

Mayor and Council Communication

DATE: 08/22/23

M&C FILE NUMBER: M&C 23-0670

LOG NAME: 04PERISCOPE HOLDINGS INC PURCHASING ASSESSMENT PHASE TWO

SUBJECT

(ALL) Authorize Execution of a Professional Services Agreement with Periscope Holdings, Inc. in an Amount Not to Exceed \$190,000.00 for the Financial Management Services Department through the Information Technology Solutions Department

RECOMMENDATION:

It is recommended that City Council authorize execution of a Professional Services Agreement with Periscope Holdings, Inc. in an amount not to exceed \$190,000.00 for Phase II of the City's Strategic Procurement Assessment for the Financial Management Services Department through the Information Technology Solutions Department.

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to authorize the execution of a professional services agreement with Periscope Holdings, Inc. in the amount not to exceed \$190,000.00 for Phase II of the City's Strategic Procurement Assessment.

On March 30, 2021, the City contracted with Periscope Holdings, Inc. to conduct Phase I of the City's Strategic Procurement Assessment (Assessment). Periscope Holdings, Inc. delivered the Phase I report to the City which included recommendations across four areas of the procurement program: Administrative Regulation C-13, *The Procurement of Goods and Services*; the City's procurement process; the Purchasing Division's customer service; and the staffing and organization of the Purchasing Division. The Purchasing Division has used many of the recommendations from Phase I to make beneficial changes to the City's procurement process.

Phase II of the Assessment is necessary to review how the City leverages its existing technology and readiness for technological advancements; current and future-state process mapping; review staffing across the City involved with the procurement process to determine how to optimize impact on the City; and other critical functions such as review and revision of job aids and training materials.

The recommendations received from the Assessment will benefit all City departments by aiding with the improvement of the procurement process. This should result in efficiencies during the procurement process, increased competition through better supplier management and ease in registering with the City, and cost savings in the form of cost avoidance due to City procurement becoming more proactive and strategic.

This procurement of professional consulting services is exempt from the competitive bidding requirements as provided for under Section 252.022(4) of the Texas Local Government Code.

Funding is budgeted in the Information Technology Solutions Department's ITS Capital Fund for the purpose of funding the FY23 NIGP Phase 2 Purch Assess project, as appropriated.

DVIN-BE - A waiver of the goal for Business Equity subcontracting requirements was requested by the Department and approved by the DVIN, in accordance with the applicable Ordinance, because the purchase of goods or services is a source(s) where subcontracting or supplier opportunities are negligible.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager in the amount up to the maximum allowed under state law and the City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

AGREEMENT TERM: The agreement will begin upon execution and shall expire after acceptance of all required deliverables.

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 NIGP Phase 2 Purch Assess project to support the approval of the above recommendation and execution of the agreement. Prior to an expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

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