

Mayor and Council Communication

DATE: 08/13/24

M&C FILE NUMBER: M&C 24-0615

LOG NAME: 04AGILOFT PHASE II CSC 59732

SUBJECT

(ALL) Authorize the Execution of an Amendment to City Secretary Contract 59732 with Agiloft, Inc. for Phase II, the Implementation of the Agiloft Contract Lifecycle Management Application for an Additional 5 (Five) Departments at a One Time Total Cost of \$120,000.00

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an amendment to City Secretary Contract 59732 with Agiloft, Inc., Phase II for the implementation of the Agiloft Contract Lifecycle Management Application for an additional 5 (five) departments at a one time total cost of \$120,000.00.

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to authorize the execution of an amendment to City Secretary Contract 59732 with Agiloft, Inc. for an amount not to exceed \$120,000.00 for Phase II of the City's Contract Lifecycle Management Application.

Mayor and Council Authorized M&C 23-0601 on June 27, 2023 for City Secretary Contract 59732 with Agiloft, Inc. for an agreement to purchase an Enterprise Contract Management Solution Software for the City, Request For Proposal No. 22-0178.

Phase II is necessary for the implementation services for an additional 5 (five) departments.

BUSINESS EQUITY: AGILOFT, INC., is in compliance with the City's Business Equity Ordinance by submission of the Prime Contractor Waiver Form. The City's Business Equity goal on this project is 5%.

AGREEMENT TERMS: Upon City Council approval, the agreement will be amended to include implementation of the Agiloft CLM application for an additional 5 (five) departments.

RENEWAL OPTIONS: This agreement may be renewed for up to two (2) one-year 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.

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.

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 ITS Agiloft Phase II 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.

Submitted for City Manager's Office by: Mark McDaniel

Originating Business Unit Head: Kevin Gunn 2015

Additional Information Contact: Mark DeBoer 8598