



**CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 9/17/2024

ALL

Item Creation Date: 8/30/2024

T26354.A3- Jury Management System Services(QuestMark Information Management, Inc.) - ORDINANCE

Agenda Item#: 44.

**Background:**

**P12-T26354.A3 – Approve an ordinance amending Ordinance No. 2018-0678 (approved on September 6, 2018) to increase the maximum contract amount from \$408,750.00 to \$475,850.00 and to approve a second amendment to the contract (4600014962) to extend the contract term from September 30, 2024 to March 31, 2025 between the City of Houston and QuestMark Information Management, Inc. for jury management system services for the Municipal Courts Department.**

**Specific Explanation:**

The presiding Judge for 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 **\$408,750.00 to \$475,850.00** and to approve a second amendment to the contract between the City of Houston and QuestMark Information Management, Inc. to extend the contract term from **September 30, 2024 to March 31, 2025** 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 23, 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. On December 20, 2023, an amending ordinance was approved by City Council (Ordinance No. 2023-1140) to increase the maximum contract amount by \$81,750.00 to carry MCD through the extension term of the contract through September 30, 2024. The current requested additional spending authority of \$67,100.00 and the extension of time will enable MCD to continue services until a new contract is presented to City Council within the next few months. Expenditures as of August 30, 2024, totaled \$365,765.86.

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 system and an online platform, both of which allows prospective jurors to claim and exemption/disqualification from service and rest their scheduled appearance date.

**MWBE Participations:**

The contract was awarded with an 11% goal for MWBE participation, and QuestMark Information Management, Inc. is currently achieving 7.79% of the required MWBE goal. OBO will continue to monitor the contract for compliance with MWBE Program.

**Fiscal Note:**

Funding for this item is included in the FY2025 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

9/9/2024

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**Jedediah Greenfield, Chief Procurement Officer**  
Finance/Strategic Procurement Division

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**Department Approval Authority**

9/9/2024

**Estimated Spending Authority**

Department	FY25	Out Years	Total
Municipal Courts Department	\$67,100.00	0.00	\$67,100.00

**Prior Council Action:**

- Ordinance No. 2018-0678, passed on August 28, 2018
- Ordinance No. 2023-0659, passed on August 23, 2023
- Ordinance No. 2023-1140, passed on December 20, 2023

**Amount and Source of Funding:**

\$44,000.00- General Fund (1000)

\$ 23,100.00 - Municipal Courts Technology Fund (2207)

**\$67,100.00** - Total

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**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
Certification of Fund (COF)	Financial Information
Form A	Financial Information
Fee Schedule for 6 month Extension	Financial Information
T26354 - Executed Contract	Backup Material
Goal Verification_ OBO	Backup Material
T26354 - RCA_Original	Backup Material
T26354 - Ordinance 2018-678	Backup Material
First Amendment	Backup Material
RCA T26354. A1 _ Signed	Backup Material
T26354. A1 - Ordinance 2023-659	Backup Material
RCA T26354. A2 _ Signed	Backup Material
T26354. A2 - Ordinance 2023-1140	Backup Material
Conflict of Interest	Backup Material
Ownership Form	Backup Material