

**CITY OF EL PASO, TEXAS  
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Library  
**AGENDA DATE:** January 23, 2018  
**CONTACT PERSON/PHONE:** Mark Pumphrey, Interim Director of Libraries, 212-3207  
Bruce D. Collins, Purchasing & Strategic Sourcing Director, 212-1181

**DISTRICT(S) AFFECTED:**

**STRATEGIC GOAL:** Goal 4: Enhance El Paso's Quality of Life through Recreational, Cultural and Educational Environments

**SUBJECT:**

Request that the Purchasing Director be authorized to exercise the City's option to extend current Contract #2012 – 306R PC Time and Management System Software–Comprise Technologies for one (1) year for the amount of \$15,227.16. The extended contract period will be from January 23, 2018 to January 22, 2019. Libraries use this software for services that allow sharing of public-use computer services, minimal monitoring by staff, Internet access for patrons and recovery of cost of printed materials. The previous annual licensing and support was \$11,071.00. Filter subscription and coin & bill tower licensing and support increased this years' annual licensing and support cost to \$15,227.16. This is an increase of \$4,156.16.

**BACKGROUND / DISCUSSION:**

The Library intends to continue utilizing the outsourced software and website services of Comprise Technologies, a provider of PC time scheduling software for managing public-use computer technologies. Services allow sharing of limited computer services, minimal monitoring by staff, Internet access for patrons according to Library policies and recovery of cost of printed materials. Delivery of this service has increased patron computer use since 2012.

**SELECTION SUMMARY:**

Exercising this option would meet the following threshold considerations (i) funds available; (ii) requirement fills an existing city need; (iii) informal analysis of price indicates the option price is better than available market prices or the most advantageous current offer, and; (iv) Vendor's performance meets or exceeds a "7-8" performance rating. Based upon our evaluation of above factors, Purchasing and Strategic Sourcing recommends exercising the available option.

**PRIOR COUNCIL ACTION:**

Bid #2012-306R was awarded on December 11, 2012.

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$15,227.16  
Account: 999 1000 15240 522020 P1506  
Funding: General Fund

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COUNCIL PROJECT FORM  
(CONTRACT EXTENSION)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **January 23, 2018**.

**Strategic Goal #4: Enhance El Paso's Quality of Life through Recreational, Cultural and Educational Environments**

Request that the Purchasing Director be authorized to exercise the City's option to extend current Solicitation No. 2012-306R (PC Time and Management System) to Comprise Technologies, Inc. for one (1) additional year pursuant to the provisions of an award approved by the City Council on December 11, 2012. The extended contract period will be from January 23, 2018 to January 22, 2019. Libraries use this software for services that allow sharing of public-use computer services, minimal monitoring by staff, Internet access for patrons and recovery of cost of printed materials. The previous annual licensing and support was \$11,071.00. Filter subscription and coin & bill tower licensing and support increased this years' annual licensing and support cost to \$15,227.16. This is an increase of \$4,156.16.

Department:	Library
Award to:	Comprise Technologies, Inc.
Vendor Location:	Navesink, NJ
Item(s):	All
Option:	One year
Annual Estimated Amount:	\$ 15,227.16
Total Estimated Award:	\$ 15,227.16
Account No.:	999-1000-15240-522020-P1506
Funding Source:	FY Library General Fund
District(s):	All

This is an Request for Proposal, Software contract.

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*

**MOTION  
DECEMBER 11, 2012**

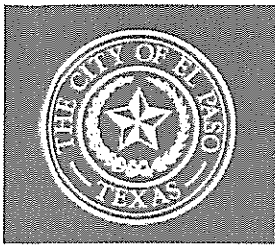
Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2012-306R (PC Time and Management system) to Comprise Technologies, Inc. for a initial term estimated award of \$78,243 (1<sup>st</sup> year).

Department:	Library
Award to:	Comprise Technologies, Inc. Navesink, NJ
Items:	All
Option:	One year
1 <sup>st</sup> Year Cost Amount:	\$78,243 (Software/Hardware/Implementation/Maintenance)
Total Estimated Award:	\$122,527 (5 Years) (Includes years' 2-5 license/maintenance)
Account No.:	453 – 53140 – 501000 – 1000
Funding Source:	FY Library General Fund

This is an RFP for software and hardware system contract.

The Financial Services - Purchasing Division and Library Department recommend award as indicated to Comprise Technologies, Inc., the highest ranked proposal, based on evaluation factors established for this procurement.

Richarda Duffy Momsen, City Clerk



## Purchasing & Strategic Sourcing Department

Mayor

Dee Margo

### Eight (8) Factor Option Memo

#### City Council

*District 1*

Peter Svarzbein

*District 2*

Alexsandra Annello

*District 3*

Cassandra H. Brown

*District 4*

Sam Morgan

*District 5*

Dr. Michiel R. Noe

*District 6*

Claudia Ordaz Perez

*District 7*

Henry Rivera

*District 8*

Cissy Lizarraga

City Manager

Tommy Gonzalez

To: Purchasing & Strategic Sourcing Department

From: Mark Pumphrey, Interim Director of Library Services

Subject: Eight (8) Factor Option

Date: January 2, 2018

Re: Contract #2012-306R, PC Time and Management System Software

Library requests that the Purchasing Director be authorized to extend current Contract #2012-306R, PC Time and Management System Software –Comprise Technologies for one (1) year. Exercising this option would meet the following threshold considerations:

**1. Are funds available for this Option to Extend?**

Yes.

**2. Does the Requirement covered by this option fill an existing need of the City?**

Yes.

**3. Is the option price better than the current available market price?**

Yes. Previous Contract - \$121,500, Current Contract - \$122,527

**4. Is the time between the date the contract was awarded and the date the option to extend is exercised so short that the market indicates the option is the lowest price obtainable through competition or the most advantageous offer?**

Yes

**5. Does the Vendor Performance Form show the vendor's performance rating to be "GOOD (7-8)" or better?**

Yes.

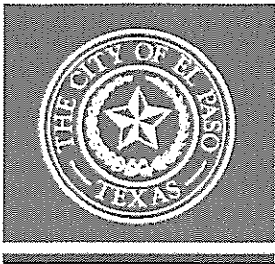
**6. Is the vendor currently under debarred status as per System for Award Management (SAM) [www.sam.gov](http://www.sam.gov)?**

No.

Bruce D. Collins, CPPO

City 1 | 300 N. Campbell Street | El Paso, Texas 79901 | (915) 212-0043

*"Delivering Outstanding Services"*



## Purchasing & Strategic Sourcing Department

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### Mayor

Dee Margo

### City Council

#### *District 1*

Peter Svarzbein

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### City Manager

Tommy Gonzalez

***7. Is the proposed vendor indebted to the City for any amount as documented in the City's Indebtedness Verification Form?***

No.

***8. Is the proposed vendor on the City's wage theft data base?***

No.

Bruce D. Collins, CPPPO

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