



Max Bricka, CPSM
PURCHASING AGENT / DIRECTOR

8/3/16

Williamson County Commissioners Court

Re: Sole Source recommendation for Vertex, Inc.

Dear County Judge and Commissioners,

Recently our county Technology Services department made a request for qualifying the **sole source purchase of products, service and maintenance of Tax Data used in Oracle's Payroll module. These items are supplied by Vertex, Inc. who is the only provider that is certified and licensed by Oracle for payroll tax calculations in the Oracle Payroll module.**

After reviewing all documentation requested and submitted, **I recommend qualifying this request as a sole source purchase and exempting these goods from competitive bidding requirements per Texas Local Government Code sections 262.003 (a) and 262.024 (a) (7),**

The process has included the following:

- Public posting of an RFI in BidSync for 14 days, with no responses received from any other competitor, requiring additional analysis or consideration.
- A signed Sole Source Justification Request submitted by Jay Schade, ITS Director
- A signed letter of justification from the supplier, establishing why they their product / service is only available from their company
- A notarized Sole Source Affidavit completed by the supplier
- A signed letter of recommendation from Jay Schade, ITS Director
- A price quote of requested items.

The term of this Sole Source exemption will be effective for 36 months from the date of approval.

If you have any questions or concerns, please contact me at any time.

Sincerely,

Purchasing Agent / Director



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Bid #1606-097 - Intent To Deem Vertex As Sole Source Tax Data Provider For Oracle Payroll Module

Time Left	closed	# of offers	0
Bid Started	Jun 23, 2016 8:24:26 AM CDT	Notifications	Report (Bidder Activity)
Bid Ended	This bid closed on Jul 7, 2016 3:30:00 PM CDT	# of suppliers viewed	15 (View)
Agency Information	Williamson County, Texas, TX (view agency's bids)	Q & A	Questions & Answers
Department	Purchasing (view department's bids)		
Bid Classifications	Classification Codes		
Bid Regions	Regions		
Bid Contact	see contact information		
Delivery Location	One or more of the following locations		
	Williamson County, Texas		
	Purchasing Department		
	901 S. Austin Avenue		
	Georgetown TX 78626		
	Qty 1		
	Expected Expenditure \$1.00		
View Rules	Click here to change the rules for this bid.		
Best and Final Offer:	Create		

Approval

[View Approval Flow](#) [View Approval Flow](#)

Approval Status [Approved](#)

Description

Bid Number 1606-097
Title PLEASE ATTACH ANY SUPPORTING DOCUMENTATION TO THIS LINE
Quantity 1 each
Contract Duration One Time Purchase
Prices Good for 30 days
Budgeted Amount \$0.00 [\(change\)](#)
Bid Comments Williamson County, Texas intends to award a sole-source contract with Vertex, Inc. for the following item:

Tax Data Provider for Oracle Payroll Module - to provide government approved tax files to Oracle for payroll tax calculation per government laws

THIS IS NOT A REQUEST FOR COMPETITIVE PROPOSALS AND A SOLICITATION WILL NOT BE ISSUED. Interested parties must show clear and compelling evidence of competitive equivalency in order for alternative goods or services to be considered. Williamson County will review any information collected through this RFI to determine if offers of any equivalent goods or services meet the needs of the County. If it is concluded that additional suppliers of equivalent goods or services do exist, then a formal solicitation may follow.

If no affirmative responses are received by 3:30PM July 6th, 2016 showing clear and compelling evidence of competitive equivalency to the items described herein, an award will be made without further notice. Oral communications are not acceptable in response to this notice.

Description Williamson County, Texas intends to award a sole-source contract with Vertex, Inc. for the following item:

Tax Data Provider for Oracle Payroll Module - to provide government approved tax files to Oracle for payroll tax calculation per government laws

Please Attach Any Supporting Documentation To This Line

Documents

[Select All](#) | [Select None](#) | [Download Selected](#)

1.  [Conflict of Interest Form - Local Gov.](#) [\(download\)](#)

Contractor Advertisements

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Williamson County Purchasing Department

901 South Austin Ave.

Georgetown, Texas 78626

(512) 943-3553

www.wilco.org/purchasing

purchase@wilco.org

Sole Source Justification Request

This request is for a:

Sole Source Item (goods or services are available from ONLY this supplier due to a unique capability, patent, copyright, secret process, or capability to meet the requirements of the solicitation)

This Sole Source justification requires additional documentation and requirements as listed below. **One of these steps may require placing a public notice in BidSync for 14 days, in order to allow any possible competitors to come forward with equivalent goods or services.** This step will be completed by the Purchasing Team that supports your office or county department after all required documents have been submitted. In addition, all sole source justifications must be approved in Commissioners Court.

Required Documentation that must accompany this request before this purchase can be considered (any missing documentation will result in delays). *Check all included documents:*

- ☒ This request form completed and signed
- ☒ A written quote from the supplier, listing the goods, services and pricing
- ☒ Letter of justification from the supplier (on company letterhead and signed by an authorized representative) establishing why they are the only Sole Source provider of the service or item
- ☒ Notarized Sole source affidavit completed by the supplier
- ☒ Signed letter of recommendation from the Elected Official or County Department Head

Requestor Name and County Office / Department: Jay Schade, Technology Services

Requestor Title: Technology Services Director

Requestor Phone Number: 5129431460

Requested Sole Source Supplier:

Company Name: Vertex, Inc.

Contact Name: Sue Cole

Address 1041 Old Cassatt Rd.

City: Berwyn

State: PA

Zip Code: 19312

Phone Number: 610-651-5376

Email Address: sue.cole@vertexinc.com

Website: www.vertexinc.com

Is the recommended supplier the manufacturer? ☒ Yes ☐ No

Does the manufacturer sell the item(s) through distributors? ☐ Yes ☒ No

Description of the Product or Service: (if additional space is needed, include a separate page) *Describe the full scope of work, including installation if required, items should include brand, model and part number if applicable.*

Vertex is the Tax Data provider for Oracle's Payroll module. We have used Vertex as long as we have used Oracle because Oracle is only certified with Vertex to provide government approved Tax files to Oracle so that our Payroll Taxes are calculated per the government laws. To confirm this I opened up a Service Request with Oracle support and here is their response :
Hi Minnie , Oracle Payroll tax is working via VERTEX only . Please review following documentation for more details. Oracle HRMS (US/CA) ' Vertex/Quantum' Frequently Asked Questions (FAQ) (Doc ID 735988.1) Oracle Human Resources Management Systems Implementation Guide (US)/section Payroll Tax Subsystem. Thanks, Amal

The United States and Canadian legislations require the Quantum tax calculation engine from Vertex Inc.

Release 11i and Release 12 Oracle Payroll in North America uses a third party taxation product called Vertex Payroll Tax Q Series (a.k.a. Quantum), which is produced by Vertex Inc.

Schedule: *Identify the date items are needed to be delivered, or month work is to be performed. Please be specific and do not use "ASAP".*

Renewal Period 8/1/16-7/31/17. Need a PO prior to then.

Estimated Cost: \$7,960.00

SOLE SOURCE RATIONALE

Complete the following checklist:

The requested supplier is the only source of required item(s) or service(s) because:

Check all that apply:

- ☐ The required item or service is proprietary to the supplier
- ☐ The recommended supplier holds the patent on the requested item(s)
- ☒ The recommended supplier is the only supplier capable of performing the requested service
- ☐ A specific item is needed
- ☒ To be compatible or interchangeable with existing hardware
- ☐ As a spare or replacement hardware
- ☐ For the repair or modification of existing hardware
- ☐ For technical evaluation or testing

- ☐ Have there been any prior attempts to obtain competitive bids or proposals for the items or services that failed?

If so, please list and describe such attempts:

- ☐ There is a substantial risk in selecting another product or service provider.

If so, please describe:

- ☐ It is not possible to obtain competitive bids for consideration.

If so, why:

In the United States and Canada, the legislation rules and tax routines are maintained by Vertex Inc., an independent, third party software company. This taxation data is accessed by the Payroll calculation engine via software provided by Vertex Inc., which is redistributed by Oracle. Currently this software is named 'Vertex Payroll Tax Q Series', (a.k.a. Quantum). Customers who have installed either or both CA and US legislations must also obtain a Vertex license and request monthly data updates for tax calculations, or taxes will not calculate correctly.

☐ Are there any other companies who can provide the services or needed items?

If so, please list and provide explanation of why they were unable to meet the requirements:

☐ List any other sources, suppliers, products or service providers that you reviewed in your selection process:

☐ List all research methods that you reviewed in your selection process (i.e.: specific internet searches, trade publications, references, etc.):

ACKNOWLEDGEMENT

☒ I affirm and acknowledge Williamson County's requirements, justification and criteria for Sole Source purchases. I have gathered the required technical information, provided all required documentation, have made a concerted effort to review comparable / equal equipment or services to the best of my ability, and further affirm that there is no conflict of interest in my recommendation of the selected item(s), service(s) or supplier.

☒ I also acknowledge and understand that I may be subject to criminal prosecution for the willful falsification of information in this document. I, by the act of signing or typing my name below, hereby certify under penalty of perjury, under the laws of the State of Texas, the foregoing is true and correct.

Date: 8/1/2016

Signature: Jay Schade

** By typing your name, this is equivalent to a legal signature*

NOTE: After a passage of time, an item or service may no longer qualify as a sole source purchase due to other similar items or services becoming available from other suppliers. Thus, all prior sole source determinations must be reapproved by the Williamson County Purchasing Department following completion of a Sole Source Justification Request Process and satisfactory completion of such process must be noted on requisitions and purchase orders.



July 19, 2016

Williamson County Technology Services
Jay Schade, Sr. Director
301 SE Inner Loop
Suite 105
Georgetown, TX 78626

Re: Account # 10176000

Dear Jay:

This is to confirm that Payroll Tax Q Series Solution licensed to Williamson County is distributed only by Vertex and supported only by Vertex. If you need any additional information, please contact me.

Thank you,

Mimi Tadeo
Contracts Administrator
Vertex, Inc.
Mimi.Tadeo@Vertexinc.com
484-595-2582



Williamson County Purchasing Department
901 South Austin Avenue
Georgetown, Texas 78626
(512) 943-3553
www.wilco.org/purchasing
purchase@wilco.org

NOTARIZED SOLE-SOURCE PURCHASE AFFIDAVIT

STATE OF TEXAS
COUNTY OF WILLIAMSON

KNOW ALL MEN BY THESE PRESENTS THAT:

Before me, the undersigned authority duly authorized to take acknowledgments and administer oaths, on this day personally appeared Lisa Butler, who after being duly sworn on oath stated the following:

My name is Lisa Butler. My title is CFO.

I am aware that the Williamson County Purchasing Department is required to comply with competitive bidding requirements of Chapter 262 of the Texas Local Government Code. I am aware that the statutory competitive bidding provisions do not apply to the purchase of an item that can be obtained from only one source. See, Texas Local Government Code section 262.003.

Sole-source items include:

Items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies, films, manuscripts, or books, electric power, gas, water, and other utility services, and captive replacement parts or components for equipment.

I have represented to the Purchasing Department of Williamson County and I hereby warrant that as of the date below, Vertex, Inc. is the sole-source supplier of the Payroll Tax Q Series Solution.
following item: Vertex, Inc. is the sole-source supplier of this
item because: it is licensed only by Vertex and supported by it If Vertex, Inc. ever ceases being
the sole-source supplier of this item, Vertex, Inc. shall immediately make a full disclosure in
writing to the
Williamson County Purchasing Department of all relevant facts and circumstances.

IN WITNESS WHEREOF, the undersigned has executed this Affidavit on the 29 day of
July, 2016.

[Signature]
[Signature]

Lisa Butler, CFO
[Printed Name] [Title]

SWORN TO AND SUBSCRIBED before me on July 29, 2016, by
Mary Elizabeth Tadeo
[Printed Name]

Mary Elizabeth Tadeo
[Signature] Notary Public
State of PA
My Commission expires on 6/4/2017
COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Mary Elizabeth Tadeo, Notary Public
Tredyffrin Twp., Chester County
My Commission Expires June 4, 2017
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES



Technology Services

May 26, 2016

From: Jay Schade, Sr Director
Williamson County Technology Services

To: Max Bricka
Purchasing Agent / Director
Williamson County Purchasing

Subject: Single / Sole Source Justification Letter

I recommend that we identify Vertex, Inc as the sole source provider of payroll tax data for Oracle. The only solution Oracle has certified for payroll tax calculations in the Oracle Payroll module is Vertex.

Please let me know if you have any questions.

Thank you.

Jay Schade, Sr Director
Williamson County Technology Services

WILLIAMSON COUNTY

512.943.1460 Fax 512.943.1488
301 SE Inner Loop, Suite 105
Georgetown, Texas 78626



Vertex, Inc.
1041 Old Cassatt Road
Berwyn, PA 19312

Renewal Quote - DO NOT PAY

Date: 4/18/2016

Company: Williamson County

Account: 10176000

P.O. #

Please remit PO#'s to Vertex Finance at fax 610-407-9694 or PO@Vertexinc.com

Service Agreement: SA10290

Renewal Period: 8/1/2016 To 7/31/2017

Expected Invoice Date: 6/17/2016

Payment Terms: NET 30 Days

Bill To: Tammy McCulley

301 SE Inner Loop
Ste 105
Georgetown, TX 78626

Product: Payroll Tax Q Series Solution Service Agreement

Delivery Method: FTP

Ship To Praveen Rao

301 SE Inner Loop
Ste 106
Georgetown, TX 78626

Service Agreement Renewal:	\$7,960.00
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Account Total Renewal:	\$7,960.00
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**** Please note that the renewal prices quoted are for budgeting purposes and may be subject to change without notice. Quotes do not include applicable taxes**

Question? Contact: Sue Cole, 610-651-5376