds received, and narrative reporting on program successes, challenges, and changes.

On Friday, October 24, 2025, the OFCY released the FY 2026 - 2028 RFP (RFP # 380544) in alignment with the 2025 - 2028 OFCY Strategic Investment Plan. Cityspan managed a launch and application submission period that resulted in 333 proposals received.

Cityspan was then used to manage the evaluation and scoring process for all submitted proposals. The final selection of grant awards through RFP # 380544 is scheduled for City Council review and approval in spring 2026.

Human Services Department (HSD) staff prioritized the completion of the OFCY FY 26-28 RFP before launching the IT PSA. To launch the IT PSA, HSD staff worked closely with the Department of Workforce and Employment Standards (DWES), the Information Technology Department, and the Department of Finance Contract Administration Unit to publish the IT RFP. The Availability Analysis for the IT RFP was completed on March 12, 2026. The Work Order for the IT RFP was submitted to the Contract Administration Unit on April 2, 2026 (Work Order #22036). The launch date for the IT RFP was May 1, 2026.

## **ANALYSIS AND POLICY ALTERNATIVES**

Cityspan software has proven effective at meeting the day-to-day data management needs of program providers receiving grants from HSD, while also supporting collaborative efforts to standardize service and outcome definitions, promote program quality, and measure program impacts.

OFCY’s independent evaluators also use Cityspan to conduct detailed participation and outcome analyses and generate statistical reports summarizing grantee services. This system allows OFCY staff and grantees to monitor their programs and Cityspan provides technical assistance to all users.

Without this extension, staff cannot ensure the smooth onboarding of new programs receiving awards through OFCY RFP #380544. Cityspan can transition data provided in the application system directly into the grant management system, reducing the administrative burden on staff. The Cityspan system is also able to store program data from multiple fiscal years, ensuring that staff can offboard old programs that are no longer receiving funding.

Approval of this resolution will also provide staff across HSD and the Finance Department Contract Administration Unit sufficient time to fully conduct the IT RFP. Once identified vendors are identified for award, staff will have transition time to seek approval from Council and execute new grants before the start of FY 2027-2028.

Further, if a new database is selected, staff will need time to transition over twenty years of data from Cityspan to the new system.

The Alternative to this proposal would be that the Council rejects the recommendation from staff to extend the Cityspan Professional Services Agreement for FY 2026-2027.

**Table 1: Policy Alternative**

|                                    |   |
|------------------------------------|---|
| <b>Alternative #1</b>              | Council rejects the recommendation from staff to extend the Cityspan Professional Services Agreement for FY 2026-2027   |
| <b>Pros</b>                        | <ul style="list-style-type: none"> <li>• Not applicable</li> </ul>  |
| <b>Cons</b>                        | <ul style="list-style-type: none"> <li>• Loss of current grants management database and access to current and historic program data</li> <li>• Inability to onboard new awardees for FY 2026-2028</li> <li>• Inability to continue tracking outcomes through updated Results Based Accountability framework</li> <li>• Increased administrative tasks assigned to HSD staff, reducing efficiency and causing contract delays</li> </ul> |
| <b>Reason for not recommending</b> | <ul style="list-style-type: none"> <li>• Rejecting staff’s recommendation would jeopardize the ability for staff to provide grant management to programs funded to support Oakland youth.</li> <li>• Approving this resolution ensures OFCY can plan for the upcoming fiscal years thoughtfully and with sufficient time to change database systems if needed.</li> </ul>   |

## **WAIVER RATIONALE**

Staff requests that the City Council waive the Local/Local Small Business requirement for the contract extension 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.

The Availability Analysis conducted by DWES for the current IT RFP released on May 1st notes the L/SLBE participation requirement for this contract is 0%.

Under the FY 2026 -2027 contract extension, Cityspan will continue preparation for:

- 1) the Summer 2026 grants management database interface, used by all grantees under the Mayor's Summer Youth Employment Program (MSYEP) and four other OFCY funding strategies for the summer service term and
- 2) the Year-Round grants management database interface for the 2026-2028 grant cycle and new grant awards which begin on July 1, 2026.

The Cityspan system is an integral component of executing and monitoring grant performance. Specifically, Cityspan is used to develop grant scopes of work (the proposed narrative submitted through the RFP narrative is transferred to the grant award program narrative), invoice generation, grantee reporting, and the collection of unduplicated demographics data that informs the Race & Equity Impact Analysis and Results Based Accountability reporting and required mandates outlined in Administrative Instruction #580.

Rejecting this waiver and resolution would immediately disrupt summer and year-round grants management business processes and significantly reduce operational efficiencies, including staff productivity, workload management, execution of grants, grantee reporting, grants oversight, and the issuance of cost reimbursement payment for approved invoices and real-time expenditure monitoring.

Further, it would significantly hinder the City's ability to adhere to the prompt payment ordinance and the implementation of the Kids First! Charter Article XIII Sections 1300 - 1307 and Ordinance No. [13588 C.M.S.](#)

## **RELATED PLANNING EFFORTS: OAKLAND STRATEGIC PLAN**

This agenda item supports the Strategic Priority to Streamline Operations and Foster Cross-Department Collaboration.

- 1) Streamline Operations: Utilizing Cityspan integrates the contract execution and grant management processes for over 70 agencies funded through OFCY. Cityspan enables staff to standardize templates for quarterly reporting, invoices, and scopes of work.

- 2) Foster Cross-Department Collaboration: Oakland Workforce Development Board staff have access to Cityspan to monitor the Mayor’s Summer Youth Employment program, demonstrating how staff across departments to work together to manage the grants, see real-time updates from grantees, and work asynchronously.

**FISCAL IMPACT**

Approval of this resolution will require a City Council appropriation in the amount not to exceed \$200,000 for Fiscal Year 2026-2027 from 1780 -Oakland Fund for Children and Youth (OFCY) - Kids First Oakland Children’s Fund to fund the development of a custom data management system and annual licensing and technical support fees provided by Cityspan Technologies, Inc. from July 1, 2026, through June 30, 2027.

**Table 2: Funding for Cityspan Professional Services FY 2026-2027**

| Fund Source  | Organization                        | Project                        | Program            | Amount       |
|--|-------------------------------------|--------------------------------|--------------------|--------------|
| 1780 - Oakland Fund for Children and Youth (OFCY) - Kids First Oakland Children’s Fund | 78251 - Youth Services Organization | 1007730 - OFCY FY 2027 Project | YS04- OFCY Program | \$200,000.00 |

The professional services agreement with Cityspan will be funded through OFCY funds in the amount of \$200,000 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), OFCY FY 2027 Project (1007730), OFCY Program (YS04).

**Table 3: Estimated Professional Services Agreement Costs for July 1, 2026, through June 30, 2027**

| 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         |
| <b>TOTAL</b>   | <b>\$200,000</b> |

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### **PUBLIC OUTREACH / INTEREST**

On April 15, 2026, the Planning and Oversight Committee approved the Cityspan scope of work and OFCY staff recommendation to extend the Professional Services Agreement for Fiscal Year 2026-2027 with Cityspan.

### **COORDINATION**

The Contract Administration Unit provided input on the creation of this report and legislation. This report and legislation were also reviewed and approved by the Office of the City Attorney and the Budget Bureau.

### **PAST PERFORMANCE, EVALUATION AND FOLLOW-UP**

Cityspan continues to exceed all scope of work deliverables. In FY 2025-2026, Cityspan successfully managed the complete OFCY FY 2026-2028 RFP. Cityspan provided responsive support to applicants, readers, and staff, and the database was reliable and accurate.

Building upon its robust functionality for reporting, service tracking, invoicing, and client management Cityspan updated the current OFCY grantee database design to better collect program impact data in alignment with Results Based Accountability goals for OFCY evaluation.

### **RACE AND EQUITY**

Cityspan enables staff to assess program effectiveness in service delivery to Oakland children and youth, especially those facing the greatest challenges, stressors, and disparities.

To help inform OFCY's Race and Equity Analysis of this data, the Cityspan grants management system has been updated to collect quantitative data on outcome measurements aligned with the Results-Based Accountability framework.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Adopt A Resolution:

1. Amending Resolution 90819 To Extend The Agreement With Cityspan Technologies, Inc. For Twelve (12) Months For The Client Services And Contract Database, Ongoing Grants Management Licensing, User Support, Project Management, And Custom Programming For Oakland Fund For Children And Youth (OFCY) Funded Programs In An Amount Not To Exceed Two Hundred Thousand Dollars (\$200,000), For July 1, 2026, to June 30, 2027
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For questions regarding this report, please contact ROBIN LOVE, CHILDREN AND YOUTH SERVICES DIVISION MANAGER at (510) 238-3213.

Respectfully submitted,

*Lea Lakes*

Lea Lakes (Apr 28, 2026 14:48:47 PDT)

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Lea Lakes  
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Reviewed by:  
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Children and Youth Services Division