

BOARD AGENDA ITEM

TO: Dr. Michelle Hubbard, Superintendent

FROM: Russell Knapp, Chief Financial Officer

SUBJECT: BOE Agenda Item – July 24, 2023
Authorization to Contract with CobbleStone for a Contract Management Solution

DATE: July 5, 2023

Overview

Staff recommend contracting with vendor CobbleStone Systems Corp (d/b/a CobbleStone Software) (“CobbleStone”) to provide a hosted contract management solution. The initial annual cost (including implementation services) is estimated at \$33,350, contingent upon confirmation of needed implementation service and staff training hours, and finalization of software feature modules and user licenses; subsequent ongoing annual license fees are estimated at approximately \$21,000, with any annual license fee increases capped not to exceed 5%.

Staff identified a need for a software contract management solution to help manage hundreds of vendor contracts and agreements; specifically, staff sought a solution that would facilitate use of an electronic signature process; provide task reminders (renewal dates, deliverables, etc.); provide a review workflow that would allow staff to redline and track contractual term changes; and provide a centralized, easily searchable digital repository for District contractual documents, among other features.

In February 2023, the District publicly issued a Request for Information (RFI) document for a contract management solution. The District received responses from the following eleven (11) vendors: Agiloft; Carahsoft; CobbleStone; Conga; Gainfront; GEP; OpenGov; Ovitax; Pantheon; Pramata; and SimpliContract.

A staff committee evaluated and ranked the responses based on the following criteria: the response’s adequacy in providing the desired information outlined in the RFI; the desirability of the contract management features identified in the response; the desirability of the general cost ranges/cost models in relation to the District’s needs; the vendor’s experience and qualifications in providing the desired products and services; the vendor’s ability to provide adequate implementation services; and the vendor’s ability to provide ongoing customer support and training.

After initial review, the District sought additional information and product demonstrations from the three (3) top-ranked vendors: Carahsoft, Agiloft, and CobbleStone. After consideration of the additional information/product demonstrations, staff recommend proceeding with CobbleStone.

Based in Princeton, New Jersey, CobbleStone has provided industry-leading contract management software solutions since 1995. CobbleStone's school district clients include the Katy Independent School District, Portland Public Schools, and Fargo Public Schools, among others. CobbleStone is providing pricing via a cooperative purchasing agreement with the federal General Services Administration (GSA) [Schedule 70: GS-35F-0186W], which satisfies the bid requirements of K.S.A. 72-1151.

This expense is budgeted to be paid with capital outlay funds.