



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 4

Agenda Date: September 5, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Vendor Intake Solution

SUMMARY:

This ordinance authorizes a contract with Carahsoft Technology Corporation utilizing The Interlocal Purchasing System (TIPS) Contract 220105 to provide the Finance Department with a vendor intake solution for an estimated cost of \$150,000.00 for the first year and an estimated total cost of \$670,000.00 for the period upon award by City Council with four additional, one-year renewals at the City's option. The estimated contract value of \$670,000.00 includes an annual usage fee of \$130,000.00 for five years and a one-time implementation fee of \$20,000.00. Funding for the first year is available from the Purchasing and General Services Fund FY 2024 Adopted Budget. Funding for future years is contingent upon City Council approval of the annual budgets.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the offer submitted by Carahsoft Technology Corporation to provide a vendor intake solution (PaymentWorks). On June 15, 2023, the Finance Department issued a Request for Competitive Sealed Proposals (RFCSP) for a Vendor

Intake Solution. Carahsoft Technology Corporation was the only respondent that submitted a proposal to the RFCSP, but their proposal was deemed nonresponsive for failing to agree to City terms and conditions.

The Information Technology Services Department (ITSD) and Finance Department were able to identify a contract vehicle with favorable contract terms through The Interlocal Purchasing System (TIPS), a cooperative program that was authorized for use by City Council through Ordinance 2009-12-10-1002. In September 2023, the Finance Department authorized ITSD to engage Carahsoft Technology Corporation, a TIPS awarded vendor, to develop a contract framework through an established cooperative contract to address the needs of the Finance Department.

This contract was procured through the TIPS Cooperative Contract 220105 and is made through The Interlocal Purchasing System (TIPS) Cooperative Program passed through Ordinance 2009-12-10-1002, dated 12/10/2009. The use of the cooperative contract allows the Finance Department to enter into a contract with PaymentWorks under Texas Local Government Code 791, which satisfies the legal requirements to seek competitive bids.

The initial one-year term of the agreement will be for the period beginning upon award by City Council. Four additional, one-year renewals at the City's option will also be authorized by this ordinance.

ISSUE:

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

This award is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional services, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the Finance Department will have to continue use the existing manual process for vendor intake.

FISCAL IMPACT:

This ordinance authorizes a contract with Carahsoft Technology Corporation utilizing The Interlocal Purchasing System (TIPS) Contract 220105 to provide the Finance Department with a vendor intake solution for an estimated cost of \$150,000.00 for the first year and an estimated total cost of \$670,000.00 for the period upon award by City Council with four additional, one-year

renewals at the City's option. The estimated contract value of \$670,000.00 includes an annual usage fee of \$130,000.00 for five years and a one-time implementation fee of \$20,000.00. Funding for the first year is available from the Purchasing and General Services Fund FY 2024 Adopted Budget. Funding for future years is contingent upon City Council approval of the annual budgets.

RECOMMENDATION:

Staff recommends approval of this ordinance.

This contract was procured on the basis of cooperative purchasing and a Contracts Disclosure Form is not required.