

CITY OF GAINESVILLE, GENERAL GOVERNMENT

METHOD OF SOURCE SELECTION

DATE: 10/28/2008

DEPARTMENT: 810
DIVISION:

CONTACT: David Duda
EXTENSION: 393-7570

080543

PURCHASE/PROJECT AMOUNT: \$144,000.00

CITY COMMISSION APPROVAL REQUIRED:

COST TERM: (annual, quarterly, etc.)

☐ NO

☒ YES, DATE:

☒ ONE-TIME, SINGLE PURCHASE

☐ CONTRACT/PURCHASE ORDER/AGREEMENT/PROJECT
TERM BEGIN/END DATES: /

DESCRIPTION OF THE MATERIAL OR SERVICE TO BE PROVIDED: SunGard OSSI Contract Renewal

PROPOSED VENDOR/CONTRACTOR NAME: Sungard HTE Inc.
ADDRESS: 4000 OSSI Court
CITY, STATE, ZIP: High Point, NC 27265

INDICATE ONE METHOD OF SOURCE SELECTION

☐ OTHER AGENCY: Purchasing Policy #060732, Section 6.3(c) Materials, equipment or services purchased under state or federal contracts or other public agency cooperative purchasing opportunities.

☐ UTILITY: Purchasing Policy #060732, Section 6.3(d) Utility services when the subject utility is the only available source of such service.

☐ CONTRACTURAL: Purchasing Policy #060732, Section 6.3(e) Contractual services of a professional* nature (PROFESSIONAL SERVICES*) whose cost does not exceed \$50,000, except as required by State law and except for legal services in connection with litigation involving the City. Continuing contracts for professional services of indefinite duration shall be reviewed for appropriateness with regard to the quality of the service and the competitiveness of the cost. Such review shall be the responsibility of the appropriate charter officer and his/her designee and shall be conducted not less than every five years.

* Services which involve extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field.

☐ EMERGENCY: Purchasing Policy #060732, Section 6.3(f) Emergency purchases, at the discretion of the (City) Manager, where the circumstances of the emergency do not permit sufficient time to obtain competitive quotes.

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WAIVED SITUATIONS:

- ☐ ONLY APPROVED: Purchasing Policy #060732, Section 5(o) – Only one source meets the stated requirements of a specification based on a thorough qualitative and/or quantitative evaluation.

REQUISITIONER/REQUESTER shall provide a detailed description and justification in writing with supporting documentation as to why the vendor/contractor is the ONLY APPROVED SOURCE to provide the commodity/service. Attach all supporting documentation to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

- ☐ SOLE SOURCE: Purchasing Policy #060732, Section 5(r) – The only source through which materials or services may be purchased.

REQUISITIONER/REQUESTER shall provide a detailed description and justification in writing with supporting documentation as to why the vendor/contractor is the SOLE SOURCE to provide the commodity/service. Attach all supporting documentation to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

- ☒ SPECIFIED SOURCE: Purchasing Policy #060732, Section 5(s) – A source selected without competitive bidding for justifiable reasons.

REQUISITIONER/REQUESTER shall provide a detailed description and justification in writing with supporting documentation as to why the vendor/contractor is the SPECIFIED SOURCE to provide the commodity/service. Attach all supporting documentation to the Method of Source Selection form for review and approval or rejection by the applicable listed City approving authorities.

The REQUISITIONER/REQUESTER hereby attests (certify under oath) that he/she took part in the procurement represented and that he/she is independent of, and have no conflict of interest in, the entity evaluated and selected. He/she recommends that competitive bidding be waived and that the material or service be purchased from the vendor indicated based on the existence of a non-competitive situation as described and attached in detail hereto.

REQUISITIONER/REQUESTER

Date

- ☐ Approved
☐ Denied

DEPARTMENT HEAD

Date

- ☐ Approved
☐ Denied

ASST CITY MGR OR ADMN SRVCS DIR

Date

- ☐ Approved
☐ Denied

CITY MANAGER

Date