



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Cassey Ogden  
**DATE:** November 14, 2023

### **SUBJECT**

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with Global Software, LLC, dba InsightSoftware, for continued vendor support for financial analysis and reporting software application tool and purchase of Spreadsheet Server software to enhance tool for the Technology Services Department, which is the sole provider of this software, in accordance with Texas Local Government Code 252.022, which provides that procurement of commodities and services that are available from one source are exempt from competitive bidding, and if over \$50,000, shall be awarded by the governing body; providing for the expenditure of funds therefor; and providing an effective date (File 8309 – awarded to Global Software, LLC, dba InsightSoftware, for one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$375,000.00).

### **STRATEGIC ALIGNMENT**

This action supports Key Focus Area: Pursue Organizational Excellence and Collaborative and Respectful Leadership.

### **INFORMATION/BACKGROUND**

The City of Denton's Accounting, Budget, Finance, and Utility Departments have been using the Spreadsheet Server software since 2007. These departments use this tool to pull data from the JD Edwards financial system daily in many different capacities of financial analysis and statement/report compilations. This tool is also used for more formal reporting such as the quarterly reports, the quarterly ERCOT reports for Denton Municipal Electric, and the Annual Comprehensive Financial Report (ACFR).

It is essential for the City of Denton to keep current maintenance with the software vendor to ensure the availability of upgrades, software fixes, and access to knowledge and support resources. The Technology Services department could not identify any local vendors that could provide software maintenance for this application. Therefore, procuring this maintenance from the above vendor is the best value for the City of Denton.

InsightSoftware is the sole source vendor for continued upgrade, support, and maintenance of Spreadsheet Server software. Section 252.022 of the Local Government Code provides that procurement of commodities and services that are exempt from competitive bidding if over \$50,000, shall be awarded by the governing body.

InsightSoftware will execute the contract after the City Council's consideration and the date of their signature will become the contract's effective date.

<b>Spreadsheet Server</b>	<b>Estimated 5-Year Expenditure</b>
Licenses, Maintenance, & Support Year 1	\$58,241
Licenses, Maintenance, & Support Year 2	\$62,317
Licenses, Maintenance, & Support Year 3	\$66,680
Licenses, Maintenance, & Support Year 4	\$71,347
Licenses, Maintenance, & Support Year 5	\$76,341
Contingency for additional support hours	\$40,074
<b>Total</b>	<b>\$375,000</b>

Section 252.022 of the Local Government Code provides that procurement of sole source commodities and services are exempt from competitive bidding, if over \$50,000, shall be awarded by the governing body.

### **RECOMMENDATION**

Award with a contract to Global Software, LLC, dba InsightSoftware, for continued vendor support for financial analysis and reporting software application tool and purchase of Spreadsheet Server software to enhance tool for the Technology Services Department, in a one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$375,000.

### **PRINCIPAL PLACE OF BUSINESS**

Global Software, LLC, dba InsightSoftware  
Raleigh, NC

### **ESTIMATED SCHEDULE OF PROJECT**

This is an initial one (1) year contract with options to extend the contract for four (4) additional one (1) year periods, with all terms and conditions remaining the same.

### **FISCAL INFORMATION**

These products and services will be funded through the using the Technology Services department's budget on an as-needed basis. The City will only pay for services rendered and is not obligated to pay the full contract amount unless needed.

### **EXHIBITS**

Exhibit 1: Agenda Information Sheet  
Exhibit 2: Ordinance and Contract

Respectfully submitted:  
Lori Hewell, 940-349-7100  
Purchasing Manager

For information concerning this acquisition, contact: Leisha Meine, 940-349-7823.

Legal point of contact: Marcella Lunn at 940-349-8333.