



Agenda Item Executive Summary

AGENDA ITEM: OpenGov, Inc. Service Agreement Extension **BOARD OR COMMITTEE:** Board

BUDGET IMPACT

Amount \$30,250

Budgeted \$30,000

Fund: Service Agreements

Corresponding Activity Measure: Continue to implement Technology Utilization Plan initiatives

EXECUTIVE SUMMARY

In 2020, the Village entered into a five (5) year software services agreement for the Permitting, Licensing and Code Enforcement operations within the Planning & Development Services Department.

OpenGov, Inc. has proposed a five (5) year extension which includes a 5% increase per year. Staff and the Village Attorney have reviewed the renewal and recommend its approval.

ATTACHMENTS (PLEASE LIST)

PDS memo, resolution with exhibit

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Continue to enhance and improve efficiency of service delivery methods & approaches

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

For Discussion Only

Resolution - Move to approve Resolution #2025-___-R A Resolution Approving the Extension of an Agreement Between the Village of Bartlett and OpenGov, Inc., and Corresponding Order Form for Software Services

Ordinance

Motion

Staff: Kristy Stone, PDS Director

Date: August 12, 2025

PLANNING AND DEVELOPMENT SERVICES MEMORANDUM
25-51

DATE: August 12, 2025
TO: Paula Schumacher, Village Administrator
FROM: Kristy Stone, PDS Director *KS*
RE: OpenGov, Inc. Service Agreement Extension

In 2020, the Village entered into a five (5) year software services agreement for the Permitting, Licensing and Code Enforcement operations within the Planning & Development Services Department. The Village was the first municipality in the State of Illinois to enter into an agreement with OpenGov, Inc. and, as a result, the annual fee for the software was held at \$28,810 per year without any increase during the initial term.

OpenGov, Inc. has submitted a renewal agreement that increases the cost by 5% per year as follows:

Starting	Fee
August 2025	\$30,250.51
August 2026	\$31,763.04
August 2027	\$33,351.20
August 2028	\$35,018.75
August 2029	\$36,769.68

The implementation of the OpenGov permitting and licensing software has led to a reduction in office supply costs since most permit applications are completely digital and has allowed the elimination of a part-time position that previously scanned in building permit paperwork. The PDS Department, along with the Village Attorney, have reviewed this renewal and recommend its approval.

A Resolution including the five (5) software services agreement renewal is attached for your review.

Move to approve Resolution #2025- _____ A Resolution Approving the Extension of an Agreement Between the Village of Bartlett and OpenGov, Inc., and Corresponding Order Form for Software Services.

RESOLUTION 2025 - _____

**A RESOLUTION APPROVING THE EXTENSION OF AN AGREEMENT BETWEEN
THE VILLAGE OF BARTLETT AND OPENGOV, INC., AND CORRESPONDING
ORDER FORM FOR SOFTWARE SERVICES**

BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, pursuant to its home rule authority, as follows:

SECTION ONE: APPROVAL. The Order Form for software and professional services between the Village and Bartlett and OpenGov. Inc., and the corresponding extension of the OpenGov Master Services Agreement for a period of five (5) years (collectively, the "Agreement"), a copy of which is appended hereto as Exhibit A and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: AUTHORIZATION. The Village President is hereby authorized and directed to sign the Agreement on behalf of the Village of Bartlett.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

Dan Gunsteen, Village President

ATTEST:

Lorna Giles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2025 - _____ enacted on August 19, 2025, and approved on August 19, 2025, as the same appears from the official records of the Village of Bartlett.

Lorna Giles, Village Clerk

EXHIBIT A

OpenGov Order Form



OpenGov Inc.
 660 3rd Street, Suite 100
 San Francisco, CA 94107
 United States

Order Form Number: Q-08890
Created On: 07/02/2025
Order Form Expiration: 07/31/2025
Subscription Start Date: 08/01/2025
Subscription End Date: 07/31/2030

Prepared By: Audrey Helle
Email: ahelle@opengov.com
Contract Term: 60 Months

Customer Information:

Customer: Village of Bartlett, IL
Bill To/Ship To: 228 S. Main St.
 Bartlett, Illinois
 60103
 United States

Contact Name: Kristy Stone
Email: kstone@vbartlett.org
Phone:

Order Details:

Billing Frequency: Prepaid
Payment Terms: Net 30 Days

SOFTWARE SERVICES:

Product Name	Start Date	End Date	Annual Fee
Document Management Interface	08/01/2025	07/31/2026	\$1,481.92
Esri ArcGIS Integration	08/01/2025	07/31/2026	\$592.67
MAT / Assessor System & Flags	08/01/2025	07/31/2026	\$1,778.02
Permitting and Licensing - 3 Service Areas	08/01/2025	07/31/2026	\$25,034.52
Premium Support	08/01/2025	07/31/2026	\$1,363.38
Document Management Interface	08/01/2026	07/31/2027	\$1,556.02
Esri ArcGIS Integration	08/01/2026	07/31/2027	\$622.30

MAT / Assessor System & Flags	08/01/2026	07/31/2027	\$1,866.92
Permitting and Licensing - 3 Service Areas	08/01/2026	07/31/2027	\$26,286.25
Premium Support	08/01/2026	07/31/2027	\$1,431.55
Document Management Interface	08/01/2027	07/31/2028	\$1,633.82
Esri ArcGIS Integration	08/01/2027	07/31/2028	\$653.42
MAT / Assessor System & Flags	08/01/2027	07/31/2028	\$1,960.27
Permitting and Licensing - 3 Service Areas	08/01/2027	07/31/2028	\$27,600.56
Premium Support	08/01/2027	07/31/2028	\$1,503.13
Document Management Interface	08/01/2028	07/31/2029	\$1,715.51
Esri ArcGIS Integration	08/01/2028	07/31/2029	\$686.09
MAT / Assessor System & Flags	08/01/2028	07/31/2029	\$2,058.28
Permitting and Licensing - 3 Service Areas	08/01/2028	07/31/2029	\$28,980.59
Premium Support	08/01/2028	07/31/2029	\$1,578.28
Document Management Interface	08/01/2029	07/31/2030	\$1,801.28
Esri ArcGIS Integration	08/01/2029	07/31/2030	\$720.39
MAT / Assessor System & Flags	08/01/2029	07/31/2030	\$2,161.19
Permitting and Licensing - 3 Service Areas	08/01/2029	07/31/2030	\$30,429.62
Premium Support	08/01/2029	07/31/2030	\$1,657.20

Customer Billing/Service Periods:

Period:

Total:

08/01/2025	\$30,250.51
08/01/2026	\$31,763.04
08/01/2027	\$33,351.20
08/01/2028	\$35,018.75
08/01/2029	\$36,769.68

Order Form Legal Terms:

This Order Form incorporates the OpenGov Master Services Agreement ("MSA") attached here or available at <https://opengov.com/terms-of-service/master-services-agreement/>.

The "Agreement" between OpenGov and the entity identified above ("Customer") consists of the Order Form, MSA, and, if Professional Services are purchased, the Statement of Work.

Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, 30 days from receipt of the invoice.

By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by the Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the Agreement to the exclusion of all other terms

Village of Bartlett, IL:

Signature:

Name:

Title:

Date:

OpenGov, Inc.

Signature:

Name:

Title:

Date:
