



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 6

**Agenda Date:** November 9, 2023

**In Control:** City Council A Session

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**DEPARTMENT:** Finance Department

**DEPARTMENT HEAD:** Troy Elliott

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Annual Contract for IQ Fed Cloud Subscription and Support for City Council Offices

**SUMMARY:**

This ordinance authorizes a contract with Leidos Digital Solutions, Inc., to provide with Intranet Quorum (IQ) Fed Cloud Subscription and support for the City Council Office for a total estimated cost of \$55,465.92 annually and an estimated total cost of \$277,329.60 for a 5-year contract term. Funding in the amount of \$55,465.92 is available from the General Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon Council approval in the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is an offer from Leidos Digital Solutions, Inc., to provide IQ Fed Cloud Subscription and Support for City Council Office. Intranet Quorum (IQ) Fed Cloud is a constituent relationship management system that the City Mayor and City Council members have utilized since 2017 to manage their respective constituent bases. IQ Fed Cloud is utilized by elected officials to communicate with constituents, promote events, and track issues and concerns. Currently, the City Mayor's Office and all ten City Council Offices have access to the IQ Fed Cloud tool. IQ Fed Cloud allows City Council to address various constituent

issues.

The City issued a Request for Offer (RFO) 6100017537 for “Annual Contract for IQ FED Cloud Subscription and Support for City Council Office” on October 27, 2023, with a submission deadline of October 31, 2023. Leidos Digital Solutions, Inc., is recommended for contract award based on published specifications.

This annual software subscription for IQ Fed Cloud was procured utilizing GSA Contract No. 47QTCA20D00E6 is made under Federal Supply Schedules of The United States General Services Administration in accordance with Texas Local Government Code § 271.103. The City Council Office has utilized IQ Fed Cloud since 2017 and this procurement will provide for continuity of established services.

The annual maintenance and support for the IQ Fed Cloud subscription is procured by means of a sole source exemption. Leidos Digital Solutions, Inc. is the proprietary, sole certified provider for the maintenance and support of the IQ Fed Cloud subscription.

The initial term of the agreement will be December 1, 2023, through November 30, 2024. Four additional one-year renewals, at the City’s option, will also be authorized by this ordinance.

**ISSUE:**

This ordinance approves a contract with Leidos Digital Solutions, Inc. for the purchase of IQ Fed Cloud Subscription and Support for City Council Offices. IQ Fed Cloud is utilized by elected officials to communicate with constituents, promote events, and track issues and concerns.

This contract is exempt from competitive bidding and is excluded from the scope of the Small Business Economic Development Advocacy (SBEDA) program.

This contract is an exception to the Local Preference Program.

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

**ALTERNATIVES:**

Should this contract not be approved, City Council Offices will be without a means and tool to electronically communicate with constituents, and track issues and concerns.

**FISCAL IMPACT:**

This ordinance authorizes a contract with Leidos Digital Solutions, Inc., to provide with Intranet Quorum (IQ) Fed Cloud Subscription and support for the City Council Office for a total estimated cost of \$55,465.92 annually and an estimated total cost of \$277,329.60 for a 5-year contract term. Funding in the amount of \$55,465.92 is available from the General Fund FY 2024 Adopted Budget. Funding for subsequent years is contingent upon Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends the approval of this contract.

This contract is procured by means of cooperative agreement for IQ Fed Cloud Subscription and sole source exemption for maintenance and support. A Contracts Disclosure Form is not required.