



Agenda Item Summary

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**File #: 24-00986**

**Agenda Date: 11/12/2024**

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**Agenda Item Name:**

**Single Source and Agreement 14326 with Online Solutions d/b/a CitizenServe**

**Presenter:**

Jeffrey Hays, Growth Management Director, 352.374.5249  
Theodore White, Procurement Manager, 352.374.5202

**Description:**

Single Source and Agreement 14326 with Online Solutions d/b/a CitizenServe for Enterprise Permitting and Land Management System Services, in the amount not to exceed (NTE) \$200,000.00 annually, for Growth Management. (Exemption 27 or 12)

**Recommended Action:**

Approve and authorize the Chair to execute the Single Source and Agreement 14326 with Online Solutions d/b/a Citizenseve, NTE \$200,000.00 annually.

**Prior Board Motions:**

N/A

**Fiscal Note:**

Growth Management manages the contract. The users of enterprise permitting system: Growth Management, Public Works, Codes Administration, and Environmental Protection have budgeted \$123,000.00 for existing staff licenses in multiple funds/divisions with the ending account 54.80 with the account description of computerized information. The not to exceed amount in the contract is to provide for possible additional software integrations in the future if necessary. Those potential integrations would require budget to be identified by the Department requesting the integration at that time.

**Strategic Guide:**

All Other Mandatory and Discretionary Services

**Background:**

Citizenserve is the County's enterprise permitting software. The software has been in use for the last 4 years. The County has invested significant time in configuring the software and it provides permitting functions for Growth Management, Codes Administration, Public Works, and Environmental Protection.

This purchase is exempt from the County's competitive bidding requirements pursuant to Section 22.3-

302 (27) of the Alachua County Procurement Code, Single Source procurements in accordance with the Procurement Procedures Manual; however, since the dollar amount of the purchase exceeds the purchasing authority of the Procurement Manager, this is being submitted for Board consideration and approval.