

# Mayor and Council Communication

**DATE:** 08/04/20

**M&C FILE NUMBER:** M&C 20-0487

**LOG NAME:** 13P OPEN COUNTER SOFTWARE DEV JC

## **SUBJECT**

Authorize an Agreement with Carahsoft Technology Corporation for the Purchase of Open Counter Software using a National Cooperative Purchasing Alliance Cooperative Agreement for the Development Services Department for a First Year Cost of \$189,050.54 and Authorize Six Annual Renewals in an Amount Up to \$75,582.00 (ALL COUNCIL DISTRICTS)

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## **RECOMMENDATION:**

It is recommended that the City Council authorize an execution of an Agreement with Carahsoft Technology Corporation for the purchase of open counter software using a National Cooperative Purchasing Alliance Cooperative Agreement for the Development Services Department for a first year cost of \$189,050.54 and authorize six annual renewals in an amount up to \$75,582.00.

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## **DISCUSSION:**

Development Services approached the Purchasing Division with the intent to purchase a software system that would allow citizens access to information regarding the requirements and necessary steps to obtain permits, zoning, payment of fees and various other needs. The overall goal for this software is to create a more streamlined and easier process for citizens. The Open Counter Software will allow citizens the capability to apply, manage and renew permits and licensing in one place, eliminating the need to speak with multiple departments, where information and requirements can become confusing and overwhelming.

Annual maintenance/subscription costs are as follows:

\$94,186.52 = Subscription Year 1 - 2020

\$75,582 = Subscription Year 2 - 2021

\$75,582 = Subscription Year 3 - 2022

\$75,582 = Subscription Year 4 - 2023

\$75,582 = Subscription Year 5 - 2024

\$75,582 = Subscription Year 6 - 2025

\$75,582 = Subscription Year 7 - 2026

The National Cooperative Purchasing Alliance Cooperative (NCPA) Contract No. 01-86 offers discounted pricing. Staff has reviewed the pricing and determined it to be fair and reasonable.

COOPERATIVE PURCHASE state law provides that a local government purchasing an item under a cooperative purchasing Agreement satisfies any state law requiring that the local government seek competitive bids for the purchase of items. NCPA Contracts are competitively bid to increase and simplify the purchasing power of government entities.

SUCCESSOR CONTRACTS: In the event that a Cooperative Agreement is not renewed, Staff would cease making purchases at the end of the last Purchase Agreement coinciding with the valid Cooperative Agreement. If the City Council were to not appropriate funds for a future year, Staff would cease making purchases when the last appropriation expires, regardless of whether the then-current Purchase Agreement has expired. If the cooperative contract is extended, this M&C authorizes the City to purchase similar software and services under the extended contracts. If the cooperative contract is not extended, but a new cooperative contract is executed with Carahsoft Technology Corporation with substantially similar terms as the previous cooperative contract, this M&C authorizes the City to purchase the services under the new cooperative contract.

A MBW/SBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

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 - The agreement may be renewed for additional terms according to the NCPA Contract No. 01-86 cooperative agreement at the City's options to renew. 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.

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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 General and Special Purpose Funds to support the approval of the above recommendation and award of the contract. Prior to any expenditure being incurred, the Development Services department has the responsibility to validate the availability of funds.

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