



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/5/2025

Item Creation Date:

DA-2025-0042_Public Records Request Management System Software - MOTION

Agenda Item#: 12.

Background:

Approve spending authority in an amount of not to exceed \$881,931.91 for the purchase of a public records request management system software subscription renewal, maintenance, and related services from SHI Government Solutions through the Texas Department of Information Technology Resources (DIR), contract number DIR-TSO-4317, for a two (2) year term for Houston Information Technology Services (HITS) and various departments.

Specific Explanation:

The Chief Information Officer and the Chief Procurement Officer recommend that City Council approve spending authority in an amount not to exceed \$881,931.91 for the purchase of a public records request management system software subscription renewal, maintenance, and related services from **SHI Government Solutions** through the Texas Department of Information Technology Resources (DIR), contract number DIR-TSO-4317, for a two (2) year term for Houston Information Technology Services (HITS) and various departments. This requested spending authority is expected to sustain the City through October 31, 2027.

This request is for the renewal of the City's public records request management system software subscription, maintenance, and related services. The system supports the City's compliance with the Texas Public Information Act (TPIA), which requires Texas governmental entities, including the City, to provide public access to records and information upon request, unless an exception applies. The public records request management system streamlines the handling of these requests enabling the City to efficiently process, track and fulfill such requests. Renewing this subscription will help the City maintain TPIA compliance while improving response times and record-keeping.

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.

Fiscal Note:

Funding for this item is included in the FY2026 Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:

Jedidiah Greenfield, Chief Procurement Officer
Finance/Strategic Procurement Division

DocuSigned by:

Lisa Kent, Chief Information Officer
Houston Information Technology Services

DocuSigned by:

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Estimated Spending Authority:

Department	FY 2026	Out Years	Total
Houston Information Technology Services	\$419,967.47	\$461,964.44	\$881,931.91
Total:	\$419,967.47	\$461,964.44	\$881,931.91

Prior Council Action:

N/A

Amount and Source of Funding:

\$881,931.91 – Central Service Revolving Fund (1002)

Contact Information:

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ATTACHMENTS:

Description	Type
Quote	Contract/Exhibit
Certificate of Funds	Financial Information
MWBE Waiver	Backup Material
Conflict of Interest Questionnaire	Backup Material
Ownership Form	Backup Material
Clear Tax Report	Signed Cover sheet
OA Screenshot	Signed Cover sheet
Form 1295 Certificate	Signed Cover sheet
Justification Form	Signed Cover sheet
Funding Verification	Financial Information