



## Recommendation for Action

**File #:** 21-1184, **Agenda Item #:** 50.

3/4/2021

### Posting Language

Authorize negotiation and execution of a contract with RecordPoint Software USA LLC, to provide a Records365 enterprise electronic records management software solution, for a term of five years for a total contract amount not to exceed \$1,551,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

### Lead Department

Purchasing Office.

### Client Department(s)

Austin Energy.

### Fiscal Note

Funding in the amount of \$188,000 is available in the Fiscal Year 2020-2021 Operating Budget of Austin Energy. Funding for the remaining contract term is contingent upon available funding in future budgets.

### Purchasing Language:

The Purchasing Office issued a Request for Proposals RFP 1100 PAB3005 for these services. The solicitation issued on August 17, 2020 and it closed on September 17, 2020. The recommended contractor submitted the only responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents <https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=134522>](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134522).

### For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov <mailto:AgendaOffice@austintexas.gov>](mailto:AgendaOffice@austintexas.gov)

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Paula Barriffe, at 512-322-6118 or [Paula.Barriffe@austintexas.gov <mailto:Paula.Barriffe@austintexas.gov>](mailto:Paula.Barriffe@austintexas.gov).

### Council Committee, Boards and Commission Action:

February 8, 2021 - Recommended by the Electric Utility Commission on an 8-0 vote, with Commissioners Ferchill, Funkhouser, and Wray absent.

### Additional Backup Information:

The contract will provide a Records365 enterprise electronic records management software solution. The solution will provide services including implementation, cloud hosting, maintenance and support, and related

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professional services. Records365 software will facilitate a more automated process, effective inventory, classification, retention and disposition of Austin Energy records and will enhance Austin Energy's ability to comply with state and local laws, rules and regulations governing records management. The record inventory, classification and disposition process for digital records currently consists of manually updating spreadsheets, is resource intensive and subject to human error.

**Strategic Outcome(s):**

Government That Works for All.