



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 11/6/2023

P18 T26354.A2 Jury Management System Services

Agenda Item#:

Background:

T26354.A2 – Approve an ordinance amending Ordinance No. 2018-0678 (approved on September 6, 2018) to increase the maximum contract amount from \$327,000.00 to \$408,750.00 between City of Houston and QuestMark Information Management, Inc. for jury management system services for the Municipal Courts Department (MCD).

Specific Explanation:

The Presiding Judge of the Municipal Courts Department (MCD) and the Chief Procurement Officer recommend that City Council approve an amending ordinance to increase the maximum contract amount from \$327,000.00 to \$408,750.00 for the contract between the City of Houston and QuestMark Information Management, Inc. for jury management system services for MCD.

The original contract was awarded on September 6, 2018, by Ordinance No. 2018-0678 for a three (3) year term with two (2) one-year options in the amount of \$327,000.00. On August 22, 2023, a First Amendment was approved by the City Council by Ordinance No. 2023-0659 to extend the contract term for one year from September 6, 2023, to September 30, 2024, under the same terms and conditions of the contract. The additional \$81,750.00 will carry MCD through the remainder of the term of the contract.

The scope of work requires the contractor to provide all supervision, labor, equipment, materials, supplies, transportation, and postage related to the summoning of prospective jurors for MCD. Services include the maintenance of the list of prospective jurors (jury wheel) that is provided by Harris County every two years, the preparation and mailing of summons forms, and an Interactive Voice Response (IVR) system and an online platform, both of which allow prospective jurors to claim an exemption/disqualification from service and reset their scheduled appearance date.

M/WBE Subcontracting:

The contract was awarded with an 11% goal for M/WBE participation, and QuestMark Information Management, Inc. is currently achieving 10.07% of the required MWBE goal. OBO will continue to monitor the contract for MWBE participation compliance.

Fiscal Note:

Funding for this item is adopted in the FY2024 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

11/16/2023

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Jedediah Greenfield, Chief Procurement Officer

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Department Approval Authority

Finance/Strategic Procurement Division

Estimated Spending Authority			
Department	FY24	Outyear	Total
Municipal Courts Department	\$76,000.00	\$5,750.00	\$81,750.00

Prior Council Action:

Ordinance No. 2023-0659, passed on August 22, 2023
Ordinance No. 2018-0678, passed on August 28, 2018

Amount and Source of Funding:

\$64,250.00 – General Fund (1000)
\$17,500.00 – Municipal Court Technology Fund (2207)

Contact Information:

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ATTACHMENTS:

Description	Type
T26354.A2 - Certificate of Funds	Financial Information
T26354.A2 - Ownership Forms	Backup Material
T26354.A2 - Tax Report	Backup Material
T26354 - Original Signed RCA.	Backup Material
T26354 - Ordinance 2018-0678	Backup Material
T26354.A1 - Signed RCA for Amendment No. One	Backup Material
T26354.A1 - Ordinance 2023-659 Amendment No. One	Backup Material
T26354 - Executed Contract	Backup Material