SOLE SOURCE AWARD **BID # SS-0277-17**

Subject: Software Maintenance & Support for FAMIS and BPREP

Department: Information Technologies
Division

Description of Purchase:
Recommend approval of Sole Source award to Cogsdale Corporation for the maintenance and support for FAMIS and BPREP. Period of service is October 1, 2016 through September 30, 2017, with an estimated annual expenditure not to exceed $110,946.80.

Funding for this award will be encumbered by account AFIT531CSCS-04662 to be executed by Purchase Order.

Sole Source Award To: Cogsdale Corporation

Price Justification: See Attached

Total Award: $110,946.80 **Requisition #** 198203

Attachments: Sole Source Form; Vendor's Letter; Vendor's Quote

Certification as to Sole Source: Kenneth Lathrop, Chief of Information Technologies Division

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

ANALYST: Chelsey Renfroe

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY

DATE: _____

APPROVED _____ **DISAPPROVED** _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

FORM GB-114, Revised 12/2007

REQ 198203

SOLE SOURCE/PROPRIETARY REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Information Technologies Division

PROPRIETARY ☐

SOLE SOURCE ☒

FUNDING SOURCE: AFIT531CSCS - 04662

BRIEF DESCRIPTION OF GOODS/SERVICES:
Software Maintenance and support for FAMIS & BPREP software. This provides Accounting the ability to process invoices, procure goods and services, receive & process payments, maintain department budgets, and report City fiscal transactions.

AMOUNT OF PROJECT (attach quote): $110,946.80

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):
Purchase Maintenance & Technical Support renewal for FAMIS/BPREP software for one year. Period of coverage October 1, 2016 through September 30, 2017. Includes all software updates and upgrades for the Financial Management System.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED PROPRIETARY/SOLE SOURCE PROVIDER:
Cogsdale Holdings is the developer and sole manufacturer of the FAMIS application software and sole provider of the software maintenance and support. Vendor has the full rights for the software code.

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:
Market research conducted for additional vendors to provide the same service. None founded Vendor memo attached.

T. Dee

Submitted by: Paul Freeman (Name) Enterprise Applications MGR (Title)

Date: 9-12-16

JJP 9/12/16

Requesting Agency's Director's Signature:

KEL 9-12-2016

Procurement Division

September, 2008

Cogsdale

July 29th, 2016

COGSDALE CORPORATION QUOTATION

Please see the below quotation for Maintenance and Support for your upcoming renewal.

Renewal Date: October 1st, 2016 – September 30st, 2017

Customer: City of Jacksonville

PRODUCT	MN Amount
FAMIS	110,946.80
Total	**$110,946.80**

Please note:

- Cogsdale has implemented new procedures that prevent us from paying third party vendors until we receive payment from our customers.
- Cogsdale will be preparing invoices in the month of August 2016
- Invoices will be delivered 2 months in advance of renewal.
- This quotation does not include subsequent purchases or applicable taxes.
- Payment must be received prior to renewal date to avoid interruption.

Pleases return the signed quotation, indicating payment date, to cmacnevin@cogsdale.com no later than August 12th, 2016.

Payment Date: _____

Client Signature	**Cogsdale Signature**
Signed by:	Signed by: Kelle Skenner
Date:	Date: July 29th, 2016

Cogsdale

September 7th, 2016

Mr. Tom Ossie
City of Jacksonville
Information Technologies Division

Cogsdale Corporation Sole Source Justification for Financial Management System Software and Maintenance

Dear Tom,

This letter confirms Cogsdale Corporation is the sole-source provider of software maintenance (annual renewal of technical support plus software updates/upgrades) for the following products currently utilized by the City off Jacksonville:

Cogsdale FAMIS

Cogsdale owns and has full rights for the FAMIS software code in production at City of Jacksonville and as such is the only source of support and development for this product. Cogsdale is the only company with the support team and backup environment to support this code.

If you have any further questions please contact Kelli Skinner at 1-800-533-9690 x62009

Thank you,

Kelli Skinner

Kelli Skinner
Director of Support
Cogsdale Corporation

Jacksonville
Where Florida Begins.

Type:	**Sole Source Purchase Order Request**
Description:	**Maintenance and Support Renewal FAMIS/BPREP Software 2016/17**
Date:	September 1, 2016
Business Case Owner:	R. Reilly/ T. Ossi
Executive Sponsor:	Paul Freeman, Enterprise Applications Mgr.
Financial Impact:	**$110,946.80**

Business Request and Requirements

Cogsdale provides the enterprise software for FAMIS - the City's Accounting and Budget processes.

Justification

Maintenance for this product is important for the following reasons:

- Technical support if issues arise concerning software functionality or performance
- Automatic receipt of software upgrades without additional fees
- Automatic receipt of software patches to ensure accurate performance of software
- Ensure the ability to get response to questions or issues surrounding software

Scope of Project

- Renew annual maintenance and pay invoices on time. This renewal provides a continuation of the services currently provided from PO601241. Period of coverage October 1, 2016 through September 30, 2017.

Delivery Location

Ed Ball Building - 9th FL
214 Hogan Street N
Jacksonville, FL 32202

Success Criteria

Invoices will be paid to vendor on time.

Value Statement

Continued maintenance support of the FAMIS application allows the City of Jacksonville to ability to process invoices, procure goods and services, receive & process payment for services rendered, pay vendors/contractors, maintain departmental budgetary constraints, and efficiently record and report on City fiscal transactions.

Risk to the Organization If Not Approved

Downtime in the application would result in the catastrophic inability of the city to process financial information.

Select one of the following:

- Annual Maintenance Renewal
  - **If yes, annual maintenance renewal, provide how many times the vendor was contacted in the previous fiscal year: ~6 by ITD, ~10 by GAD**

Select one of the following:

Is your purchase request one of the following?

- Sole Source YES

Timeline

Date Submitted: September 1, 2016
Date required: October 1, 2016
Estimated Implementation Date: October 1, 2016
Estimated Completion Date: September 30, 2016