



Legislation Text

File #: 18-052, **Version:** 1

TO: Honorable Mayor & Members of the North Port Commission

FROM: Peter D. Lear, CPA, CGMA, City Manager

TITLE: Smarsh Service Agreement to provide text archiving services to the City, for the estimated budgeted amount of \$22,460.00. The project was budgeted, and funding is available in Fiscal Year 2018.

Recommended Action

Approve the Smarsh Service Agreement to provide text archiving services to the City, for the estimated budgeted amount of \$22,460.00.

Background Information

Approval of this agreement will enable the Information Technology Division to capture and archive all text messages created or received utilizing City issued cell phones. This software will enable City employees to begin using the text feature on cell phones, while meeting requirements set forth in Florida Statute 119 for public records retention. The City currently has around 255 Apple iPhones that would participate in this program. The Smarsh archiving platform has no limitation of the number of texts that can be archived for phones participating in the program. This item was originally on the 1/23/18 Commission agenda with item number 17-1438. The Commission directed this item be moved to the 2/1/18 Commission agenda.

The Smarsh Service Agreement has been reviewed and approved for form and correctness by the City Attorney Office.

Strategic Plan

Financially Responsible City Providing Quality Municipal Services

Financial Impact

The Smarsh Service Agreement is for one year, with automatic annual renewals. Since service will be implemented for City and the Police Department, there are two \$250 one-time implementation charges, which are included in the total of \$22,460. This purchase is budgeted in the FY17/18 Information Technology Division budget, account 001-0710-516-54-00, SLA 18-0723 in the amount of \$22,680. If the number of participating City phones increases beyond the initial 255 purchased licenses, there would be an additional \$72 annual payment per new device.

Procurement

Section 2-407 of the City of North Port Procurement Code provides guidelines for Sole Source procurements on a case by case basis. All sole source procurement shall require written documentation from the requesting department specifying the basis for the determination that it is more economically responsible to obtain goods or services from an individual source, rather than procuring goods and services by competitive selection. Such documentation shall be provided to and maintained by the city's purchasing division. Smarsh is the only provider of text archiving services on the Verizon Wireless network. All City cellular enabled devices use the Verizon Wireless network.

Sole Source Procurement requests are posted on DemandStar and the City Purchasing site for seven (7) calendar days.

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Attachments:

1. Smarsh-City of North Port Subscription-Service-Agreement and City-Order-Form
2. Smarsh Order Form Police Department
3. Smarsh Archiving Platform Service Level Agreement
4. Sole Source Exemption Form

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