

Mayor and Council Communication

DATE: 06/27/23

M&C FILE NUMBER: M&C 23-0528

LOG NAME: 04DRS IMAGING SERVICES DIGITIZATION OF PERMITS

SUBJECT

(ALL) Authorize Execution of a Contract Amendment to City Secretary Contract 56858 with DRS Imaging Services, LLC Using a Cooperative Agreement in the Amount of \$250,325.00 for the Development Services Department through the Information Technology Solutions Department and Adopt Appropriation Ordinance

RECOMMENDATION:

1. Authorize execution of a contract amendment to City Secretary Contract 56858 with DRS Imaging Services, LLC using a Cooperative Agreement in the amount of \$250,325.00; and
 2. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the Special Purpose Fund in the amount of \$250,325.00 from available funds, within the Developer Technology Improvements project (City Project No. S00164).
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DISCUSSION:

In December 2021, the City Secretary contacted the Purchasing Division to enter into an agreement with DRS Imaging Services, LLC under Allied States Cooperative Education Service Center Region 19 (ESC-19) for document scanning, records management, and related services. Thereafter, the City entered into City Secretary Contract (CSC) No. 56858 (the "Agreement").

The Agreement is utilized by Departments to create indexed, digital images of paper, microfilm and microfiche records, currently stored in City offices, to make the records more accessible as part of the digital transformation journey using digital technology to bypass the limitations of physical records and releasing expensive real estate required for physical documents. This also helps to preserve the records so the City can maintain compliance with permanent or long-term records retention set by the Texas State Library and Archives Commission.

On May 24, 2022, by and through Mayor and Council Communication (M&C) 22-0378, the City Council authorized an amendment to the Agreement to increase the annual amount to \$300,000.00. Amendment No. 2 was executed August 25, 2022, increasing the CSCO to an annual amount of \$400,000.00 using the administrative change order authority. On October 11, 2022, by and through M&C 22-0826, the City Council authorized an additional amendment to the Agreement to increase the annual amount to \$600,000.00, citywide.

This M&C is to request authorization to execute a fourth amendment to the Agreement using Cooperative Purchasing Agreement ESC-19, Contract 20-7383 in the amount of \$250,325.00 for Development Services. This is a one-time project with no recurring fees and the total authorized spend under the Agreement will be \$850,352.00.

Services provided by DRS Imaging Services, LLC will include scanning and digitalization of permits and Certificates of Occupancy from microfilm and microfiche.

The digitization will allow staff and citizens the ability to access historical permit information without delay. This will streamline the process, increase overall efficiency, and improve citizens' self-service capability.

Funding is budgeted in the Special Purpose Fund for the purpose of funding the Developer Tech Improvement project.

COOPERATIVE PURCHASE: Pricing for DRS Imaging Services, LLC is offered under cooperative purchase contract Education Service Center-Region 19 (ESC Region-19) Contract 20-7383. The ESC-Region 19 Purchasing (Allied States Cooperative) contracts are available to public schools, charter schools, private schools, community colleges, universities, cities, counties, other governmental agencies, and non-profits. 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. ESC Region-19 (Allied States Cooperative) contracts are competitively bid to increase and simplify the purchasing power of government entities.

SUCCESSOR CONTRACTS: The City will initially use the ESC Region-19 20-7383 to make purchases authorized by this M&C. ESC Region-19 20-7383 is set to expire September 30, 2023. If ESC Region-19 20-7383 is extended, this M&C authorizes the City to purchase similar services under the extended contract. If ESC Region-19 20-7383 is not extended, but ESC Region-19 executes a new cooperative contract with DRS Imaging Services, LLC and with substantially similar terms, this M&C authorizes the City to purchase services under the new ESC Region-19 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.

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.

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

AGREEMENT TERMS: Upon approval of this recommendation, the agreement shall remain in effect in accordance with DRS Imaging Services, LLC ESC Region-19 20-7383 or applicable successive ESC Region-19 contracts for the same services and so long as funds are appropriated as part of the FY 2025 ITS operating budget.

This will serve ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are currently available in the Special Purpose Fund, and upon approval of the above recommendations and adoption of the attached appropriation ordinance, funds will be available in the Special Purpose Fund for the Developer Tech Improvement project to support the approval of the above recommendations and execution of the contract. Prior to an expenditure being incurred, the Information Technology Systems and Development Services Departments have the responsibility of verifying the availability of funds.

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