

# Mayor and Council Communication

**DATE:** 12/14/21

**M&C FILE NUMBER:** M&C 21-0936

**LOG NAME:** 03BUDGET SOFTWARE REPLACEMENT

## **SUBJECT**

(ALL) Authorize Execution of an Agreement with Carahsoft Technology Corporation, for the Purchase and Implementation of Questica Budget Software, Utilizing Texas Department of Information Resources Cooperative Contract DIR-TSO-4288 For An Amount Up to \$1,346,189.00 for the First Year and Five Annual Renewals up to \$305,135.00 For the Planning and Data Analytics Department and Adopt the Attached Appropriation Ordinances in the Amount of \$1,346,189.00

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## **RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize execution of an agreement with Carahsoft Technology Corporation for procurement and implementation of Questica Budget, budgeting software, in an amount up to \$1,346,189.00.
  2. Adopt the attached appropriation ordinance to increase appropriations in the General Fund in the amount of \$1,346,189.00, reducing from fund balance for the purpose of transferring to the ITS Capital Projects Fund; and
  3. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the ITS Capital Projects Fund in the amount of \$1,346,189.00, transferred from available funds in the General Fund, for the purpose of funding the ERP IT programmable project (City Project No. P00093).
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## **DISCUSSION:**

The Planning and Data Analytics Department (P&DA) is responsible for the development of the City's annual operating and capital budget. The current budget software is at end of life for support and requires replacement. P&DA engaged the Information Technology Solutions Department (ITS) to assist in a review of replacement software platform.

After the Departments' review, staff recommends replacing the current on premise software with a software-as-a-solution platform from Questica, Inc. sold by Carahsoft Technology Corporation using the Texas Department of Information Resources (DIR) cooperative purchasing contract DIR-TSO-4288. The new software will satisfy the City's needs and includes the operating budget function, capital budget function, budget book/reporting function, and citizen engagement function.

By approving the execution of the agreement and adopting the appropriation ordinances, \$1,346,189.00 will be transferred from the fund balance of the General Fund to the ITS Capital Projects Fund for the costs associated with the project.

**COOPERATIVE PURCHASE** - State law provides that a local government purchasing an item under a cooperative purchasing 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** - In the event the DIR agreement is not renewed, staff would cease purchasing at the end of the last purchase agreement coinciding with a valid DIR agreement. 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.

The City will initially use the DIR contract to make purchases authorized by this M&C. The Cooperative Contract is set to expire on February 21, 2025. If DIR-TSO-4288 is extended, this M&C authorizes the City to purchase similar equipment and supplies under the extended contract. If DIR-TSO-4288 is not extended but DIR executes a new cooperative contract with Carahsoft Technology Corporation and with substantially similar terms, this M&C authorizes the City to purchase the equipment and supplies under the new DIR contract. If this occurs, in no event will the City continue to purchase goods and services under the new agreement for more than three (3) years without seeking Council approval.

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

**AGREEMENT TERM** - Upon City Council's approval, this agreement will become effective and expire February 21, 2023 in accordance with the DIR contract. The agreement will renew on an annual basis thereafter.

**RENEWAL OPTIONS** - This agreement may be renewed for up to five one-year renewal 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.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are currently available in the General Fund and upon approval of the above recommendations and

adoption of the attached appropriation ordinances, funds will be available in the ITS Capital Fund for the ERP IT project to support the approval of the above recommendations and execution of the agreement. Prior to an expenditure being incurred, the Planning & Data Analytics Department has the responsibility of verifying the availability of funds.

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**Additional Information Contact:**

Expedited