

Mayor and Council Communication

DATE: 04/25/23

M&C FILE NUMBER: M&C 23-0292

LOG NAME: 04AMEND CITY SECRETARY CONTRACT 51829 CARAHSOFT HYLAND AIM

SUBJECT

(ALL) Authorize an Amendment to City Secretary Contract 51829 with Carahsoft Technology Corporation for an Upgrade to the Automated Invoice Management System in the Amount of \$140,806.00 Using a Cooperative Agreement for the Information Technology Solutions Department

RECOMMENDATION:

It is recommended that City Council authorize an amendment to City Secretary Contract 51829 with Carahsoft Technology Corporation for an upgrade to the Automated Invoice Management system in the amount of \$140,806.00 using General Services Administration Contract No. GS-35F-0119Y for the Information Technology Solutions Department.

DISCUSSION:

On January 29, 2019, City Council approved Mayor and Council Communication (M&C) P-12292 authorizing agreements with Carahsoft Technology Corporation for software, training, services and support for an Automated Invoice Management system using General Services Administration (GSA) Contract GS-35F-0119Y in an amount up to \$704,166.00.

The City entered into City Secretary Contract (CSC) 51829 with Carahsoft Technology Corporation for the Hyland, LLC Automated Invoice Management (AIM) system and professional services.

The current version of AIM is approaching end of life and support in 2023. The City needs to move forward with upgrading the software to the most recent supported version. The amendment to CSC 51829 will provide for professional services to implement the upgrade at a one-time cost of \$140,806.00. IT Solutions staff will be trained for any future AIM upgrades. The upgrade project is expected to be completed in three to five months.

COOPERATIVE PURCHASE - 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. General Services Administration Multiple Award Schedule Contracts are competitively bid to increase and simplify the purchasing power of government entities.

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

AGREEMENT TERM: Upon City Council's approval, this agreement shall begin upon execution and expire in accordance with the terms and conditions of GSA Contract GS-35F-0119Y.

RENEWAL OPTIONS: The Agreements may be renewed up to for two 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.

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.

Funding is budgeted in the ITS Other General Government Department's ITS Capital Fund for the purpose of funding the FY23 Hyland (AIM) 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 FY23 Hyland (AIM) 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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