

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

**DEPARTMENT:** Information Technology

**AGENDA DATE:** January 10, 2012

**CONTACT PERSON/PHONE:** Miguel Gamino, IT Director, (915)541-4288  
Bruce D. Collins, Purchasing Manager, (915) 541-4308

**DISTRICT (S) AFFECTED:** ALL

**SUBJECT:**

That the Purchasing Manager for Financial Services, Purchasing Division to be authorized to issue a Purchase Order(s) to Professional Document Systems of Texas (PDS), of El Paso, Texas a State Department of Information Resources (DIR) contractor under DIR State contract number DIR-SDD-1610 for the renewal of Document Systems Maintenance, Support and Update Agreement in the total amount of \$68,708.40.

**BACKGROUND / DISCUSSION:**

The Information Technology Department is requesting that Council authorize the Purchasing Director to be authorized to issue a Purchase Order to Professional Document Systems of Texas (PDS) for the renewal of the Documents Systems Maintenance, Support and Updates, a documents imaging software. PDS is a Texas Department of Information Resources (DIR) contractor and is located in El Paso, Texas. The annual maintenance, support and update Agreement is for \$68,708.40 and approved in the FY 2012 City budget.

The document imaging system is a fully integrated system and includes Application Extender, PDS Viewpoint, PDS DocLink, and related software components. The products are integrated with various database applications within Application Extender, which is used in various combinations to support "JIMS" at the Municipal Court; Accela at Development Services and Environmental Services; ILEADS for Police; Large Format Scanning at Engineering and records management at the Municipal Clerk and Financial Services.

**SELECTION SUMMARY:**

This cooperative contract was competitively bid and awarded through the Department of Information Resources (DIR).

**PRIOR COUNCIL ACTION:**

Yes, March 30, 2010, Item 6D

**AMOUNT AND SOURCE OF FUNDING:**

Department: Information Technology  
Amount: \$ 68,708.40  
Funds Available: 39010351-01101-502202-39001  
Funds Source: General Fund – Data Processing Services

**BOARD / COMMISSION ACTION:**

N/A

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\*\*\*\*\*AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

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**Miguel A. Gamiño, Information Technology Director**

**COUNCIL PROJECT FORM  
(COOPERATIVE CONTRACT)**

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

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **JANUARY 10, 2012**.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to issue a Purchase Order(s) to Professional Document Systems of Texas (PDS), a contractor under Department of Information Resources (DIR) contract number DIR-SDD-1610, for the renewal of Document Systems Maintenance, Support and Update Agreement. The City has made the determination that purchasing from this cooperative offers the most cost-effective pricing.

The participation by the City of El Paso in the Department of Information Resource (DIR) Cooperative Purchasing Program was approved by Mayor and City Council on February 27, 2007.

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

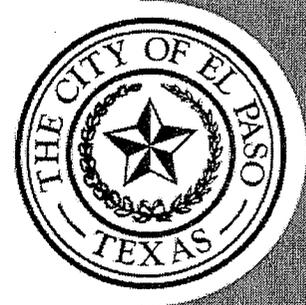
Department: Information Technology  
Award to: Professional Document Systems of Texas (PDS)  
El Paso, TX  
Total Estimated Award: \$68,708.40  
Account No.: 39010351-502202-01101  
Funding Source: General Fund – Data Processing Services  
District(s): All  
Reference No.: 2012-126

This is a Cooperative, service and unit price contract.

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

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SERVICE SOLUTIONS SUCCESS



To: Bruce Collins, Purchasing Manager, (915)541-4308

From: Miguel A. Gamiño Jr., Director  
Information Technology

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Authorized Signature

Date: December 19, 2011

Re: Renewal of Professional Document Systems (PDS) maintenance, support and update of City's document imaging systems

The Information Technology Department recommends renewing Document Systems Maintenance, Support and the Update Agreement from Professional Document Systems of Texas (PDS).

The purpose of this purchase is to:

**1. Is there an urgent need for the products/services? In other words is time of the essence?**

There is an urgency regarding maintaining support of the City's document imaging systems which is a fully integrated system for various applications used by various City departments.

**2. Does the purchase through the Program promote the standardization of equipment?**

Yes, this is a renewal for maintenance support and updates promote standardization of equipment by fully integrating with various applications that various departments utilize.

**3. Does the purchase through the program support local business? If not is there a comparable product/service available locally?**

Yes, PDS is a local business.

**4. Do the available vendors have prior work experience and/or familiarity with the City Of El Paso?**

Yes, the vendor has been providing consistent product and support services since 2007.

**5. Is the pricing reasonable as compared to other similar products/work performed for the City Of El Paso in the past or as quoted from other companies?**

Yes, the prices were reviewed and determined to be reasonable and have been established through the States DIR contract services by using a competitive bidding process in the awarding of the contract. The participation by the City of El Paso in the Texas Department of Information Resources was approved by Mayor and City Council on February 27, 2007. The standard factors used to determine the use of a Cooperative Purchasing program were approved City Council on June 24, 2008.

Mayor  
John F. Cook

City Council

District 1  
Ann Morgan Lilly

District 2  
Susie Byrd

District 3  
Emma Acosta

District 4  
Carl L. Robinson

District 5  
Dr. Michel R. Nee

District 6  
Eddie Holguin Jr.

District 7  
Steve Ortega

District 8  
Cortney Carlisle Niland

City Manager  
Joyce A. Wilson



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Texas Comptroller  
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