

Description of Product/Service: Environmental Systems Research Institute (ESRI) Software Maintenance/Support For Small Government Three-Year Term Enterprise License Agreement (ELA)

Estimated amount of this purchase: \$55,000

One Time Purchase ☐ or Recurring ☒

Department: Public Works / GIS

Contact Person: Nestor Navarro, GISP, MCSA

Phone: 305.673.7000 Ext. 26571

Due Date: ☐ Work must be completed by:

(check all

that apply)

☐ Material/Equipment/Supplies must be delivered by:

☒ Service must begin by: January 1, 2021

Please provide the following information in order to document the sole source request and prepare the appropriate recommendation to the City Manager and Mayor and City Commission:

1. *Explain why the product/service requested is the only product/service that can satisfy your requirements and explain why alternatives are unacceptable. Be specific with regard to specifications, features, characteristics, requirements, capabilities and compatibility. Describe what steps have been undertaken to make this determination.*
2. *Explain why this service provider, supplier, or manufacturer is the only practicably available source from which to obtain this product or service and describe the efforts that were made to verify and confirm whether, or not, this is so. (Obtain and include a letter from the manufacturer confirming, claims made by distributors of exclusive distributorships for the product or service, if, that is cited as a reason for this Sole Source.)*
3. *Will this purchase obligate us to a particular vendor for future purchases? (Either in terms of maintenance that only this vendor will be able to perform and/or if we purchase this item, will we need more "like" items in the future to match this one?)*
4. *Explain why the price for this product or service is considered to be fair and reasonable.*
5. *Describe the negotiation efforts, if any, that have been made with the supplier to obtain the best possible price.*
6. *Explain the consequence(s) to the City or Public, including a dollar estimate of the financial impact, if this Sole Source is not approved.*
7. *Industry Independent Standard Review.*

I hereby request that a Sole Source be approved for the procurement of the above statement of work, material, equipment, commodity, or service.

Department Director's Name: _____

Signature: _____

Date: _____