

Mayor and Council Communication

DATE: 09/13/22

M&C FILE NUMBER: M&C 22-0658

LOG NAME: 04AMEND CITY SECRETARY CONTRACT 57390 N HARRIS COMPUTER CORP

SUBJECT

(ALL) Authorize Execution of an Amendment to City Secretary Contract 57390 for System Innovators iNovah Enterprise Revenue Management Support Under the Sole Source Agreement with N. Harris Computer Corporation in the Amount of \$291,435.00 for the First Three Years for the Information Technology Solutions Department with Options to Renew

RECOMMENDATION:

It is recommended that the City Council authorize execution of an amendment to City Secretary Contract 57390 for System Innovators iNovah Enterprise Revenue Management Support under the Sole Source Agreement with N. Harris Computer Corporation in the amount of \$291,435.00 for the first three years for the Information Technology Solutions Department with options to renew.

DISCUSSION:

In 2017, the City began using the iNovah Enterprise Revenue Management system. The Information Technology Solutions (ITS) Department purchased the software and support services for iNovah using a cooperative agreement with Dell Marketing Inc. The application provides cashiering and revenue management functionality for the City's Accounts Receivable, Accela Permitting, and Auto Impound payments. The solution includes an import for payments that are received via lockbox, over-the-counter credit card processing, and electronic check deposit.

On April 11, 2022, the City entered into City Secretary Contract (CSC) 57390 with N. Harris Computer Corporation to provide System Innovators iNovah eCommerce software for the ITS Department. The eCommerce application enables the City's constituents to submit a payment online for a variety of goods and services using a computer or mobile device. CSC 57390 includes an initial set up cost of \$10,000.00 and a monthly minimum cost of \$1,800.00 in addition to transaction fees. Processing fees will be invoiced based on the number of financial transactions processed through the eCommerce system. CSC 57390 provides that processing fees will be reviewed annually and as transaction volume increases, transaction fees will be reduced accordingly. It is anticipated that the annual eCommerce costs will not exceed \$30,000.00.

The proposed amendment to CSC 57390 will add iNovah Enterprise Revenue Management support and maintenance for a first year cost of \$90,651.05. Year two maintenance will be in the amount of \$96,996.62 and the third year maintenance will be \$103,786.39. Upon approval of this Mayor and Council Communication, the City will execute an amendment to CSC 57390 to purchase iNovah products and services directly from N. Harris Computer Corporation, saving the City the reseller markup percentage annually.

The first year costs for CSC 57390 and the proposed amendment for Fiscal Year (FY) 2022 will not exceed \$120,651.00. Funding is budgeted in Other Contractual Services account of the Information Technology Department's General Fund and in the ITS Capital Fund for the AR and Billing and POS project, as appropriated.

The remaining years maintenance cost will be budgeted accordingly in FY23 & FY24.

BUSINESS EQUITY - A waiver of the goal for Business Equity subcontracting requirements was requested, and approved by the DVIN, in accordance with the applicable Ordinance, because the waiver request is based on the sole source information provided.

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 approval, this agreement shall begin upon execution of the amendment and expire July 31, 2023.

RENEWAL OPTIONS: The Agreement may be renewed for up to two additional 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.

A Form 1295 is not required because: This contract will be with a publicly-traded business entity or a wholly-owned subsidiary of a publicly-traded business entity: N Harris Computer Corporation

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current capital and operating budgets, as previously appropriated, in the General Fund and ITS Capital Fund for the AR and Billing and POS project to support the approval of the above recommendation and execution of the amendment to 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: Valerie Washington 6192

Originating Business Unit Head: Kevin Gunn 2015

Additional Information Contact: Kevin Gunn 2015
Donlen Ruffin 2017