

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 10/09/2018

Requisition Number: (8 characters)

Requestor Name: Amanda Lythojohan

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: \$40,000.00

Vendor Name: TruePoint

Product/Service Description: Additional Consulting Services

- \$25,000 and UNDER**
This form will be sent to the Purchasing Supervisor for review.
- OVER \$25,000**
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.

The City of Madison is interested in implementing software called DigEPlan for electronic plan review and markup, to be integrated with the City's enterprise wide permitting and licensing system known as Accela which will require a vendor that has expertise with both DigEPlan and Accela. TruePoint Solutions, LLC has worked with the City previously on our Accela permitting and licensing system, is familiar with our process, has implemented DigEPlan with other Accela clients, and is available to do this work in the timeframe needed.

COMMENTS REGARDING PURCHASES OVER \$25,000

This \$40,000 is additional funding for a \$150,000 contract with TruePoint that was competitively selected and signed in March 2017. Since the work began in April 2017, some parts of the project have taken longer than estimated by TruePoint, and City IT staff and TruePoint staff have identified additional scope that was not included in the RFP that needs to be done in order to complete the project. Because that scope was not part of the original RFP, Council approval is needed to amend the contract.

The City has not contracted with this vendor prior to this competitively-selected project.

Date: