

INDIAN RIVER COUNTY, FLORIDA

M E M O R A N D U M

TO: Board of County Commissioners

THROUGH: John Titkanich, Jr., County Administrator

PREPARED BY: Andy Sobczak; Interim Community Development Director

DATE: June 27, 2023

SUBJECT: Request to Waive Bid Process for Community Development Software

It is requested that the data herein presented be given formal consideration by the Board of County Commissioners at its regular meeting of July 11, 2023.

DESCRIPTION & CONDITIONS

The Community Development Department is transitioning away from CD Plus (our legacy software) which has been used to administer planning reviews, permitting, code enforcement, building permits, and the State Housing Initiative Partnership program (SHIP). While replacement software for many of the Department’s functions has been identified and/or is available from multiple vendors, the SHIP program has more specialized needs. In addition, due to the recent significant increase in SHIP applications, staff has been looking for ways to more quickly process incoming applications to reduce the backlog.

After learning about a software provider (Neighborly Software) that specializes in SHIP administration at a recent conference, staff reached out to several neighboring jurisdictions that use this software. Based on those discussions, the feedback from Neighborly Software users was overwhelmingly positive.

ANALYSIS

Neighborly Software simplifies the SHIP review process by automating the enrollment, administration, and required reporting to state authorities. Currently, most of these processes are done via paper hardcopy documents through CD Plus. There are 67 other jurisdictions in Florida that use Neighborly Software to administer their housing programs, and 375 nationwide.

While a competitive-bid process is typically used to seek new services, such as housing administration software, based on research by staff, no similar products to Neighborly Software are currently available. For this reason, the other Florida agencies using the software staff was able to contact, noted that they either declared Neighborly Software as a sole source to administer their housing programs, or waived the requirement for bids.

Staff also consulted with My Government Online (MGO) concerning the availability of software to administer the SHIP program. MGO's software is replacing CD Plus for planning, code enforcement, and building division functions. MGO does not have software available to administer the county's SHIP program, they would need to create software to fulfill the individual needs of the SHIP program.

For these reasons, staff is recommending to waive the bid process and contract with Neighborly Software to address the immediate needs of the SHIP program and its applicants.

FUNDING

The SHIP program has budgeted seventeen thousand dollars (\$17,000) for fiscal year 2023/2024 for the first (1st) year implementation and maintenance costs from SHIP/Computer Software, account #12322869-035120. Subsequent annual costs for the two modules included in the contract are estimated to be approximately \$12,000 for 5 users on an annual basis.

RECOMMENDATION

Staff recommends that the Board of County Commissioners waive the requirement for bids, approve the proposed Neighborly Community Development Software agreement, and authorize the Chairman to sign it after review and approval by the County Attorney as to form and legal sufficiency.

Attachments:

1. Neighborly Software Sole Source Vendor brochure
2. Neighborly web-based Community Development Software Agreement