

## AGENDA



## Recommendation for Council Action

## AUSTIN CITY COUNCIL

Regular Meeting: March 22, 2018

Item Number: 029

## Purchasing Office

Authorize negotiation and execution of a multi-term contract with Dulles Technology Partners Inc., or one of the other qualified offerors to Request For Proposals 9100 ELF0302, to provide a contract management and development system, for up to five years for a total contract amount not to exceed \$163,400. (Note: This solicitation 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 solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

<b>Lead Department</b>	Purchasing Office.
<b>Fiscal Note</b>	Funding in the amount of \$108,200 is available in the Fiscal Year 2017-2018 Operating Budget of Austin Public Health. Funding for the remaining contract term is contingent upon available funding in future budgets.
<b>Purchasing Language</b>	The Purchasing Office issued a Request for Proposals (RFP) 9100 ELF0302 for these services. The solicitation issued on August 7, 2017 and it closed on October 3, 2017. Of the six offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a response list, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: <a href="https://www.ci.austin.tx.us/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=118168">Solicitation Documents</a> < <a href="https://www.ci.austin.tx.us/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=118168">https://www.ci.austin.tx.us/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=118168</a> >.
<b>For More Information</b>	Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or <a href="mailto:AgendaOffice@austintexas.gov">AgendaOffice@austintexas.gov</a> < <a href="mailto:AgendaOffice@austintexas.gov">mailto:AgendaOffice@austintexas.gov</a> > NOTE: Respondents to this solicitation, and their representatives,

	shall continue to direct inquiries to the solicitation's Authorized Contact Person: Elisa Folco, at 512-974-1421 or <a href="mailto:Elisa.Folco@austintexas.gov">Elisa.Folco@austintexas.gov</a> < <a href="mailto:Elisa.Folco@austintexas.gov">mailto:Elisa.Folco@austintexas.gov</a> >.
<b>Client Department(s)</b>	Austin Public Health; Austin Community Court; Telecommunications and Regulatory Affairs.

---

### **Additional Backup Information:**

The contract is for the purchase of a contract management and development system, to be administered by the Social Services Policy Unit of Austin Public Health (APH). The system is required for contract development, contract management, invoicing, performance reporting, facilitation of grant funding opportunities, and record keeping of grants and contracts with an annual worth of over \$40 million in general fund investments, state grants and federal grant funding. More than 575 current, active registered users from over 150 agencies will be transferred to the new contract management system. Three City departments make use of the system: Austin Public Health, Telecommunications and Regulatory Affairs, and Downtown Austin Community Court.

The contract will replace the current contract that expires on September 14, 2018. The requested authorization amounts for the contract were determined using historical usage, historical spend and active users.

An evaluation team with expertise in this area evaluated the offers and scored Dulles Technology Partners Inc. as the best to provide these services based on functional requirements, technical standards, project management requirements, concept and solution, additional specifications, local business presence, experience, references and vendor support.

This request allows for the development of a contract with a qualified offeror selected by Council. If the City is unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that another qualified offeror may be selected, authorizing new contract negotiations.

APH has been using their current contract management system since 2007 for daily business operations and to meet department needs and strategic goals. A delay in approving or failure to approve this contract will result in a significant disruption to business operations due to the current system becoming obsolete, as the sole supporting browser for this software is approaching end of life and the current vendor will not be supporting a patch for other browsers.

### **Contract Detail:**

<b>Contract Term</b>	<b>Length of Term</b>	<b>Contract Authorization</b>
Initial Term	1 yr.	\$108,200
Optional Extension 1	1 yr.	\$ 13,200
Optional Extension 2	1 yr.	\$ 13,200
Optional Extension 3	1 yr.	\$ 14,400
Optional Extension 4	1 yr.	\$ 14,400
<b>TOTAL</b>	<b>5 yrs.</b>	<b>\$163,400</b>

**Note:**Contract Authorization amounts are based on the City's estimated annual usage.