



Utility Bill Printing & Processing Contract - DataProse

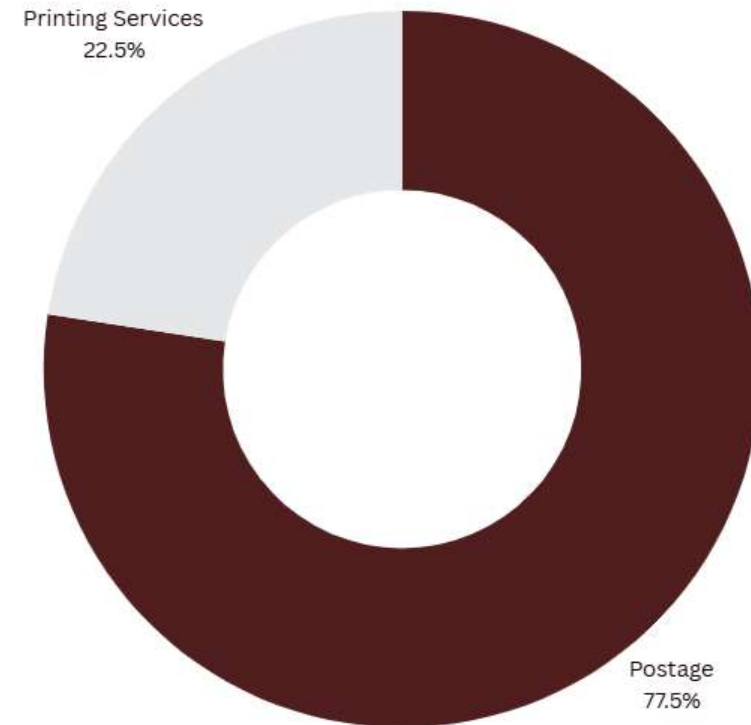
PRESENTED TO THE CITY COUNCIL ON
NOVEMBER 18, 2024

Background

- The City of Burleson has utilized DataProse for printing, processing, and mailing of utility bills since 2004.
- In April 2023, DataProse was acquired by Matrix Imaging Solutions.
- The largest expenditure under this agreement is postage. Staff anticipates approximately 130,000 utility bills will be processed during fiscal year 2024-2025. The estimated cost for printing and processing these bills is approximately \$19,500 while postage is estimated to cost an additional \$67,000.
- Throughout our partnership with DataProse, staff has consistently obtained quotes for this service to ensure we continue receiving the most competitive pricing for printing and processing services.

Fiscal Year 2023-2024 Spend

- 77.5% of annual expenditures with DataProse are allocated to pass-through payments for postage.
- The remaining 22.5%, approximately \$19,500, covered bill print and process services.
- While DataProse's printing services alone do not meet the threshold for Competitive Solicitation, the contract total exceeds \$50,000. To ensure full legal compliance, staff proposes leveraging this interlocal agreement.



Contract Overview

- The City of Plano processed a Request for Proposals (RFP) in 2021 (2021-0440-AC), and received nine submissions. DataProse was selected and the agreement included an option for up to (9) renewals, making the final term covered under the agreement 2031-2032.
- 16 Texas municipalities are leveraging DataProse services through the City of Plano's agreement. A few of these in our area include Fort Worth, Grand Prairie, North Richland Hills, and Arlington.
- State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for purchase of the item. The City of Plano's RFP 2021-0440-AC was competitively bid to increase and simplify the purchasing power of local government entities.
- Additionally, the City of Irving issued an RFP for this service in June 2024. Six submissions were received, and a contract was awarded to DataProse in August 2024, further ensuring DataProse continues to offer the most competitive and comprehensive solution for utility billing and mailing services.

Action Requested

Council Action Requested:

1. Consider approval of a multi-year contract with Matrix Imaging Solutions, dba DataProse LLC, through an Interlocal Agreement with the City of Plano for Utility Bill Printing and Mailing Services for the Water Department, with an initial one-year term and two optional renewals for a total contract amount of \$259,500

Questions or Comments?