



Recommendation for Action

File #: 21-1709, **Agenda Item #:** 33.

5/6/2021

Posting Language

Authorize negotiation and execution of a contract with ZyLAB DCS USA LLC d/b/a ZyLAB, to provide public information request software licensing and support services, for a term of five years in an amount not to exceed \$835,000.

(Note: Sole source contracts are exempt from the City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program; therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Communications and Technology Management.

Fiscal Note

Funding in the amount of \$200,888 is available in the Fiscal Year 2020-2021 Operating Budget of Communications and Technology Management. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

Sole Source.

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>> or to Brett Hardy, at 512-322-6122 or Brett.Hardy@austintexas.gov <<mailto:Brett.Hardy@austintexas.gov>>.

Additional Backup Information:

The contract is for public information request software licensing and support services. The ZyLAB One software-as-a-service tool will enhance the City's ability to respond to Texas Public Information Act and public record requests more easily and facilitate integration with GovQA, which is the records request management software utilized by the Law Department, to send information to the Attorney General and publish results. The current system is a hybrid of automations offered through Office 365 but does not allow for full discovery and manual searches. The software will help meet regulatory requirements and deadlines, support secure internal and external communication and collaboration, and automate review and redaction processes. This contract is in response to Council Resolution 20180628-066 to respond more efficiently and timely to public information requests due to an increase in requests over the last several years.

This is a new sole source contract. ZyLAB One is the proprietary software of ZyLAB. ZyLAB is the only source from which the City can purchase the software solution that meets all functional requirements. The software tool was the solution that integrated with the existing GovQA system to best meet the City's needs.

Strategic Outcome(s):

Government That Works for All.