



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 10/08/2024

Requisition Number: unknown (8 characters)

Requestor Name: Cory Johnson

Requestor Phone Number: 608-261-4286

Requestor Email: cjohnson5@cityofmadison.com

Fund: 1400 CAPITAL PROJECT

Agency: 15 FINANCE

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: \$79,790.00

Vendor Name: BS&A Software

Product/Service Description: This will replace our current progress based special assessment software. T...

 \$50,000 and UNDER

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

 OVER \$50,000Complete 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.

IT has advised that our current special assessment system needs to be replaced as soon as possible because if the system crashes, there is a significant risk that we wouldn't be able to recover the data. If this occurred, thousands of City residents would be impacted. In addition, there are only a couple people at the City who can maintain or troubleshoot the current system. Other issues we face is that the owner information is no longer updating from TRTAX, and because of the high risk of the system crashing, we are not able to integrate the software with CAMA.

We have spoken with a number of special assessment software vendors and we have not been able to identify any other options, with BS&A being the only company that can accomodate the City's needs. We have exhausted options and time trying to make this work within Tyler Munis, within the CAMA software, and trying to identify at least one other vendor who can meet our needs.

COMMENTS REGARDING PURCHASES OVER \$50,000

This will be the first purchase the city has made from this vendor.

Date:

Submit