

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 06/05/2020

Requisition Number: 2000686 (8 characters)

Requestor Name: Kathy Schwenn

Requestor Phone Number: 6-4645

Requestor Email: kschwenn@madisonwater.org

Fund: 2100 WATER UTILITY

Agency: 86 WATER

Major:

- 53*** Supplies/Goods
- 541** Utilities
- 542** Building/Facility Maintenance/Repair
- 543** Software/Equipment Maintenance/Repair
- 544** Public Works Maintenance/Repair
- 545** Training/HR-Related Services
- 546** Consulting/Professional Services
- 548** Grants/Loans/Insurance/Other Services

Total Purchase Amount: \$125,000.00

Vendor Name: Kubra Data Transfer LTD

Product/Service Description: Municipal Services Bill Printing and Associated Costs

- \$50,000 and UNDER**
This form will be sent to the Purchasing Supervisor for review.
- OVER \$50,000**
Complete this form and draft a resolution using the sample resolutions provided by the City Attorney to your Budget Analyst. **Your resolution will not be added to the Finance Committee agenda without this form.**

Check the box(es) for the exception criteria you feel are applicable:

1. Public exigency (emergency) will not permit the delay incident to advertising or other competitive processes.
2. The services or goods required are available from only one person or firm (i.e., **true** sole source).
3. The services are for professional services to be provided by attorneys.
4. The services are to be rendered by a university, college, or other educational institution.
5. No acceptable bids have been received after formal advertising.
6. Service fees are established by law or professional code.
7. A particular consultant has provided services to the City on a similar or continuing project in the recent past, and it would be economical to the City on the basis of time and money to retain the same consultant.
8. Otherwise authorized by law, rule, resolution, or regulation. Explain:
- If procurement is being paid with Federal or State grant funds, the vendor was identified by name in the approved Grant Application. (OPTIONAL)

REASON FOR REQUEST**WHY A COMPETITIVE SELECTION PROCESS CANNOT BE USED:**

Provide **detailed** explanation below. For a true sole source, provide all information to explain why this product or service can only be purchased from this vendor. For one-of-a-kind items not sold through distributors, explain the unique performance features of the product requested that are not available from any other product. For services, detail the unique qualifications this vendor possesses, or other reason(s) that meet the criteria selected above. Identify specific, measurable factors and qualifications.

Madison Water Utility currently uses Kubra for their bill presentment and payment processor. We are in the process of implementing a new billing system. We are moving to Tyler Utility Billing. We are not able to change vendors for this service or issue an RFP until this implementation is further along. We anticipate being live with Tyler UB by January 1, 2022 at the latest. Given this timeline we need to continue to use Kubra as our EBPP provider.

COMMENTS REGARDING PURCHASES OVER \$50,000

Kubra was selected as the Electronic Bill Presentment and Payment service vendor through a formal RFP process in 2014/2015 for use by Madison Water Utility and Treasurer's office. The contract was authorized by Common Council for 3 years with 2 one-year renewals. It was signed by the Mayor in February 2015, at which time the implementation of the software began. The Treasurer's office went live first, followed by the Water Utility in 2018. The original contract expired in mid 2019. A new contract was authorized by the Common Council for non-competitive selection one year, with the intent that during that time, MWU would prepare an RFP to find a vendor to replace Kubra. MWU has spent much of that time implementing Tyler Utility Billing and has not yet begun an RFP process, and it has been determined that Tyler Citizen Self Service module will likely be used going forward. However, Tyler UB and then Tyler CSS will need to be fully implemented, and until that has completed, Treasurer's office and MWU will need to continue to use Kubra.

The total amount paid by the City to Kubra since 2015 is \$659,777. Of that, \$528K was from the original contract period that was competitively selected, and the remaining \$131K was non-competitively selected.

Date: