



City of Austin

Recommendation for Action

File #: 26-1246, **Agenda Item #:** 17.

3/26/2026

Posting Language

Authorize an amendment to a contract for continued compliance and quality management software subscriptions for all City departments with Qualtrax, Inc., to increase the amount by \$205,588 for a revised total contract amount not to exceed \$446,000. Funding: \$52,298 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 \$52,298 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:

Contract Amendment.

MBE/WBE:

Sole source 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 or 512-974-2500.

Additional Backup Information:

The contract amendment will provide continued use of Ideagen Quality Management Essentials, a proprietary, contractor-hosted, cloud-based process and document management system and consolidate Austin Forensic Science's use of the software with the Citywide contract. Austin Water currently utilizes this system to maintain laboratory accreditation and comply with federal and state drinking water and wastewater regulations. Austin Resource Recovery utilizes this software as its Quality Management System to support and maintain International Organization for Standardization (ISO) 9001 certifications. Austin Forensic Science uses Ideagen to support operational efficiency and comply with ISO/International Electrotechnical Commission 17025. The contract covers the platform subscription, user licenses, and applicable setup fees necessary to support departmental quality management, documentation, audits, and continuous improvement activities.

Contract Details:				
Contract Term	Length of Term	Contract Authorization	Requested Additional Authorization	Revised Total Authorization
Initial Term	3 years	\$82,848		\$82,848
Contract Amendment		\$24,704		\$24,704
Proposed Amendment			\$205,588	\$205,588
Optional Extension 1	1 year	\$76,208		\$76,208
Optional Extension 2	1 year	\$56,652		\$56,652
Total	5 years	\$240,412	\$205,588	\$446,000

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