



# COMMISSIONERS COURT CONTRACT FORM

## CONTRACT SUMMARY

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### **SUBJECT:**

Approve and authorize the County Judge to sign the maintenance agreement between the County of El Paso and Cobblestone Systems Corporation per Contract No. 2018-0840. Funding is available in GF-ITD-MAINT/REP-SOFTWARE.

### **ADDITIONAL BACKGROUND:**

Contract Insight Enterprise Contract Management software is provided by CobbleStone Systems Corporation and is licensed to the County of El Paso. This software is utilized by the County to maintain the administration of contracts. More specifically, the software is used to research contract life cycle activities such as workflow approvals, contract tracking, e-mail alerts, document management, calendaring and reporting. Human Resources and County Attorney administer and utilize the majority of the data entry features associated with contract management.

Legal review was required and has been completed by the County Attorney's Office on December 6, 2018.

Purchase Order 21902056 has been approved and converted by Purchasing on December 3, 2018.

Funds are available in GF-ITD-MAINT/REP-SOFTWARE COGF-1000-0000000-431-10-11140-0001-00000-600654 in the amount of \$10,113.22 for a one year term.

### **PROJECTED 3 YEAR FISCAL IMPACT**

The fiscal impact forecasted over the next 3 years totals \$31,258.95

- Year 1 - \$ 10,113.22
- Year 2 - \$ 10,416.62
- Year 3 - \$ 10,729.12

### **PRIOR COURT ACTION:**

On November 28, 2016, Commissioners Court approved Contract No. 2016-0829 under agenda item #3-J. Last year on December 18, 2017, Commissioners Court approved the first 1 year renewal as per Contract No. 2017-0733 under agenda item #3-K.

### **RECOMMENDATION:**

Approve and authorize the County Judge to sign the maintenance agreement between the County of El Paso and Cobblestone Systems Corporation per Contract No. 2018-0840.

## **BASIC CONTRACT DETAILS**

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CONTRACT NO.: 2018-0840

CONTRACT TITLE: CobbleStone Contract Management Software / 2nd Option to Renew / Yr 2019

SECOND PARTY: CobbleStone Systems Admin

CONTRACT TYPE: Contract Modification

## **TERM AND BUDGET DETAILS**

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TERM:

EXTENSION OPTIONS:

EFFECTIVE DATE: 1/1/0001

MOD EFFECTIVE DATE (If Applicable): 01/01/2019

EXPIRATION DATE: 01/01/0001

MOD EXPIRATION DATE (If Applicable): 12/31/2019

EXTENSION DEADLINE DATE (If Applicable): 01/01/0001

AMOUNT:

MOD AMOUNT (If Applicable): \$10,113.22

## **APPROVALS**

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### **COUNTY ATTORNEY APPROVAL**

The attached document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

COUNTY ATTORNEY: Sylvia Porter

LEGAL REVIEW: Approved as to Form as Submitted

LEGAL REVIEW NOTES (If Applicable): This is second option to renew (allowed 3 total). 11/27/2018 SP

DATE: 12/6/2018

### **DIRECTOR/DEPARTMENT HEAD APPROVAL**

The undersigned hereby certifies that he/she has read the contract, understands and approves the contract terms and conditions and further certifies that the contract conforms to the bid specification, if any, and acknowledges that he/she is responsible for administering all terms and conditions.

DIRECTOR/DEPARTMENT HEAD/DESIGNEE:

DEPARTMENT CONTACT: Alvaro Maldonado

DEPARTMENT: Information Technology

DATE: 01/01/0001