



## AGENDA MEMORANDUM

Action Item for the City Council Meeting December 10, 2019

**DATE:** December 10, 2019

**TO:** Peter Zanoni, City Manager

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### Records Management System for the Corpus Christi Fire Department (CCFD)

#### **CAPTION:**

Motion authorizing a five-year service agreement with ESO Solutions, Inc., of Austin, Texas, in an amount not to exceed \$104,920.00, for a records management system for the Fire Department, effective upon issuance of a notice to proceed, with first-year funding in the amount of \$20,984.00 available in the FY 2020 Fire Department General Fund.

#### **SUMMARY:**

This motion authorizes a five-year service agreement with ESO Solutions, Inc., of Austin, Texas to provide a records management system for the Fire Department.

#### **BACKGROUND AND FINDINGS:**

ESO Solutions, Inc. will provide all aspects of a records management system for the Corpus Christi Fire Department (CCFD). A records management system is essential for the documentation of all operational and non-operational activities of the Fire Department. Scheduling, emergency response documentation, training, inventory, maintenance and repairs, as well as fire prevention activities such as inspections, permitting and investigations are all recorded for documentation as well as to facilitate reporting

requirements. It is imperative that the records management system be robust in nature to provide for these requirements.

The CCFD has been utilizing this software system for the past 16 years with upgrades. The Contractor will provide training and necessary support to ensure the effective use of the system.

Contracts and Procurement Department conducted a competitive Request for Proposal process to obtain proposals for a new contract. The City received two responsive, responsible proposals. An evaluation committee from the Fire Department evaluated and scored the proposals and the two firms were invited to do a live demonstration of their systems to the evaluation committee. The firms were scored on the demonstration and how well the system fit the CCFD's needs. Finally, staff evaluated the pricing and then requested best and final offers to make sure all required modules were included in the pricing. After tabulating scores for both vendors, staff is recommending the award to the incumbent, ESO Solutions, Inc as the highest scoring firm.

**ALTERNATIVES:**

The CCFD could continue on short-term agreements to continue the service; however, a long-term service agreement with ESO Solutions, Inc. will allow the opportunity for savings by means of economy of scale. In addition, the price will remain firm throughout the term of the contract.

**FISCAL IMPACT:**

The fiscal impact for the Fire Department is an amount not to exceed \$20,984.00 for the first year of the five-year service agreement from the FY2020 Fire Department General Fund, with the remaining cost of \$83,936.00 to be budgeted in future years through the annual budget process.

**FUNDING DETAIL:**

Fund:	1020 General Fund
Organization/Activity:	12010 Fire Stations
Mission Element:	093 Respond to Emergency Calls
Project # (CIP Only):	N/A
Account:	520100 Computer Equip & Software

**RECOMMENDATION:**

Staff recommends approval of this motion authorizing a five-year agreement with ESO Solutions, Inc., for the records management system.

**LIST OF SUPPORTING DOCUMENTS:**

Evaluation Matrix  
Service Agreement