

Mayor and Council Communication

DATE: 08/06/19

M&C FILE NUMBER: M&C 19-0001

LOG NAME: 04P18-0384 CONTENT MANAGEMENT SYSTEM SB ITS

SUBJECT

Authorize Agreement for Hosted Content Management System Software, Services and Training with OpenCities, Inc. in the Amount of \$168,904.00 for the First Year for the Information Technology Solutions Department with Two Renewals in an Annual Amount of \$103,904.00 (ALL COUNCIL DISTRICTS)

RECOMMENDATION:

It is recommended that City Council authorize agreements with OpenCities, Inc. for hosted content management system software, professional services and training in the amount of \$168,904.00 for the first year. The subscription fee for renewal years 2 and 3 are a not to exceed amount of \$103,904.00 annually.

DISCUSSION:

The City of Fort Worth and various individual departments such as Police, Park and Recreation and Library have public web sites that are maintained by Communications and Public Engagement Department, using up to 20 different applications. Changes made to a website under one application may result in another application and website no longer working properly. OpenCities, Inc. provides a hosted content management system which will reduce, if not eliminate, web site application incompatibilities. The new system will also provide additional functionality to bring in dynamic data easily from many other systems to the City of Fort Worth's public website.

Currently website content changes must be made to two systems – one for the public use and one for internal use. With the OpenCities, Inc. content management system, the City will be able to bring its intranet site into the same system. Using network credentials, City employees will have the opportunity to get valuable internal information via the website externally, eliminating the need to maintain both separate current systems.

The annual subscription fee includes hosting, bandwidth, maintenance and support. The first year costs include a one-time set up fee of \$65,000.00 and annual subscription fee of \$103,904.00. Year Two and Year Three costs will be the annual subscription fee of \$103,904.00 each year.

BID ADVERTISEMENT: A Request for Proposals (RFP) was advertised in the Fort Worth Star-Telegram on Wednesdays between August 1, 2018, August 8, 2018, August 15, 2018, August 22, 2018, August 29, 2018, and September 5, 2018. The evaluation factors included ability to address requirements, warranty and maintenance, qualifications and references, project implementation plan, financial stability and ability to obtain insurance and bonding, weight of raw score from proposer response form and cost. One hundred forty-seven vendors were solicited from the purchasing vendors database system and nine non-registered vendors were solicited via email. Ten responses were received. The proposals received were reviewed by an evaluation committee consisting of staff from the Information Technology Solutions, Communications and Public Engagement, Library, and Economic Development Departments.

M/WBE: A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Purchasing Division and approved by the MWBE Office, in accordance with the M/WBE or BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

ADMINISTRATIVE AMENDMENT: 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, the initial term of the Agreement shall commence upon final execution of the Professional Services Agreement and expire 12 months later with two one-year options to renew.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current Information Technology Solutions Department capital budget, as appropriated, in FY 2019 and prior to an expenditure being made, the Department has the responsibility to validate the availability of funds.

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