

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 10/09/2018

Requisition Number: (8 characters)

Requestor Name: Amanda Lythjohan

Requestor Phone Number: 267-2675

Requestor Email: alythjohan@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 17 INFORMATION TECHNOLOGY

- 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: \$26,000.00

Vendor Name: Lifecycle Technology Limited

Product/Service Description: Software for electronic document review

 \$25,000 and UNDER

This form will be sent to the Purchasing Supervisor for review.

 OVER \$25,000Complete 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.

The \$26,000 license fee is an annual cost.

At least eight different agencies reviewed products from Adobe, Avolve, and Lifecycle Technology Limited and the DigEplan product from product from Lifecycle Limited was determined to be the best choice for the following reasons:

- It is integrated with the City's permitting and licensing system
- It is a proven solution in use by more than 70 cities
- Requires no special licenses or software for submitters other than Adobe Pro
- Is compatible with the City's records system
- Provides for an audit trail of reviews, markups, and comments
- Will provide the City with a site license
- Is affordable.

The software allows collaboration with vendors in the reviewing and editing process for building plans and engineering diagrams, replacing the current cumbersome and hard to track method involving emailing files back and forth. Agencies that will utilize this software are: Building Inspection, Assessors Office, Engineering, Fire Department, Traffic Engineering, Planning, and Zoning.

COMMENTS REGARDING PURCHASES OVER \$25,000

The City has not purchased anything from Lifecycle Technology Limited prior to this.

Date:

