



# City of Austin

## Recommendation for Action

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**File #:** 26-1245, **Agenda Item #:** 16.

3/26/2026

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### **Posting Language**

Authorize a contract for Smartsheet work management software and support for all City departments with Optimum Consultancy Services, for an initial term of one year with up to four one-year extension options in an amount not to exceed \$900,000. Funding: \$180,000 is available in the Operating Budgets of all City departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Lead Department**

Austin Financial Services.

### **Client Department(s)**

All City Departments.

### **Fiscal Note**

Funding in the amount of \$180,000 is available in the Fiscal Year 2025-2026 Operating Budgets of all City departments.

Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Procurement Language:**

Multiple cooperative purchase programs were reviewed for these services. Austin Financial Services has determined this contractor best meets the needs of the departments to provide the services required at the best value for the City.

### **MBE/WBE:**

Cooperative Agreement contracts are exempt from the City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program); therefore, no subcontracting goals were established.

### **For More Information:**

Direct questions regarding this Recommendation for Council Action to Austin Financial Services - Central Procurement at [FSDCentralProcurementRCAs@austintexas.gov](mailto:FSDCentralProcurementRCAs@austintexas.gov) or 512-974-2500.

### **Additional Backup Information:**

The contract is for Smartsheet work management software and support, including maintenance, training, and support services. The Smartsheet work management software solution provides an end-to-end work platform allowing City departments to collaborate, manage, report on work in real time, and automate workflows. Smartsheet is designed to allow for cross-team collaboration via an online platform with Sheet creation and sharing, report and dashboards, and various other tools.

This contract will replace an existing contract which expires on March 27, 2026. The requested authorization amount was determined using departmental estimates based on historical spend and anticipated future usage. The recommended contractor is not the current provider for these services.

The State of Texas Department of Information Resources is cooperative purchasing association recognized under Texas procurement statutes. Cooperative associations, themselves or using a lead government, competitively solicit and award contracts that are eligible for use by other qualified state and local governments. Due to their substantial volumes, larger than any one government could achieve independently, cooperative contracts routinely include superior terms, conditions, and pricing. Use of cooperative contracts also results in lower administrative costs and time savings.

If the contract is not approved, City departments will lack an important tool to manage and automate their workflows.

<b>Contract Details:</b>		
<b>Contract Term</b>	<b>Length of Term</b>	<b>Contract Authorization</b>
Initial Term	1 year	\$180,000
Optional Extension 1	1 year	\$180,000
Optional Extension 2	1 year	\$180,000
Optional Extension 3	1 year	\$180,000
Optional Extension 4	1 year	\$180,000
<b>Total</b>	<b>5 years</b>	<b>\$900,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.