

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

DEPARTMENT: DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES
DATE: March 12, 2013
CONTACT PERSON/PHONE: MIGUEL A. GAMIÑO JR., DIRECTOR DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES (915) 541-4288
JULIE LOZANO, MANAGER, COMMUNICATIONS AND PUBLIC INFORMATION (915) 541-4288
BRUCE D. COLLINS, PURCHASING MANAGER, (915) 541-4313

DISTRICT(S) AFFECTED: ALL

SUBJECT:

Purchase: Agenda and Video Software, RFP 2013-016R
To: Sire Technologies, a division of Hyland Software, Inc.
Total Estimated Cost: \$188,393.00

BACKGROUND / DISCUSSION:

The Department of Information Technology Services (DoITS) recommends authorizing the Purchasing Manager to issue purchase order(s) for \$188,393.00 to Sire Technologies, a division of Hyland Software, Inc. The purchase is for an agenda and video software and services.

The City of El Paso's Municipal Clerk's Office and the Communications and Public Affairs Office are in need of software solution that will enhance their services, streamline their current process, and allow for easy distribution of information to staff and the general public. Currently Municipal Clerk Staff do not have the technology to automate the creation of an electronic agenda, record meeting minutes, and meeting discussions. Incorporating this technology will help the department efficiently increase productivity to posting information for citizens and provide the public an innovative way to access audio/video, documents, agendas, government transcripts and broadcasting without the hassle of allocating City IT resources to manage and maintain the stream of information posted online.

PRIOR COUNCIL ACTION:

None

SELECTION SUMMARY:

This solicitation was advertised on August 28, 2012 and September 4, 2012, and opened on September 26, 2012. On November 14, 2012, postcards were mailed out, the solicitation was posted on the City's website on and the email (Purmail) notification was sent out. Proposals were received and no local vendors responded.

AMOUNT AND SOURCE OF FUNDING:

Department: Communications and Public Information
Amount: \$188,393.00
Account: 999-99997-2322-531050
Fund Source: PEG Fund Cable Fee

BOARD / COMMISSION ACTION:

N/A

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

DEPARTMENT HEAD:

Name _____ Signature _____ Date _____

**COUNCIL PROJECT FORM
(RFP)**

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

Please place the following item on the **CONSENT** agenda for the Council Meeting of **MARCH 12, 2013**.

Award of Solicitation No. 2013-016R Agenda/Video Software to SIRE Technologies, Inc. for an initial term estimated award of \$188,393.00 (5 years).

Department:	Information Technology
Award to:	SIRE Technologies, Inc.
Vendor Location:	Westlake, OH
Item(s):	All
Initial Term:	5 Years
Option:	1 Year
Payment Terms:	Net 30
1 st Year Cost Amount:	\$112,445.00 (Software/Implementation/Training/Maintenance)
2 nd - 5 th Year Amount:	\$ 75,948.00 (Maintenance – Years 2-5)
Initial Term Estimated Award:	\$188,393.00 (5 Years)
Total Estimated Award:	\$207,380.00 (6 Years)(\$18,897)
Account No.:	999-99997-2322-531050
Funding Source:	PEG Fund Cable Fee
District(s):	All

This is an RFP, unit-price contract.

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

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

COMMITTEE SCORE SHEET

RFP NO.: 2013-016R

RFP TITLE: **AGENDA/VIDEO SOFTWARE
MUNICIPAL CLERK**

	CARAHSOFT TECHNOLOGY CORP RESTON, VA	INOHARdba NOVUSOLUTIONS TAMPA, FL	INOHARdba NOVUSOLUTIONS TAMPA, FL	PROVOX Systems, Inc. McKinney, TX	SIRE TECHNOLOGIES. A division of Hyland Software, Inc. Westlake, OH
Cost (# points/percent max) 25 Pts (As submitted on RFP)	11.99 \$181,900.00	25.00 \$87,250.00 (Client Host)	24.05 \$90,700.00 (Self Host)	10.22 \$213,440.00	11.58 \$188,393.00
Demonstration of Knowledge					
Demonstration of knowledge of proposed software applications and how to perform implementations of applications 20 pts	13.43	10.14	10.00	13.00	19.29
Industry specific knowledge in the area of local government, or other similar organizations similar in size and scope of City of El Paso 10 pts	6.86	6.43	6.43	8.14	9.71
Response of References					
Complete projects on-time, within budget 5 pts	5.00	2.67	2.67	3.33	4.83
Communicate and interact with all levels of user organization 5 pts	4.83	3.00	3.00	3.33	5.00
Produce high-quality results 5 pts	5.00	3.00	3.00	3.00	5.00
Quality and Presentation of Response					
Readability, completeness, understanding of project requirements 5 pts	3.86	2.86	3.43	3.57	4.86
Adherence to response format requirements and presenting realistic timeline 5 pts	3.57	2.57	3.43	4.00	4.71
Project Approach					
Project approach and methodology 10 pts	7.00	5.86	5.71	6.43	9.71
Proposed project staff and related experience and qualifications 10 pts	7.43	4.57	4.29	7.57	9.29
GRAND TOTAL 100 (100 points/percent max)	68.96	66.10	66.00	62.59	83.98

SWAGIT Productions, LLC
Po Box 251002
Plano, TX 75025-1002

Granicus, Inc.
600 Harrison St., Suite 120
San Francisco, CA 94107

Novasolutions
10012 N. Dale Mabry Hwy
Suite 115
Tampa, FL 33618

Sound Stage
6869 Stapoint Ct,
Suite105
Winter Park, FL 32792

American Audio Visual
9484 American Eagle Way
Orlando, FL 32837

PROVOX SYSTEMS, INC
8951 SYNERGY DR, SUITE 100
MCKINNEY, TX 75070

CARASOFT TECHNOLOGY CORP
12369 SUNRISE VALLEY DR, SUITE D-2
RESTON, VA 20191