



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 12/19/2023

ALL

Item Creation Date: 12/6/2023

E33125 - Handheld Citation Devices Software License Maintenance and Support
(CentralSquare Technologies, LLC) - MOTION

Agenda Item#: 7.

Background:

Sole Source (E33125) - Approve the purchase of a 12-month renewal of software license maintenance and support for handled citation devices from CentralSquare Technologies, LLC, in the total amount of \$88,683.76 for the Houston Police Department.

Specific Explanation:

The Chief of the Houston Police Department and the Chief Procurement Officer recommend that City Council approve the purchase of a 12-month renewal for software license maintenance and support for Houston Police Department's (HPD) handled citation devices for the in the total amount of **\$88,683.76** and that authorization be given to issue a purchase order to **CentralSquare Technologies, LLC**.

The handheld citation devices offer HPD officers an electronic method for writing citations on handheld devices and transferring them electronically to the Municipal Courts for processing. This eliminates the need for paper copies and manual data entry. The software license maintenance includes software patches and fixes to address latent defects, as well as software updates and incremental releases. Additionally, the maintenance will provide minor improvements to the licensed software for HPD's handheld citation devices.

CentralSquare Technologies, LLC is the exclusive entity with access to the source code, making it the sole provider capable of implementing updates for features and addressing defects in any CentralSquare Technologies, LLC software. Furthermore, CentralSquare Technologies, LLC is the authorized entity for continuous support, maintaining exclusive control over access to new software downloads, documentation, customer service processes, and the software renewal process.

This recommendation is made pursuant to Chapter 252, Section 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.

MWBE Subcontracting:

This procurement is exempt from the City's MWBE 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 for this purchase.

Fiscal Note:

Funding for this item is included in the FY24 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

12/11/2023

DocuSigned by:

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Jedediah Greenfield
Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority

Estimated Spending Authority

Department	FY2024	Out Years	Total
Houston Police Department	\$88,683.76	\$0	\$88,683.76

Amount and Source of Funding:

\$88,683.76 – General Fund (1000)

Contact Information:

Jedediah Greenfield, Chief Procurement Officer
Finance Department
832-393-9126

ATTACHMENTS:

Description

Sole Source Justification Form

CPO Approval

Certification of Funds

Fiscal Form A

Quote

Clear Tax Report

Ownership Form

Funding Verification form-HPD fund 1000 E33125 - Handheld

Citation Devices Software License Maintenance and Support

Type

Backup Material

Backup Material

Financial Information

Financial Information

Backup Material

Backup Material

Backup Material

Financial Information