

AGENDA



Thursday, March 25, 2010

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 34**

Subject: Authorize award, negotiation, and execution of a 18-month requirements service contract with SIRE TECHNOLOGIES, INC., Salt Lake City, UT, for the purchase of a web agenda management software system in an estimated amount not to exceed \$121,726, with four 12-month extension options for hosting services and support in an estimated amount not to exceed \$38,559 per extension option, for a total estimated contract amount not to exceed \$275,962.

Amount and Source of Funding: Funding in the amount of \$121,726 is available in the Fiscal Year 2009-2010 Capital Budget of the Financial Services Department, Communications and Technology Management. Funding for the extension options is contingent upon available funding in future budgets.

Fiscal Note: A fiscal note is attached.

For More Information: Mick Osborne, Specialist Sr. Buyer/974 2995

Purchasing Language: Best evaluated proposal of four proposals received.

MBE/WBE: This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority Owned and Women Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract is for the purchase of an agenda management software system and accompanying hosting services and support for the Agenda Management Office. The City's existing agenda management system has become unstable, time consuming, and difficult to maintain. It lacks key functionality and features needed to support the legislative processes of the City of Austin.

Under direction of the Office of the City Manager, a project evaluated options to recommend technological solutions that will be more flexible, reliable, easy to use, and in pace with those used in other leading organizations. The team gathered requirements from stakeholders, performed a feasibility study on available solutions, and analyzed the City's business needs, legal requirements, and legislative processes.

A Request for Proposal was issued and resulting vendor proposals and proof of solution demonstrations were evaluated by a cross-departmental team. The evaluation criteria included proposed system viability, project management methodology, total evaluated cost, and experience.

The selected solution will streamline the agenda creation and management processes for City Council. Further, it will modernize the way information is processed and delivered to internal stakeholders and the public.

MBE/WBE solicited: 31/14

MBE/WBE bid: 0/0

PROPOSAL ANALYSIS- RFP NO. MSO0037

a. Adequate competition.

b. Five hundred seventy-three notices were sent, including 31 MBEs and 14 WBEs. Four proposals were received, with no response from the MBE/WBEs.

APPROVAL JUSTIFICATION

a. Best evaluated proposal received.

b. The Purchasing Office concurs with Communication and Technology Management's recommended award.

c. Advertised in the Austin American-Statesman and on the Internet.