

CITY OF FLAGSTAFF

SOLE SOURCE, PROPRIETARY AND EMERGENCY PROCUREMENT REQUEST

(Divisions/Sections Requesting Sole Source, Proprietary or Emergency Procurement Must Complete This Form)

TO: Purchasing Section Buyer

PREPARER: Rob Speer DEPARTMENT: Mgt Services / IT

REQUISITION NUMBER: _____ DATE SUBMITTED: _____

Check one:

_____ *Is this a sole source procurement?* "Sole Source" is defined as a product or service available from only one known source. Please answer the 4 questions below and attach all documentation and sign.

Is this a proprietary procurement? A proprietary specification restricts the acceptable product(s) or service(s) to one manufacturer or vendor. A common example would be specification by brand name which excludes consideration of approved "equals". Although all sole source specifications are proprietary, all proprietary specifications are not necessarily sole source. Proprietary items may be available from several distributors. If available, please attach a list of proprietary suppliers which might assist in expediting this procurement. Please answer the 4 questions below and attach all documentation and sign.

_____ *Is this an emergency procurement?* "Emergency" is a threat to public health, welfare, or safety. Emergency procurements shall be made with such competition as is practicable under the circumstances. Please answer the 3 questions below and attach all documentation and sign.

City Policy is to maximize competition in the procurement process. Exceptions to competition (sole source/proprietary procurement/emergency) must be fully justified, documented, and pre-approved. The following is a list of questions which will substantiate a Sole Source, Proprietary or Emergency Procurement. It will help expedite processing if you provide thorough and sufficient detail when answering each of these questions. Please use additional sheets and attach all additional information to this form if necessary.

Sole Source/Proprietary Justification

1. Briefly, what is the scope of the project in which this product or service will be used.

Esri software is used to run the entire Geographic Information System (GIS) at an enterprise level within the City of Flagstaff. This license agreement provides software that is currently used by all departments within the City, provides essential data functions to other systems including the ERP and water distribution networks, and is accessed by external customers and citizens via internet mapping and data distribution portals. This procurement covers software extending to all internal users' desktops as well as database and public internet servers.

2. Who is the identified vendor and why is this the only product or service that can meet the City's requirements? Uniqueness? Compatibility? Integral component? Availability? Delivery Date? If purchase qualifies as proprietary and there are multiple Distributors, why is this the only Distributor who can satisfy the City's purchasing request?

Esri, founded in 1969, is the standard in Enterprise GIS software and has established the standard file formats and file conventions within the industry. The City of Flagstaff first started using Esri software in 1988, and at the time became Customer #348. Esri has now grown to over 350,000 customers in over 200 countries.

All departments use GIS services provided through this software package in one way or another for mapping, communications, and data obtained via GIS for analysis in other City functions. More importantly, many other City systems are integrated and depend on data and information originating or passing through the GIS system: the Innoprise ERP (Community Development, Financials, Sales Tax, Customer Service), the Cartegraph Suite (Public Works), the City Works suite (Water Services), and the Computer Aided Dispatch system (Police/Fire).


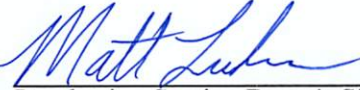
After over three decades of building the City GIS on the Esri platform, switching to another system would be impractical, taking several years, and would not only disrupt GIS services but also make many other systems throughout the City unavailable or even incompatible.

3. Why is this vendor the only available source from which to obtain this product or service? You must provide clear and convincing evidence.

Esri provides their software directly thru this Enterprise License Agreement. While licensing may be available packaged with other products such as GPS or surveying equipment, this software package is available only thru direct purchase. Please see the attached letter from Esri regarding Sole Source Licensing.

4. What efforts have been made to obtain the best price possible? Why do you feel this price is fair and reasonable?

The City began its Enterprise License Agreement in 2016 with a three-year term in 2016, and this is a renewal of that term. The value of the package we receive from the Enterprise Agreement is a significant savings over if we were to purchase all the necessary components individually in an ala carte format, which was the licensing model prior to 2016. In addition, the annual cost for the next three years has dropped slightly from the previous 2016 agreement.

 Authorized Departmental Signature	8/13/2019 Date	 Purchasing Section Buyer's Signature	8.12.19 Date
		 Director of Purchasing Signature	8/12/19 Date
		For Rick Compton	