



City Council Memorandum

City of Arts & Innovation

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TO: HONORABLE MAYOR AND CITY COUNCIL DATE: DECEMBER 17, 2019

FROM: MUSEUM DEPARTMENT WARDS: ALL

SUBJECT: SOFTWARE LICENSE AND MAINTENANCE AGREEMENT WITH GALLERY SYSTEMS, INC. FOR MUSEUM COLLECTIONS MANAGEMENT SOFTWARE AND DATA CONVERSION SERVICES IN THE AMOUNT OF \$63,025

ISSUE:

Approve a Software License and Maintenance Agreement with Gallery Systems, Inc. of New York, New York, for museum collections management software and data conversion services in the amount of \$63,025.

RECOMMENDATIONS:

That the City Council:

1. Approve the Software License and Maintenance Agreement with Gallery Systems, Inc. of New York, New York, for museum collections management software and data conversion services in the amount of \$63,025; and
2. Authorize the City Manager, or designee, to execute the Software License and Maintenance Agreement with Gallery Systems, Inc., including making minor and non-substantive changes, signing all documents necessary to complete the transaction, renewing software maintenance services annually, and adding user licenses as needed.

BACKGROUND:

Museums depend on accurate, easily accessed records on their collections to plan exhibitions, develop educational programs, properly care for museum collection objects, and provide research opportunities to scholars and the general public. Public museums are also obligated to use public funds efficiently by having collections management software that is cost-effective. The Museum of Riverside's (Museum) current collections management software no longer meets the Museum's needs, and as the Museum embarks on a multi-year, comprehensive inventory of the collections, the present is the best opportunity to procure software that better meets the needs of the Museum and, ultimately, Museum visitors.

The current collections management software lacks, for example, efficient organization of information, easy upload of a range of media files, tracking of donors and provenance information,

and a user-friendly public portal. Further, it has one of the more expensive annual maintenance fees in the industry compared to other collections management software options.

DISCUSSION:

To determine a more efficient and user-friendly option for the Museum's collections management software, the Museum Director researched twenty-two (22) software packages using sixteen (16) criteria and invited a short list of five (5) companies to provide demonstrations to an evaluation panel made up of Museum staff from multiple disciplines (anthropology, natural science, and education). After the software demonstrations, staff agreed that Gallery Systems' TMS Collections software provided the range of functionalities that the Museum needed and that the company demonstrated the ability and experience to migrate collection records effectively from the current software to their own software.

Many firms researched were unable to migrate the data from the existing collections management software to a new software platform. The Museum has over 54,000 object records in the current collections management software, and if a software company were unable to migrate the existing data to the new collections management software, that data would be lost, or the Museum would face the prohibitive task of re-entering data into the new collections management database. Gallery Systems is able to meet the Museum's functional needs for collections management software and migrate existing collections record data to Gallery Systems software. This agreement provides for the purchase of three (3) perpetual licenses, data conversion services, and the first year of annual maintenance fees for the perpetual licenses.

Gallery Systems TMS Collections is an enterprise software system. The Director of the Innovation and Technology Department reviewed the technical requirements of the software and has ascertained that it can meet the City's requirements regarding hardware, servers, and operating systems.

The agreement is in accordance with Purchasing Resolution No. 23256, Section 702(q), which states that competitive procurement through the informal and formal procurement process shall not be required "When the Procurement is for the annual maintenance, license(s), support of similar need for current technology systems, including hardware, and the items procured are from the owner/developer of the software/hardware or from a sole source provider, and the Manager is satisfied that the best price, terms and conditions have been negotiated."

The Purchasing Manager concurs that the recommendation to award is in compliance with Purchasing Resolution 23256, Section 702(q).

FISCAL IMPACT:

The total fiscal impact of the action is \$63,025. The funds are available in the Museum's Personnel budget from a vacant Senior Curator position, salary and benefits budgeted at \$102,525. This position will be held vacant until March 2020, which will realize sufficient savings to fund the software contract.

Upon approval, the contract amount will be transferred to the Museum's Software Purchases/Licensing account 5305000-425700. Appropriations for annual license maintenance costs and additional perpetual licenses for additional users will be added as needed and will be included in the Department's Budget submissions for future fiscal years to be presented to the

City Council for approval.

Prepared by: Robyn G. Peterson, Ph.D., Museum Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Lea Deesing, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachment: Software License and Maintenance Agreement