

AGENDA



Recommendation for Council Action

AUSTIN CITY COUNCIL
Regular Meeting: April 26, 2018

Item Number: **023**

Purchasing Office

Authorize negotiation and execution of a contract with Municipal Code Corporation D/B/A Municode, to provide document updates and publication services for administrative rules, standards manuals, and City Code, for a term of 10 years in an amount not to exceed \$870,000. (Note: Sole source contracts are exempt from the City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program; therefore, no subcontracting goals were established).

Lead Department	Purchasing Office.
Fiscal Note	Funding in the amount of \$36,250 is available in the Fiscal Year 2017-2018 Operating Budget of the Office of the City Clerk. Funding for the remaining contract term is contingent upon available funding in future budgets.
Purchasing Language	Sole Source.
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, Liz Lock, at 512-974-2034 or Liz.Lock@austintexas.gov .
Client Department(s)	Office of the City Clerk.

Additional Backup Information:

The contract will provide publication services for the City's Code of Ordinances, Land Development Code, Administrative Rules for Solid Waste Services and the City's nine technical criteria and standards manuals. The services provided will include document updates as well as original publication and to provide the City a format that is easy to use and up to date. Municipal Code Corporation D/B/A Municode (Municode) utilizes a proprietary software called Gen-Code to supplement the City's code material online.

Codification of ordinances is a service that is highly specialized. It combines knowledge of local and state law, editing and indexing skills, publishing expertise and technology unique to the field. The Municode platform offers many unique features to ensure a seamless and integrated user experience for local governments and their citizens which isn't available from any other companies. Municode currently stores 30 previous versions of the City's Code of Ordinances online, and 28 previous versions of the Land Development Code, from August 2014 to October 2017. In addition, Municode stores individual ordinances online dating from 2014 forward. Municode uses a proprietary mark-up language to supplement the City's code material online. The editorial software was developed by Municode and no other corporation or individual has the rights to the software.

The requested authorization amounts for this contract were determined using previous years spend with estimated projections for the remainder of this fiscal year and future years.

The current contract was approved for a term up to 12 years, expiring January 20, 2026, however due to a large amount of unanticipated amendments to ordinances, the authorized amount for the initial term has been expended. The current contract with Municode was solicited through a Request for Proposal process. The proposed term for the new contract is 10 years, expiring in 2028, and will secure these critical services for the City as a sole source vendor.

If a contract is not secured, publication services for the City's Codes would be delayed.