



MEMORANDUM

Date: July 13, 2026

To: Alderman Kevin Frost, Chairman
Finance and Personnel Committee

From: Andrea Hinrichs, Housing and Program Manager

RE: Renewal of Contract: Neighborly Software (Grant Management System)

Contract Details:

Product/Service/Project: Grant Management System

Vendor(s): Benevate, LLC

Contract Amount(s): \$29,672.00

Contract Duration: One (1) year (7/1/26 – 6/30/2027)

Funding Source: Community Development Block Grant (CDBG), Illinois Housing Development Authority (IHDA) grants, and the Community & Economic Development operating budgets

The Community & Economic Development Department (CEDD) requests approval to renew the City's subscription to Neighborly Software, a grant management system, and the Craftsman Book Specification and Cost Estimate Database, which is required for some grants administered by the Department. Additionally, it allows for the City to accept applications for various CEDD programming online.

This is the 5th year for renewing this subscription.

Pricing increased 2.79% since last year.

Any questions, please contact Andrea Hinrichs at 779-348-7437.

RESOLUTION
of the
CITY COUNCIL OF THE CITY OF ROCKFORD, ILLINOIS
SUBMITTED BY: FINANCE AND PERSONNEL COMMITTEE

RESOLUTION AWARDING RENEWAL OF CONTRACT FOR NEIGHBORLY SOFTWARE (GRANT
MANAGEMENT SYSTEM)

WHEREAS, the Code of Ordinances for the City of Rockford, Illinois, provides as in Chapter 4, Article VI, Division 4, that all purchases for and contracts for supplies, materials, equipment, and contractual services, the value of which is estimated to exceed \$25,000, shall be based on competitive solicitation and awarded by the City Council; and,

WHEREAS, competitive proposals were NOT received for the City of Rockford for the following, as the contract was not bid:

NEIGHBORLY SOFTWARE (GRANT MANAGEMENT SYSTEM)

WHEREAS, the Finance and Personnel Committee of the City Council for the City of Rockford, Illinois has reviewed the staff recommendation for the aforementioned item(s) and recommends awarding the contract as follows:

Vendor: Benevate, LLC, of ATLANTA, GA
Amount: \$29,672.00

WHEREAS, the Finance and Personnel Committee has determined that the funding for the aforementioned purchase shall be as follows:

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), ILLINOIS HOUSING DEVELOPMENT AUTHORITY
(IHDA) GRANTS, AND THE COMMUNITY & ECONOMIC DEVELOPMENT OPERATING BUDGETS

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Rockford, Illinois that the Mayor execute an agreement with BENEVATE, LLC., of ATLANTA, GA for NEIGHBORLY SOFTWARE (GRANT MANAGEMENT SYSTEM) in the amount of \$29,672.00, subject to the specifications in the contract.

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effective immediately upon its adoption and the Legal Director is hereby authorized to prepare and deliver certified copies of this Resolution to the Central Services Manager.

The above and foregoing Resolution was adopted by the City Council of the City of Rockford, Illinois, this _____ day of _____, 2026.

ATTEST:

Thomas P. McNamara, Mayor
City of Rockford, Illinois

Angela L. Hammer, Legal Director and Ex-Officio
Keeper of the Records and Seal
City of Rockford, Illinois

Rockford, Illinois

Date: July 13, 2026

RECOMMENDATION FOR RESOLUTION

TO THE CITY COUNCIL OF THE CITY OF ROCKFORD:

Council Members:

The Committee on Finance and Personnel having received a request hereby begs leave to report recommending **approval** of the renewal of the contract agreement with BENEVATE, LLC., of ATLANTA, GA for NEIGHBORLY SOFTWARE (GRANT MANAGEMENT SYSTEM) in the amount of \$29,672.00. The Legal Director shall prepare the appropriate resolution.

Kevin Frost (Chair)

Chad Tuneberg (Vice chair)

Frank Beach

Dawn Granath

Jaime Salgado

Committee Action Taken:

Frost:	Ayes:___	Nays:___	Absent:___
Tuneberg:	Ayes:___	Nays:___	Absent:___
Beach:	Ayes:___	Nays:___	Absent:___
Granath:	Ayes:___	Nays:___	Absent:___
Salgado:	Ayes:___	Nays:___	Absent:___