



Legislation Text

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DATE: October 16, 2017

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator / CFO
Jordon Shaw, IT Director
Brian Wilcox, Purchasing Manager

SUBJECT:

Acknowledge report of sole-source purchase from TriTech Software Systems of San Diego, California for software maintenance renewal in the total amount of \$86,998.60 for the year beginning July 1, 2017 for the Police Department (\$74,000 budgeted in 110-82510-41350 for fiscal year 2018; City Contract No. 2014-0316)

Purpose

The purpose of this procurement is to purchase annual renewal of software maintenance for TriTech software pertaining to law enforcement and used by the Police Department.

Background

City Purchasing Policy allows for the following category of sole-source purchases valued at or greater than \$25,000 not to require individual authorization by the Board of Mayor and Aldermen (but which shall be reported to the Board):

- Repairs to, maintenance of, licenses for and/or maintenance agreements for products already in use by the City, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated.

Staff believes the purchase referenced above is a sole-source purchase. Evidence to support this opinion includes that the City purchases the software maintenance services directly from TriTech, the software company. TriTech has indicated in writing that it is the sole supplier of the maintenance services for the TriTech software that is the subject of the quoted services.

Financial Impact

The IT Department budget for fiscal year 2018 allocates \$74,000 out of the General Fund for the purchase of TriTech software support services. The amount of this procurement is \$12,998.60 (18%) over budget. However, the IT Department believes adequate funding is available for this purchase within its FY2018 budget.

Recommendation

Staff recommends that the Board of Mayor and Aldermen accept this report of sole-source purchase from TriTech Software Systems for software maintenance renewal in the total amount of \$86,998.60 for the year beginning July 1, 2017. Purchasing Manager Brian Wilcox believes the proposed sole-source purchase appears to be justified.