

Mayor and Council Communication

DATE: 08/27/24

M&C FILE NUMBER: M&C 24-0699

LOG NAME: 04PAYMENT CARD INDUSTRY AUDIT WEAVER AND TIDWELL

SUBJECT

(ALL) Authorize an Amendment to City Secretary Contract No. 53198 with Weaver and Tidwell, LLP to Increase the Annual Contract by \$50,000.00 for a Recurring Total Annual Contract Not to Exceed \$150,000.00 for the State of Texas Required Annual Payment Card Industry Audit for the Information Technology Solutions Department, and Authorize an Additional One-Year Renewal Term Option

RECOMMENDATION:

It is recommended that the City Council authorize an amendment to City Secretary Contract No. 53198 with Weaver and Tidwell, LLP to increase the annual contract by \$50,000.00 for a recurring total annual contract not to exceed \$150,000.00 for the State of Texas required Annual Payment Card Industry Audit for the Information Technology Solutions Department, and authorize an additional one-year renewal term option.

DISCUSSION:

On December 10, 2019, the City of Fort Worth entered into City Secretary Contract, (CSC), No. 53198, a Vendor Services Agreement with Weaver and Tidwell, LLP to provide the City with Payment Card Industry, (PCI), Qualified Security Assessor Services and audit the Information Technology Solutions (ITS) Department and how the City of Fort Worth processes credit card payment made by residents, customers, and clientele throughout several departments, as required each year by the State of Texas, to validate the City of Fort Worth's adherence to the Payment Card Industry, (PCI), compliance.

The firm selected is required to be a Qualified Security Assessor (QSA) that has been certified by the PCI Security Standards Council, and the certification must be in accordance with the processing bank's requirements. Weaver and Tidwell, LLP is a licensed, experienced auditing firm with certified IT and Accounting professionals.

This Mayor and Council Communication (M&C), requests authorization to amend CSC 53198 to increase the annual amount of the contract by \$50,000.00 for the new recurring annual total of \$150,000.00, for the Annual PCI Audit and add a one-year term renewal option.

A Chapter 252 exemption form, related to these professional services, was approved by the City Attorney's Office.

AGREEMENT TERM - Upon City Council's approval, this Amendment will begin once executed by the Deputy City Manager and end December 9, 2024.

RENEWAL OPTIONS - This agreement may be renewed for one successive one-year term 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.

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.

DVIN: This project was approved for a waiver per the Chapter 252 exemption, as a sole source by the Legal Department. Therefore, the business equity goal requirement is not applicable.

Funding is budgeted in the Other Contractual Services account within the Grants Capital Projects Federal Fund for ARPA ITS initiatives project for the IT Solutions Department.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current capital budget, as previously appropriated, in the Grants Cap Projects Federal Fund for the ARPA ITS initiatives project to support the approval of the above recommendation and execution of the contract. Prior to any expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds. This is a reimbursement grant.

Submitted for City Manager's Office by: Mark McDaniel

Originating Business Unit Head: Kevin Gunn 2015

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