

HGACBUY - OFFICE MANAGEMENT SOFTWARE SOLUTIONS

Background

The H-GAC Cooperative Purchasing Program (HGACBuy) establishes contracts for a variety of products and services through competitive solicitations. Member governments are able to use the contracts to make purchases. HGACBuy received and opened four proposals for Office Management Software Solutions on October 5, 2020. The following companies submitted a proposal:

ALPHA Facilities Solutions, LLC	San Antonio, TX
BW Consulting, Inc.	Greenwood Village, CO
Data Transfer Solutions, LLC	Tampa, FL
Mind Tech, Inc.	Houston, TX

Current Situation

This will be a new contract in our portfolio, consisting of various types of Office Management Software Applications, and Services. All bid responses have been evaluated by H-GAC staff. Three proposals are being recommended for award. The response from Mind Tech, Inc. did not meet the minimum scoring threshold to be eligible for a contract. Request authorization for contracts representing the best value for product items as summarized in the Award Recommendations Table, and, if applicable, to extend contract assignments to other authorized entities during the contract period. If an awarded proposer fails to execute a contract within forty-five days, fails to maintain required licenses, or is determined to be ineligible, authorization is requested to withdraw the award.

Funding Source: Participating local government purchases

Budgeted: NA

Action Requested

Request authorization to negotiate a contract with the respondent listed in the Contract Award Recommendation Table for Office Management Software Applications and Services.

H-GAC Product Categories

- A. Financial:** Providing accounting functionality designed specifically for local government's needs, including but not limited to, accounts receivable, accounts payable, general ledger, billing, invoicing, purchase orders, report creation, report distribution, budgeting, planning, and forecasting, with AP/AR functionality and process flow of the invoices from receipt through payment.
- B. Inventory Control:** Tracking inventory levels, orders, and deliveries.
- C. Facilities Management:** Managing the entire repair and maintenance program for facilities from a web-based dashboard.
- D. Project Management:** Providing project planning, scheduling, resource allocation and change management, allowing project managers, stakeholders, and users to control costs and manage budgeting, quality management, and documentation.
- E. Fleet Management / Maintenance:** Fleet Maintenance software concentrating on repairs and preventive maintenance aspect of managing business vehicles.

- F. Security:** Providing security in terms of hacking, ransomware, and other threats.
- G. Additional Modules:** Proposers should offer optional add on modules for truly scalable solutions, such as grant management, payroll, HR, dashboard analytics, mobile access, and vendor management.

OM30-21 Award Recommendations Table

Proposal	Product Category
ALPHA Facilities Solutions, LLC	A, D, E, G
BW Consulting, Inc.	A, G
Data Transfer Solutions, LLC	A, B, C, D, E, G