



MEMORANDUM CITY STANDARD APPROVAL

TO: Henry Dachowitz, Chief Financial Officer
FROM: Anthea Gianniotis, Development Services Director 
SUBJECT: Avolve Software - ProjectDox
DATE: 04/06/2026

Background: ProjectDox, provided by Avolve Software, is the City's platform for electronic plan review and markup of building permits and development applications. The system was selected in 2022 due to its widespread adoption among peer municipalities and its superior functionality compared to competing solutions.

Implementation required approximately one year to configure workflows, deploy public-facing interfaces, and train both staff and external users. Following implementation, ProjectDox was fully integrated with the City's Enterprise Permitting and Licensing (EPL) system from Tyler Technologies (formerly EnerGov), creating a tightly coupled development services platform.

Avolve Software has proposed a three-year renewal agreement that includes a transition from a site license model to a named user licensing structure, along with additional features and enhancements.

Justification: ProjectDox has become a critical system within the City's development services technology stack and is effectively a City standard for the following reasons:

- **Significant Implementation Investment:** The City has invested over three years in implementation, optimization, and integration with EPL. Replacing the system would require substantial time, cost, and operational disruption.
- **System Integration Dependency:** ProjectDox is tightly integrated with the EPL system, making replacement or substitution complex and high-risk.
- **Vendor Exclusivity:** Ongoing support, licensing, and enhancements—including GIS integration, single sign-on, enhanced reporting, mobile capabilities, and AI-based submission review—are only available directly from Avolve Software.
- **Operational Continuity:** ProjectDox is fully adopted by staff and the development community, and continued use ensures uninterrupted service delivery.

Based on these factors, ProjectDox is designated as a City Standard, and renewal with Avolve Software is recommended.

Quote or Proposal is attached: Yes No
Comments: SaaS Agreement and Quote attached

Approved. This City Standard approval is valid for 60 months from date of approval. Attach this City Standard Approval to all Acquisition Approval Memos and/or requisitions for this item.

Need Additional Information Not Approved

Comments: _____


Henry Dabrowski (Mar 6, 2025 10:38:12 EDT)
Chief Financial Officer

Apr
Date

Jay Stacy
Chief Technology Officer

Apr
Date

INSTRUCTIONS: Attach all corresponding quotes and backup documentation to this Memo. Additionally, ensure that all who are listed on the "FROM" and "THROUGH" have initialed by their names confirming they have reviewed the request. NOTE: If the good or service is technology related, CIO approval is required. This is NOT an Acquisition Approval. A separate Acquisition Approval Memo is required for purchases of this item/service between \$15,000 and \$100,000 and Commission approval for all purchases over \$100,000. NOTE: DELETE INSTRUCTIONS BEFORE PRINTING.

Signature: *Jay Stacy*

Email: stacy@mydelraybeach.com









Avolve Memo City Standard Approval AG JS

Final Audit Report

2026-04-06

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