



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 11/1/2018

T26500 - Vital Electronic Statistics Queuing Solution - ORDINANCE

Agenda Item#:

Background:

Request for Proposals Received May 24, 2018 for S36-T26500 – Approve an ordinance awarding a Professional Services contract to QLess, Inc. in the amount not to exceed \$150,000.00 for a Vital Statistics Electronic Queuing Solution for the Houston Health Department.

Specific Explanation:

The Director of the Houston Health Department and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a **three-year professional services contract, with two one-year options**, to QLess, Inc. in the total amount not to exceed \$150,000.00 for a vital statistics electronic queuing solution for the Houston Health Department. The Chief Procurement Officer or the Director of the Houston Health Department may terminate this contract at any time upon 30-days written notice to the contractor.

The scope of work requires the contractor to provide all labor, materials, equipment, and supervision required to provide the vital statistics electronic queuing solution, which provides a numbering system, both in person and via remote issuance, for customers waiting to purchase a birth or death certificate, and monitors wait time and service flow of customers.

The Request for Proposals (RFP) was advertised in accordance with the State of Texas bid laws, and as a result, proposals were received from four firms: ACF Technologies, Inc., QLess, Inc., Q-Matic Corporation, and Lavi Industries. The Evaluation Committee consisted of evaluators from the Houston Public Works and Houston Health Departments. The evaluation was based on the following criteria.

1. Responsiveness of Proposal
2. Technical Competence
3. Price

QLess, Inc. received the highest overall score and was deemed the best qualified to perform the required services as outlined in the RFP.

MWBE Participation:

Zero-Percentage Goal document approved by the Office of Business Opportunity.

Pay or Play Program:

The proposed contract requires compliance with the City's Pay or Play ordinance regarding health benefits for employees of City contractors. In this case, the contractor provides health benefits to eligible employees in compliance with City policy.

Hire Houston First:

The proposed contract requires compliance with the City's 'Hire Houston First' (HHF) ordinance that promotes opportunity for Houston businesses and supports job creation. In this case, QLess, Inc. does not meet the requirements for HHF designation; no HHF firms were within three percent.

Fiscal Note:

Funding for this item is included in the FY19 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.


Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority

Estimated Spending Authority

DEPARTMENT	FY2019	OUT-YEARS	TOTAL
Houston Health	\$50,000.00	\$100,000.00	\$150,000.00

Amount of Funding:

\$150,000.00

Health Special Revenue

Fund No.: 2002

Contact Information:

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ATTACHMENTS:

Description	Type
<u>Form A - Fair Campaign Ordinance</u>	Backup Material
<u>Form B - Fair Campaign Ordinance</u>	Backup Material
<u>Delinquent Tax Report</u>	Backup Material
<u>Certification Funds</u>	Financial Information
<u>Affidavit of Ownership or Control</u>	Backup Material
<u>Department Award Recommendation</u>	Backup Material
<u>Pay or Play Acknowledgement / Certification</u>	Backup Material
<u>Durg Policy Compliance Declaration</u>	Backup Material
<u>COI Endorsements</u>	Backup Material
<u>Certificate of Insurance1</u>	Backup Material
<u>Certificate of Insurance2</u>	Backup Material
<u>Form 1295</u>	Backup Material