



MEMORANDUM

SOLE SOURCE DECLARATION

TO: Hidalgo County Commissioner's Court

FROM: Ignacio Amezcua MBA, CTCM, CTCD IA

DATE: 1/28/2025

RE: Sole Source Declaration for CivicPlus, LLC "CivicEngage Content Management System (CivicEngage) and Associated Product and Service Package"

The Hidalgo County is seeking to procure the purchase of "CivicEngage Content Management System (CivicEngage) and Associated Product and Service Package" from CivicPlus, LLC. CivicPlus, LLC is the sole provider of the CivicEngage Content Management System (CivicEngage) and associated product and service package that enables municipal website administrators to manage critical aspects of their online presence.

In Accordance with the Texas Local Government Code Chapter 262.024 (a)(7)(A),

(a) A contract for the purchase of any of the following items is exempt from the requirement established by section 262.023 if the commissioners court by order grants the exemption:

(7) Any item that can be obtained from only one source, including:

(A) Items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies.

Therefore, for the reason stated herein, we humbly request that the Hidalgo County Commissioners' Court declare a Sole Source Vendor, for the purpose of procuring the purchase with CivicPlus, LLC. This sole source declaration will remain in effect through the life term of the contract, unless otherwise revoked by the Hidalgo County Commissioners Court.



To Whom It May Concern,

This letter serves to notify you that CivicPlus, LLC is the sole provider of the CivicEngage Content Management System (CivicEngage) and associated product and service package that enables municipal website administrators to manage critical aspects of their online presence.

CivicEngage differs from other content management software in that it has been optimized for use by government entities. Not only have many of the applications been developed specifically for use by municipal governments, but CivicEngage websites are only be hosted and monitored at one of our network operations centers dedicated to protecting our local government websites. Our inhouse support team is also the sole authorized support system for the CivicEngage solution.

Included in the standard CivicPlus development package are applications that are unique to CivicEngage, like a citizen request management and mapping tool. Applications like these may be available at a much higher cost from other vendors; however, CivicPlus is the sole provider of these applications as a part of an all-inclusive, standardized content management system, CivicEngage.

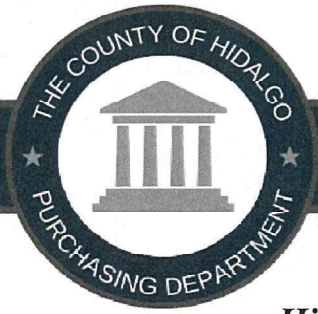
No other organization offers our unique product and service package, coupling our CMS with some of the most useful web applications available to municipal governments.

Regards,

Cole Cheever | CivicPlus, LLC
Vice President of Client Services
Main 888-228-2233
Fax 785-587-8951
Website www.CivicPlus.com
Federal Tax ID 48-1202104
GSA Contract #GS-35F-0124U

CORPORATE OFFICE
302 South 4th Street, Suite 500
Manhattan, KS 66502
888.228.2233 + **FAX 785.587.8951**

+CivicPlus.com



Hidalgo County Purchasing Department Sole Source Affidavit

THIS IS AN OFFICIAL PURCHASING DOCUMENT – RETAIN WITH PURCHASE ORDER

Before me, the undersigned official, on this day, personally appeared Amy Vikander a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Amy Vikander. I am over the age of 18, have never been convicted of a crime, and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: CivicPlus, LLC
3. The above-named company or firm is the sole source for the following item(s), product(s), or service(s):
CivicPlus Municipal Websites (Central)
4. Competition in providing the above-named item(s), product(s), service(s) is precluded by the existence of a patent, copyright, secret process, or monopoly as stated under Section 262.024(a)(7)(A), of the Local Government Code. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuations of any/all business with Hidalgo County.

Signature: *Amy Vikander*

SWORN AND SUBSCRIBED TO under oath before me on 8th day of January, 2024/5

Sarah Lomasney

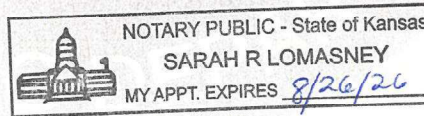
Notary Public

Sarah R Lomasney

Printed Name

8/26/26

My Commission Expires



Company Name: CivicPlus, LLC

Address, City, State & Zip Code: 302 S. 4th Street, Ste 500, Manhattan, KS 66502

Phone Number: 888.228.2233 Fax: _____

Contact Name and Title: Thai Lops, Enterprise Account Management Specialist WEB Address: _____ Email: _____

Federal Tax ID Number: 48-1202104 Texas Sales Tax Number: _____