

SOLE SOURCE PURCHASE JUSTIFICATION

Submit this Form to the Procurement and Contract Services Division for Approval Prior to Placing an Order

Date: 08.23.2016 Department: ITS Requested By: Steve Marsh, Chief Technology Officer

Vendor Contacted & Address: Infor (US) Inc.
380 St. Peter Street
St. Paul, Minnesota 55102

Phone Number: 303.475.3591

Give a brief description of the item or service requested; why you feel it is unique and why no other source will meet the need (attach separate sheet/memo if needed): In order to complete the planned upgrade of the Lawson Enterprise Management System, the City must procure new software licenses for the Micro Focus software component. The City's Lawson Software Customer Agreement and Master Terms and Conditions stipulates that the City must procure any and all software licenses directly through Infor (US) Inc. the parent corporation of Lawson, to be procured through the use of Product Order Forms provided by Infor (US) Inc. Due to this Agreement, the City must utilize Infor (US) Inc. as the source of procurement of these software licenses.

Estimated Annual Cost: \$26,672.00 Was the request budgeted? Yes No

Term of this sole source is: September 1, 2016 through June 30, 2017

Sole source term is valid for one year unless a contract with multiple renewals is established based on the sole source request. Any exceptions must be approved as designated below. Will a yearly contract be established based on this sole source? Yes No

Other Contacts	Their Responses:
Name: _____	_____
Address: _____	_____
Phone #: _____	_____
Name: _____	_____
Address: _____	_____
Phone #: _____	_____

Was the manufacturer contacted for other distributors? Yes No

Please explain:

As stated above, the City's master Agreement with Lawson (Infor) requires that all software license purchases be made directly through Infor.

I concur with the above explanations and approve this request:

Department Director	8/23/16 Date	City Manager	Date
Procurement and Contract Services Manager	Date	Park Administrator	Date
City Clerk as approved by Council	Date		

APPROVALS REQUIRED:

APPROVALS REQUIRED FOR ALL CITY DEPARTMENTS (EXCLUDING PARKS & RECREATION):

\$ 1,000 - \$ 9,999	Department Director, Procurement and Contract Services Manager Approval
\$ 10,000 - \$ 19,999	Department Director, Procurement and Contract Services Manager Approval City Manager Approval
\$ 20,000 & Above	Department Director, Procurement and Contract Services Manager Approval, City Manager & City Council Approval

APPROVALS REQUIRED FOR PARKS & RECREATION ONLY:

\$ 1,000 - \$ 9,999	Parks Administrator & Procurement and Contract Services Manager Approval
\$ 10,000 - \$ 19,999	Parks Administrator, Procurement and Contract Services Manager Approval
\$ 20,000 & Above	Parks Administrator, Procurement and Contract Services Manager Approval & Park Board Approval