

Mayor and Council Communication

DATE: 02/28/23

M&C FILE NUMBER: M&C 23-0140

LOG NAME: 04AUTHORIZE AMENDMENT CITY SECRETARY CONTRACT OPENCITIES

SUBJECT

(ALL) Authorize Execution of Amendment to City Secretary Contract Number 52796 with Granicus, LLC to Add OpenCities Software Licenses, Professional Services, and Training for a Total Amount of \$193,904.00 for the First Year and \$161,904.00 for Renewal Year Options Two, Three, and Four

RECOMMENDATION:

It is recommended that City Council authorize the execution of an amendment to City Secretary Contract No. 52796 with Granicus, LLC to add OpenCities software licenses, professional services, and training for a total amount of \$193,904.00 for the first year and \$161,904.00 for renewal year options two, three, and four.

DISCUSSION:

In August 2019, Mayor and Council Communication (M&C) 19-0001 authorized 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, and subscription renewal fees of \$103,904.00 annually for years two and three.

The City of Fort Worth's Internet site has been hosted with Granicus, LLC (OpenCities) since 2019. This amendment to the contract is to continue the hosting of the City of Fort Worth Internet site, as well as migrate the City of Fort Worth's Intranet site (internal site) to the OpenCities platform. This will allow employees to access the Intranet without having to be connected to the City of Fort Worth's Network and for content to be entered once and shared between the Internet and Intranet. Also, included in this amendment (1st year only) will be the professional services from Granicus to assist City of Fort Worth to set up a separate domain on the CFW Internet site for Police and to migrate their content from their content system into the same system with the rest of the website.

This M&C requests authorization to add OpenCities software licenses, professional services, and training to the current Granicus, LLC City Secretary Contract (CSC) No. 52796 which will enable the City to:

- Replace the current Intranet Website (used to provide information to City employees) with a robust secure system that will allow employees to access the Intranet content without being on the City of Fort Worth network. This project will clean up outdated content as well as implement a secure login for employees to access the Intranet site via any device and web browser. Having this Intranet on the same platform as the current Internet will allow sharing of content between the sites as well as a one-stop location for employees to obtain information.
- Create a subsite of the current Internet site for the Police Department website (police.fortworthtexas.gov), bringing it into the OpenCities platform used for the City of Fort Worth Internet. Currently the Police Department website functions under a City-developed application and it is limited to those that can support it. Bringing the Police website under the OpenCities platform will bring consistency to the City's public facing websites and reduce the need to support the current in-house application.

The one-time cost for the Intranet setup will be \$30,000.00 with an annual recurring cost of \$50,000.00. The one-time cost for the Police Department subsite setup is \$2,000.00 with an annual recurring cost of \$8,000.00.

The annual renewal cost for existing OpenCities Software as a Service License is \$78,904.00 and for existing OpenForms Enterprise License is \$25,000.00. The total first year cost equals \$193,904.00.

Upon City Council approval, this M&C authorizes the first year license, professional services, and training cost not to exceed \$193,904.00 and annual renewal fee of \$161,904.00, with an anticipated 3 to 5 percent increase each year for renewal option years two, three, and four.

BUSINESS EQUITY: A waiver of the goal for Business Equity subcontracting requirements was requested, and approved by the DVIN, in accordance with the applicable Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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 as long as sufficient funds have been appropriated.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire one year from that date. The agreement may be renewed on an annual basis thereafter.

RENEWAL OPTIONS: This agreement may be renewed up to three 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

terms.

Funding is budgeted in the Information Technology Solutions Department's ITS Capital Fund for the purpose of funding the FY22 CPE Intranet project, as appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the ITS Capital Fund for the FY22 CPE Intranet project to support the approval of the above recommendation and execution of the amendment to the contract. Prior to any expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

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