

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL,
SIGNED ORDINANCE ADOPTED BY THE CITY COUNCIL.**

ORDINANCE

APPROVING A CONTRACT WITH GENESIS SYSTEMS, INC., FOR A VITAL RECORDS (BIRTH, DEATH, AND FETAL DEATH CERTIFICATES) MANAGEMENT SYSTEM FOR THE OFFICE OF THE CITY CLERK FOR AN ESTIMATED TOTAL COST OF \$6,638,294 OVER THE TERM, INCLUDING RENEWALS. THE CONTRACT TERM IS FOR FIVE YEARS WITH THREE ADDITIONAL ONE-YEAR RENEWAL OPTIONS. FUNDING IS FROM TAX NOTES INCLUDED IN THE FY 2024 - 2029 CAPITAL IMPROVEMENT PROGRAM WITH FUTURE FUNDING CONTINGENT UPON CITY COUNCIL APPROVAL OF THE ANNUAL BUDGET.

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WHEREAS, the City released a Request for Competitive Sealed Proposals (RFCSP) to select a vendor that is qualified and experienced in delivering a commercial off-the-shelf (COTS) system to manage vital records (birth, death, and fetal death certificates) and to optimize inefficiencies throughout the business process workflow; and

WHEREAS, five proposals were received and three were eligible for evaluation; and

WHEREAS, staff recommends Genesis Systems, Inc., for award of a contract based on the City's standard RFCSP evaluation process; and

WHEREAS, approval of this ordinance will authorize a contract beginning upon award and continuing in full force and effect on a year-to-year basis for five years after implementation/set up and City's final acceptance of the system, with the option for the City to renew for three additional, one year periods, for an estimated total cost of \$6,638,294.00, for the entire contract period including renewal options; and

WHEREAS, online vital records ordering for customers will be available through this solution and additional fees will apply; and

WHEREAS, this contract will not govern the online ordering fees and the Office of the City Clerk will work with the third party processor to limit fees based on expected volume and advise of any associated fees in subsequent City Council actions, as required; and

WHEREAS, all expenditures will be in accordance with the applicable fiscal year's budget approved by City Council; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The proposal submitted by Genesis Systems, Inc., to provide the City of San Antonio with a vital records management system for the Office of the City Clerk for an estimated total cost of \$6,638,294.00, for the entire contract period including renewal options, is hereby accepted, subject to and contingent upon the deposit of all required bonds, performance deposits, insurance certificates and endorsements. A copy of the score summary, contract and RFCSP is attached hereto and incorporated herein for all purposes as **Exhibit I**.

SECTION 2. Funds in the amount of \$2,827,529.00 is available in Fund 40099000, WBS Elements 09-00167-01 and 09-00167-02 and GL Accounts 5201040 and 5203080. Funding is provided by Tax Notes and is in the FY 2024 - FY 2029 CIP Budget.

SECTION 3. Funding in the amount of \$3,810,765.00 is contingent upon City Council approval of the Fiscal Year 2025 budget and subsequent budgets that fall within the term of this contract.

SECTION 4. Payment not to exceed \$6,638,294.00 is authorized to be encumbered with a purchase order and made payable to Genesis Systems, Inc.

SECTION 5. The financial allocations in this ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this ordinance.

SECTION 6. This ordinance is effective immediately upon passage by eight or more affirmative votes; otherwise, it is effective on the tenth day after passage.

PASSED and APPROVED this ___ day of ___, 2024.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

Debbie Racca-Sittre, City Clerk

Andrew Segovia, City Attorney