

Mayor and Council Communication

DATE: 06/09/26

M&C FILE NUMBER: M&C 26-0410

LOG NAME: 04NEW AGREEMENT FOR HYLAND SOFTWARE RENEWAL

SUBJECT

(ALL) Authorize Execution of an Agreement with Hyland Software, Inc., Using a Cooperative Contract, for Continued Use of Hyland Automated Invoice Management Software and Related Services in an Initial Annual Amount Up to \$150,000.00 with Four One-Year Renewal Options with Annual Increases Between Three and Five Percent to Begin in Year Two, for the Information Technology Solutions Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of an agreement with Hyland Software, Inc., using OMNIA Partners Contract No. R240307, for the continued use of Hyland Automated Invoice Management Software in an annual amount up to \$150,000.00 with four (4) one-year renewal options with annual increases between three and five percent to begin in year two, for the Information Technology Solutions Department.

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to request approval to enter into an agreement with Hyland Software, Inc., using OMNIA Partners (OMNIA) Contract No. R240307, for the continued use and renewal of Hyland Automated Invoice Management (AIM) Software utilized by the Information Technology Solutions (ITS) Department to support invoice management operations.

On January 29, 2019, the City Council approved M&C P-12292 authorizing execution of a cooperative purchase agreement with Carahsoft Technology Corporation (Carahsoft) using General Services Administration (GSA) Contract No. GSA-GS-35F-0119Y for the purchase and implementation of the Hyland AIM System. The agreement was executed on February 1, 2019 and filed as City Secretary Contract No. 51829.

The ITS Department is requesting to execute an agreement directly with Hyland Software, Inc., for the continued licensing, support, and maintenance of the AIM system. While the current agreement was executed through Carahsoft Technology Corporation as an authorized reseller, the ITS Department has determined that entering into a direct agreement with Hyland Software, Inc. will provide more competitive pricing by removing reseller associated costs.

Upon City Council approval and execution of the Agreement, the AIM software annual fees are expected to be as follows:

Subscription Term	Annual Subscription Fees
March 1, 2027 – February 28, 2028	111,944.31
March 1, 2028 – February 28, 2029	114,764.90
March 1, 2029 – February 28, 2030	117,726.52

Funding is budgeted in the Other Contractual Services account within the Info Technology Systems Fund for the Information Technology Solutions Department.

SMALL BUSINESS: A Small Business goal is not assigned to this contract because a waiver has been approved by the Information Technology Solutions Department's Assistant City Manager, in accordance with the City's Small Business Ordinance.

COOPERATIVE PURCHASE: State law provides that a local government purchasing an item under a cooperative purchase agreement satisfies State laws requiring that the local government seek competitive bids for purchase of the item. Cooperative contracts have been competitively bid to increase and simplify the purchasing power of local government entities across the State of Texas.

SUCCESSOR CONTRACTS: The City will initially use this cooperative agreement to make purchases authorized by this M&C. In the event the cooperative agreement is not renewed, staff would cease purchasing at the end of the last purchase agreement coinciding with a valid cooperative contract. If the City Council were to not appropriate funds for a future year, staff would stop making purchases when the last appropriation expires, regardless of whether the then-current purchase agreement has expired.

If the cooperative agreement is extended, this M&C authorizes the City to purchase similar products under the extended contract. In the event a cooperative agreement is not extended, but vendor and cooperative purchasing agency execute new cooperative agreement(s) with substantially similar terms, this M&C authorizes the City to purchase the products under the new contract(s). If this occurs, in no event will the City continue to purchase goods and services under the new agreements past 2027 without seeking Council approval.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERM: Upon City Council's approval, this agreement will be executed upon signature by the Assistant City Manager and expire on December 31, 2027, in accordance with the underlying cooperative agreements with zero options to renew.

RENEWAL OPTIONS: Upon approval by City management, the agreement may be renewed for four (4) one-year renewal terms in accordance with the underlying cooperative agreement, at the City's option. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal period. If City management does not approve continued use of a cooperative agreement, staff would stop making purchases upon expiration of the last authorized agreement term.

This agreement serves ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Info Technology Systems Fund to support the approval of the above recommendation and execution of the agreement. Prior to an expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

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