



## Legislation Details (With Text)

**File #:** 23-234      **Version:** 1      **Name:**  
**Type:** CONSENT AGENDA      **Status:** Approved  
**File created:** 1/5/2023      **In control:** Office of Procurement Services  
**On agenda:** 2/8/2023      **Final action:**  
**Title:** Authorize a three-year cooperative purchasing agreement, with two one-year renewal options, for hardware, software maintenance, and support for the City's electronic data discovery system for the Department of Information and Technology Services with TEQSYS, Inc. through the Texas Department of Information Resources cooperative agreement - Not to exceed \$794,683.46 - Financing: Data Services Fund (subject to annual appropriations)

**Sponsors:**

**Indexes:** 100

**Code sections:**

**Attachments:** 1. Resolution

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

**STRATEGIC PRIORITY:** Government Performance & Financial Management

**AGENDA DATE:** February 8, 2023

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Jack Ireland

### SUBJECT

Authorize a three-year cooperative purchasing agreement, with two one-year renewal options, for hardware, software maintenance, and support for the City's electronic data discovery system for the Department of Information and Technology Services with TEQSYS, Inc. through the Texas Department of Information Resources cooperative agreement - Not to exceed \$794,683.46 - Financing: Data Services Fund (subject to annual appropriations)

### BACKGROUND

This action does not encumber funds; the purpose of a cooperative purchasing agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This cooperative purchasing agreement will provide for hardware, software maintenance, and support for the City's electronic data discovery system for the Department of Information and Technology Services. This system is utilized by the City Attorney's Office, the Department of Information and Technology Services, and the Police Department to collect, analyze, and produce

data used for pre-trial discovery, administrative hearings, and internal department investigations. This system is a key component in the City's ability to meet open records requests and litigation pre-trial discovery timelines. This system has proved to be an efficient tool in the management and processing of the large amounts of electronic data stored within the City. Attorneys are able to create cases, perform document redaction, and generate numbering to identify and label legal documents. The system also streamlines case reviews and provides automated legal hold notifications.

The Department of Information Resources cooperative agreement is authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code. Section 271.102 of the Texas Local Government Code which authorizes a local government to participate in a Cooperative Purchasing Program with another local government or a local cooperative organization.

### **PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On February 26, 2020, City Council authorized a three-year cooperative purchasing agreement for hardware, software maintenance, and support for the City's electronic data discovery system for the Department of Information and Technology Services distributed by Carahsoft Technology Corp. and sold through TEQSYS, Inc. through the Department of Information Resources cooperative agreement by Resolution No. 20-0363.

### **FISCAL INFORMATION**

| Fund               | FY 2023      | FY 2024      | Future Years |
|--------------------|--------------|--------------|--------------|
| Data Services Fund | \$152,428.44 | \$161,437.34 | \$480,817.68 |

### **M/WBE INFORMATION**

In accordance with the City's Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

| Contract Amount  | Procurement Category | M/WBE Goal                     |
|--|----------------------|--------------------------------|
| \$794,683.46   | Other Services       | N/A                            |
| M/WBE Subcontracting %   | M/WBE Overall %      | M/WBE Overall Participation \$ |
| N/A 0.00%  | N/A 100.00%          | N/A \$794,683.46               |
| <ul style="list-style-type: none"> <li><del>The Business Inclusion and Development Policy does not apply to Cooperative Purchasing Agreements.</del> <u>This item is Other Services which does not have an availability and disparity participation goal; however, the prime contract is WBE.</u></li> <li>TEQSYS, Inc. - Non-local; Workforce - 0.00/% Local</li> </ul> |                      |                                |

### **PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

|                                  |   |
|----------------------------------|---|
| Cooperative Purchasing Agreement | <ul style="list-style-type: none"><li>• Cooperative purchasing agreements enable the City to associate with State agencies, other local governments, or local cooperative organizations comprised of other state and local governments, to leverage market buying power and enable the City to purchase goods or services at lower prices</li><li>• The cooperative purchasing agreement is an alternative method of meeting the requirements for competitive bidding or competitive sealed proposals, not an exception from that requirement</li></ul> |
|----------------------------------|---|

**OWNER**

**TEQSYS, Inc.**

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Keri Ramirez, President