



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 11/18/2025

ALL

Item Creation Date: 11/6/2025

DA-2025-0048 - Software License Renewals, Maintenance, Support and Services - Motion

Agenda Item#: 20.

Background:

DA-2025-0048 - Approve spending authority in an amount not to exceed \$203,214.00 for the sole source purchase of DigitalPaper XE software license renewals, maintenance, support and services for the internal distribution of engineering drawings and other documents from ePlus Software, LLC for Houston Public Works.

Specific Explanation:

The Director of Houston Public Works and the Chief Procurement Officer recommend that City Council approve spending authority in the amount not to exceed \$203,214.00 for the sole source purchase of DigitalPaper XE software license renewals, maintenance, support and services for the internal distribution of engineering drawings and other documents and that authorization be given to issue purchase orders, as needed, to **ePlus Software, LLC** for Houston Public Works (HPW). The requested spending authority is expected to sustain HPW for three (3) years.

This contract consists of DigitalPaper XE software license renewals, maintenance, support and services for the internal distribution and storage of engineering drawings and related documents for HPW. It will provide a secure, centralized, and user-friendly platform for storing, managing, and sharing critical business documents. Additionally, the vendor will provide ongoing software upgrades, security patches, technical support, and technical and end user training for HPW users.

This recommendation is made pursuant to subsection 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.

M/WBE Participation:

M/WBE Zero Percentage 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 a sole source contractor for this purchase.

Fiscal Note:

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

For:

DocuSigned by:

Candice Gambrell

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Jedediah Greenfield, Chief Procurement Officer

DocuSigned by:

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Department Approval Authority

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Finance/ Strategic Procurement Division

Estimated Spending Authority			
DEPARTMENT	FY2026	OUT YEARS	TOTAL
Houston Public Works	\$76,138.00	\$127,076.00	\$203,214.00

Amount and Source of Funding:

\$203,214.00 – Building Inspection Fund (2301)

Contact Information:

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Jedediah Greenfield, Chief Procurement Officer	Finance/SPD	(832) 393-9126

ATTACHMENTS:

Description

Ownership Inf Form
Clear Tax Report
Justification Form
OBO Waiver
CIQ Form
Certification of Funds

Type

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