



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** April 17, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Digital Platform Services for Office of Historic Preservation (OHP)

**SUMMARY:**

Ordinance ratifying (a) payment for services provided and (b) a contract with Rheaply, Inc. for the renewal of digital platform services to support City facilities for a total cost of \$100,000.00. The term of this contract is from April 1, 2025, through March 31, 2026, with one, one-year renewal option. Funding in the amount of \$50,000 is available from the Resiliency, Energy Efficiency and Sustainability Fund FY 2025 Adopted Budget. Funding for the remaining amount is contingent upon approval of the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is the offer submitted by Rheaply, Inc. to provide an internal digital platform to facilitate the free internal reuse or borrowing of materials between all City departments such as office supplies, furniture, tools, vehicles and other City assets; as well as, an external digital platform for external partners connected to the City's Material Innovation Center to facilitate redistribution of free building materials to affordable housing and community projects. The platform prevents redundant purchases through recirculation between City departments, saving money in procurement costs. Additionally, the platform has built-in data

tracking to measure, in real time, the weight diverted from landfill, carbon gas-emissions avoided, and dollar value recaptured through asset exchange.

The previous contract with Rheaply, Inc. expired on May 31, 2024. In order to continue providing ongoing maintenance and support to the existing system, payment was made to Rheaply, Inc. in the amount of \$16,666.00 for services rendered from June 1, 2024 through September 30, 2024 and in the amount of \$25,000.00 for services rendered from October 1, 2024 through March 31, 2025 to avoid a lapse in services. Ratification of these payments for the the period of June 1, 2024, through March 31, 2025, is required at this time.

The City issued a Request for Offer (RFO) for “Digital Platform Services for Office of Historic Preservation (OHP)” (RFO 6100018602) to Rheaply, Inc., on November 25, 2024, with a submission deadline of December 10, 2024. Rheaply, Inc. submitted an offer which meets the published specifications and is recommended for contract award.

The contract with Rheaply, Inc., was procured on the basis of a sole source exemption as Rheaply, Inc., is the sole certified vendor for the Rheaply Platform, a cloud-based software.

These items are being purchased as Sole Source according to the provisions of Texas Local Government Code 252.022.07. No other source can supply the items listed nor can any comparable item fulfill the same requirements. The vendor acknowledges with their signature, that all items offered are considered a Sole Source.

The initial term of the agreement is from April 1, 2025, through March 31, 2026, with one, one-year renewal option at the City’s option, which will also be authorized by this ordinance.

**ISSUE:**

This contract will provide the renewal of digital platform services to support City facilities including the City’s Material Innovation Center administered by the City’s Office of Historic Preservation (OHP). Services will include a cloud-based Software as a Service (SaaS) platform which enables asset management tracking, inventorying and exchange, including an internal platform with an unlimited amount of City users to promote the internal re-use of materials such as office supplies, furniture, tools, buildings and other City assets, as well as a platform for external partners to support redistribution of free building materials to affordable housing and community projects.

Additionally, this action will ratify the contract and payment to Rheaply, Inc., in the amount of \$41,666 for services from June 1, 2024, through March 31, 2025.

This contract is exempt from competitive bidding and is excluded from the scope of the Small Business Economic Development Advocacy (SBEDA) program.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional

service contracts, so no preference was applied to this contract.

**ALTERNATIVES:**

This contract will provide the renewal of digital platform services to support City facilities including the City’s Material Innovation Center administered by the City’s Office of Historic Preservation (OHP). Services will include a cloud-based Software as a Service (SaaS) platform which enables asset management tracking, inventorying and exchange, including an internal platform with an unlimited amount of City users to promote the internal re-use of materials such as office supplies, furniture, tools, buildings and other City assets, as well as a platform for external partners to support redistribution of free building materials to affordable housing and community projects.

Additionally, this action will ratify the payment to Rheaply, Inc., in the amount of \$41,666 for services from June 1, 2024, through March 31, 2025.

The Small Business Economic Development Advocacy (SBEDA) Ordinance was not applicable to provide these services.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

**FISCAL IMPACT:**

Ordinance ratifying (a) payment for services provided, and (b) a contract with Rheaply, Inc. for the renewal of digital platform services to support City facilities for a total cost of \$100,000.00. The term of this contract began April 1, 2025, through March 31, 2026, with one, one-year renewal option. Funding in the amount of \$50,000 is available from the Resiliency, Energy Efficiency and Sustainability Fund FY 2025 Adopted Budget. Funding for the remaining amount is contingent upon approval of the annual budget.

**RECOMMENDATION:**

Staff recommends ratification of (a) payment to Rheaply, Inc., in the amount of \$41,666 for services from June 1, 2024, through March 31, 2025, and (b) a contract with Rheaply, Inc., beginning April 1, 2025, through March 31, 2026, with a one-year renewal option.