

Mayor and Council Communication

DATE: 02/25/25

M&C FILE NUMBER: M&C 25-0136

LOG NAME: 04VP IMAGING CONTRACT AMENDMENT

SUBJECT

(ALL) Authorize Execution of Amendment No. 1 to City Secretary Contract No. 62518 with VP Imaging, Inc. d/b/a DocuNav Solutions for the Purchase of Professional Services to Increase the Annual Contract Amount by \$19,750.40 for a Revised Annual Amount Not to Exceed \$119,750.40 for the Information Technology Solutions and Human Resources Departments

RECOMMENDATION:

It is recommended that the City Council authorize execution of Amendment No.1 to City Secretary Contract No. 62518 with VP Imaging, Inc. d/b/a DocuNav Solutions for the purchase of professional services to increase the annual contract amount by \$19,750.40 for a revised annual amount not to exceed \$119,750.40 for the Information Technology Solutions and Human Resources departments.

DISCUSSION:

On September 15, 2020, the City executed City Secretary Contract (CSC) No. 54475 with VP Imaging, Inc. d/b/a DocuNav Solutions (DocuNav) using The Department of Information Resources Cooperative Contract No. DIR-CPO-4449 for Laserfiche Rio licensing, maintenance, and support for the Information Technology Solutions Department (ITS). Laserfiche is used by the City Secretary's Office, Police and Human Resources departments as an enterprise content management (ECM) solution.

On December 23, 2024, the City executed CSC No. 62518 with DocuNav for an annual amount not to exceed \$100,000.00 using BuyBoard Cooperative Contract No. 716-23 to provide professional services for existing Laserfiche ECM solutions. These services allow for upgrades and re-engineering of Laserfiche to support department operations, meet current industry standards and align with best practices for ECM solutions. The ITS Department uses this agreement to procure professional services to support all Laserfiche ECM solutions used by City departments.

Approval of this Mayor and Council Communication (M&C) will allow additional Professional Services purchase authority from DocuNav to upgrade the repositories to current software versions (City Secretary, Police and HR) and reconfigure Laserfiche ECM solutions to align with work processes. With the upgrade and re-engineering of these three solutions, these areas will be able to utilize the new features within Laserfiche, as well as streamline workflow processes and benefit from responses to work processes within the systems.

Funding is budgeted in the Other Contractual Services account within the Info Technology Systems Fund for the ITS Department.

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 BuyBoard contract to make purchases authorized by this M&C. In the event a BuyBoard 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 a BuyBoard cooperative agreement is not extended, but BuyBoard executes a new cooperative agreement with substantially similar terms, this M&C authorizes the City to purchase the goods and services under the new BuyBoard 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 amendment no. 1 to CSC 62518, the initial term of the agreement will expire in accordance with the terms and conditions of BuyBoard 716-23 or applicable successive cooperative agreement for the same products and services.

RENEWAL OPTIONS: The agreements may be renewed 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.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Info Technology

Systems Fund to support the approval of the above recommendation and execution of the amendment. Prior to any expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

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