

# Mayor and Council Communication

**DATE:** 11/12/24

**M&C FILE NUMBER:** M&C 24-0952

**LOG NAME:** 04SHI GOV SOFTWARE & RELATED SERVICES

**SUBJECT**

(ALL) Authorize an Amendment to City Secretary Contract No. 56024 with SHI Government Solutions, Inc. for the Purchase of Software Licenses and Related Services, and to Increase the Contract Amount by \$650,000.00 for a Total Annual Contract Amount of \$2,150,000.00 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. 56024 with SHI Government Solutions, Inc. for the purchase of software licenses and related services, and to increase the contract amount by \$650,000.00 for a total annual contract amount of \$2,150,000.00 for the Information Technology Solutions Department.

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**DISCUSSION:**

On November 13, 2018, Mayor & Council Communication, (M&C) P-12275 was approved to authorize the execution of a Purchase Agreement with SHI Government Solutions, Inc. (SHI) in the annual amount of \$750,000.00 using National IPA Contract No. 2018011-02 and The Department of Information Resources Contract No. DIR-TSO-4092. The Purchase Agreement was increased by \$100,000.00 using the Administrative Change Order allowed by M&C P-12275 in September 2019, for a total annual amount of \$850,000.00.

On November 12, 2019, M&C 19-0296, was approved to authorize an amendment to an existing purchase agreement with SHI Government Solutions, Inc. for the purchase of software licenses and related services to increase the amount by \$650,000.00 for a total annual amount to \$1,500,000.00 for the Information Technology Solutions Department.

The Information Technology Solutions (ITS) Department uses the cooperative contracts agreements to purchase computer software packages, software maintenance and related services for desktops, laptops and other smart devices. Software packages include, but are not limited to, Adobe products, VMware products, monitoring software, security software, backup tools, specialty Microsoft products such as Visio, Project and other department required software.

This M&C requests approval to increase by \$650,000.00 for a new annual total of \$2,150,000.00 using the Omnia Partners cooperative agreement 2018011-02, to continue to purchase software products for City departments.

**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 the Omnia Partners contract to make purchases authorized by this M&C. In the event a Omnia cooperative contract 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.

In the event an Omnia cooperative agreement is not extended, but Omnia executes a new cooperative agreement with substantially similar terms, this M&C authorizes the City to purchase the goods and services under the new Omnia contract. If this occurs, in no event will the City continue to purchase goods and services under the new agreement for more than four (4) years without seeking Council approval.

**BUSINESS EQUITY:** A Business Equity goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

**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 if sufficient funds have been appropriated.

**AGREEMENT TERM:** Upon City Council's approval and execution of the cooperative purchase agreement with SHI and execution of the City Secretary Contract No. 56024 contract amendment with SHI, both parties and continue in accordance with the terms and conditions of Omnia Partners 2018011-02 or applicable successive contract for the same products and services.

**RENEWAL OPTIONS:** The agreements may be renewed for up to 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.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating and capital budgets, as appropriated, in the Water & Sewer and

Capital Projects Service Funds and in the ITS Capital Fund for the ITS Refresh project to support the approval of the above recommendation and execution of the amendment. Prior to an expenditure being incurred, the IT Solutions Department has the responsibility to validate the availability of funds.

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

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

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Expedited