

SOLE SOURCE REQUEST AND DETERMINATION FORM

This sole source request form must be submitted to the City of Santa, Purchasing Division for authorization, determination and processing by the Chief Procurement Officer (CPO).

Please ensure to complete this form in its entirety - () must be completed.*

*Date: 4/22/20

*Prepared By: Manuel Gonzales

*Title: ITT Program Manager

*Vendor Name: Ciber PathWay

*Address: 5601 NW 72nd Street, STE 178G

*City: War Acres

*State: OK

*Zip Code: 73132

*Description of Goods/Service to be procured:

*Estimated Cost:

Term of Contract:
(One (1) year from award)

*Sole Source Request Justification Questions 1-4.

1. Explain the purpose/need of purchase. Ensure to include a thorough scope of work for the services, construction or items of tangible personal property (if this is an amendment request to an existing contract, attach current contract).

The Contractor shall preform technical and functional support for the Payroll Division in the new Tyler Munis Financial System by performing the following work as required:

1. Work with the payroll team to ensure timely and accurate payroll processing.
2. Troubleshoot and provide technical support with issues in the Tyler Munis Payroll database.
3. Provide assistance with the new payroll process.
4. Preform various analysis for better understanding and streamlining payroll functions.
5. Create and/or update documentation to reflect the changes made to the system as a result of problem solution for the Payroll division.
6. Shall assist preparing data in the Payroll database
7. Will assist with data validation and verification in the Payroll database.
8. Assist in the development of materials for the new payroll systems and functions.

2. Provide a detailed explanation of the criteria developed and specified by the department as necessary to perform and/or fulfill the contract.

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The contractor has affirmed sole source for the services, construction or items of tangible personal property (*Attach memo from vendor*). Provide documentation of due diligence for other possible vendors/contractors to provide the requested services/goods proved unsuccessful; or

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X. Other: explanation of the reasons, qualifications, proprietary rights or unique capabilities (*unique and how this uniqueness is substantially related to the intended purpose of the contract*) of the prospective contractor that makes the prospective contractor *the one source* capable of providing the required professional service, service, construction or item(s) of tangible personal property. (Please do not state the source is the “best” source or the “least costly” source. Those factors do not justify a “sole source.”) *Unique and how this uniqueness is substantially related to the intended purpose of the contract.*

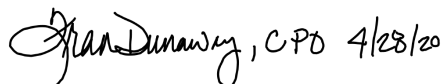
The complex services required by the City of Santa Fe going forward must be built upon the prior service and expertise demonstrated by Ciber Pathway Inc in various systems that City currently utilizes (Kronos for time keeping, JD Edwards E1 for HCM, Tyler Munis for Financials) on day to day basis for payroll processing, budgeting, financials management and employee time tracking. As the current service provider Ciber Pathway Inc is positioned to understand what has been developed to date, what work is needed to advance the project forward and support post implementation. Only Ciber Pathway Inc possesses the knowledge of the City’s Tyler Munis HCM/Payroll implementation, Software Package, Configuration and Payroll processing. Ciber Pathway Inc has wide range expertise in implementing, supporting and upgrading ERP products (PeopleSoft, JDEdwards, Tyler Munis), Time Tracking systems like Kronos and other reporting tool that are added benefits to City of Santa Fe.

3. Explain why other similar professional services, services, construction or item(s) of tangible personal property *cannot* meet the intended purpose of the contract.

1. Contractor provided assistants with migration of the old payroll system into the new Tyler Munis Financial Payroll database.
2. Understanding of current essential payroll functions.
3. Understanding of the new Tyler Munis Financial Payroll database.
4. Familiar with Tyler Munis Technical support.
5. Familiar with Payroll Division processes and procedures.
6. Contractor assisted with development of the new Tyler Munis Financial Payroll Database.
7. Contractor assisted with data validation and verification in the new Payroll database.

***Approvals:**

Based on the above facts, the City of Santa Fe Purchasing Officer has made the determination that the justification for a Sole Source procurement is in accordance with the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978 and shall be posted for a 30-day period prior to award.

 4/28/20

Fran Dunaway, CPO Date
Purchasing Officer for the
City of Santa Fe

Pursuant to the State Procurement Code, Section 13-1-126 Sole source procurement., NMSA 1978, the 30-day posting period of the Notice of Intent to Award this Sole Source request was met and no obligation to the award to the above referenced contractor were received. *This Sole Source determination will be valid for a period of one (1) year from the date of the award.*

Fran Dunaway, CPO Date
Purchasing Officer for the
City of Santa Fe

***Required Attachments:**

**Letter from Contractor acknowledging they are the only source (on their business letterhead and signed by the head of business or financial operations),*

**Quote from sole source Contractor*

**Agenda Item to be presented to City Council if over \$60,000 for Professional Services and \$60,000 for Goods and Non-Professional Services*