



Cover Memorandum/Staff Report

File #: 26-0774

Agenda Date: 7/14/2026

Item #: 6.O.1.

TO: Mayor and Commissioners
FROM: Henry M. Dachowitz, Chief Financial Officer
THROUGH: Terrence R. Moore, ICMA-CM
DATE: July 14, 2026

APPROVAL OF RESOLUTION NO. 72-26 TO AWARD AN AGREEMENT TO CARAHSOFT TECHNOLOGY CORPORATION FOR THE PURCHASE OF LABOR COST BENCHMARKING SOFTWARE SOLUTIONS AND SERVICES UTILIZING REGION 4 EDUCATION SERVICES CENTER REQUEST FOR PROPOSAL (RFP) 24-03 FOR A THREE (3) YEAR AMOUNT OF \$180,000.00

Recommended Action:

Motion to approve Resolution No. 72-26 to award an Agreement with Carahsoft Technology Corp, labor costs benchmarking software solution and services utilizing Region 4 Education Services Center Request for Proposal No.24-03 for a three (3) year amount of \$180,000.00

Background:

The City of Delray Beach desires to retain Carahsoft Technology Corp, as a benchmarking and labor costing software provider. The Contractor shall provide a software platform for calculating labor related expenses for budgeting and union contraction negotiations.

On April 24, 2024 Region 4 Education Service Center ("ESC") issued RFP 24-03 for Software Solution and Services. Effective January 1, 2025 Region 4 ESC entered into a three (3) year Agreement, with Carahsoft Technology Corp pursuant to RFP 24-03. The initial term of the agreement is valid through December 31, 2027 with the option to renew for an additional term of up to two (2) years.

The City, at its sole discretion reserves the right to terminate this agreement with or without cause immediately upon providing written notice to the vendor. Upon receipt of such notice, the vendor shall not incur any additional costs under the Agreement. The City shall be liable only for the reasonable costs incurred by the vendor prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."

This motion is in accordance with the Code of Ordinances Chapter 36, Commission Approval Required; and Purchasing Policies and Procedures, Accessing Contracts from Other Government Agencies and Not-for-Profit Organizations, and Revenue Generating Contracts.

Attachments:

1. Legal Review Checklist
2. Res. 72-26
3. Agreement

- 4 . Exhibit A
- 5. RFP 24-03 Software Solution and Services
- 6. Submittal - Carahsoft 24-03
- 7.Contract - Carahsoft

City Attorney Review:

Approved as to form and legal sufficiency

Funding Source/Financial Impact:

001-13-000-513.34.90 - Finance (25%)

001-17-000-513.54.11 - Human Resources (75%)

Timing of Request:

N/A