

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

DEPARTMENT: Department of Information Technology Services

AGENDA DATE: March 5, 2019

CONTACT PERSON/PHONE: Enrique Martinez, Jr., DoITS Director, 212-1400
Bruce D. Collins, Purchasing Director, 212-1181

DISTRICT (S) AFFECTED: ALL

STRATEGIC GOAL NO. 6: Set the Standard for Sound Governance and Fiscal Management

SUBJECT:

Discussion and action on the request that the Director of the Purchasing & Strategic Sourcing Department be authorized to issue a Purchase Order(s) to eCivis, Inc., the creator and sole provider of eCivis grants research and grants tracking software, for a three (3) year term in the estimated amount of \$180,000.00 with the stipulation that the vendor provides an updated sole source letter and affidavit each year. The purchase is for the license and service of the software that allows the City to seek out, research and track grant opportunities.

BACKGROUND / DISCUSSION:

The Grants Administration Division of the Office of the Comptroller (OTC) Department manages the utilization of the Grants Tracking and Reporting component of the ECivis software. This facilitates grant research and tracking for City departments and other community organizations in El Paso. ECivis integrates past examples of awarded grants and other information of what agencies are looking for in grant applications. This reduces the amount of time spent in research.

ECivis has allowed the City to seek out grant opportunities that may not have been available otherwise. In FY18, the Non-Profit Community Based Organizations (CBO) reported a total of \$1,877,737 in grants awarded to those organizations. Some of the most successful organizations receiving these grants are: Boys & Girls Scouts of El Paso, Emergency Health Network, Greater Mount Olive Baptist Church and the Women's Intercultural Center.

SELECTION SUMMARY:

Sole source, eCivis is a grants research software that has been utilized by City departments and community partners for the last seven years. It is used to review grant opportunities that may be of interest to the City as well as its community partners.

PRIOR COUNCIL ACTION:

On September 28, 2010 (Item 7C), Council approved a three-year contract totaling \$288,225.00 through September 30, 2013. Thereafter this agreement was approved annually as part of the list of IT (Schedule E) Licensing, Maintenance and Support Contracts in the City's annual budget resolution.

AMOUNT AND SOURCE OF FUNDING:

Amount: \$60,000.00 annually. Three-Year Agreement total \$180,000.00
Source of Funds: General Fund –Non Departmental–Citywide Contracts/Schedule E- Data Processing Services
999-1000-15240-P1506-522020

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: _____

**COUNCIL PROJECT FORM
(Sole Source)**

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

Please place the following item on the **REGULAR AGENDA** for the Council Meeting of **March 5, 2019**.

STRATEGIC GOAL 6: Set the Standard for Sound Governance and Fiscal Management

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Contract Variance: The difference in cost, based on the comparison from 2016 in the amount of \$65,025.00 is as follows: A multi-year discount was applied resulting in a savings of \$5,025.00.

Department:	Information Technology
Award to:	eCivis, Inc. Pasadena, CA
Initial Term:	3 years
Annual Estimated Award:	\$60,000.00
Total Estimated Award:	\$180,000.00 (3 years)
Account No.:	999-1000-15240-P1506-522020
Funding Source:	General Fund
District(s):	All
Sole Source No.:	2019-497

This is a Sole Source, service contract.

Additionally, it is requested that the City's Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award.



PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared _____ a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Justin Kern. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: eCIVIS, Inc
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
Grants management software
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

Justin Kern
Signature

SUBSCRIBED AND SWORN to before me on this _____ day of _____

see attached
NOTARY PUBLIC

PRINTED NAME

MY COMMISSION EXPIRES

COMPANY NAME: _____

ADDRESS, CITY, STATE & ZIP CODE _____

PHONE: _____ FAX NUMBER: _____

CONTACT NAME AND TITLE: _____

WEB ADDRESS: _____ EMAIL: _____

FEDERAL TAX ID NUMBER: _____ TEXAS SALES TAX NUMBER: _____

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles

Subscribed and sworn to (or affirmed) before me on this 16
day of January, 2019, by Justin Kerr
proved to me on the basis of satisfactory evidence to be the
person(s) who appeared before me.



(Seal)

Signature

[Handwritten signature]



2019 SOLE SOURCE JUSTIFICATION

Product Introduction

This document provides sole source justification for eCivis Grants Network™ (GN). GN has been implemented in 3,600+ local governments in 43 states and US territories. eCivis is an independent software vendor (ISV) based in the United States and was founded in 2000. On September 12, 2018, GTY Technology Holdings (NASDAQ: GTYH) ("GTY") announced it signed a definitive agreement to acquire eCivis. In addition to the acquisition of eCivis, GTY will acquire five other innovative government technology companies - Questica, CityBase, OpenCounter, Bonfire and Sherpa Government Solutions - to form a cloud-first digital transformation platform to improve government revenue management, financial planning and budgeting, and procurement.

Justification 1: Local Government Focus

eCivis is a Delaware Corporation, headquartered in Pasadena, California, that serves thousands of clients across the United States. eCivis is the only ISV completely focused on the support of local government grant planning, acquisition and management. Local governments play a unique role as both grant recipient and grantor. This requires a specific type of grant management system that addresses the unique challenges of local government. For example, eCivis is the only grant information and research product that captures all federal, state pass-through (where available) and private foundation grant opportunities specifically for local governments. eCivis provides access to the largest database of grant opportunities in the world for local governments in the United States with 16,000+ programs – compared to 2,330 programs listed in the CFDA database.

Justification 2: Professionally Curated Grant Information and Research

eCivis is the only ISV that employs a full-time professional staff to research and summarize the most important information from the thousands of disparate Federal and non-federal grant solicitations into a standardized format, which will allow users to access, research and determine pursuance of more grants in less time. The average time to read and summarize a grant solicitation is approximately 2 hours. An eCivis user can accomplish the same task in 10 minutes. The impact to your staff will be up to 91% time savings toward research time and increased grant wins within the first year of service from new competitive funding sources.

Justification 3: Fully Integrated Grant Management Platform

eCivis is the only ISV that provides a grant management system that is fully integrated and combines grant information and research with enterprise project management capabilities, including the ability to connect data with government ERP/General Ledgers. eCivis integrates data with dozens of systems, including Oracle, PeopleSoft, CGI Advantage, Sungard IFAS, Abila and Workday



to improve internal transparency and help coordinate both programmatic and fiscal grant compliance. The integrated nature of the platform will increase user adoption and reduce cost.

Justification 4: Cost Allocation Software

eCivis is the only ISV that delivers enterprise cloud-based cost allocation software to local government. Combined with eCivis grants management capabilities, eCivis is the only ISV of both grant management and cost allocation solutions in the cloud. eCivis cost allocation software will help local governments maximize grant and program funding through cost recovery and cost allocation, develop accurate budgets, improve program delivery, and help finance and budget staff determine full, defensible, indirect costs to include in ICRPs, hour rates, user fees, Statewide Cost Allocation Plans (SWCAP) and SB90 claims.

Justification 5: Grant Management and Cost Allocation Experts

eCivis is the only ISV with certified grants managers on staff. The Certified Grants Management Specialist (CGMS) was developed by the National Grants Management Association to provide an industry credential elevating professional standards, enhancing individual performance, and designating professionals who demonstrate the knowledge essential to the practice of grants management. Having the CGMS credential confers formal recognition of professional competency in the full lifecycle of grants management. eCivis employs two Certified Grant Management Specialists (CGMS).

Thank you for your consideration.

Sincerely,

James Ha
President & CEO
eCivis, Inc.

Signed on 1/15/19