



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** February 24, 2020
SUBJECT: Ratify the annual maintenance payment to Superion, LLC, for the CentralSquare (HTE) software platform for \$142,946.71 using a sole source procurement.
PRESENTER: Bob Weakley, Assistant Director-Information Technology

SUMMARY:

This Council item is to ratify the payment made to Superion, LLC, for CentralSquare (HTE) annual maintenance for the city's financial/ human resources/ planning software platform. This maintenance is necessary for continued 24/7 technical support, version upgrades, and enhancements for the software.

GENERAL DESCRIPTION:

Superion's CentralSquare HTE software platform (now NaviLine) is an enterprise system used by all departments across the City. The purchase of this maintenance provides the ability to perform necessary software programming updates and enhancements. This maintenance contract covers processing of the City's platforms for payroll, purchasing, and utility payments.

Payment for HTE maintenance was originally authorized by the City Council on October 28, 2019. At the time of the authorization of the original invoice, CentralSquare participated in the State of Texas Department of Information Resources (DIR) cooperative purchasing program through Contract DIR-TSO-2736.

After processing the invoice, staff realized that DIR Contract DIR-TSO-2736 could no longer be used for maintenance services and was no longer valid. However, it was necessary to make the payment in order to avoid an interruption in maintenance services for HTE.

HTE is a product that is manufactured, sold, serviced and exclusively distributed by CentralSquare. Utilizing a sole source vendor to procure products and services exempts the City from any state law requirements to competitively bid the product or service.

RECOMMENDATION:

Ratify the annual maintenance payment to Superion, LLC, for the CentralSquare HTE software platform for \$142,946.71 using a sole source procurement.