

Mayor and Council Communication

DATE: 05/09/23

M&C FILE NUMBER: M&C 23-0350

LOG NAME: 04WORKIVA FINANCIAL REPORTING SOFTWARE

SUBJECT

(ALL) Authorize Execution of a Cooperative Purchase Agreement with Vertosoft LLC, for the Purchase and Implementation of Workiva Financial Reporting Software in an Amount Up to \$250,000.00 and Two Additional Options to Renew using a Cooperative Agreement for the Information Technology Solutions Department and the Financial Management Services Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of a cooperative purchase agreement with Vertosoft LLC for the purchase and implementation of Workiva Government Financial Reporting Solution in an amount up to \$250,000.00, using Texas Department of Information Resources DIR-TSO-4227, with two additional options to renew for the Information Technology Solutions Department and the Financial Management Services Department.

DISCUSSION:

The Financial Management Services Department (FMS) is responsible for the preparation and coordination of the City's Annual Comprehensive Financial Report. The current financial reporting software is at end of life for support and requires replacement. FMS engaged the Information Technology Solutions Department (ITS) to assist in a review of a replacement software platform.

After the Departments' review, staff recommended replacing the current on premise software with a Software-as-a-Service platform known as Workiva. This Mayor and Council Communication (M&C) requests authorization to enter into a cooperative purchase agreement with Vertosoft LLC using Texas Department of Information Resources (DIR) cooperative purchasing contract DIR-TSO-4227 for the purchase and implementation of Workiva software. The implementation of Workiva will meet the City's financial reporting requirements and include streamlining processes, connecting data and teams, and ensure consistency and accuracy within a controlled, secure, audit-ready, cloud-based platform.

COOPERATIVE PURCHASE - State law provides that a local government purchasing an item under a cooperative purchasing 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 - In the event the DIR agreement is not renewed, staff would cease purchasing at the end of the last purchase agreement coinciding with a valid DIR agreement. 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.

The City will initially use the DIR contract to make purchases authorized by this M&C. The Cooperative Contract is set to expire on September 28, 2024. If DIR-TSO-4227 is extended, this M&C authorizes the City to purchase similar equipment and supplies under the extended contract. If DIR-TSO-4227 is not extended but DIR executes a new cooperative contract with Vertosoft LLC and with substantially similar terms, this M&C authorizes the City to purchase the equipment and supplies under the new DIR 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.

BUSINESS EQUITY - A 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 as long as sufficient funds have been appropriated.

AGREEMENT TERM - Upon City Council's approval, this agreement will become effective and expire September 28, 2024 in accordance with the DIR contract. The agreement will renew on an annual basis thereafter.

RENEWAL OPTIONS - This agreement may be renewed for up to 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 term.

Funding is budgeted in the ITS Other General Government Department's ITS Capital Fund for the purpose of funding the FY23 Workiva ACFR Automation 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 Workiva ACFR Automation 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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Expedited