SINGLE SOURCE AWARD **BID # SS-0282-18**

Subject: Software Maintenance & Support for FAMIS & BPREP Software

Department: Information Technologies Division

Description of Purchase:
Recommend approval to ratify award from October 1, 2017 through date of award.

Recommend approval of Single Source Award to Cogsdale Corporation, for the support and maintenance for FAMIS and BPREP software for the Information Technologies Division. Period of service will be from date of award through September 30, 2018. Total requested expenditure not to exceed $112,612.00.

Funding for this award to be encumbered by account AFIT531CSCS-04662, to be executed purchase order(s).

Single Source Award To: Cogsdale Corporation

Price Justification: See Attached

Total Award: $112,612.00 **Requisition #** 219657

Attachments: Single Source Form; Vendor Letter, Vendor Quote

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: Chelsey Fleming

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

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: 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): $112,612.00

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, 2017 through September 30, 2018. 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 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.

'EL 9-22-2017

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

Date: 9/22/2017

JRP 9/22/17

Requesting Agency's Director's Signature:

Cogsdale

September 5, 2017

3 Lower Malpeque Rd
Charlottetown, PE
Canada, C1E 1R4
p. 800.533.9690 f. 902-368-5960

Tom Ossi, Technology Contract and Records Manager
City of Jacksonville – Information Technology Division
214 N. Hogan Street, 9th Floor
Jacksonville, FL 32202

Re: Cogsdale Corporation's Sole Source Justification for the FAMIS Financial Management System

Date: September 5, 2017

Dear Tom,

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

- Cogsdale FAMIS Financial Management System;

If you have any further questions please contact me at 800-533-9690, extension 62064 or by email at bemacinnis@cogsdale.com.

Sincerely,

Benjamin MacInnis
Director of Support
Cogsdale Corporation

Cogsdale

14 September 2017

COGSDALE CORPORATION QUOTATION

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

Renewal Date: October 1st, 2017 – September 30th, 2018
Renewal Date: October 1st, 2018 – September 30th, 2019

Customer: City of Jacksonville

Product		*2017 - 2018*	*2018 - 2019*
Online FAMIS Accounting		*$ 82,000.00*	*$ 83,640.00*
Online FAMIS Budgeting		*$ 21,866.00*	*$ 22,304.00*
Online FAMIS Systemwide		*$ 8,746.00*	*$ 8,921.00*
	Total	**$ 112,612.00**	**$ 114,865.00**

Please note:

- Cogsdale has implemented new procedures that prevents us from paying third party vendors until we receive payment from our customers.
- Invoices will be delivered 2 months in advance of renewal and due upon receipt.
- This quotation does not include subsequent purchases or applicable taxes.
- Payment must be received prior to October 1st, 2017 to avoid interruption.

Pleases return the signed quotation, indicating payment date, to cmacnevin@cogsdale.com no later than September 30th, 2017.

Payment Date: _____

Client Signature	**Cogsdale Signature**
Signed by:	Signed by:
Date:	Date:

Type:	**Sole Source Purchase Order Request**
Description:	**Maintenance and Support Renewal FAMIS/BPREP Software 2017/18**
Date:	September 22, 2017
Business Case Owner:	R. Reilly/ T. Ossi
Executive Sponsor:	Paul Freeman, Enterprise Applications Mgr.
Financial Impact:	**$112,612.00**

Business Request and Requirements

Cogsdale provides the enterprise software for "FAMIS" – Financial Management Systems Software and Maintenance the City's Accounting and Budget processes. Provides Accounting the ability to process invoices, procure goods and services, receive & process payments, maintain department/division budgets, and report City fiscal transactions.

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 PO7A00563. Period of coverage October 1, 2017 through September 30, 2018.

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 22, 2017
Date required: October 1, 2017
Estimated Implementation Date: October 1, 2017
Estimated Completion Date: September 30, 2017