DEPARTMENT OF PUBLIC UTILITIES **Ordinance No. 529-2025**

Division of Water and Cleveland Public Power

Request for Legislation

An ordinance authorizing the Department of Public Utilities (DPU) to exercise the second-year option to renew Contract Nos. CT2002 PS2023-175 with Amsive LLC, and CT2002 PS2023-262 with KUBRA Data Transfer Ltd to provide professional services necessary for the purpose of supplementing the regularly employed staff of several departments of the City of Cleveland to host and manage billing systems and related systems and activities, under the authority of Ordinance No. 534-2022.

Background/Purpose:

This is a request for legislation authorizing DPU to exercise the second-year option to renew Contract Nos. PS2023-175 with Amsive LLC and PS2023-262 with KUBRA Data Transfer, under Ordinance 534-2022.

DPU utilizes KUBRA Data Transfer and Amsive, LLC, to manage many components of its billing systems and related activities. These components are listed below:

- Bill Print and Mail Print- preparing, printing, and mailing bills, statements, and letters to customers.
- Electronic Bill Presentment & Payment; Processing of electronic bill payments, hosting of bill payment site, storing and presenting of bills electronically.

Scope of Work/Commodities/Services:

The resultant one-year extension would continue Bill Print, Mail-Printing, Electronic Bill Payment and Presentment-Processing services from KUBRA Data Transfer Ltd. under Contract No. PS2023-262; and from Amsive LLC under Contract No. PS2023-175.

Justification/Urgency:

These contracts are mission critical for DPU without interruption in order to operate reliably for Bill Print, Mail-Printing, Electronic Bill Payment and Presentment-Processing services through the Customer Care & Billing system (CC&B). At present, the currently awarded vendors are meeting the contractual obligations. This one-year extension to the contracts will need to be in place by June 30th, 2025, to ensure services continue uninterrupted.

Anticipated Costs and funding source:

The total cost for the second one-year contract extension will be $1,855,000.

Allocation of funding is as follows:

	CWD Fund 52; Sub Fund 001	**CPP** Fund 58; Sub Fund 001	**Total**
KUBRA Data Transfer PS 2023-262	$500,000	$65,000	**$565,000**
Amsive, LLC PS 2023-175	$1,200,000	$90,000	**$1,290,000**
Total	**$1,700,000**	**$155,000**	**$1,855,000**

Schedule or Term of Contract:

Legislation is to lead to a contract extension for the term of one (1) year.

Current Contracts:

Vendor Information	Services/Work performed (Current CT)	Contract Info	CSB Participation
Amsive, LLC	Bill and Letter Printing and Mailing	Contract #: PS2023-175 Contract Amount: $2,293,200.00 Contract Exp Date: 6/30/25	Waived
KUBRA Data Transfer	Electronic Bill Payment and Presentment. Website Hosting.	Contract #: PS2023-262 Contract Amount: $1,000,000.00 Contract Exp Date: 7/31/25	Waived

Previous Contracts:

Vendor Information	Contract Info	CSB Participation
Amsive, LLC 3303 W. Tech Blvd Miamisburg, OH 45342	Contract #: PS2018-145 Contract Amount: $4,927,120.00 Contract Exp. Date: 6/30/23	Waived
KUBRA Data Transfer 210 McGaw Edison, NJ 08837	Contract #: PS2018-176 Contract Amount: $2,275,000.00 Contract Exp. Date: 7/31/23	Waived