SINGLE SOURCE AWARD **BID # SS-0286-20**

Subject: Software Maintenance & Support for FAMIS & BPREP Software

Department: Information Technologies Division

Description of Purchase:
Recommend approval to retroactive award from October 1, 2019 through date of award.

Recommend approval of single source award to Cogsdale Corporation for the annual maintenance and support for FAMIS and BPREP software for the Information Technologies Division. Period of service will be from date of award through September 30, 2020. Total requested expenditure not to exceed $119,785.03.

Funding for this award to be encumbered by account AFIT531FERP-04662, to be executed purchase order(s).

Single Source Award To: Cogsdale Corporation

Price Justification: See Attached

Total Award: $119,785.03 **Requisition #**

Attachments: 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

19/09/19 15:52:41
Procurement Division

DATE: September 19, 2019

TO: Greg Pease, Chief of Procurement Division

9/19/19

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

FROM: Thomas Ossi, Technology Contract and Records Manager

RE: **Cogsdale Corporation – FAMIS/BPREP Renewal – Single Source Request**

The Information Technologies Division (ITD) is requesting approval for a single source renewal purchase of Annual Maintenance and Support for FAMIS/BPREP from Cogsdale Corporation. The services include Online FAMIS Accounting, Online FAMIS Budgeting, and Online FAMIS Systemwide. The period of coverage for this renewal is from October 1, 2019 through September 30, 2020.

Cogsdale Corporation is the developer and sole manufacturer of the FAMIS application software and sole provider of the software maintenance and support. The vendor has full rights for the software code. Market research conducted for additional vendors to provide the same service confirmed that no other vendors could provide the services. 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 $119,785.03.

FUNDING SOURCE: AFIT531FERP - ~~03118~~ 04662

Your favorable consideration of this request is appreciated.

Attachments: Single Source Request
Vendor Quote
Vendor Single Source Letter

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

SINGLE SOURCE 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

FUNDING SOURCE: AFIT531FERP - ~~03118~~ 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): $119,785.03

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, 2019 through September 30, 2020. 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 SINGLE SOURCE PROVIDER:
Cogsdale Corporation 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.

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

Date: 9-19-19

Requesting Agency's Director's Signature:

9/19/19
KEL 9-19-2019

Procurement Division

March, 2017

COGSDALE

Quote

Client	City of Jacksonville
Renewal Date	October 1, 2019
Term	1 year

Annual Maintenance and Support Renewal

1) Please return the signed quote to cplant@cogsdale.com
2) This quote does not include taxes or Maintenance and Support on future products and services.
3) As a valued customer, we are able to offer a reduction in the annual increase. Payment must be received in full by October 20, 2019 for the rate to apply.

Description	Amount USD
Online FAMIS Accounting (10/01/2019 - 09/30/2020)	87,222.99
Online FAMIS Budgeting (10/01/2019 - 09/30/2020)	23,258.99
Online FAMIS Systemwide (10/01/2019 - 09/30/2020)	9,303.05
Total	**$119,785.03**

Client Signature	I have the authorization to bind the company.
Print Name	
Date	

www.cogsdale.com

3 Lower Malpeque Road
Charlottetown, PE C1E 1R4

0: 800 533 9690

September 18, 2019

To: City of Jacksonville, Jacksonville, FL
From: Todd Ohman, VP Cogsdale Customer Support

This letter confirms Cogsdale Corporation is the sole source provider of software maintenance and support updates/upgrades for the following products.

Cogsdale FAMIS Financial Management System.

COGSDALE