

**CITY OF EL PASO, TEXAS  
REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Financial and Administrative Services

**AGENDA DATE:** April 22, 2008

CITY CLERK DEPT.  
08 APR 22 3:00

**CONTACT PERSON/PHONE:** Carmen Arrieta-Candelaria, Chief Financial Officer, 541-4293  
Terrence Freiburg, Purchasing Manager, 541-4313

**DISTRICT(S) AFFECTED:** All

**SUBJECT:**

Request that the Purchasing Manager, Financial Services, be authorized to issue a Purchase Order to eCivis, the creator and sole provider of eCivis Grants Research and Grants Tracking and Reporting software. The contract term is from April 22, 2008 through September 1, 2009, with two (2) additional one-year extensions, subject to City Council approval. In addition, 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 during the contract.

**BACKGROUND / DISCUSSION:**

The Grant Services Division of the City's Financial Services Department manages the utilization of the Grants Research component of the software. It is also made available to community partners, identified as Community-Based Organizations, or CBOs. It is used to review grant opportunities that may be of interest to the City as well as the CBOs. Over the last year, eCivis has allowed the City to seek out grant opportunities that may not have been available otherwise.

The Financial Accounting and Reporting Division of the City's Financial Services Department will manage the utilization of the Grants Tracking and Reporting component of the software. This will facilitate the tracking and management of all major grants awarded to City and allows staff to manage deadlines, financial/progress reports as well as manage contracts and other important grant source documents. It will integrate with the Grants Research piece and will track the grant from submission to close-out, allowing staff to tie tasks, deliverables and documentation to each grant. This would reduce the amount of time spent during the audit process as well. Costs for the program can be charged as a component of indirect cost per the Federal Funding Accountability and Transparency Act of 2006.

**PRIOR COUNCIL ACTION:**

On April 25, 2006, the City Council approved a contract for twelve (12) months and two (2) additional years of maintenance and upgrades; however, this contract was not extended. Instead, on April 22, 2007, City Council approved another award through May 31, 2008 only for the Grants Research (previously called Grants Locator).

**AMOUNT AND SOURCE OF FUNDING:**

The source of funding is from the following:

- Component A: eCivis Research \$52,000; 39010351 - 01101 - 502202 General Fund, Computer Related Leases
- Component B-1: eCivis Tracking and Reporting (Police Department Only) \$37,500, 21150060-16371-500231-508010 Police Confiscated Funds
- Component B-2: eCivis Tracking and Reporting (Organization-wide) \$80,000; 39010351-01101-39001-502202 General Fund, Computer Related Leases
- Total Award: \$169,500.00

**BOARD / COMMISSION ACTION:**

Request approval of all components.

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

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

DATE: April 11, 2008  
TO: Terrence Freiburg, Purchasing Manager  
FROM: Carmen Arrieta-Candelaria  
Chief Financial Officer, ext. 4011



CITY CLERK DEPT.  
08 APR 14 PM 3:01

Please place the following item on the Consent Agenda for the Council Meeting of April 22, 2008.

Item should read as follows:

Request that the Purchasing Manager of Financial Services be authorized to issue a Purchase Order to eCivis, the creator and sole provider of eCivis Grants Research and Grants Tracking and Reporting software. The estimated annual amount of the contract is \$169,500 and consists of various components and the term of the contract varies per component as follows:

Departments: Financial Services, Police and Information Services

Component A: eCivis Research  
Estimated Amount: \$52,000 (Annual Estimated Amount: \$39,000)  
Contract Term: June 1, 2008 – September 30, 2009  
Account No.: 39010351 - 01101 – 502202  
Funding Source: Operating Account, Computer Related Leases

Component B-1: eCivis Tracking and Reporting (Police Department Only)  
Estimated Amount: \$37,500 (Annual Estimated Amount: \$25,000)  
Contract Term: April 22, 2008 – September 30, 2009  
Account No.: 21150060-16371-500231-508010  
Funding Source: Police Confiscated Funds

Component B-2: eCivis Tracking and Reporting (Organization-wide)  
Annual Estimated Amount: \$80,000  
Contract Term: October 1, 2008 – September 30, 2009  
Account No.: 39010351 - 01101 – 39001 - 502202  
Funding Source: Operating Account, Computer Related Leases

Total Estimated Award: \$169,500  
Sole Source No.: 2008-193  
District(s): All

In addition, 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 during the contract.

Contact person: Terrence Freiburg, Financial Services, Purchasing Division at 541-4313.

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Agenda for: April 22, 2008  
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CITY CLERK DEPT.  
08 APR 14 PM 3:01

**FINANCIAL SERVICES  
PURCHASING DIVISION**

**SOLE SOURCE AFFIDAVIT**

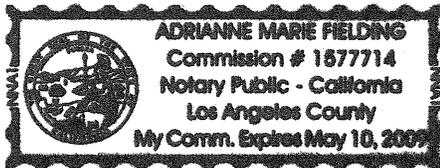
**THIS IS AN OFFICIAL PURCHASING DOCUMENT – RETAIN WITH PURCHASE ORDER FILE**

Before me, the undersigned official, on this day, personally appeared OMAYA S. ISMAIL, 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 OMAYA S. ISMAIL. I am over the age of 18, have never been convicted of a 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 NETWORK: RESEARCH, GRANTS NETWORK: TRACKING AND REPORTING, GRANTS NETWORK: KNOWLEDGEBASE  
GRANTS NEWTOWRK: CBO
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.**

*[Handwritten Signature]*  
Signature

SUBSCRIBED AND SWORN to before me on this 21ST day of MARCH, 2008.



*Adianne Fielding*  
NOTARY PUBLIC  
ADRIANNE MARIE FIELDING  
PRINTED NAME  
MAY 10, 2009  
MY COMMISSION EXPIRES

COMPANY NAME: ECIVIS, INC.

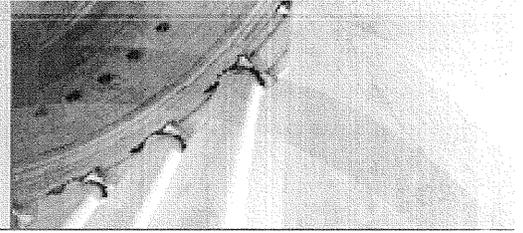
ADDRESS, CITY, STATE & ZIP CODE 3452 E FOOTHILL BLVD., 900, PASADENA, CA 91107

PHONE: 626-578-6633 FAX NUMBER: 626-578-6632

CONTACT NAME AND TITLE: OMAYA ISMAIL, CEO

WEB ADDRESS: WWW.ECIVIS.COM EMAIL: ALICIA@ECIVIS.COM

FEDERAL TAX ID NUMBER: 87-0732535 TEXAS SALES TAX NUMBER: N/A



www.eCivis.com

April 14, 2008

Terrence Freiburg  
Purchasing  
The City of El Paso, TX  
2 Cavis Center Plaza 4<sup>th</sup> Floor  
El Paso, TX 29901

Dear Mr. Freiburg,

Grants Network Tracking and Reporting is a component of the Grants Network Suite. The Tracking & Reporting tools are an extension of the already existing subscription and solution that the City uses within its Grants Network Research subscription. For this reason, as well as the documented sole source nature of the Tracking & Reporting features and functions, the City of El Paso qualifies under current purchasing guidelines for the sole source purchase of this addition to their already existing Grants Network Tools.

Please contact me with any additional questions or if I can be of any further assistance.

Sincerely,

Karl Rectanus  
Vice President  
eCivis, Inc.  
[karl@ecivis.com](mailto:karl@ecivis.com)  
202-258-7080

CITY CLERK DEPT.  
08 APR 14 PM 3:01



CHANGING THE WAY YOU VIEW GRANTS

tools and training for locating, applying, and managing funding