

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: November 14, 2024
RE: Sole Source Contract – CORE Technologies

For the Agenda of November 18, 2024

Background. CORE Technologies is the company that exclusively provides the software that hosts the Clare Police Departments report writing and LEIN (Law Enforcement Information Network) services and is critical to integral daily operations at the Police department. The City of Clare Police Department has used CORE for many years for this service and historically the motion and approval for the cost of the services have not been brought to the City Commission as there have not been significant changes and the cost has been under the threshold of City Manager approval. The normal incremental increases in the fees have now just moved it barely over the \$7,500 threshold and requires approval of the City Commission per our Purchasing Policy and as a sole source purchase. Therefore, Chief Saad has requested the City Commissions approval to pay the annual fee of \$7,662 in the attached memo (*att'd*) along with approval for future years as the small yearly increase will still be above the threshold per our current Purchasing Policy.

Note: This item brings to light an issue that I have discussed briefly with you in the past. As times have changed and costs for goods and services have steadily risen, we likely need to discuss increasing some of the existing thresholds in our current Purchasing Policy which was last done in 2019 over 5 years ago. I will bring a draft update to you sometime soon that will have some proposed increases to the department head and Manager levels of approval for invoices and services and also increase the thresholds at which we would be required to perform sealed bid RFP's.

Issues & Questions Specified. Should the City Commission approve the request to pay the annual fee to CORE Technologies for software and services for the Police Department?

Alternatives.

1. Approve the request to pay the annual fee to CORE Technologies for software and services for the Police Department.
2. Disapprove the request to pay the annual fee to CORE Technologies for software and services for the Police Department.
3. Set aside decision regarding this matter to a later date.

Financial Impact. As reflected on the attached proposal, the cost will be \$7,662 and is budgeted for in the 24/25 Police fiscal year budget.

Recommendation. I recommend that the City Commission approve the current and future sole-source relationship with CORE Technologies and the request to pay the annual fee for software and services for the Police Department for the current year and future years, assuming no service changes are made and the increases are simply normal yearly increases, by adoption of Resolution 2024-091 (*copy att'd*).

Attachments.

1. CORE Technologies Invoice.
2. Resolution 2024-091.



at the center of connectivity
 Remit To: Core Technology Corporation
 PO BOX 74008484,
 Chicago,
 IL 60674-8484

Invoice
 Date
 Page

CORMN0001896
 10/30/2024
 1 of 1

APPROVED FOR PURCHASE

GL # 101.301.000.801.000

DATE 11-4-24

Bill To
 Clare Police Department, MI
 Accounts Payable
 207 W. Fifth Street
 Clare, MI 48617
 US

Handwritten signature
 ANNUAL
 CONTRACT
 COST

Ship To
 Clare Police Department
 207 W. Fifth Street
 Clare, MI 48617
 US

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	CLA3001		LOCAL DELIVERY	MN DEC

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	NOTE	Annual CORE Technology Subscription DID YOU KNOW... * For a quote on 24x7 Support, contact our team at 800-338-2117. * IN NEED OF SERVICES? Contact us for a quote on Training, Server moves, Interface configuration reviews & more! Contact Lorie Pugh at lpugh@harriscomputer.com * Contact us for a quote on our NEW OFFERINGS - Citizen Online Reporting, Facial Recognition, CAD, JMS, Data Sharing & more! Contact sales@coretechcorp.com	US\$0.00	US\$0.00
1.00	CORE-MOBILE-S	Talon Incident Mgmt; CSB Access Subscription: December 2024 to November 2025	US\$5,683.00	US\$5,683.00
1.00	CORE-MOBILE-S	Talon for LEIN; CSB Access Subscription: December 2024 to November 2025	US\$950.00	US\$950.00
1.00	CORE-RMS-S	TDEX RMS (Isabella Co); Subscription: December 2024 to November 2025	US\$1,029.00	US\$1,029.00
CANCELLATION POLICY: Cancellations and changes must be received 30 days PRIOR to the start of the maintenance term. Any notices received after will require a 3 month minimum term. Email to: AR@CoreTechCorp.com				

Annual Software Support Includes:
 Unlimited telephone support (M-F, 8:00am to 5:00pm EST, excluding holidays), Internet Support, FTP Support & Product Updates Phone 800-338-2117 ext. 0
 Invoice Questions? Please call Placidia Ahaiwe at 1-613-707-4313 or at our toll-free number 1-888-847-7747; you can also email us at support@coretechcorp.com

Subtotal	US\$7,662.00
Misc	US\$0.00
Tax	US\$0.00
Freight	US\$0.00
Trade Discount	US\$0.00
Total	US\$7,662.00

RESOLUTION 2024-091

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE SOLE SOURCE SERVICES WITH CORE TECHNOLOGIES FOR SOFTWARE AND SERVICES FOR THE POLICE DEPARTMENT.

WHEREAS, City Staff has recommended that the city enter into a sole source service relationship with CORE Technologies for software and services for the Police Department; and

WHEREAS, the City of Clare has successfully worked this company for many years; and

WHEREAS, the City Commission has reviewed and considered said recommendations and determined approval of sole source service relationship with CORE Technologies for software and services for the Police Department is reasonable, and in the best interests of the City.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves the current and future sole-source relationship for software and services for the Police Department to be conducted by CORE Technologies.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 18th day of November, 2024.

Diane M. Lyon, City Clerk