



Legislation Text

File #: 24-1572, **Version:** 1

STRATEGIC PRIORITY: Quality of Life, Arts & Culture
AGENDA DATE: May 22, 2024
COUNCIL DISTRICT(S): All
DEPARTMENT: Department of Convention and Event Services
EXECUTIVE: Robin Bentley

SUBJECT

Authorize a three-year service contract with two one-year renewal options for permitting software licenses and services for the Convention and Event Services Department's Office of Special Events with Event Approvals, Inc. - Not to exceed \$142,500.00 - Financing: Convention and Event Services Fund (subject to annual appropriations)

BACKGROUND

Understanding that the City Manager goals for FY 20-21 included the acquisition of a permitting platform to improve customer service and efficiencies, Conventions and Event Services Department of Special Events (CES-OSE) completed a six-month comprehensive review of software options to streamline the needs of special event permit applicants while maintaining an auditable and fiscally responsive process that aligns with Special Event Ordinance - Chapter 42A. As a result of the review, staff recommended procurement of Event Approvals, Inc., a permitting platform specifically designed to meet the needs of local and regional governments and agencies which hold responsibility for special event processes.

In the Fall of 2021, CES-OSE staff submitted a Special Need Consideration Memo to the City Manager for signature requesting approval to engage a licensing contract for Event Approvals, Inc. for an annual licensing cost of \$49,500, which fell below the Administrative Action threshold. The memo was approved and a contract for \$49,500 for December 2021 was developed.

In the summer of 2022, Event Approvals, Inc. went live to the public with the launch of the Commercial Promoter Registration program followed by Special Event Permit applications. Trainings were provided to clients and internal and external stakeholders. Event Approvals, Inc. has been live to customers and clients for over two years with over six types of applications launched including: special event permits, commercial promoter registrations, streetlight pole banner permits, commercial filming permits, neighborhood market permits, and Fair Park Parking Licenses.

The Event Approvals, Inc. platform, has increased the transparency and efficiency of the permitting review process. CES-OSE has issued approximately 1,000 permits since the city launched the platform. There was no interruption of permitting services during the 2023 cyber-attack.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

This item has no prior action.

FISCAL INFORMATION

Fund	FY 2024	FY 2025	Future Years
Convention and Event Services Fund	\$47,500.00	\$47,500.00	\$47,500.00

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$142,500.00	Other Services	23.00%
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
0.00%	0.00%	\$0.00
• This item does not meet the M/WBE subcontracting goal.		
• Event Approvals, Inc - Non-Local; Workforce - 0.00% Local		

OWNER

Event Approvals, Inc
Suite 600, 777 Hornby Street
Vancouver, BC,
Canada V6Z1S4

Karen Ng, Director of Customer Success