



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 12/17/2024

ALL

Item Creation Date: 12/2/2024

WS1382101320 - MarketPlace (Equal Level Inc.) - MOTION

Agenda Item#: 17.

Summary:

NOT A REAL CAPTION

APPROVE SPENDING AUTHORITY for the purchase of a software subscription, customization, and maintenance with **EQUAL LEVEL, INC.** for the City's MarketPlace application through the Interlocal Purchasing Systems for the Finance Department - 5 years - \$361,410.00 - General Fund

Background:

WS1382101320 – Approve Spending Authority in the total amount of \$361,410.00 to Equal Level, Inc. for the purchase of a software subscription, customization, and maintenance for the City's MarketPlace application through The Interlocal Purchasing System (TIPS) for a five-year term for the Finance Department's Strategic Procurement Division.

Specific Explanation:

The Chief Procurement Officer recommends that City Council approve spending authority in the total amount of **\$361,410.00** for the purchase of a software subscription, customization, and maintenance for the City's MarketPlace application through The Interlocal Purchasing System (TIPS) contractor **Equal Level, Inc.** for a **five-year term** for the Finance Department's Strategic Procurement Division.

SPD's MarketPlace application provides departments with access to an online shopping environment that integrates multiple suppliers into a single location. The goal is to add efficiencies and enhance the purchasing experience by allowing comparison purchases for products covered under approved contracts. This software purchase will allow SPD to refresh the MarketPlace experience, and add the ability to purchase more contract items via P-Card to increase the City P-Card rebate revenue.

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 Subcontracting:

Zero-percent 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 included in the FY25 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

[Signature]
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Jedediah Greenfield
Chief Procurement Officer

12/11/2024

<u>Estimated Spending Authority:</u>			
Department	FY2025	Out Years	Total
Finance Department	\$82,200.00	\$279,210.00	\$361,410.00

Amount and Source of Funding:

\$361,410.00
General Fund
Fund 1000

Contact Information:

Jedediah Greenfield, Chief Procurement Officer – (832) 393-9126

ATTACHMENTS:

Description

Ownership Form
Tax Report
Cooperative Justification Form
Cooperative Contract
MWBE Goal Waiver
Quote
Form A
Funding Verification Form-FIN Fund 1000

Type

Backup Material
Backup Material
Backup Material
Backup Material
Backup Material
Backup Material
Financial Information
Financial Information