

PURCHASING VIEW



CITY OF MADISON • FINANCE DEPARTMENT • PURCHASING SERVICES

Non-Competitive Selection Request

Date: 01/28/2020

Requisition Number: 20000206 (8 characters)

Requestor Name: NicoleMarie Hall

Requestor Phone Number: 266-4777

Requestor Email: nmhall@cityofmadison.com

Fund: 1100 GENERAL

Agency: 30 FIRE

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: \$180,000.00

Vendor Name: ImageTrend, Inc.

Product/Service Description: ImageTrend Software Maintenance and Support

- \$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.

The ImageTrend incident reporting software was first sourced jointly by Dane County and the City through the MMRS grant in 2011. The software is used for all of the Fire Department's fire and ems incident reports. It tracks patient pre-hospital care, uploads required Fire incident reports to the National Fire Reporting System (NFIRS), and works with the computer aided dispatch (CAD) system to track operations. Dane County EMS also uses this software and it is important we are on the same platform for shared data reporting. City IT has approved of this software when first implemented and again each year since. The current contract with ImageTrend drafted in 2013 has language that allows for annual renewal following the initial term, however the resolution approved at that time did not reflect the same language. In the interest of time and resources the Fire department would like to continue to renew the maintenance and support on an annual basis for the useful life of the software.

COMMENTS REGARDING PURCHASES OVER \$50,000

The City of Madison has spent \$163,995.42 with ImageTrend since 2014. All of this was for software approved by the Common Council for non-competitively selected purchase for 6 years, beginning in 2013 (resolution file #31843).

Date:

Submit