




MEMORANDUM

Date: March 14, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: John Wilkins
Parking Director

Subject: **24-5575 Contract Extension for 1 year with Passport Inc. with modification**

Introduction

In Resolution 20-235 the City of Key West entered into a 5-year contract with Passport Inc. to provide a Mobile Payment Application as well as Citation Management and Digital Permitting for the Parking Division. This 5-year contract contains a base of 3 years with 2 additional 1-year extensions. The Parking Division is requesting the first of its 1-year extensions with this resolution.

Background

In 2020 the City of Key West Parking Division investigated different options for an integrated parking solution for its operation. We selected Passport Inc. to provide a mobile payment application as well as citation management software and digital permitting. Pursuant to Section 2-797(3) we entered a 5-year contract "piggybacking" off the National Cooperative Purchasing Alliance's Master Agreement by resolution 20-232. This contract was a fee per service basis in an amount not to exceed \$80,000. The contact agreement was for 3 years with 2 one-year extensions. The contract was integrated and implemented April 1, 2021.

The National Cooperative Purchasing Alliance was purchased by OMNIA in December 2022, however their master contract with Passport remains unchanged. No increase in pricing is included with this contract extension.

The Key West Parking Division's working relationship with Passport Inc. has been very positive for the past 3 years. We have been able to reduce the complexity of our operation by using a single service operator and were able to pass along almost all the costs of this operation to the customer users.

As a result of this success, the Parking Division would like to amend this contract with this extension by adding the additional service of registration holds through the Department of Highway Safety and Motor Vehicles as allowed by Florida State Statute Section 316.1967. In the past the City's Collection Agency, Penn Credit Corporation provided this registration hold service.

The Parking Division sees benefits in further integrating this effort with Passport Inc. by streamlining the process by having all the registration hold information in one system. For example, the release of registration holds can be done quickly upon payment of citations through Passport's system instead of having to additionally notify Penn Credit Corporation to release the hold.

Financial Impact:

Passport Inc. will not increase any fees to the City of Key West for the contract extension nor the amendment to include registration holds. They will benefit directly from registration holds by the additional citations paid. They receive an administration fee for each citation paid from the offender.

Recommendation

Extend the existing contract between the City of Key West and Passport with a modification to add FHSMV registration holds at no cost to the City of Key West, for an additional 1 year period as allowed by our 5 year contract negotiated through the National Cooperative Purchasing Alliance, now owned by OMNIA.