

TO: Mayor's Office Legislative Team

FROM: Terra Swazer – Senior Contract Administrator - Office of Children's Affairs (OCA)

DATE: September 23, 2025

RE: Cityspan Technologies Inc. (Contract: MOEAI-202580772) – Revival Amendment

Cityspan is the company that built, hosts, and maintains the DAAconnect System where community, funded partners, and the City come together. This system is home to the Youth Program Locator (YPL) where out of school time providers can list their program for free. This system is public facing - residents, other community-based organizations, and City employees can search in the locator to find programs for youth.

The discussion regarding the Cityspan Technologies contract (MOEAI-202366520) began in late third quarter of 2024. It was the understanding of OCA that this contract would need a new contract, rather than to be amended for the fourth time, since the original contract began in 2018. OCA, City Attorney's Office (CAO) and Technology Services (TS) met to discuss the TS requirements for a new contract. After guidance from CAO and TS, OCA proceeded with a fourth amendment to add time and funds. This decision was based on the TS guidance that technology contracts require a new contract after ten (10) years, unlike other contracts where the requirement is five (5) years. These discussions took time and effort on all parties involved and were not entered into lightly. This caused a lapse in time and the Cityspan contract expired.

OCA and CAO have moved this contract amendment as quickly as possible through the contracting process and anticipate having a contract amendment fully executed before the end of calendar year 2025. Cityspan invoices annually in January for services rendered during the prior year. This contract amendment is on track to meet that expectation.

OCA and TS are working together to ensure that a contract amendment will be finalized prior to the expiration of this contract on 6/30/2026.

Please reach out to OCA with any questions.