

# Mayor and Council Communication

**DATE:** 01/14/25

**M&C FILE NUMBER:** M&C 25-0005

**LOG NAME:** 04N. HARRIS COMPUTER INOVAH

## **SUBJECT**

(ALL) Authorize Execution of an Amendment to City Secretary Contract 57390 for System Innovators iNovah Enterprise Revenue Management System Under the Sole Source Agreement with N. Harris Computer Corporation in the Amount of \$152,000.00 Annually for Support and Maintenance Expenses for the Information Technology Solutions Department

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## **RECOMMENDATION:**

It is recommended that the City Council authorize execution of an amendment to City Secretary Contract 57390 for System Innovators iNovah Enterprise Revenue Management System under the Sole Source Agreement with N. Harris Computer Corporation in the amount of \$152,000.00 annually for support and maintenance expenses for the Information Technology Solutions Department.

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## **DISCUSSION:**

In 2017, the City began using the iNovah Enterprise Revenue Management system. The Information Technology Solutions (ITS) Department purchased the software and support services for iNovah using a cooperative agreement with Dell Marketing Inc. The application provides cashiering and revenue management functionality for the City's Accounts Receivable, Accela Permitting, and Auto Impound payments. The solution includes an import for payments that are received via lockbox, over-the-counter credit card processing, and electronic check deposit.

On April 11, 2022, the City entered into City Secretary Contract (CSC) 57390 with N. Harris Computer Corporation to provide System Innovators iNovah eCommerce software for the ITS Department. The eCommerce application enables the City's constituents to submit a payment online for a variety of goods and services using a computer or mobile device. CSC 57390 included an initial set up cost of \$10,000.00 and a monthly minimum cost of \$1,800.00 in addition to transaction fees. Processing fees will be invoiced based on the number of financial transactions processed through the eCommerce system. CSC 57390 provides that processing fees will be reviewed annually and as transaction volume increases, transaction fees will be reduced accordingly.

On September 13, 2022, the City added iNovah Enterprise Revenue Management support and maintenance for a first year cost of \$90,651.05, second year maintenance in the amount of \$96,996.62, and the third year maintenance in the amount of \$103,786.39. As authorized by Mayor and Council Communication 22-0658, the City executed amendment 1 to CSC 57390 to purchase iNovah products and services directly from N. Harris Computer Corporation, saving the City the reseller markup percentage annually.

The proposed amendment to CSC 57390 will increase iNovah Enterprise Revenue Management support and maintenance expenses annually by \$152,000.00 to cover transaction fees due to an increase in the number of transactions being processed by iNovah. The transaction fees have surpassed what was originally included in the initial contract.

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

**BUSINESS EQUITY** - This project was approved for a waiver per the Chapter 252 exemption, as a sole source by the Legal Department. Therefore, the business equity goal requirement is not applicable.

**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 TERMS:** Upon City Council approval, this agreement shall begin upon execution of the amendment.

**RENEWAL OPTIONS:** The Agreement will include unlimited renewals 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.

A Form 1295 is not required because: This contract will be with a publicly-traded business entity or a wholly-owned subsidiary of a publicly-traded business entity: N. Harris Computer Corporation

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## **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 change order. Prior to any expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Mark McDaniel 6316

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