



RESOLUTION NO. 6900

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A RESOLUTION OF THE ALBANY CITY COUNCIL, ACTING AS THE LOCAL CONTRACT REVIEW BOARD, WAIVING COMPETITIVE BIDDING AND AWARDING A SOLE-SOURCE PROCUREMENT CONTRACT TO INFOSEND, INC. FOR E-PAYMENT AND INTERACTIVE VOICE RESPONSE SERVICES

WHEREAS, Albany Municipal Code 2.66.060(11), Oregon Revised Statutes 279B.075, and Oregon Administrative Rule 137-047-0275 allow the City Council, acting as the Local Contract Review Board, to award a contract for goods or services without competition by sole-source procurement if it is determined that the goods or services are available from only one source; and

WHEREAS, such authorization must be based on written findings submitted by the department seeking the exception describing the circumstances to support the source selection and use of a sole-source procurement; and

WHEREAS, written findings may include that goods and services required for the exchange of software or data with other agencies are available from only one source and other findings that support the conclusion of availability of goods and services from only one source; and

WHEREAS, the Utility Billing division is migrating to the Munis utility billing management system in the fourth quarter of 2020; and

WHEREAS, the contract for Munis-compatible utility bill printing and mailing services was awarded to InfoSend, Inc. in June 2020 as a result of a formal RFP process; and

WHEREAS, the InfoSend utility bill portal requires the use of InfoSend-compatible e-payment and integrated voice recognition (IVR) services; and

WHEREAS, InfoSend Inc. is the only vendor that offers e-payment and IVR services compatible with the InfoSend utility bill portal; and

WHEREAS, entering into a contract with InfoSend, Inc. offers continuity of e-payment services for the citizens of Albany and is expected to result in cost savings by lowering transaction fees; and

WHEREAS, the use of a sole-source procurement to contract with InfoSend, Inc. provides a solution that is not available from any other vendor and meets the requirements of a sole-source procurement.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council, acting as the Local Contract Review Board:

SECTION 1. Adopts the following findings:

1. The City requires a sole-source procurement to procure e-payment and IVR services for the Utility Billing department.
2. A contract for utility bill printing and mailing services was awarded by the Albany City Council to InfoSend, Inc. in June 2020 as the result of a formal RFP process.
3. The IT Department has researched options and found that InfoSend, Inc. is the only vendor able to provide e-payment and IVR services compatible with the InfoSend utility bill portal in the exchange of data.

4. The use of InfoSend's e-payment and IVR services in conjunction with their utility bill printing and mailing services provides continuity of service for utility bill customers and avoids an interruption of utility bill e-payment services.
5. The Utility Billing division will save approximately \$38,000 per year as a result of the sole-source procurement

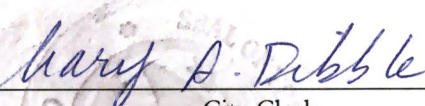
SECTION 2. Notwithstanding the provisions of City Code Section 2.66.060, the Public Works Engineering and Community Development department is authorized to use the sole-source procurement method to procure e-payment and IVR services.

SECTION 3. The Public Works Engineering and Community Development Director is hereby directed to negotiate and award a sole-source contract for e-payment and IVR services to InfoSend, Inc. after the City has given public notice for seven days of its intent to award a contract, per Oregon Administrative Rules 137-047-0275 and ORS 279B.075.

DATED AND EFFECTIVE THIS 8TH DAY OF JULY 2020.

  
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Mayor

ATTEST:

  
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City Clerk

