

Mayor and Council Communication

DATE: 05/13/25

M&C FILE NUMBER: M&C 25-0395

LOG NAME: 04RESOURCE DATA DIGITIZATION OF CITY ORDINANCES

SUBJECT

(ALL) Authorize Execution of Third Amendment to Cooperative Agreement with Resource Data, Inc., in the Amount of \$95,000.00 for a Revised Annual Contract Amount of \$195,000.00 for the Digitizing of Ordinances for the Development Services Department through the Information Technology Solutions Department

RECOMMENDATION:

It is recommended that the City Council authorize execution of Third Amendment to City Secretary Contract No. 61399, cooperative agreement with Resource Data, Inc., in the amount of \$95,000.00 for a revised annual contract amount of \$195,000.00 for the digitizing of ordinances for the Development Service Department through the Information Technology Solutions Department.

DISCUSSION:

On May 13, 2024, the City of Fort Worth, (City), entered into City Secretary Contract (CSC) No. 61399 under the Texas Department of Information Resources (DIR), DIR-CPO-4514, to secure GIS technical experts to digitize City Ordinances and upload into our City GIS layers for the Development Services Department through the Information Technology Solutions Department in an amount not to exceed \$100,000.00.

On May 24, 2024, the City executed CSC 61399-A1 to incorporate a Scope of Work, (SOW) to digitize 241 ordinances; on January 8, 2025, the City executed CSC 61399-A2 for a new SOW to digitize 344 ordinances. The total contract amount remained not to exceed \$100,000.00.

This Mayor & Council Communication (M&C) is to request authorization to execute CSC 61399-A3 to digitize 244 additional ordinances in the amount of \$95,000.00. These services would allow staff and City residents to have access to digitized ordinances without delay and improve residents' self-service capability. The total contract amount will not exceed \$195,000.00.

Funding is budgeted in the ITS Capital Fund for the Information Technology Solutions Department for the purpose of funding the FY24 DSD Digital Annexation project, as appropriated.

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 as long as sufficient funds have been appropriated.

SUCCESSOR CONTRACTS: The City will initially use the DIR contracts to make purchases authorized by this M&C. In the event the DIR 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.

If the DIR cooperative is extended, this M&C authorizes the City to purchase similar equipment and services under the extended contract. In the event the DIR cooperative agreement is not extended, but DIR executes a new cooperative agreement(s) with substantially similar terms, this M&C authorizes the City to purchase the equipment and services under the new DIR contract(s).

AGREEMENT TERMS: Upon approval of this recommendation, the agreement shall remain in effect in accordance with Resource Data, Inc. DIR-CPO-4514 or applicable successive contracts for the same services and so long as funds are appropriated.

RENEWAL OPTIONS: The agreement may be renewed at the City's option in accordance with the DIR-CPO-4514 or its successors. 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.

This will serve ALL COUNCIL DISTRICTS.

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 FY24 DSD Digital Annexation project 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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