

AGENDA



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	72908	Agenda Number	38.
Meeting Date:	August 17, 2017			
Department:	Purchasing			
Subject				
Authorize negotiation and execution of a contract through the U.S. Communities Cooperative with INSIGHT PUBLIC SECTOR, INC., to provide a public information request software management system, with an initial term of 12 months and four 12-month extension options, for a total contract amount not to exceed \$855,774.				
Amount and Source of Funding				
Funding in the amount of \$47,468 is available in the Fiscal Year 2016-2017 Operating Budget of the Law Department. Funding in the amount of \$47,466 is available in the Fiscal Year 2016-2017 Operating Budget of the Austin Police Department. Funding in the amount of \$47,466 is available in the Fiscal Year 2016-2017 Operating Budget of the Communications and Technology Management Department. Funding for the extension options is contingent upon available funding in future budgets.				
Fiscal Note				
A fiscal note is not required.				
Purchasing Language:	Multiple cooperative purchase programs were reviewed for these services. The Purchasing Office has determined this Contractor best meets the needs of the departments to provide the services required at the best value for the City. The recommended Contractor is not the current provider for these services.			
Prior Council Action:	[Redacted]			
For More Information:	Inquiries should be directed to the City Manager’s Agenda Office, at 512-974-2991 or AgendaOffice@ austintexas.gov or to the buyer, Paula Barriffe at 512-974-2981 or Paula.Barriffe@ austintexas.gov			
Boards and Commission Action:	[Redacted]			
Related Items:	[Redacted]			
MBE / WBE:	This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this procurement, there were no subcontracting			

opportunities; therefore, no subcontracting goals were established.

Additional Backup Information

The contract will provide a public information request (PIR) software management system for use by designated City staff in order to be in compliance with the Texas Public Information Act (TPIA), which guarantees public access to governmental information in the interest of providing transparency in government. The new system will support the Law Department's efforts to standardize processes associated with changing methodologies and reporting requirements pursuant to the TPIA. The system will also be used by the Austin Police Department (APD) to automate the current time consuming method use for logging, tracking and responding to Freedom of Information Act/Texas Public Information Act requests and responses.

The contract will:

- Provide more efficient processing of PIRs across the organization
- Help in standardizing processes for providing time and cost estimates
- Provide more tracking and access for both internal and external users of the system through continuous metering of time and submission and anticipated completion date
- Identify PIR responses containing sensitive information
- Eliminate much of the redundancy required by the current in-house developed system
- Provide a solution to standardize payment collection
- Provide the benefit of publication of PIR related information to the City's open data portal

The system will replace a cold fusion application built in-house and implemented in 2007 that is used by all City departments with the exception of the APD which uses Excel spreadsheets. The "Legacy" PIR system over time has become rigid and it is difficult to provide enhancements as business rules have changed. The system does not easily enable application program interface to help support the City open data and open government initiatives.

U.S. Communities establishes competitively bid contracts that can be utilized by other government agencies through a cooperative agreement. Cooperative agreements save taxpayer dollars by leveraging volume-buying power to drive down costs on hundreds of contracts through a streamlined cooperative purchasing program.

This contract is necessary to facilitate compliance with the TPIA. A delay in approving or failure to approve this contract will result in continued use of outdated and time consuming methods causing inefficient response times, possible duplication of efforts, limited functionality and support for open data and government initiatives, and possible litigation for non-compliance with the TPIA.

The estimated amounts for each term are as follows:

INSIGHT PUBLIC SECTOR, INC.				
	# months	Contract Amount	Contract Amendment	Revised Amount
Original Term	12	\$ 142,400	n/a	n/a
Extension Option 1	12	\$ 162,563	n/a	n/a
Extension Option 2	12	\$ 178,204	n/a	n/a
Extension Option 3	12	\$ 183,550	n/a	n/a
Extension Option 4	12	\$ 189,057	n/a	n/a
TOTAL	60	\$ 855,774	\$ -	\$ -