

# Mayor and Council Communication

**DATE:** 09/16/25

**M&C FILE NUMBER:** M&C 25-0831

**LOG NAME:** 04WEAVER AND TIDWELL PCI AUDIT-ADD RENEWAL OPTIONS

## **SUBJECT**

(ALL) Authorize an Amendment to a Contract with Weaver and Tidwell, LLP to Add Five Annual Renewal Options at the Current Annual Contract Amount of \$250,000.00 for the State of Texas Required Annual Payment Card Industry Audit for the Information Technology Solutions Department

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## **RECOMMENDATION:**

It is recommended that the City Council authorize an amendment to City Secretary Contract No. 53198 with Weaver and Tidwell, LLP to add five (5) annual renewal options at the current annual contract amount of \$250,000.00 for the State of Texas required Annual Payment Card Industry Audit for the Information Technology Solutions Department.

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## **DISCUSSION:**

On December 10, 2019, the City of Fort Worth entered into City Secretary Contract, (CSC), No. 53198, a Vendor Services Agreement with Weaver and Tidwell, LLP to provide the City with Payment Card Industry, (PCI), Qualified Security Assessor Services and audit the Information Technology Solutions (ITS) Department and how the City of Fort Worth processes credit card payment made by residents, customers, and clientele throughout several departments, as required each year by the State of Texas, to validate the City of Fort Worth's adherence to the PCI, compliance.

On August 27, 2024 Council approved Mayor and Council Communication (M&C), 24-0699 for amendment CSC 53198-A4 to increase the annual contract amount to \$150,000.00, for the State of Texas required Annual Payment Card Industry Audit. On July 26, 2025, the City executed amendment CSC 53198-A6 for an administrative increase for an annual contract amount not to exceed \$250,000.00, to cover a new PCI 4.0 – 12.3.1 requirement, allowing the City to purchase Risk Analysis Services.

This M&C requests authorization to amend CSC 53198 to add five (5) one year renewal options at the current annual contract amount of \$250,000.00 for ongoing Annual PCI Audit Requirements. These services assess, validate and document the City's compliance with PCI Data Security Standards (DDS) requirements through annual audits and formal reporting for ITS, Water and Municipal Courts Departments.

If PCI audit services are not properly authorized, it could result in non-compliance with DDS leading to failed audits, fines and reputational damage, or the inability to process payment cards and will be required as long as the City handles credit card transactions.

A Chapter 252 exemption form, related to these professional services, was approved by the City Attorney's Office.

Funding will be budgeted in Other Contractual Services account within the Info Technology Systems Fund and in the Consultant & Other Prof Service account within the Water & Sewer Fund for Fiscal Year 2026.

AGREEMENT TERM - Upon City Council's approval, Amendment No. 7 to add renewal options will begin once executed by the Assistant City Manager and end December 9, 2025.

RENEWAL OPTIONS - This agreement may be renewed for five (5) successive one-year terms 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 term.

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.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the above recommendation and adoption of the Fiscal Year 2026 Budget by the City Council, funds will be available in the Fiscal Year 2026 operating budget, as appropriated, in the Info Technology Systems and Water & Sewer Funds. Prior to an expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Dianna Giordano 7783

**Originating Business Unit Head:** Kevin Gunn 2015

