

# Mayor and Council Communication

**DATE:** 09/14/21

**M&C FILE NUMBER:** M&C 21-0659

**LOG NAME:** 13P RFP 21-0108 FY 20 ERP UPK TRAINING REPLACEMENT ITS ADK

**SUBJECT**

(ALL) Authorize an Agreement for the Purchase of a Training Content Development System with Assima, Inc. for a First Year Cost of \$105,000.00 and Authorize Unlimited One-Year Renewals for the Life of the Software in an Annual Amount of \$70,000.00 for the Information Technology Solutions (ITS) Department

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**RECOMMENDATION:**

It is recommended that the City Council authorize an agreement for the purchase of a Training Content Development System with Assima, Inc. for a first year cost of \$105,000.00 and authorize unlimited one-year renewals for the Life of the Software in an annual amount of \$70,000.00 for the Information Technology Solutions (ITS) Department

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**DISCUSSION:**

The Information Technology Department (ITS) approached the Purchasing Division with the intent to establish an agreement to replace our current training content system. Currently, the City uses Oracle User Productivity Kit (UPK) as the training content system to provide training to employees. This system is now at the end of its life and becoming obsolete, therefore, the system needs replacement.

Request for Proposal (RFP) 21-0108 was issued on April 14, 2021, and was advertised in the *Fort Worth Star-Telegram* for four (4) consecutive Wednesdays beginning on April 14, 2021, through May 5, 2021. Eight (8) vendors were solicited with seven (7) responses. All bids were evaluated based on who would be the best value to the City by a seven (7) person team consisting of representatives from the ITS and Human Resources (HR) Departments. Each bid was evaluated on the product description and its features, the implementation process and updates, and the training and support that will be provided. Once the initial evaluations had been completed, the three highest-scoring bidders were asked to demonstrate their products. After the demonstrations, those three were scored again, with Assima, Inc. being the highest-scoring bidder. Therefore, purchasing staff recommends awarding an agreement to Assima, Inc. The product, service, and price are determined to be fair and reasonable. The first year of the contract includes all costs associated with acquiring and implementing the software. The subsequent renewals include costs for the maintenance and support offered by the vendor for the life of the software.

**OFFICE OF BUSINESS DIVERSITY (OBD):** A waiver of the goal for M/WBE subcontracting requirements is approved by the OBD, in accordance with the BDE Ordinance, because the applications of the purchase of goods or services is from sources where sub-contracting or supplier opportunities are negligible.

**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 TERMS:** Upon City Council's approval, this agreement shall begin upon execution and expire one year from that date.

**RENEWAL TERMS:** This agreement may be renewed for an unlimited amount of renewals for the life of the software. 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.

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**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 UPK Training Replacement project to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Information Technology Solutions Department has the responsibility to validate the availability of funds.

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