

**CITY OF BRIDGEPORT
CONTRACTS COMMITTEE
REGULAR MEETING
OCTOBER 13, 2021**

ATTENDANCE: Matthew McCarthy, Co-chair; Jeanette Herron, Co-chair; Jorge Cruz, Ernest Newton, Rosalina Roman-Christy, Samia Suliman

OTHERS: Council Member Scott Burns; Thomas Gaudett, Mayoral Aide; Atty. Tyisha Toms; Atty. Mark Anastasi; Curtis Denton, ITS Director; Josue Jorge, Communications Department; Call-in User 2; iPhone, 203-209-1058; 203-576-7967

CALL TO ORDER

Co-chair McCarthy called the meeting to order at 6:01 p.m. A quorum was present.

APPROVAL OF COMMITTEE MINUTES:

• September 21, 2021 (Regular Meeting)

**** COUNCIL MEMBER NEWTON MOVED THE MINUTES OF SEPTEMBER 21, 2021.**

**** COUNCIL MEMBER CRUZ SECONDED.**

**** THE MOTION TO APPROVE THE MINUTES OF SEPTEMBER 21, 2021 AS SUBMITTED PASSED UNANIMOUSLY.**

126-20 Proposed Agreement with Interpersonal Frequency regarding the Acquisition of a New City Website.

Mr. Denton spoke about the current City website, which has been the same for the last 12 years and needs to be updated.

Atty. Toms said that there was nothing significant about the proposed contract. It is a three part agreement, one that covers the three parties, the second one covers all the requirements and milestones of the contract and the software and hosting aspect with the maintenance features. It will commence within five days of an agreed upon date. There were significant negotiation meetings. Atty. Toms provided a brief overview of the various aspects of the contract.

Council Member Cruz asked about the cost of the contract and what the term of the contracts were. Atty. Toms said that there was not a grand total but the first year's cost was estimated to be \$251,000 and there were buildouts including \$25,000 for hosting.

Council Member Cruz asked about the phases of the program. Mr. Denton said that the initial one would be the overall design framework and there would be six other phases.

Council Member Newton asked about the definition of “standard building” and “fees”. He also wished to have clarification on what they were for 12 months, which the staff reviewed with him.

Council Member Newton said that he had been told that Mr. Gaudett was working on something that would link all the departments together. Mr. Denton said that the Intergov system has been working internally for the last eight months. It will have a public portal in the near future. Once the new website is up, the Park City Portal will be live and functional.

Council Member Newton asked for clarification about the pays, invoices and fees listed on page 2. Atty. Toms said that the original contract had a 10 payment window and after 30 days it would accrue interest. She said that she had negotiated about this and it was increased to 60 days.

Council Member Roman-Christy asked if there would be more staff hired. Mr. Jorge reviewed the details with her.

Council Member Burns said that the Communications Department had come under OPED in the budget rather than the Mayor’s Office.

Council Member Burns asked about security, both internally and externally. Mr. Denton reviewed the details with him.

Council Member Newton asked about the various phrases of “not included” listed on page 14 of the contract. Mr. Denton said that the company provides a menu of options and the ones that were not included were deemed to be not needed or not wanted. However, Atty. Toms can add something into scope of work after the fact.

Council Member Newton said that he was concerned that the company might not be able to provide those services. Mr. Denton said that the company could provide those services if the City wished to add those services. Discussion followed about the details.

Council Member Roman-Christy asked if Mr. Denton had spoken with any other cities that had used this website. Mr. Denton said that there were hundreds of government agencies, municipalities and various other entities that use the company. Mr. Jorge said that the City of Baltimore Police Department used them along with numerous other cities which he listed.

**** COUNCIL MEMBER NEWTON MOVED TO APPROVE AGENDA ITEM 126-20 PROPOSED AGREEMENT WITH INTERPERSONAL FREQUENCY REGARDING THE ACQUISITION OF A NEW CITY WEBSITE.**

**** COUNCIL MEMBER HERRON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

**** COUNCIL MEMBER HERRON MOVED TO ADJOURN.**

**** COUNCIL MEMBER NEWTON SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 6:33 p.m.

Respectfully submitted,

Telesco Secretarial Services