

# Mayor and Council Communication

DATE: 06/27/23

M&C FILE NUMBER: M&C 23-0601

LOG NAME: 13PRFP 22-0178 ENTERPRISE CONTRACT MANAGEMENT SYSTEM AR ITS

**SUBJECT**

(ALL) Authorize the Execution of a Purchase Agreement with Agiloft, Inc. for an Enterprise Contract Management Solution Software with Implementation and Subscription Costs in Amount up to \$409,949.00 for the First Year and \$221,999.00 for Years Two and Three for the Information Technology Solutions Department

**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of a purchase agreement with Agiloft, Inc. for an enterprise contract management solution software with implementation and subscription costs in an amount up to \$409,949.00 for the first year and \$221,999.00 for years two and three with two one-year options to renew at the City's discretion for the Information Technology Solutions Department.

**DISCUSSION:**

The Information Technology Solutions Department approached the Purchasing Division for an agreement to purchase a Enterprise Contract Management Solution Software. An Enterprise Contract Management system means the system includes all the necessary software and hardware for Fort Worth City employees to create contracts. The City of Fort Worth (City) will utilize this agreement for all City departments to initiate, collaborate and execute any type of contract needed.

In order to procure these services, purchasing staff issued Request for Proposal (RFP) No. 22-0178. The RFP consisted of detailed specifications describing the goals and objectives of the project such as implementation, system requirements, and training requirements for the system. The RFP was advertised in the *Fort Worth Star-Telegram* on July 13, 2022, July 20, 2022, July 27, 2022, August 3, 2022, August 10, 2022, August 17, 2022, and August 25, 2022. Eight responses were received.

An evaluation panel consisting of representatives from the Financial Management Services, Information Technology Solutions, Aviation, Transportation and Public Works, Police, City Manager/Mayor and Council, City Attorney, Park and Recreation, City Secretary, Water, and Neighborhood Services departments evaluated and scored the responses using Best Value criteria. After the initial evaluation meeting, the top four finalist were invited by the City for demonstrations on October 11, 2022 and October 12, 2022. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidders	Evaluation Criteria					
	a	b	c	d	e	Total score
Agiloft, Inc.	16.18	15.09	11.73	11.45	0.00	54.45
CobbleStone Systems Corp dba Cobblestone Software	15.09	14.55	10.50	10.36	0.00	50.50
Icertis, Inc.	16.18	14.91	12.14	10.64	30.00	83.86
Pantheon, Inc.	14.00	12.73	10.77	10.36	0.00	47.86

Best Value Criteria:

- a) Functional
- b) Technical
- c) Approach
- d) Experience

e) Cost

After the demonstrations, Icertis, Inc., received the highest score; however, the City and Icertis, Inc., were unable to agree to terms with the use of third party resources, expected solution functionality, and increased costs. Therefore, negotiations were ended. In the best interest of the City, the evaluation panel and Purchasing staff, along with the Legal department agreed to move forward with the next highest scoring vendor, Agiloft, Inc. As a result, staff recommends that Council authorize an agreement with Agiloft, Inc. for the enterprise contract management solution software. Staff certifies that the recommended vendor's bid meets specifications.

Funding is budgeted in the ITS Capital Fund for the purpose of funding the FY20 PS Supplier Contract Mgmt project.

**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 begin upon execution and will end three years from that date with two one-year options to renew at the City's discretion.

**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.

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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 FY20 PS Supplier Contract Mgmt 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.

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