

Mayor and Council Communication

DATE: 05/21/24

M&C FILE NUMBER: M&C 24-0441

LOG NAME: 13P 24-0012 AGENDA AND MEETING MANAGEMENT SYSTEM ITS CB

SUBJECT

(ALL) Authorize Agreement with CompBase, Inc. dba ClerkBase for City Software and Services Including Agenda Management, the Voter and Resident Participation Suite, the Mayor and Council Wizard, and Electronic Board and Commission Applications for the Information Technology Solutions Department in an Annual Amount Up to \$150,000.00 for the Initial Three-Year Term and Authorize Two Annual Renewal Options in the Same Amount

RECOMMENDATION:

It is recommended that the City Council authorize an agreement with CompBase, Inc. dba ClerkBase for City Software and Services including agenda management, a voter and resident participation suite, the Mayor and Council Wizard, and electronic board and commission applications for the Information Technology Solutions Department in an annual amount up to \$150,000.00 for the initial three-year term and authorize two annual renewal options in the same amount.

DISCUSSION:

This Mayor and Council Communication will authorize an agreement with CompBase, Inc. dba ClerkBase. Under the Agreement, ClerkBase will provide the City software and services including: agenda management, a voter and resident participation suite, a Mayor and Council Wizard, and electronic board and commission applications. City staff evaluated the current systems being used to perform these functions and determined that a single system would offer enhanced capabilities and increase efficiency. The software and services under this new agreement will replace the current E-Council System.

To secure an end-to-end technology solution, the City issued a Request for Proposals (RFP) that was advertised in the *Fort Worth Star-Telegram* on December 6, 2023, December 13, 2023, December 20, 2023, December 27, 2023, and January 3, 2024. The City received four responses; however, one vendor did not meet technical requirements and was deemed nonresponsive. The remaining three vendors were invited to interview and demonstrate their products.

An evaluation panel consisting of representatives from the City Secretary’s Office, Financial Management Services, Water, Legal, Information Technology, and FWLab Departments reviewed and scored the submittals using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidder	Evaluation Factors					
	a	b	c	d	e	Total Score
CivicPlus, LLC	8.5	8.5	9.5	7.3	25	58.81
CompBase, Inc. dba ClerkBase	16.0	15.3	15.5	9.2	12.72	68.66
Granicus, LLC	16.3	15.0	14.0	11.3	3.54	60.04

Best Value Criteria:

- a. Functional
- b. Technical
- c. Approach
- d. Experience
- e. Cost

After evaluation, the panel concluded that ClerkBase presented the best value. Therefore, the panel recommends that the Council authorize an agreement with ClerkBase. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor's bid met specifications.

Approval of this Mayor & Council Communication authorizes the City to spend up to \$150,000.00 per year with the vendor to provide software and services.

Actual usage in any term can be up to the authorized amount and will be dependent upon actual appropriations for this purpose in the department's budget. Funding is budgeted in the ITS Capital Fund for the ITS Other General Government Department for the purpose of funding the FY23: CMO Agenda Mgmt project, as appropriated.

DVIN-BE: A waiver of the goal for the Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire three years from that date.

RENEWAL TERMS: This agreement may be renewed for two one-year options to renew. 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.

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.

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 FY23: CMO Agenda Mgmt project to support the approval of the above recommendation and award of 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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