

**CITY OF FLAGSTAFF  
Purchasing Section**

**Special Procurement Justification** (check applicable box below)

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

**Sole Source Procurement Justification**

**Proprietary Procurement Justification**

**Emergency Procurement Justification**

**TO:** Purchasing Section Buyer

**PREPARER:** DIVISION/SECTION:

**DATE SUBMITTED:**

***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/propriety 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.

**This is a renegotiated contract for the City of Flagstaff's Central Square annual maintenance for this system/software. Central Square is the cloud hosted software system that allows the processing of Payroll, Fleet management, Work Orders and various other critical services.**

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?

**Vendor: Central Square (F.K.A. Superion, F.K.A. SunGard )**

**Central Square is the only company able to provide annual maintenance and licencing for this sytem. After two separate attempts to migrate payroll to the Harris/Innoprise suite of software, the project failed both times due to the City's various finacial complexities and other significant reasons. We currently are not in the position to economically or efficienctly change vendors for this service and must maintain and renew existing licensing.**

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

**Central Square owns both the software and the hardware for the City's system. Other organizations don't have access to, or the ability to maintain and update the system/software.**

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

**The reason for this change is due to negotiations to obtain better pricing and eliminate unnecessary services in the previous contract. We were able to negotiate the cost down for FY 2021 almost \$15,000 (from \$81,116.39 to \$66,649.90) and gain additional savings in years 2 and 3 of the contract.**

### **Emergency Justification**

1. Briefly, what is the scope of the project or emergency related issue in which this product or service will be used.
2. What is the threat to the health, safety or welfare of the public and/or staff? Clearly describe the potential danger from a health, safety or welfare perspective if not corrected.
3. Who is the identified vendor and why were they chosen? Example: Only vendor available or most available? Already onsite and mobilized? Have provided same work on this site in past?

This justification is valid through August 18, 2023 (TO BE DETERMINED BY BUYER).  
(Maximum 3 years)

<i>Wayne Anderson</i>	2020-07-28		
Authorized Signature	Date	Purchasing	
Section Buyer's Signature	Date		
Waye Anderson	IT Manager	Matt Luhman	Purchasing Manager
Printed Name	Title	Printed Name	Title

Purchasing Director Signature      Date