

# Mayor and Council Communication

DATE: 09/27/22

M&C FILE NUMBER: M&C 22-0728

LOG NAME: 04ACCELA SOFTWARE AND SUPPORT

## **SUBJECT**

(ALL) Authorize a Purchase Agreement with Carahsoft Technology Corporation in an Annual Amount Up to \$1,248,999.00, Using General Services Administration Contract No. 47QSWA18D008F Cooperative Contract for Automation Permitting System Software, Mobile Computer, Infrastructure Work Order and Asset Management Software and Authorize Four Annual Renewals with a Three to Five Percent Increase Per Year

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## **RECOMMENDATION:**

It is recommended that the City Council authorize a purchase agreement with Carahsoft Technology Corporation in an annual amount up to \$1,248,999.00, using General Services Administration Contract No. 47QSWA18D008F Cooperative Contract for Automation Permitting System Software, Mobile Computer, Infrastructure Work Order and Asset Management Software and authorize four annual renewals with a three to five percent increase per year.

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## **DISCUSSION:**

This Mayor and Council Communication (M&C) will authorize a purchase agreement with Carahsoft Technology Corporation in an annual amount up to \$1,248,999.00, using General Services Administration (GSA) Contract No. 47QSWA18D008F Cooperative Contract that will allow Development Services Department and Fire Department to combine contracts for Licensing, Maintenance and Support for the Automation Permitting System Software, Mobile Computer, Infrastructure Work Order, and Asset Management Software. Accela will also provide services to include migrating the Accela on-premise Land Management instance to the Accela Cloud.

**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 contract 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 GSA agreement is not renewed, staff would cease purchasing at the end of the last purchase agreement coinciding with a valid GSA 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 GSA contract to make purchases authorized by this M&C. The Cooperative Contract is set to expire on August 21, 2023. If General Services Administration Contract No. 47QSWA18D008F is extended, this M&C authorizes the City to purchase similar equipment and supplies under the extended contract. If GSA 47QSWA18D008F is not extended but GSA 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 GSA contract. If this occurs, in no event will the City continue to purchase goods and services under the new agreement for more than five (5) years without seeking Council approval.

Funding is budgeted in the Other Contractual Services account of the Plan and Dev Development Admin Department's Special Purpose Fund for the purpose of funding the Developer Tech Improvements project, the ITS Disaster Relief Department's Grants Cap Projects Federal Fund for the purpose of funding the ARPA for ITS Initiatives project and within the General Operating Fund for Fiscal Year 2023.

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

**AGREEMENT TERM:** Upon City Council approval, the Agreement will become effective and expire September 30, 2023 in accordance with the GSA contract. The agreement may be renewed on an annual basis thereafter. Funding is budgeted in the Other Contractual Services account of the ITS Department's rollup within the General Fund.

**RENEWAL OPTIONS:** This agreement may be renewed for up to four 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 available in the current capital budget, as previously appropriated, in the Special Purpose Fund for the Developer Tech Improvements project and in the Grants Cap Projects Federal Fund for the ARPA for ITS Initiatives project and upon approval of the above recommendation and adoption of the Fiscal Year 2023 Budget by the City Council, funds will be available in the Fiscal Year 2023 operating budget, as appropriated, in the General Fund to support the approval of the above recommendation and award of the agreement. Prior to any expenditure being incurred, the ITS Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Valerie Washington 6192

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

**Additional Information Contact:** Kevin Gunn 2015

Expedited