

# Mayor and Council Communication

**DATE:** 12/17/19

**M&C FILE NUMBER:** M&C 19-0412

**LOG NAME:** 13PASG DOCUMENT DIRECT LICENSING JC IT

## **SUBJECT**

Authorize Execution of an Agreement for Software Licensing and Maintenance for Reporting Requirements used by the Financial Management Services and Human Resources Department with ASG Technologies Group, Inc. in an Amount Up to \$144,812.00 for the First Year and Two Annual Renewals in the Annual Amount Up to \$138,212.00 using General Services Administration Schedule Contract No. GS-35F-0456M for the Information Technology Solutions Department (ALL COUNCIL DISTRICTS)

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## **RECOMMENDATION:**

It is recommended that City Council authorize the execution of an agreement for software licensing and maintenance for reporting requirements used by the Financial Management Services and Human Resources Department with ASG Technologies Group, Inc. in an amount up to \$144,812.00 for the first year and two annual renewals in the annual amount up to \$138,212.00 using General Services Administration Schedule Contract No. GS-35F-0456M for the Information Technology Solutions Department.

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## **DISCUSSION:**

The City has utilized software from ASG Technologies Group, Inc., called ViewDirect and DocumentDirect for many years. This software provides the capture, retention and online viewing capabilities of reports generating from both mainframe and server-based applications. The main users of this system are the Financial Management Services and Human Resources Departments. The Information Technology Solutions Department (ITS) maintains and supports this system for its users.

This Agreement will maintain the City's ViewDirect and DocumentDirect environment ensuring its operation and support so that the City has continued access to historical information, as well as the ability to archive required reports. This Agreement is for licensing and maintenance for the network server versions of ViewDirect and DocumentDirect using the GSA Schedule Contract No. GS-35F-0456M.

**PRICE ANALYSIS** - The General Services Administration (GSA) contract offers discounted pricing. ITS staff has reviewed the pricing and determined it to be fair and reasonable.

**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. GSA Contracts are competitively bid to increase and simplify the purchasing power of government entities.

**M/WBE OFFICE** – A MBW/SBE 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 shall be effective beginning on November 21, 2019 and expire on November 20, 2020.

**RENEWAL OPTIONS** - This Agreement may be renewed for up to two (2) one-year renewals in accordance with the terms of the GSA Schedule Contract No. GS-35F-0456M.

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## **FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the above recommendation and award of the contract, funds are available in the current operating budget, as appropriated, in the General Fund. Prior to an expenditure being incurred, the participating department has the responsibility to validate the availability of funds.

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