



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date:

H32483 - Data Migration Services (DocuLynx Operations) - MOTION

Agenda Item#:

Background:

Sole Source (H32483) – Approve spending authority in the total amount of \$99,840.00 for the purchase of Data Migration Services from DocuLynx Operations for Houston Public Works.

Specific Explanation:

The Director of Houston Public Works and the Interim Chief Procurement Officer recommend that City Council approve the sole source purchase from **DocuLynx Operations** in the total amount of **\$99,840.00** for data migration services for Houston Public Works (HPW) and that authorization be given to issue a purchase order.

DocuLynx Operations is the data storage provider of DocHarbor a software program used in storing HPW's Customer Account Services (CAS) which is responsible for all customer billing data and correspondence for the City of Houston. It is now critical to remove this data from DocuHarbor and return it to the City of Houston IT servers. Once the data has been removed from DocuLynx the HPW CAS system will be fully supported by the City of Houston IT servers.

DocuLynx Operations is the sole provider of the software components associated with the DocHarbor application and sole service provider for this software technology.

This recommendation is made pursuant to subsection 252.022(a)(7) of the Texas Local Government Code, which provides that "a procurement of items that are available from only one source" is exempt from the competitive requirements for purchases.

M/WBE Participation:

This procurement is exempt from M/WBE subcontracting as the total project expenditure does not exceed the \$100,000.00 City's threshold.

Hire Houston First:

This procurement is exempt from the City's Hire Houston First ordinance. Bids/proposals were not solicited because the department is utilizing a sole source contractor for this purchase.

Fiscal Note:

Funding for this item is included in the FY2023 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

10/19/2022

DocuSigned by:

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Jedediah Greenfield
 Interim Chief Procurement Officer

DocuSigned by:

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Carol Ellinger Haddock, P.E., Director
 Houston Public Works

10/19/2022

DS

Estimated Spending Authority

Department	FY2023	Out-Years	Award Amount
Houston Public Works	\$99,840.00	\$0.00	\$99,840.00

Amount and Source of Funding:

\$99,840.00 – Water & Sewer System Operating Fund (8300)

Contact Information:

NAME:	DEPARTMENT/DIVISION	PHONE
Lena Farris, Purchasing Manager	FIN/SPD	(832) 393-8735
Katie Moore, Sr. Procurement Specialist	FIN/SPD	(832) 393-8710
Brian Blum, Interim Assistant Director	FIN/HPW	(832) 395-3754

ATTACHMENTS:

Description

Owner affidavit Form
Form A Funding
Sole Source Justification
Price Quotation
Tax Report

Type

Backup Material
Backup Material
Backup Material
Backup Material
Backup Material