SINGLE SOURCE AWARD **BID # SS-9101-20**

Subject: Maintenance & Support for FAMIS

Department: Information Technologies Division

Description of Purchase:
Recommend approval to retroactive award from October 1, 2020 through date of award.

Recommend approval of Single Source Award to Cogsdale Corporation for the annual maintenance and support for FAMIS Financial Management System for the Information Technologies Division. Period of service will be from date of award through September 30, 2021. Total requested expenditure not to exceed $72,539.24.

Funding for this award to be encumbered by account 53101.113002.546620.000000.00000493, to be executed purchase order(s).

Single Source Award To: Cogsdale Corporation

Price Justification: See Attached

Total Award: $72,539.24. **Requisition #**

Attachments: Agency Memo; Single Source Form; Vendor Quote; Vendor Letter

Certification as to Single Source: Kenneth Lathrop, Chief of Information Technologies Division/CIO

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

ANALYST: Ruben Ola

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

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

DATE: September 8, 2020

TO: Greg Pease, Chief of Procurement Division

THRU: Kenneth E. Lathrop, Chief of Information Technologies / CIO

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2020.09.09 14:04:46 -04'00'

FROM: Thomas Ossi, Technology Contract and Records Manager

THOMAS OSSI — Digitally signed by THOMAS OSSI Date: 2020.09.09 09:29:49 -04'00'

RE: **Maintenance and Support for FAMIS – Single Source Award Request**

The Information Technologies Division (ITD) requests approval to renew Maintenance and Support for FAMIS Financial Management System with Cogsdale Corporation (Cogsdale). The services include Online FAMIS Accounting, Online FAMIS Budgeting, and Online FAMIS Systemwide. The period of coverage for this renewal is from October 1, 2020 through October 31, 2021.

Cogsdale is the developer of the FAMIS application software and sole provider of the software maintenance and support, updates, and upgrades for FAMIS. Market research confirmed that no other suppliers are authorized to provide maintenance and support services for FAMIS. Cogsdale submitted a single source letter confirming they are the sole source provider of software maintenance and support.

The total not-to-exceed amount for this request is $72,539.24.

Tracy Geake — Digitally signed by Tracy Geake Date: 2020.09.09 13:35:22 -04'00'

FUNDING SOURCE: 53101.113002.546620.000000.00000493

Your favorable consideration of ITD's request is appreciated.

Attachments: Single Source Request
Supplier Quote
Supplier Single Source Letter

CC: Paul Freeman, Enterprise Applications Manager, ITD
Alexander Ciprian, IT Contract Administrator, ITD

SINGLE SOURCE REQUEST

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

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

The Information Technologies Division (ITD) requests approval to renew Maintenance and Support for FAMIS Financial Management System with Cogsdale Corporation (Cogsdale). The services include Online FAMIS Accounting, Online FAMIS Budgeting, and Online FAMIS Systemwide. The period of coverage for this renewal is from October 1, 2020 through October 31, 2021. The total not-to-exceed amount for this request is $72,539.24.

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

Cogsdale is the developer of the FAMIS application software and sole provider of the software maintenance and support, updates, and upgrades for FAMIS.

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 confirmed that no other suppliers are authorized to provide maintenance and support services for FAMIS. Cogsdale submitted a single source letter confirming they are the sole source provider of software maintenance and support.

www.cogsdale.com

3 Lower Malpeque Road
Charlottetown, PE C1E 1R4

0: 800 533 9690

September 1, 2020

City of Jacksonville
Information Technologies Division
214 N. Hogan Street, 9th Floor
Jacksonville, Florida 32202

Attention: Thomas Ossi
Technology Contract and Records Manager

Dear Mr. Ossi

This letter confirms Cogsdale Corporation is the sole source provider of the software maintenance and support, updates and upgrades for the Cogsdale FAMIS Financial Management System.

Sincerely,

Todd Ohman
VP, Cogsdale Customer Support