



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 3/19/2019

ALL

Item Creation Date:

HHD - Permitium Software, LLC

Agenda Item#: 55.

### **Summary:**

ORDINANCE approving and authorizing revenue contract between the City of Houston and **PERMITIUM SOFTWARE LLC** regarding online requests for copies of birth and death certificates

### **Background:**

The Houston Health Department (HHD) requests City Council approval of an ordinance authorizing and approving a contract between the City of Houston and Permitium Software, LLC for a cloud-based software application which automates online request for birth and death certificates. The contract is effective from the date of countersignature by the City Controller through January 01, 2022. This is a revenue contract for HHD.

The software application services provided by Permitium Software LLC allows consumers to order birth and death certificates online instead of having to obtain them in person, by mail or ordering them for pick up at HHD. In addition, Permitium Software will provide:

- A method of secure online payment that follows the Payment Card Industry Data Security Standards (PCI DSS)
- Information allowing HHD to verify eligibility of requests and consumer identity
- Email, text, and voicemail updates to consumers on the status of each online request
- Consumer support as needed by maintaining a public phone number and/or electronic address
- Support permitting HHD staff to assist the public at no charge with issues related to the software application

Permitium will train HHD staff on software application use, give ongoing support, and offer technical assistance as needed to make sure consumers are satisfied. On average HHD issues about 125,000 certificates per year. The online platform will allow ease of access for consumers that are outside of the Houston area.

Projected FY19 revenue for General Fund (GF) is \$275,000.00 and Health Special revenue fund is \$275,000.00.

### **Fiscal Note:**

Revenue for this item is included in the FY2019 Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies

DocuSigned by:

*Stephen Williams*

Stephen L. Williams, M.Ed., M.P.A.

Director - Houston Health Department

### **Amount of Funding:**

N/A Revenue

### **Contact Information:**

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### **ATTACHMENTS:**

#### **Description**

02.Conflict of Interest  
03.Contract Submission Form  
04.Drug Detection Form  
05.Form 1295 Certificate of Interested Parties  
06.20485\_Permitium Software\_Birth-Death Certificates\_Final Signed  
01.Permitium Coversheet Signed  
Ordinance

#### **Type**

Backup Material  
Backup Material  
Backup Material  
Backup Material  
Backup Material  
Signed Cover sheet  
Ordinance/Resolution/Motion

01.Affidavit of Ownership 2019  
Funding information  
10.Delinquent Tax Report 03-05-2019

Backup Material  
Financial Information  
Backup Material