



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/31/2023

ALL

Item Creation Date:

E33051 -Public Records Management System Software (SHI Government Solutions) -
MOTION

Agenda Item#: 14.

Background:

P10-E33051 – Approve spending authority in the total amount of \$339,078.13 for the purchase of GovQA software renewal and maintenance for the Public Records Request Management system through Cooperative Purchasing Program with SHI Government Solutions for Houston Information Technology Services.

SPECIFIC EXPLANATION:

The Chief Information Officer and the Chief Procurement Officer recommend that City Council approve spending authority for the purchase of GovQA software renewal and maintenance for the Public Records Request Management system for **one (1) year** through the Cooperative Purchasing Program with **SHI Government Solutions** in the total amount of **\$339,078.13** and that authorization be given to issue purchase orders to SHI Government Solutions for Houston Information Technology Services (HITS).

The software renewal for the Public Records Request Management system will be used citywide to process requests per the Texas Public Information Act (TPIA). GovQA is a platform designed to help government agencies manage and automate public requests, ensuring compliance with transparency laws. The solution provides tools for tracking, processing, and responding to information requests while promoting collaboration among agency staff and streamlining communications with the public.

This recommendation is made pursuant to subsection 271.102(c) of the Texas Local Government Code, which provides that "a local government that purchases goods or services [from a cooperative purchasing program or organization] satisfies any state law requiring the local government to seek competitive bids for the purchase of the goods or services."

M/WBE Participation:

M/WBE Zero Percentage Goal document approved by the Office of Business Opportunity.

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 an Interlocal/Cooperative Purchasing Agreement for this purchase.

Fiscal Note:

Funding for this item is not included in the FY2024 Adopted Budget. Therefore, a Fiscal Note is required as stated in the Financial Policies.

10/24/2023

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Jedediah Greenfield
Chief Procurement Office
Finance/Strategic Procurement
Division

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Lisa Kent
Chief Information Office
Houston Information Technology
Services

10/24/2023

DS

Estimated Fiscal Operating Impact						
Fund Name:	Central Service Revolving Fund (1002)					
Recurring or One-Time:	One-Time					
	FY23	FY24	FY25	FY26	FY27	FY23-27 Total
Capital Cost	\$0	\$339,078.13	\$0	\$0	\$0	\$339,078.13
Total	\$0	\$339,078.13	\$0	\$0	\$0	\$339,078.13

Amount and Source of Funding:

\$339,078.13
Central Service Revolving Fund
Fund No.: 1002

Contact Information:

Name	Dept/Division	Phone No.:
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ATTACHMENTS:

Description	Type
Coop Approval	Backup Material
Quote	Backup Material
Ownership Form	Backup Material
Delinquent Tax Report	Backup Material
OBO Waiver	Backup Material
Certification of Funds	Financial Information
OA and PR	Backup Material